



राष्ट्रीय फैशन टेक्नालॉजी संस्थान, कोलकाता केन्द्र



NIT No.: e-40/2018(Pur-Kol)



NATIONAL INSTITUTE OF FASHION TECHNOLOGY, KOLKATA

(A Statutory Body governed by the NIFT Act 2006 &
set up by Ministry of Textiles, Govt. of India)

e-Tender document

for

Tea/Coffee Kiosk Service

Tender No.: e-40/2018(Pur-Kol)

OPENING DATE FOR ONLINE SUBMISSION OF TENDER	07/12/2018
CLOSING DATE FOR ONLINE SUBMISSION OF TENDER	28/12/2018 up to 2.00 pm.
Date and time of opening of tenders (Technical Bid)	28/12/2018 at 3.00 pm.

Opening Date and Time of Financial Bidding: will be notified to the short listed bidders only

PREAMBLE / INTRODUCTION

National Institute of Fashion Technology is a Statutory Body governed by the NIFT Act 2006 & set up by the Ministry of Textiles, Govt. of India

Note: 1. NIFT Donations are exempted u/s 80 (G) of Income Tax Act.
2. Being registered with DSIR, NIFT is entitled for Custom/Central Excise duty exemption.

INTRODUCTION

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 centers. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program to address the specialized needs of professional and students in the field on fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar.



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Founded in 1995, National Institute of Fashion Technology (NIFT), Kolkata is providing education in the field of Design, Technology and Management. NIFT Kolkata is one of the five oldest Centres among the NIFT fraternity and stands as a pioneer of fashion training and research.

TENDER NOTICE

NIFT, Kolkata invites **online** tender under two bid systems for “Tea/Coffee Kiosk Service” from eligible reputed Firms/Agencies having at least 03 (Three) years work experience in executing similar kind of services/jobs in Central/State Govt. Department/PSUs/MNCs Reputed Academic Institutes /Organisations.

The hard copy of the tender alongwith fees (i.e EMD), necessary/relevant documents should be placed in a sealed envelope superscribed with “**Tea/Coffee Kiosk Service (NIT No.: e-40/2018(Pur-Kol))**” and shall be addressed to and sent to the Purchase Officer, National Institute of Fashion Technology, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata- 7000106 or dropped in the Tender Box kept at the said address on or before schedule financial bid should be quoted online only and need not to be submitted in hard copy .

SUBMISSION OF BID

- i) The interested firms should apply online and submit their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc.in>
- ii) Tender documents are also available for viewing on the “tenders” link of the NIFT website i.e. <https://nifttenders.eproc.in>
- iii) Applications to this tender will be accepted only in the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & accepted.
- iv) For applying online, the prospective bidder/Firm should get itself registered at <https://nifttenders.eproc.in>

• Registration Charges of Rs.2000/- + Rs.360/-(GST) = Rs.2360/- non-refundable.

• Bid Processing Fee charges of Rs. 640/- + 115/-(GST)=Rs 755/- non-refundable through online payments only.

- v) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online and in the prescribed format and/or are found incomplete in any respect shall be summarily rejected.
- vi) Any further clarifications can be sought from the NIFT office on Telephone No. 033- 23357546, National Institute of Fashion Technology, NIFT Campus, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata- 700106.

For online procedure:

For More enquiries/For Helpdesk officers:-

Phone No.:- 0124-4302033/36/37

E-mail:- sandeep.bhandari@clindia.com



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Scope of Service/Work:

To serve Tea/Coffee (as mentioned in Annexure-IV) from the counter/kiosk to NIFT employees, students, guests etc. against payment. You may need to supply Tea-Coffee-Snacks, on special occasions and during various events of NIFT, Kolkata from time to time and as may be required and payment will be made accordingly against bill subject to satisfactory service. Items should be sold against bill mentioning all breakups of price & GST, etc. as applicable.

TERMS AND CONDITIONS

1. Only on-line bids will be considered. Please read the terms & conditions carefully before online submission/filling up the document. Incomplete tender documents will be summarily rejected.
2. Conditional and/or offline tender will not be accepted and/or the condition(s) may not be considered.
3. The Contract shall be initially for one year and may be extended/renewed for further periods subject to satisfactory service.
4. The agency/tenderer should have at least Three years of relevant experience in executing/rendering such services.
5. The contract for Tea/Coffee Kiosk Service shall be commercial contract and between NIFT & the successful tenderer. There shall be no employer-employee relationship between NIFT and the Tenderer or the staff/personnel deputed by the successful bidder/agency.
6. Hard copy of tender(s) submitted beyond the scheduled last date & time due to whatever reason including postal delays and without the required fees, Annexure(s) & documents will not be considered.
7. All tenderers are required to submit **Earnest Money Deposit (EMD) of Rs.20,000/-** (refundable) in the form of Demand Draft (should be drawn beyond the date of notification of this NIT) in favour of NIFT Kolkata payable at Kolkata. No interest shall be paid on the said EMD and will be returned after finalization of the tender; however, the EMD of the successful bidder will remain with NIFT and will be forfeited in the following events:
 - a. If information declared/document submitted found false/fake/forged
 - b. If the selected/successful bidder does not accept the W.O., or, unable to provide services
 - c. If the bidder withdraws his bid/quote

However, those who have valid NSIC registration certificate, Tender Cost & EMD may not be required.

8. The successful tenderer shall be required to deposit **Security Money of Rs. 50,000/-** within 15 days of receiving of Work Order. No interest shall be paid on such security deposit, which shall remain with the Institute during the entire period of the contract and it shall be released after two months from the date of expiry of the contract after deducting dues, recovery, etc., if any and as



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applicable. However if the contract is terminated due to any default of the contractor, the said security deposit will be forfeited.

9. The bidder should have at least minimum of 3 (three) years experience in the relevant field. The average minimum annual turnover of the tenderer for past 02 (Two) years should not be less than **Rs.12 Lakh** which should be substantiated by Audit report/ITR.
10. The contractor should ensure that the items listed in **Annexure-IV** shall be available at the Kiosk and shall be sold at the rates mentioned therein. The said rates are normal standard rates which the contractor shall charge. However, the said rates are subject to change which may be mutually agreed with justification by the contractor and NIFT. In case any revision in rates the decision of NIFT shall be final and binding on the contractor. Rates should not be charged more than the prevailing Market Rate/MRP.
11. It may be noted that the students remain away from the campus during breaks in June-July, end December, beginning of the year, during festive seasons (Dussera/Diwali, etc.). Agency should quote rates considering the same.
12. The Institute will provide to the Contractor space for storing raw material, sitting and serving space, etc. The Institute shall also provide tables and chairs in the serving area as follows:
 - a. Space for service station and store space.
 - b. Lights
 - c. Water supply
 - d. Electricity (Chargeable on actual).
13. The contract will be awarded on the basis of highest maintenance charges **(H-1)**. However, the minimum maintenance charges to be paid by the contractor to NIFT should be not be less than Rs.6000/-+ GST as applicable per month, in addition to the payment of electricity charges as per actual consumption.
14. It may be noted that the students remain away from the Institute during breaks in June-July, December end for which the above maintenance charges will be 50% per month for June, July and December.
15. The contractor shall display the rate chart clearly mentioning the rates of all the items at a prominent place.
16. The tender is liable to be ignored if complete information is not given there in or if the particulars and date (if any) asked for in the Schedule to the tender are not filled in.
17. The contractor shall be responsible for engaging adequately trained manpower required for providing said service in the Institute and arrange payment to the staff deployed by them as per Labour laws, minimum wages Act, PF, ESI, etc. However, NIFT will not be responsible w.r.t. statutory obligation, if any.
18. The employees of the Contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should preferably wear uniform while on duty.



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19. The contractor shall be responsible for engaging adequate number of trained/semi-trained manpower required for providing tea/coffee kiosk service in NIFT. Deployment of child labour is strictly prohibited under the law.
20. The contractor will, prior to the commencement of the operation of contract, make available to NIFT to the particulars of all the employees who will be employed, such particulars inter-alia should include age, date of birth, permanent address and the police verification report for the employees, should be enclosed.
21. The contract shall remain valid up to one year from the date of contract and it may be renewed on mutually acceptable terms and conditions. The contractor once awarded can be terminated by either party after given two months notice to the other party. 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.
22. The contractor shall be responsible to maintain the premises of the building, equipment and other articles supplied by the NIFT in good condition. In case of any damage, they shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Contractor himself. In case of theft or damage, contractor shall replace items lost, broken or damaged with items of the same quality at his own cost and expense.
23. NIFT shall in no way be responsible for any default with regard to statutory obligation and the contractor will indemnify NIFT in case of any damage, which may arise on account of action of contractor.
24. Dispute, if any, arising out of the contract shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the concerned NIFT authority 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, or to grant interest higher than 8% charges simply on the award amounts, or amounts payable to either party.
25. On termination of the agreement, the contractor will hand over the building, all the equipments/ articles as supplied by the NIFT in good working condition back to NIFT.
26. Care must be taken to ensure while carrying out the work so that no fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired/replaced by the contractor, failing which the same will be got done at his risk and cost. The decision of the Designated Officer shall be final and binding on the contractor.
27. All work shall be carried out with due regard to the convenience of NIFT. The orders of the concerned authority shall be strictly observed.
28. The contractor will work in close co-operation and co-ordination with other agencies working at site.
29. The contractor shall be fully responsible about the conduct of his employees and shall ensure that their behavior with the students, residents, supervisors, officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the person concerned and engage a new one within (48) hours of



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intimation. the division of the Designated Officer in this regards shall be final and binding on the contractor.

30. NIFT will not provide any mode of transport in respect of manpower or any items/materials required by the contractor for executing said service.
31. The Contractor shall not engage any Sub-Agent or Sub-Contractor whatsoever for the said service.
32. The Contractor and his/her staff member shall abide by the Rules and Regulations of the NIFT, as may be enforced from time to time.
33. The contract may be withdrawn by either side due to any reason by giving a minimum of two months notice. The agreement with NIFT, in such case, will be treated as cancelled before its expiry. However, the said notice period may be extended by mutual agreement till alternate arrangements are made by NIFT. However, NIFT reserves the right to terminate the contract at any point of time at its sole discretion due to non-satisfactory service or violation of T&Cs or due to any default of the Contractor or due to any applicable reason and NIFT's decision in this regard shall be final and binding on the contractor.
34. As per the NIFT policy, payments and receipts to Government and Semi Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest i.e., paisa 50 or above will be rounded off to the near higher rupee and paisa less than 50 will be ignored.
35. An agreement on Non-judicial Stamp paper containing all the terms and conditions of the service is to be made by the successful tenderer with NIFT within one month from the date of receiving of work order and the same shall be notarised by the contractor at his own cost.
36. It is strongly recommended that the tenderer should inspect the site any time during working hours on any working day with prior appointment (Tel. 033-23357546) before submission of bid; no extra shall be payable for lack of knowledge of the site conditions/items and constraints, if any.
37. Any query/clarification with respect to the tender (T&Cs, etc.) may get cleared prior to submission of bid; concerned NIFT official(s) may be contacted in this regard in between 10.00 am to 05.00 pm on any working day with prior appointment (033-23357546). However, NIFT will not entertain or clarify any such query during post bid.
38. All disputes are subject to Kolkata Jurisdiction only.

NIFT reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at any stage of the tendering process at its sole discretion without assigning any reason whatsoever and decision of NIFT in this regard shall be final and binding on all the tenderers. No further correspondence in this regard will be entertained.



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Annexure- I

(TENDERER TO FILL UP THIS PAGE)

1. a. Name of the tenderer / organization
- b. Name of the proprietor/partner(s).....
- c. Date of Establishment:
- d. Please specify as to whether Tenderer is sole proprietor/ Partnership firm/ Private or Limited Company.....Registration No.
Company/firm/Agency in regard to ownership

2. a. Address (Office):

b. Telephone No.:

c. Mobile No.:

d. Email Id.:

3. Details of relevant work experience:

Sl.	Client's Name	Contact Person	Contact number (with email-id, if any)	Remarks, if any
1				
2				
3				

4. Furnish copies of the following documents:

- a) Trade License
- b) PAN
- c) Experience Certificate
- d) GST Registration

5. DD [Enclosed] details

DD No.....,dtd....., amt..... bank..... [EMD]



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Annexure- II

Undertaking by the Tenderer

We have carefully gone through all above various terms and condition for provision of Tea/Coffee Kiosk Service at NIFT Kolkata . 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 stationery, before making this offer. We hereby sign undertaking as a token of our acceptance of various conditions listed in the tender documents..

Date:.....

Place:.....

Signature

Name:.....

Address:.....

Phone No.:.....



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ANNEXURE-III

TECHNICAL BID

For

Tea/Coffee Kiosk Service

Sl. No.	Particulars	Mention 'Yes' or 'No'
01	Whether Demand Draft of Rs.20,000/- (Refundable) in favour of NIFT, KOLKATA is submitted as EMD (to be submitted with the Technical Bid).	
02	Whether capable and agreed to submit Rs.50,000/- (Refundable) as Security Deposit, if work order is awarded.	
03	Whether document in support of having minimum 03 (Three) years experience in executing of similar service of service alongwith a list of organizations (Govt., PSU, reputed MNCs/Educational Institutes/organisations) where the Tenderer is currently providing/ has earlier provided this kind of service, submitted.	
04	Whether Trade License for this kind of jobs submitted	
05	Whether copy of PAN submitted	
06	Whether copy of GST Registration submitted	
07	Whether copy of Food & Adulteration certificate	
08	Whether average minimum Annual turnover is Rs.12 Lakhs during the last two years [i.e. <u>Financial Year</u> : 2014-2015, 2015-2016 & 2016-17] (any two years) [Please attach relevant documents, viz. Trading, PL & Balance Sheet (audit report from authorized chartered Accountant), etc. as a proof]	
09	Whether Copy of Income Tax Return for last 2 years submitted (<u>Assessment Year</u> : 2015-16, 2016-2017 & 2017-18) (any two years)	
10	Whether agreed to abide by all the terms & conditions of this tender	
	Whether all DDs, Annexure-I, II & undertaking duly filled has been submitted with "Technical Bid"	



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Annexure-IV

Sl. no.	Items/ Particulars	Quantity	Amount including 5% GST (Rs.)
1	Darjeeling Tea	200 ml.	10/-
2	Green Tea	200 ml.	10/-
3	Lemon Tea	100 ml.	8/-
4	Black Tea	100 ml.	5/-
5	Elaichi Tea	110 ml.	12/-
6	Milk with Tea Bag	110 ml.	10/-
7	Iced Tea	250 ml.	25/-
8	Hot Coffee	110 ml.	12/-
9	Hot Coffee (Small)	80 ml.	7/-
10	Black Coffee	110 ml.	10/-
11	Black Coffee (Small)	80 ml.	6/-
12	Soup (Tomato)	100 ml.	12/-
13	Cappuccino	150 ml.	20/-
14	Latte	150 ml.	20/-
15	Moccaccino	150 ml.	20/-
16	Hot Chocolate	150 ml.	20/-
17	Sharbat	250 ml.	20/-
18	Plain Noodles	70 gm.	20/-
19	Noodles -Masala	70 gm.	25/-
20	Noodles-Veg. Atta	75 gm.	40/-
21	Pazzta-Cheese	70 gm.	40/-
22	Pazzta-Masala	65 gm.	40/-
23	Grilled Veg. Sandwich	2 pc.	35/-
24	Grilled Cheese Sandwich	2 pc.	45/-
25	Chocolate	MRP	MRP



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Financial Bid

Name of Service: Tea/Coffee Kiosk service

Maintenance Charges:

(Minimum Maintenance charges of Rs.6000.00+ 1080 (18% GST)=7080/- per month.)

ii Maintenance charges willing to pay Rs.....+GST..... per month.

Note: The maintenance charges should NOT be less than Rs. 6000.00+1080.00 (18% GST)=7080/- per month.

GST is subject to change and will be considered as may be fixed by the Govt. from time to time.