



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान

वस्त्र मंत्रालय, भारत सरकार

सिडको, इलेक्ट्रॉनिक कामप्लेक्स रंगरेट

श्रीनगर 191132, जम्मू कश्मीर

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-

191132 J&K

16309(2)/NIFT/Sgr/Admin/Canteen Services/2018/451

Dated: 22-12-2020

E-TENDER NOTICE FOR PROVIDING CANTEEN / MESS SERVICES

National Institute of Fashion Technology (NIFT), Srinagar invites e-tenders for providing **CANTEEN/ MESS SERVICES** for its Campus & Hostel/s.

Time schedule for tender process :

Date of tender notification	22-12-2020
Last date for receipt of duly filled in tenders (Online)	14-01-2021 at 15:00 hrs
Date and time of the opening of Technical bid of tenders	18-01-2021 at 14:30 hrs
Date and time of the opening of Financial bid of tenders	To be informed to technically qualified bidders
Earnest Money Deposit	NIL Bid Security Declaration should be kept by the Bidder in the Bid Documents

For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying

- Annual Registration Charges of Rs. 2000 + applicable taxes.
- Bid Processing Fee charges RS. 1164 + applicable taxes.

Note: The tenderer must submit duly self attested copies of all the relevant documents along with tender documents (Only Technical bid) in physical form also (which are being submitted with online tender) along with required Bid Security Declaration towards EMD on or before the last date of the tender except PRICE BID. Hard copies of Technical Bid along with Bid Security Declaration should reach to the Office of the Director, NIFT Srinagar, SIDCO Electronic Complex Rangreth, Srinagar – 191132 (J&K) by or before 14-01-2021 at 15:00 hrs. Tender documents of contractors not producing proof of possessing above mentioned documents are liable to be rejected without any notice. In case of any clarification, the bidders can send their queries at estates.srinagar@nift.ac.in or contact at +91-7006149501.

Director

National Institute of Fashion Technology, Srinagar

SIGNATURE OF TENDERER

1. 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 centres. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of 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.

NIFT, Srinagar, J&K were established in the year 2016 with undergraduate courses and presently running its campus at Rangreth, Srinagar (J&K).

2. NOTICE INVITING TENDER:

NIFT Srinagar Campus invites e-tenders under **"Two Bid System"** for providing Canteen/Mess Services in campus for 162 students at the NIFT Campus & Hostel/s. In addition to that, other 40 staff members may also avail the canteen/mess facility in the campus. **"TWO BID SYSTEM"** shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the tender document. NIFT will not entertain any modifications after opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender 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. The interested firms should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their bids.

Submission of Bids

- a. The interested agencies/contractors should apply online and submit their tender 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> till **14-01-2021 at 15:00 hrs.** E-Tender document is also available for viewing on the "tenders" link of the NIFT Portal & NIFT website i.e. <https://nifttenders.eproc.in> & <http://www.nift.ac.in/srinagar/>
- b. Applications to this tender will be accepted only in online mode through the website <https://nifttenders.eproc.in>.
- c. For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying
 - **Annual Registration Charges of Rs. 2000 + applicable taxes**
 - **Bid Processing Fee charges of Rs.1164 + applicable taxes.**
- d. The interested agencies/contractors may contact C1 India for online registration at following email Id's : sandeep.bhandari@c1india.com and niftsupport@c1india.com or Tel: +91-124-4302033 / 36 / 37 and mentioning their Company Name, Address and User ID for Approval of Registration, and Tender ID and Tender Title for Approval of Bid Processing Fees.
- e. The Firm should ensure that it complies with the requirements as per works before applying for.

SIGNATURE OF TENDERER

- f. The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.

Basic Requirements

The basic requirements for registration and applying for tender online are as under:

- Operating System should be windows 7 or above.
 - Java version: Java 8 updates 25.
 - Use Internet Explorer 11 version.
 - All java add-ons must be enabled in the system.
 - Always use Class III B Digital Signature Certificates (DSC) having Signing and Encryption both.
- For online procedure tenderer may contact on following Helpdesk officers:**
- Email: niftsupport@c1india.com , sandeep.bhandari@c1india.com
 - Phone: 0124-4302033/36/37

Scope of Work:

1. NIFT's Requirements

Contractors having experience of at least 03 years running **Canteen/Mess/Food catering business** in a Govt. Sector/PSUs/Educational Institutions including schools & colleges/Private Institutions of repute, who can cater to the needs of Students and Officers/Staff as details given in **Annexure B-I & B-II** of this tender document are eligible to apply.

The vendor selected through this tendering process will have to cater canteen within 15 days from the date of work order and must provide Canteen/Mess Services. Presently there are approx. 162 students, & 40 staff members on Campus. Further 33 students approx. are staying in Hostel. It is expected that majority of above students/ staff will avail canteen services. There is absolutely no commitment of total number of customers for canteen services by NIFT.

As of now, NIFT Campus & Hostel is located at Rangreth, Srinagar. Location of Campus and/or Hostel/s may change during contract. Contractor must continue service in case of change of location without any additional cost.

The contractor will submit bills for catering services provided to the students residing in hostel on monthly basis to NIFT for reimbursement of payment. Regarding other services/sales the contractor shall collect the payment directly from the students (non-hostellers)/staff/faculty/officers for canteen services.

The NIFT will pay only those bills which will be ordered by the NIFT Administration by way of written order to provide High Tea/Tea/Cold Drinks/Snacks etc. for official purpose as and when required. Canteen arrangement and services shall be provided by the contractor during regular office hours in the academic & admin blocks, Official meetings, which may include tea & snacks, High Tea/Tea/Cold drinks/Juices etc.

I. Facilities Provided by NIFT Srinagar (J&K)

NIFT Srinagar has exclusive space to provide canteen services along with kitchen and dining facilities. The premises can be inspected during any working day from 10.00 AM to 05.00 PM under prior intimation to Estates Department. Charges of Electricity on actual usage basis will be borne by the contractor. However, water shall be provided by the Institute as part of maintenance charges paid by the vendor.

Raw materials, food articles, cooking fuel / gas cylinder, cleaning/washing materials/tools / crockery and Manpower shall have to be arranged by the contractor at his/her/their own cost. NIFT shall not provide accommodation for manpower engaged by the contractor.

SIGNATURE OF TENDERER

II. Technical and Qualifying Requirements:

- 1.Shop Establishment Valid Certificate.
- 2.Contractor should have valid FSSAI certificate for running Canteen/Mess Services.
- 3.Attach Experience certificate of last 3 financial years i.e. 2017-18, 2018-19, 2019-20 along with technical bid.
- 4.Contractor should have minimum turnover of **Rs. 20 Lakhs** each year in the last two years (Please attach audited balance sheet F.Y. 2018-19 and 2019-20 audited/unaudited C.A certified along with technical bid).
5. **Copy of ITR (FY 2017-18, FY 2018-19, and FY 2019-20) duly attested by C.A.**
6. Undertaking for not ever been blacklisted by the Govt. /Non-Govt. Agency as per format provided in the tender document.
7. The Contractor should have valid PAN number either in the name of proprietor or firm. (Copy should be enclosed along with technical bid).
- 8.The contractor must have a Branch Office at Srinagar/Budgam for proper supervision, reasonable access in case of day to day requirement, for better coordination with the canteen/ mess firm at the site etc. In case the firm does not have an office in Srinagar, the bidder must give an undertaking that the office shall be opened in Srinagar within one month of allotment of contract.
- 9.The Technical Bid without complete information and supporting documents shall not be considered for evaluation of the Financial Bid.
10. The Contractor must fill the **Technical Bid form, Annexure B-I, B-II & B-III** and provide supporting document mentioned above.
11. Copy of GST registration of the Firm/Agency.
12. **Copies of GST return for the financial year 2019-20**
13. **Copy of PAN Card**
14. **Address proof of Registered Office as well as Branch office at Srinagar, J&K of the firm/agencies.**
15. All columns must be filled compulsorily.
16. Bid Security Declaration towards EMD.

Based on information provided in the technical bid, the NIFT may verify the details, cross examine, visit the premises and constitute a Committee to recommend the authorities to shortlist the bidders. Price Bids of only shortlisted bidders will be opened for consideration.

The tenderers shall comply with all the requirements under qualifying criteria. Proofs shall be attached with Technical Bid, failing of any of the criteria under Technical Bid will disqualify for opening of price bid.

Quality & Hygiene to be provided by the Contractor:

1. The contractor shall procure all food and other items to be sold in the canteen of good quality to the satisfaction of the Canteen/Mess Committee constituted by the Institute.
The Canteen/Mess Committee shall have the right to change any brand of material supplied/used for cooking, provided the cost of the same does not exceed the cost of specified brand.
2. The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served, and the stale is not recycled. Stale food shall be removed from Canteen premises as soon as possible. Un-refrigerated cooked food, not consumed within three hours in summer months and six hours in winter months, shall deemed to be stale and unfit for consumption.
3. The food preparation shall be wholesome and shall generally cater to the taste of the employees/students.

SIGNATURE OF TENDERER

4. The oil that remains from deep frying at the end of the day shall have to be disposed of and shall not be recycled for the purpose of cooking again.
5. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard.
6. The utensils shall have to be maintained sparkling clean at all time.
7. All utensils shall be sterilized each morning before serving any item.
8. The contractor shall always pay special attention to maintain the Canteen neat and tidy. For this purpose, the Canteen shall be cleaned thoroughly after each meal regularly by the employees of the contractor.
9. The contractor shall ensure that only hot food is served to the students/employees. Complaint, if any, in this regard shall be viewed seriously.
10. The contractor shall ensure that sufficient manpower is always deployed for preparation and serving each meal including cleaning, washing and overall upkeep of Canteen assets and premises.
11. The contractor shall also ensure proper room services for the NIFT officials as and when required.
12. The contractor should supply the items at the rates fixed on finalization of tender for the items listed in Annexure B-I & B-II & B-III.
13. The Approved rate list should also be displayed at NIFT Canteen mandatorily.
14. The contractor should also follow the brand of raw material as listed in Annexure 'A-III'.

A. GENERAL TERMS AND CONDITIONS: -

1. **The contractor must pay monthly maintenance charge to NIFT Srinagar of Rs 5000.00 for using the space and other infrastructures.** The contractor has to deposit the monthly maintenance charge on monthly basis in advance by or before 5th day of month.
2. The contract shall remain valid for a period of One year from the date of its commencement. The contract can be further extended on the same terms and conditions on yearly basis up to 3 years, the rights of which is reserved by NIFT. The extensions shall be based on the satisfactory performance of the contract. NIFT may terminate the Contract with the Firm with a one month's notice. The Contract once awarded can be terminated by the Contractor after giving three months' notice as NIFT have to make alternative arrangements for running the Canteen. Nevertheless, NIFT may terminate the contract of the Firm without any notice in case the Firm 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 Firm.
3. By submitting bid, it shall be presumed that contractor has accepted all terms and conditions mentioned in this tender.
4. The Contractor will be required to pay to the Institute electricity charges on actual basis, for which sub-meters shall be installed by the contractor. 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 to the Institute as per average rate of unit consumed by the campus.
5. Refilling of the commercial gas connections will be borne by the contractor.
6. The rates quoted in this bid shall be for the items to be supplied at NIFT Canteen, Contractor shall not be allowed to reduce the items required from the canteen without prior written permission from NIFT. Failure to supply any item at the indicated cost shall be considered a breach of contract and invite action.
7. The rates of items in Annexure B-I, B-II & B-III cannot exceed the maximum rates fixed. Packaged goods should not be sold more than MRP. In case any bidder is quoting higher amount, the fixed rates shall prevail.
8. Vendors shall use recyclable / reusable plates & cups to avoid usage of plastic.
9. Items to be sold in Canteen as per approved list only.

10. The Tenderer will have to enclose Self Declaration for **Earnest Money Deposit** with the **Technical Bid**.
11. NIFT shall be entitled to take over possession of the premises after expiry of 24 hrs notice with no further correspondence. However, any case of default will be pointed out in writing to him as and when it comes to the notice to enable him to correct and rectify his mistake.
12. Tender shall be submitted in official tender form only, if submitted in any other format the same shall be summarily rejected. No Tenderer shall be issued more than one tender form.
13. The schedules issued with the form of tender listing the menus etc. for Canteen services to be rendered, must not be altered by the Tenderer. Any modifications/alterations of the rate schedules considered necessary by the Tenderer should be in the separate letter accompanying the tender.
14. No paper shall be detached from the tender.
15. The name and address of the Tenderer with rubber stamp shall be clearly written in the space provided and no overwriting, corrections, 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 instructions laid down herein otherwise the tender is liable to be ignored.
16. The tender is liable to be ignored 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.
17. Individual signing the tender or other documents connected with the tender must specify whether he signs as:
 - a. A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - b. A partner of the firm if it is a partnership firm, in such case he must have authority to execute contracts on behalf of the firm by virtue of partnership agreement or by a power of attorney duly executed by the partners of the firms.
 - c. Director or Principal Officer duly authorized by the Board of Directors of the company.
18. In case of above a copy of the partnership deed or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of Attorney should be furnished. The attested copy of the certificate or registration of firm should be attached along with the tender. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of 15 (C) above the person signing the tender should be authorized by a resolution passed by the Board of Directors and a copy of the resolution attested by the Principal Officer should be attached.
19. The successful Tenderer must furnish **Security Deposit of 3 % of Estimated Contract Value** only in the form of demand draft as refundable in favour of the "National Institute of Fashion Technology, Srinagar". No interest shall be payable on this deposit. The same will be returned after the successful completion of contract and after adjusting dues if any, of the contractor.
20. Late tenders will not be considered. **NIFT reserves the right to accept or reject any or all the offers either fully or partly without assigning any reason.**
21. NIFT Srinagar shall have the powers to remove any difficulty/anomaly for successful running of Contract.
22. Telegraphic/fax or conditional tender will not be considered.
23. Gas Cylinder (Commercial) will be arranged by the contractor for continuing the canteen services throughout contract, no separate payment will be made by NIFT for the same.
24. NIFT's decision that a breach has occurred will be final and shall be accepted without demur by the contractor.

25. If at any time during the period of contract, it comes to the notice of the NIFT that the Agency has misled the NIFT by way of giving incorrect/false information, which has been material in the award of Contract to him/her, the contract shall be liable for termination besides other legal action which may be initiated against the Agency or the owner /partners/directors or any person responsible for the affairs of the Agency under law.
26. The contractor will have to provide a list of workers who will be working at NIFT Campus and provide complete details about them. The contractor will also provide police verification and medical report of all his/her workers working within NIFT Campus. The strength of manpower deployed by contractor must commensurate with the contract/business. NIFT Srinagar authorities shall reserve the right to determine adequacy of staff deployment, which shall be binding on contractor.
27. The contractor will have to submit an affidavit at the time of signing the agreement indicating that all employees of the contractor are paid the minimum wage as per Minimum Wages Act of the Central Government.
28. The financial bid/s of the technically qualified bidders will only be opened.
29. Contractor may have to serve foods/refreshments from time to time as per requirement of the Institute during various events/programmes against extra payment on actual.
30. Contractor shall abide by all laws of the land including Labour Laws (ESI, EPF, Bonus, Income Tax, Service Tax or any other extra taxes levied by the Govt.) companies Act, Tax deduction liabilities, welfare measures of its employees and all other obligations of the region and also those Laws which are not essentially enumerated and defined herein. Any such claims at a later stage shall be the exclusive responsibility of the Contractor and it shall not involve the centre in any way whatsoever.
31. The contractor will also submit a medical certificate on half yearly basis that all his/her employees handling food are not having any contagious diseases.
32. The contractor will ensure that neat and clean clothes and aprons are always used by his/her employees handling food. Every employee so appointed by the contractor shall wear the prescribed uniform. The said uniform shall be provided by the contractor at his own cost. The Canteen workers will bear the Identity Card issued by NIFT, Srinagar Centre during the working hours.
33. The contractor shall not be allowed to keep his/her employees inside NIFT Canteen between 10:30 P.M. to 5:00 A.M. on any day. Essential staff will be provided separate accommodation based on availability.
34. The Canteen shall remain open from 8:30 A.M. to 09:00 P.M. from Monday to Sunday (including Local/National Holiday) on all working days. However, depending on the exigencies, the contractor may be required to keep the Canteen open or close as per requirement of NIFT.
35. The contractor will occupy the space earmarked for canteen and kitchen and shall not occupy the adjacent verandas and open space.
36. The contractor will ensure that his/her employees do not loiter around in the campus. In case of any loss to NIFT caused by the employees of the contractor, the contractor will be responsible.
37. NIFT reserves the right to instruct the contractor to remove any person deployed by the contractor without assigning any reason or notice.
38. The contractor will ensure high standard of cleanliness, hygiene and sanitation in the kitchen and canteen. The contractor will make the arrangements for keeping all eatables in covered showcase, free from flies and insects. Adequate number of dustbins will be provided by the contractor to ensure proper disposal of garbage. There should not be any littering of unused food or any other articles within the canteen. The contractor will also ensure that no used utensils viz Cups, plates are lying in the NIFT campus and these should be removed immediately and frequently.

39. Contractor shall ensure daily removal of canteen garbage from the canteen premises. However, before the garbage is taken out for disposal, the Security Supervisor would need to check it physically in order to ensure that the material being disposed does not contain any useful items.
40. The contractor will ensure that the cooks have proper shave and clipped nails while cooking food and should wear apron and head gear.
41. The contractor will ensure that the cooked and uncooked food is stored properly, and no stale food is served. In case of any food poisoning, the contractor will be held solely responsible and will be penalized besides legal action.
42. The raw materials used for cooking can be checked by the Canteen/Mess Committee at any time and if substandard/unauthorized materials are found, the contractor will be penalized at the discretion of NIFT and contractor will have to abide by it. The penalty will include at least Rs.5,000/- per occasion in case if it is found using sub-standard material.
43. The contractor will be required to display the Menu and rate list of all the food articles, soft drinks, tea, coffee and juice etc. sold in the canteen.
44. The contractor should have sufficient equipment & crockery and other items normally required to cater to at least 150 persons at a given time. He should have sufficient utensils, crockery and other infrastructure to provide the service and for Buffet Lunch/High Tea, as and when required.
45. The contractor should take all safety measures (including fire) while running canteen. He will keep a First- Aid box for the persons deployed to work in canteen.
46. The contractor shall not deploy minor / child labour for the Canteen work.
47. The contractor shall abide by all laws of the land including labour laws, Tax deduction liabilities, welfare measures of its employees and any other statutory obligations.
48. NIFT will deduct Income Tax at source under section 194-C of the Income tax Act, 1961 from the bills of the contractor.
49. The rates for different items shall be as per the list enclosed. The contractor if intends to serve eatables not specified in the enclosed list, the same must be with the approval of rates by the Canteen/Mess committee / NIFT authorities.
50. The Canteen/Mess Committee member(s) may inspect the preparation of food etc. on time to time.
51. In the event of unsatisfactory services rendered by the contractor, the contract may be cancelled by the NIFT. Monetary fine as penalty @ Rs. 1000/- per day will be imposed for every default during the period of contract. If the services do not improve within 03 working days, a monetary fine as penalty of Rs. 5,000/- per day will be imposed for the defaults and this will have to be paid by the contractor within a week on receipt of communication from the NIFT, failing which it will be adjusted against the Security Deposit.
52. No responsibility will be taken by the NIFT for credit sales to students, staff, employees and others, losses or pilferage.
53. No legal right shall vest in the contractor's workers to claim employment or otherwise absorption at NIFT, nor the contractor's workers shall have any right whatsoever to claim the benefit and/or emoluments that may be permissible or paid to the employees of NIFT. The workers will remain the employees of the contractor and this should be the sole responsibility of the contractor to make it clear to his/her workers before deputing them to work at NIFT.
54. The contractor shall not engage the services of any sub-contractor or transfer the contract to any other person. If, it is found at any time that the contractor is unable to provide the canteen services and has subcontracted to any other party, the NIFT has right to terminate the contract and to forfeit all security deposits.
55. Firms submitting tender would be considered to have read & accepted all terms & conditions. No enquiries verbal or written shall be entertained in respect of acceptance or

- rejection of the tender. The bidder shall in a separate sheet disclose the details of the partners/directors etc. which shall be enclosed with technical bid.
56. The bidder should indicate the names of the firm/firms along with location where they are currently having business with them and which can be seen by the NIFT Officials. A satisfactory report issued by such organization/s must be enclosed with the bid.
 57. The contractor shall make good all damage/loss which may be caused by any act or default of the contractor, his agents or servants or workers to any property of the Institute. The NIFT reserves the option to make good the damage or loss by charging the contractor with the expenses.
 58. In case of the breach of the terms of the agreement, security deposit of the contractor is liable to be forfeited.
 59. Without prejudice to right under any other clause of the contract, the NIFT may in the event of any breach of the conditions on the part of the contractor cancel the contract and charge the contractor with any loss arising from such cancellation.
 60. Dispute, if any, arising out of the services contract shall be settled by mutual discussion between the parties within 30 days.
 61. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, the dispute/ differences shall be referred to arbitration by sole Arbitrator to be appointed by the Director NIFT as per the provisions of the Arbitration and Conciliation Act, 1996 and the Rules framed thereunder.
 62. Decision of NIFT regarding interpretation of the terms and conditions shall be final and binding on the Agency.
 63. The language of the arbitration proceedings shall be in English. The Arbitrator shall give a speaking and reasonable award.
 64. In case of failure of arbitration as explained above, appropriate courts at Srinagar/Budgam (J&K) will have the jurisdiction to adjudicate upon the matter.
 65. The contractor shall inform to the administration department of NIFT Srinagar any changes of Canteen workers, if required, made by him along with their police verification and medical report.
 66. The contractor shall submit duly signed undertaking enclosed with the tender document.
 67. Any act on part of the Contractor to influence anybody in NIFT would make him liable for rejection of his tender.
 68. In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the Institute by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/compensate such claims or damages to the Institute. As a result of the acts of the Contractor, if the Institute is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the Institute or the Institute reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the Institute.
 69. The canteen workers shall be issued Identity Cards bearing photographs. The contractor shall provide sufficient sets of Uniforms and pair of shoes to his employees and shall ensure that they wear them all times and maintain them properly.
 70. Refilling of gas cylinders including the maintenance of burners shall be the responsibility of the Contractor. On termination of the contract, the Contractor shall return to NIFT's items along with the canteen Furniture / Fixtures / Equipment etc. provided by NIFT to Contractor.
 71. The Contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.

72. The payment in respect of official meetings/ conference/ hospitality bills of the Institute submitted in duplicate by the Contractor shall be released on receipt basis. Any supply of food items without proper authorization by the designated authority of NIFT will not be paid for.
73. In case contractor takes advance from the student it will be the responsibility of the contractor to adjust/reimburse in case the student does not avail canteen facility during holiday or during his/her leave period.
74. **The L-1 will be decided on the basis of total lowest charges of items mentioned in Annexure B-I.** In case of more than one L-1 vendors, decision for allocation of contract will be done by Competent Authority based on experience, credibility and other criteria deemed fit. The preference will be given to the tenderer having maximum experience of providing mess services in similar Govt. organizations as per the records submitted by the bidders at the time of submitting the tender. The recommendations of the committee & the decision of the Director, NIFT Srinagar shall be final in all respect and shall be binding on bidders.
75. The NIFT authorities would constitute a Canteen/Mess Committee consisting of Officer, faculty, staff and students. The Canteen Tenderer will have to follow instructions of the Committee related to Menu, meal frequency, food quality, cleanliness, health & hygiene service & Canteen timings to suit student's community requirements.
76. The Canteen Tenderer shall also provide various kinds of beverages, snacks and eateries in the canteen at such price/quotes as approved by the Canteen/Mess Committee from time to time. In case of failure, all these items would be served on contractor's account and at his risk by making alternative arrangements, which may please be noted.
77. The Canteen services should capture innovative variety and balanced nutrition both for vegetarians and non-vegetarians. Requirement of Canteen services include: (a) Breakfast, Lunch and afternoon snacks with tea/coffee for all students including hostellers and day-scholars, (b) Dinner for hostellers, (c) Breakfast / Lunch etc. to officer/faculty/staff who require such services.
78. The Tenderer should visit the campus and the canteen premise to see the infrastructure before bidding. The Tenderer will be provided the space and infrastructure like tables, chairs, light fittings, fans, water coolers and water supply. Canteen furniture, lights i.e. bulb, tubes on monthly maintenance charge basis.
79. Evening dinner on all days including holidays (Saturday, Sunday etc.), morning breakfast, will be served to students at Both Girls and Boys hostels and Lunch on all working days to be served at the Institute without any extra charges.
80. The Tenderer will maintain daily served menu list in proper register and may be certified daily by canteen/Mess committee member authorized for the purpose.
81. In case of student's sickness, hospitalization, etc., the Tenderer shall supply the food in Tiffin at student's hostel as per the recommendations of the authorities without any extra charges.
82. NIFT shall not provide any consumable or non-consumable items including raw materials at the canteen for the purpose of Canteen. And the Contractor shall maintain the equipment's provided by the NIFT in good working condition (as per list of inventories enclosed) and would be responsible for damages caused. He will carry out the repairs without any delay to avoid interruption in services and cost of repairs shall be born fully by the contractor. On termination of agreement, Tenderer will hand over all such equipment / articles in good working condition back to NIFT.
83. NIFT shall provide a list of normal holidays and students vacations in each semester to the Tenderer for assessing and providing Canteen services to the hostellers residing during holidays and vacations.
84. It shall be compulsory for the Canteen Tenderer to take the following hygiene and cleaning measures : (a) Cleaning the kitchen area twice a day, including the store-room, (b) soaking the vessels in hot water at the end of the day, (c) Crockery to be washed with hot water using detergents, (d) thorough cleaning of refrigerators, bottle-coolers and water coolers,

- once a week, (e) Periodic spraying of insecticides, (f) food quality (g) maintain latest standards of health & hygiene (h) Cleaning the dining tables with detergent and water at the end of the day, (i) Thorough cleaning of wash basins with detergent at the end of the day. In case of failure the contractor will be liable for legal actions as per the provisions of J& Food safety Rules and other various Act, applicable in this respect.
85. Tenderer shall not sell any cigarette, bidi, paan, alcohol etc. in the canteen and in the NIFT premises, if anyone is found indulging in these activities; the person shall be asked to leave the campus immediately and the Tenderer shall be liable to lose the contract for breach of this condition.
 86. The Tenderer shall make adequate arrangements to serve tea/coffee/cold drinks, etc. to faculty & staff twice a day (in the morning and afternoon) at their workplace without any additional charge. The Tenderer shall also plan to serve snacks/ tea/coffee/cold drinks etc. in the official meetings and conferences.
 87. The Tenderer shall ensure that either he himself or one of his responsible supervisors remains present during breakfast/lunch/dinner services to the students.
 88. The Tenderer shall bring their own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs, etc., in sufficient quantity as needed to maintain the canteen/mess services, in addition to what is provided by NIFT.
 89. The Tenderer shall undertake that any act of omission or commission including theft, by his staff shall be his sole responsibility and further that he would compensate the Institute immediately, any loss or damage or theft occurring on account of his staff individually or collectively.
 90. The Tenderer shall be required to enter into an agreement for the due performance of the contract with NIFT. It should be stamped with adhesive stamps as required and should be signed before a First-Class Magistrate or a Justice of Peace or a Notary Public without fail.
 91. During summer/Winter breaks, caterer will depute appropriate number of cooks and waiters to cater the officers and staff members of NIFT.
 92. The tender submitted by the tenderers will remain valid for a period of 90 days from the date of opening of the tender.
 93. Caterer will maintain at least 4 dozen of decent quality crockery set to serve tea/coffee/food to NIFT management, for all official meetings. Caterer should depute at least 2 waiters during such meetings.
 94. Whenever there is any occupancy in the NIFT's guest house, one person from the caterer will attend the Guest House, as & when it becomes functional.
 95. The Tenderer shall not keep the canteen 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.
 96. The contractor shall provide adequate numbers of worker/staff to facilitate serving of Tea/Drinks/Refreshments in Admin & Academic blocks.
 97. The contractor shall provide adequate numbers of workers/staff to catter to various meetings/ functions etc in the campus.
 98. Vendors shall not sell items other than items listed in Annexure- B-I as NIFT Management is committed to provide other facilities such as Milk Parlor or Nestea kiosk etc to the students.

B. TERMS OF FINANCIAL BIDS:

1. Bidder for providing Canteen services will be decided at the time of finalization of tender based on lowest rate (Grand Total) quoted for Menu Charges in Annexure B-1. The Items in Annexure B-II & B-III shall be awarded at the discretion of NIFT on Mutual Agreement.
2. The contractor must quote the rate of **Annexure B-I, B-II & B-III** mandatorily and abide by the brand specification given in **Annexure A – IV**.
3. There should not be any calculation & totaling mistake in the Financial Bid. If any mistake is found Competent Authority will have full discretion to accept or reject the Bid.

NATIONAL INSTITUTE OF FASHION TECHNOLOGYSRINAGAR

Name of Work: To run the Canteen/Mess at NIFT, Srinagar, J&K.

TECHNICAL BID

(Technical Bid should be kept in separate sealed cover super scribing "Technical Bid" on it).

1.

S.No.	Description	To be filled by the Bidder
1	Name of the Tenderer	
2	Details of Tender document cost	(Rs.....) With Draft No.

2. Details of Experience in the relevant field, attach copies of experience certificate from the organizations of at least last two years (Attach separate sheet, if required):

S. No.	Period		Organization/Agency	Approx. number of Clientele handled/being handled**
	From	To		

** Certificate from the concerned Agency must also be attached

SIGNATURE OF TENDERER

CHECK LIST:

S. No.	Particulars	Mention 'Yes' or 'No'	Page No.
1.	Date of incorporation of the Firm. State whether it is Partnership/ or Proprietorship (attached a certified copy for proof) (Name of the partner should be specified in this case). Separately attach details of partnership/company etc. in Accordance with clause 15.		
2.	Whether "Technical" & "Price" bids submitted separately and the respective envelopes super scribed properly.		
3.	Whether Bid Security Declaration towards EMD submitted		
4.	Shop Establishment Valid Certificate.		
5.	Whether certificate/document in support of having experience of FY 2017-18, 2018-19, 2019-20 for running canteen/mess in government sector/PSU/Education institutions/private institutions, along with a list of organization (Govt./PSU/reputed MNCs/Organizations) where the contractor is currently providing/provided Mess/Canteen Services is enclosed. (Please attach attested copies of the same along with details as per Form –I & Form-II)		
6.	Whether agrees to pay minimum wages of the Central Government to all employees engaged.		
7.	Whether copy of valid PAN Card enclosed.		
8.	Whether copy of GSTIN enclosed.		
9.	Whether Copy of ITR (FY 2017-18, 2018-19 and 2019-20) duly attested by C.A. enclosed		
10.	Whether registered with FSSAI? Copy of the FSSAI Number		
11.	The annual turnover of the tenderer was minimum Rs. 20 lakhs per annum for the last 02 Financial Year 2018-19 & 2019-20.		
12.	Whether agreed & able to arrange for Crockery, utensil, (, Cutlery, etc required for running the canteen smoothly within 15 days) on accepting the work order.		
13.	Copy of Final accounts duly Certified by CA for the last <u>two Assessment</u> Years (to the attached) 2018-19 and 2019-20 (CA certified audited/unaudited)		
14.	Whether the firm/Company has ever been blacklisted by any Govt./Non-Govt. agency.		
15.	PF and ESI registration (if not applicable, to be given on company's letter head)		
16.	Whether willing to pay monthly maintenance charge of Rs 5000.00 to NIFT Srinagar		
17.	Address Proof of Registered Office as well Branch office at Srinagar, J&K of the firm agencies.		
18.	Copy of the terms and condition and every page of the tender document duly signed with seal of the firm, in token of the acceptance of terms and condition of the tender. (Yes /NO)		

Note: (1) The bid without relevant category of FSSAI certificates shall be summarily rejected

Signature of the Tenderer & Date with Rubber Stamp

SIGNATURE OF TENDERER

UNDERTAKING

I/We.....hereby solemnly agree to abide by the Terms & Conditions and the rates enumerated above.

Any break of the Clause/Clauses will render my/our contract null and void.

I/We have understood completely about this tender document and the terms and conditions therein. I/We have also understood that I/We must maintain the high standard, quality and hygiene of all the eatables as mentioned in the rate list of items with the tender.

Dated

Signature of the Contractor

Name of the Contractor _____

(Full signature of the Tenderer with seal of the Agency)

The Director,
National Institute of Fashion Technology
NIFT Campus, Rangreth,
Srinagar, J&K.

Ref. your tender No.

Sir/Madam,

1. I/We the undersigned (hereinafter known as "the contractor") hereby apply for grant of contract for running the canteen at NIFT Srinagar at Rangreth.
2. I/We have gone through all the terms and conditions and the schedule of items as enlisted by you in your notice inviting tender for the subject under reference.
3. I/We hereby confirm that I/We have understood all the terms and conditions and confirm my/our commitment to abide by them. In case of any discrepancy/dispute or wrong/incorrect nomenclature in the schedule, the decision of NIFT shall be final.
4. I/We also confirm my/our commitment to provide the material as enlisted in the schedule of items with your notice inviting tender under reference.
5. I/We enclose herewith experience certificate duly signed by Principal/Director/Manager of
6. I/We understand that I/We shall have to deposit a **security deposit 3% of Estimated Contract Value (refundable)** in favour of NIFT, Srinagar before signing the "Agreement" in case I am/We are awarded the contract. This deposit will not bear any interest and shall be refunded on termination of the contract after adjusting dues, if any.
7. In case the contract is awarded to me/us, I/We shall sign an agreement within 10 days (on a non-judicial stamp paper of prescribed value) of the receipt of the letter awarding the contract.

**Signature of the Tenderer
&Date with Rubber Stamp**

SIGNATURE OF TENDERER

Form of Bid-Securing Declaration

Date: [insert date (as day, month and year)] _____

Bid No.: [.....]

To

**National NIFT Srinagar of Technology
Ministry of Textiles, Govt. of India
SIDCO Electronic Complex Rangreth,
Srinagar-191132 J&K**

I/we, undersigned and declare that:

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

I/we, accept that we will automatically be suspended from being eligible for bidding in any contract with the NIFT Srinagar for the period of time of 3 years, if we are in breach of our obligation(s) under the bid conditions, as listed below:

- (a) have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the NIFT Srinagar during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with **NIT**.

Signed _____

Name: _____

Dated on _____ day of _____, _____ [insert date of signing]

Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

SIGNATURE OF TENDERER

UNDERTAKING

I/Wesolemnly state that I/We have not so far been black listed by any of the institutions/offices in which I/We have worked/run canteen.

Signature of contractor

(Full signature of the Tenderer with seal of the Agency)

Date:

Place:

SIGNATURE OF TENDERER

Permissible Brands of Consumables

Items	Brand
Salt	Iodized salt such as Tata, Annapurna, Nature Fresh
Spices	MDH, MTR, Kanwal or equivalent quality brands or Agmark brand
Ketchup	Maggi, Kissan, Heinz
Oil Refined oil	such as Sundrop, Nature Fresh, Fortune or equivalent
Pickle	Mother's/ Priyaor/ Tops/Nilons
Atta	Aashirvad, Pillsbury, Nature Fresh/Shakti Bhog
Butter	Amul, Britannia, Mother Dairy, Hutson, Super/Saras
Bread	Harvest/Britania make / Top & Town / Modern / Avon
Jam	Kissan, Nafed
Milk	Verka, Super/Amul/Saras
Paneer	Amul/Mother Dairy / Super
Tea	Brook Bond, Lipton, Tata
Coffee	Nescafe, Rich, Bru
Biscuits	Britania, Parle, Good Day, Unibic, Digestive,etc.
Ice Cream, Lassi, Curd	Mother Dairy, Amul, Kwaliti, Cream Bell - all varieties, Top & Town, Vadilal
Mixtures/Chips	Haldiram/Bikaner or any good brand
Mineral Water	Kinley/Bisleri/Aquafina/Rohtang or ISI marked
Besan, Dal	Rajdhani, Shaktibhog or Agmark brand
Rice	Basmati, India Gate or Agmark brand
Cold Drinks	Pepsi, Coke, Thumps Up or any good brand etc.
Juices	Real, Tropicana
Lemon Water	Lemon, Kissan, Hello etc.

Items		Rates quoted by the tenderer (including all taxes & GST) (in Rs.) for 30 days per student.
BREAKFAST	1. Tea (Lipton 100ml) 2. Cornflakes +Milk (150ml) 3. Anyone of the following on rotation basis. a. Poha+ 2 slice toasted bread with butter/jam. b. Idli + Chuneey c. Puri – Bhaji d. Onion Uttapam + Chutney e. Alu Paratha f. Omlette(2eggs) +2piece toasted bread.	
LUNCH (to be served at NIFT Campus at Rangreth on all working days)	1. Unlimited Rice 2. Unlimited Chapatti (with and without Ghee), 3. Unlimited Dal, 4. One unlimited Curry, 5. Salad consisting of lime and any three of the following Onions, Cucumbers, Tomatoes, carrots, beetroot/Curd/Raita 6. Pickle, 7. Papad	
DINNER	1. Unlimited Rice 2. Unlimited Chapatti (with and without Ghee), 3. Unlimited Dal, 4. One unlimited Curry, 5. Paneer (70gms) & Chicken (1/4 th) to be served once a week. 6. Salad consisting of lime and any three of the following Onions, Cucumbers, Tomatoes, carrots, beetroots/Curd/Raita 7. Pickle, 8. Papad	
One Sweet dish to be served at least once a week		
Grand Total (Inclusive of all taxes & GST) for 30 days per student.		

****Bid Quoted in any other form like percentage etc shall be summarily rejected.***

The menu can be changed by the student of the Canteen/Mess Committee and will inform in advance to the Contractor/Canteen Manager and the Contractor Canteen Manager is bound to comply the menu. Hostel is ordinarily open for 10 months only.

Other items may be sold by the contractor with the prior approval and approved rates by NIFT management. Packaged goods should not be sold more than MRP. Also, vendors shall use recyclable / reusable plates & cups to avoid usage of plastic.

SIGNATURE OF TENDERER

In addition to the above, some other items may also be quoted by the contractor. (As and when required)
These items must be supplied as specific order.

Sr. No.	Particular	Rate Quoted by the Tenderer in Rs. (inclusive of all taxes & GST)
1.	High Tea <ul style="list-style-type: none"> • Roasted Kaju (15 grams) • 2-piece Gulab Jamun/Rasgulla/2 Kaju Burfi • Pakora (Paneer/Gobhi/Vegetable (100 grams) etc.) • Pastry (Blackforest/Chocolate/Vanilla/Strawberry) • Kandvi/Dhokla • Wafers (uncle chips, lays etc.) • Juices/ Tea/ Coffee • Assorted Biscuits 	
2.	Snacks <ul style="list-style-type: none"> • Pakora (Paneer/Gobhi/Vegetable (100 grams) etc.) • Wafers (uncle chips, lays etc.) • Tea/ Coffee/Soft drinks • Assorted Biscuits 	
3.	Veg Items/ Breakfast/Lunch/Dinner (Buffet) (Unlimited) <ul style="list-style-type: none"> • Two Vegetables (One Seasonal Vegetable (200 grams) • One Shahi Paneer/MalaiKofta/Mushroom/Paneer Mutter (200 grames) etc. • Daal Fri (200 grams) • Pullav/Jeera Rice (200 grams) • Chapatti/Tandoori, Roti/Nan/Puri(4 No.) • Salad • Pappad • Pickle • Raita/Plain Curd/Dahi Bhalla (100 grams) • Sweet dish • Mineral Water Bottle 	

****Bid Quoted in any other form like percentage etc shall be summarily rejected.***

Note: Packaged goods should not be sold more than MRP. In case any bidder is quoting higher amount, the fixed rates as above shall prevail. Also, vendors shall use recyclable / reusable plates & cups to avoid usage of plastic. Items to mention above will be only sold in the Canteen. Selling of any items will be allowed only with the approval of NIFT Management Srinagar.

**Signature of the Tenderer
& Date with Rubber Stamp**

SIGNATURE OF TENDERER

Further, some Non-Veg items may also be quoted by the contractor (as and when required).

S.No.	Particulars	Rate Quoted by the Tenderer in Rs. (Inclusive of all taxes & GST)
01.	Butter Chicken (1/2)	
02.	Tandoori Chicken (1/2)	
03.	Kabab (Mutton) 1No.	
04.	Shaami Kabab 1No.	
05.	Rista (1 pc with Gravy)	
06.	Goshtab (1pc with Gravy)	
07.	Rogan Josh (1pc with Gravy)	
08.	Fried Fish (250 Grams)	
09.	Chicken Biryani (Full/Half)	
10.	Tandoori Plain Naan 01No.	
11.	Tandoori Butter Naan 01 No.	
12.	Dessert- Kheer/Halwa (01 Small Bowl)	

****Bid Quoted in any other form like percentage etc shall be summarily rejected.***

**Signature of the Tenderer
& Date with Rubber Stamp**

SIGNATURE OF TENDERER

FINANCIAL BID

The vendors may before fill the financial bid may note that the vendor is being selected as the basis of following:

1. That the vendor is agreeable to provide the desired items/ at the rates fixed by NIFT.
2. That the vendor is agreeable to provide canteen facilities and items listed in the tender.
3. That the vendor at no point of time will increase the rates (except in case of MRP items on their revision).
4. That the vendor is ready to bear electricity charges on consumption basis.

Consequent upon accepting the above I/We M/s _____ quote the charges for Canteen as per **Annexure B-I:-**

Note

1. The contract will be awarded on the basis of Grand total quoted by the bidder in B-I.
2. The rates provided must be made as per above tables Annexure B-I & B-II & B-III. If required, the agency/ firm may provide the breakup on separate sheet.
3. The Items in Annexure B-II & B-III shall be also allotted to L1 of Annexure B-I on negotiated rates to bring them at par with L1 of Annexure B-II & B-III.
4. TDS (Income Tax/GST) shall be applicable as per norms & shall be borne by the Contractor.
5. L1 will be decided on the basis of Grand Total Amount in Annexure B-I. The tenderer quoting lowest rate will be considered as L-1. In case two or more tenderers quoting same rates/same profit margin, preference will be given to the tenderer having maximum experience of providing mess services in similar Govt. organizations as per the records submitted by the bidders at the time of submitting the tender. The recommendations of the Committee and the decision of the Director, NIFT Srinagar shall be final in all respect and shall be binding on bidders.

**Signature of the Tenderer
& Date with Rubber**

SIGNATURE OF TENDERER

Form –I

Statement of the clients during last three years

S. No.	Name and Address of the firm	Name, Designation and Contact Phone no. of the official in-charge	No. of Workers deployed	Period of Contract From - To	Monthly contract amount (Rs.)	Total value of Contract (Rs.)	Total Year of Experience	Sr. no. of proof attached
1	2	3	4	5	6	7	8	9

SIGNATURE OF TENDERER

Statement of the existing / present clients of the firm/agency.

Form –II

S.No.	Name and Address of the firm	Name, Designation and Contact Phone no. of the official in-charge	No. of Workers deployed	Period of Contract From - To	Monthly contract amount (Rs.)	Total value of Contract (Rs.)	Total Year of Experience	Sr. no. of proof attached
1	2	3	4	5	6	7	8	9

SIGNATURE OF TENDERER

