



NATIONAL INSTITUTE OF FASHION TECHNOLOGY
NIFT Kannur Campus, Dharmasala, Mangattuparamba, Kannur, Kerala. Pin - 670 562.
Tel: (0497) 2784780-84

**TENDER NOTICE FOR RUNNING CAFETERIA SERVICES AT
NIFT CAMPUS, KANNUR**

No: 12169(7.1)/NIFT/KNR/ADMN/Cafeteria Service/2019 05.12.2019

National Institute of Fashion Technology (NIFT), Kannur invites sealed tenders for running cafeteria services in NIFT Kannur Campus for a period of **one year**.

Interested firms/Tenderers may purchase tender forms 05.12.2019 to 20.12.2019 by paying **Rs.590/-** (Rupees Five hundred and ninety only) including GST either in cash or by way of Demand draft drawn in favour of NIFT Kannur payable at Kannur. Tender document can also be downloaded from website <http://www.nift.ac.in/kannur/tenders>. Last date for bid submission is 23.12.20019:15.00 hours

The bidder shall also submit **Rs.10,000/- (Rupees Ten thousand Only)** as Earnest Money Deposit (EMD) in a separate sealed cover, by way of demand draft drawn in favour of "**National Institute of Fashion Technology, Kannur**" payable at Kannur. The EMD of unsuccessful bidders shall be refunded within 90 days after finalization of the contract.

Dated: 05.12.2019

Director

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
NIFT Kannur Campus, Dharmasala, Mangattuparamba, Kannur, Kerala. Pin - 670 562.
Tel: (0497) 2784780-84

TENDER FOR RUNNING CAFETERIA SERVICES

No: 12169(7.1)/NIFT/KNR/ADMN/Cafeteria Service/2019

05.12.2019

Receipt No& Date of Issue: _____

Tender form issued

to _____

BID SCHEDULE:

Date of publication of tender notification	05.12.2019
Date of commencement of sale/download of Tender form	05.12.2019:11.00 hours
Last Date for sale/download of Tender form	20.12.2019: 14.00 hours
Last date for submission of tender	23.12.2019: 15.00 hours
Date and time of the opening of tenders	23.12.2019: 16.00 hours
Date of opening commercial bid	Will be intimated separately to the technically qualified bidders.
Cost of Tender Form	Rs.590/- (including GST)
EMD	Rs.10000/-

Note: This tender document contains 15 pages and bidders are requested to sign on all the pages. The duly filled in bid should be sealed by the bidders and super scribed as “Tender for running Cafeteria Services”.

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(Ministry Of Textiles, Govt.Of India)

Dharmasala ,Mangattuparamba ,Kannur)

Ph: 0497 2784780/82/83/84 & 86

Web ID: <http://www.nift.ac.in/kannur/tenders>

1. INTRODUCTORY:

National Institute of Fashion Technology (NIFT) is a premier institute under the aegis of Ministry of Textiles, Government of India, imparting education in the field of Fashion Design, Technology and Management. The institute has been given the status of an Institute of Excellence and thus permitted to award degrees to its students under an Act of the Parliament.

NIFT Kannur is functioning at Dharmasala, Mangattuparamba in Kannur District of Kerala State. The present student strength is approximately 780. The strength may vary based on academic demand. During even semester it may reduce to 450 students.

Students will have mid-term holidays for about 20 days during October-November; Semester break for about 16 days in December-January and end term semester break from May last week to July last week every year.

2. INSTRUCTIONS TO BIDDERS:

- 2.1 Please read terms and conditions carefully before filling up the document. Incomplete tender document will be rejected.
- 2.2 Details of documents to be submitted along with bid are given in para 2.15.1, 2.15.2 (technical bid cover) and 2.15.3. The applicants are requested to confirm the availability of the documents before submitting the tender.
- 2.3 All pages of the tender 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 tender.
- 2.4 Tender shall be submitted in official tender form only. Tender submitted in any other form shall be summarily rejected. No paper shall be detached from the tender. No Tenderer shall submit more than one tender form. .
- 2.5 The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted in strict compliance with the instructions laid down therein; otherwise the tender is liable to be rejected.
- 2.6 Person signing the bid or other documents connected with the tender must clearly write his/her name and also specify the capacity in which signing.
- 2.7 The institute reserves the right to reject any or all the tenders without assigning any reason.
- 2.8 Before submitting the filled-in tender document to the institute, the tenderers may seek clarifications, if any, from administrative department on Telephone No. **0497-2780434** or in person by visiting the institute during working hours with prior appointment.
- 2.9 The institute reserves the right to change any condition of the tender before opening the bids.

- 2.10 The cafeteria service shall be provided from 08.30 hours to 19.30 hours on all working days and Saturdays. The cafeteria will not function on Sundays and holidays and during the vacation periods.
- 2.11 All expenses for setting up stall /infrastructure shall be borne by the selected contractor.
- 2.12 The selected contractor will be required to pay NIFT, electricity consumption charges on actual consumption basis, fixed charges on pro-rata basis and applicable electricity duty. Sub-meters shall be provided at the cost of the contractor to measure the actual energy consumption. The contractor shall pay the electricity charges within 10 days of demand. NIFT reserves the right to disconnect the supply if payment is not made as stipulated.
- 2.13 The items to be sold are specified in PART-A of the Price bid. Besides the items specified in PART-A, the contractor is permitted to sell branded bakery and confectionary items subject to approval of the competent authority of NIFT. Bidder may also quote for items other than listed in PART-A, if he desires, in a separate sheet. This however, will not be considered for comparison/evaluation purpose. Sale of such additional items and their rates will be subject to approval of the Director. Sale of items in the cafeteria, however, shall be subject to Rules and Regulations of Central and State Governments and Municipality in regard to Food Safety and Standards. The contractor is bound to adhere to all such Rules and Regulations.
- 2.14 NIFT will provide 10x10 sq. feet vacant space for running the cafeteria. The selected bidder shall pay Rs.147000 (for one year) plus GST to NIFT, as facility charges.
- 2.15 The bids are to be submitted in three sealed covers as given below.
- 2.15.1. Cover 1** shall contain EMD Rs.10000/- in the form of Demand Draft (DD) from any nationalized bank drawn in favour of NIFT Kannur payable at Kannur. The tenderers who opt to download the tender form shall enclose cost of tender form (Rs.590 including GST) also in this cover, in the form of DD. Tender without submission of EMD and cost of tender form will be rejected. This cover shall be superscribed as 'Tender for running cafeteria – Cover 1'
- 2.15.2. Cover 2** (Technical bid cover) shall contain:
- Tender form (cost of tender form duly paid) (except commercial bid documents).
 - Details regarding status of the firm with name and address of owner/proprietor in case of proprietorship, of partners in the case of partnership firm, of Directors in the case of companies, with relevant registration details.
 - Copy of partnership deeds, Memorandum of Association & Articles of Association as the case may be.
 - Proof of experience in running restaurant/cafeteria or in the field of catering service in any reputed organization for a period of at least three years duly enclosing list of restaurant/cafeteria/catering services run by him with details of period of running such services and list of clients. Reputed organization in this case means, educational institutions or other public institutions.
 - Copy of licenses such as FSSAI licence, PAN, GST and other documents if any.

Cover 2 shall be superscribed as ‘Tender for running cafeteria – (Technical bid)’

2.15.3. Cover 3 (Commercial bid cover) shall contain Commercial/Price bid. Commercial bid consist of two parts, PART-A and PART B.

- The tenderer shall quote his rates for all the items (21 items) given in PART A of the Commercial bid.
- In PART B, the tenderer shall offer discount rate for branded bakery /other items that he intend to sell in cafeteria. This discount rate will not be considered for comparison of quotes unless aggregate of rates of all items given in PART A of one or more bidder happens to be the same (tie). However, the contractor (if selected) shall be bound to sell such items with the discount offered by him in the tender.
- Bidder may also quote for items other than those listed in PART-A, if he desires, in a separate sheet. This however, will not be considered for comparison/evaluation purpose. Sale of such extra items and their rates will be subject to approval of the Director.

Cover 3 shall be superscribed as ‘Tender for running cafeteria –Commercial bid’

2.15.4. All the three covers are to be put in another big cover and submitted to ‘The Director, National institute of Fashion technology, Kannur campus, Dharmasala, PO Kanool, Kannur District-670562, Kerala’ duly sealed and superscribed as ‘Tender for running cafeteria services in NIFT Kannur campus’.

- 2.16. The EMD amount of the unsuccessful tenderers shall be refunded within 90 days after finalization of the contract.
- 2.17. EMD of the selected bidder will be liable to be forfeited, if he fails to furnish security deposit and/or sign the formal agreement or to start the work on the date stipulated in the work order.
- 2.18. The EMD amount will not bear any interest during the period in which it is retained by the NIFT
- 2.19. The selected contractor shall pay the committed facility charge in advance.
- 2.20. The period of contract is one year from the date of award of contract. However, Extension of the contract for two more terms of one year each will be considered on mutual consent, solely at the discretion of NIFT authority. For each such extension if agreed by NIFT, the facility charge will be increased by 10% (Ten *per cent*) over that of the just previous year.

3. QUALIFICATION CRITERIA:

3.1 The tenderer shall have experience in the business of running restaurant/cafeteria or in the field of catering service in any reputed organization for a period of at least three years as on 31.10.2019. Reputed organization in this case means, educational institutions or other public institutions. The tenderer shall give list of restaurant/cafeteria/catering services run by him with details of period of running such services. The tenderer shall enclose list of clients and their contact details.

3.2 . Shall have valid license for running restaurant/cafeteria or catering services.

4. BID EVALUATION CRITERIA:

- 4.1 Commercial/price bid of only the technically qualified bidders will be opened.
- 4.2 For evaluating the price bids, the total rates quoted by each bidder for all the 21 items listed in PART A of the price/commercial bid will be compared (i.e., aggregate of rates of all items given in PART A). In case of a tie, preference will be given to the bidder who offers higher discount on MRP of the branded bakery/confectionary items as quoted in PART B of the Commercial bid. As total of all items given in PART-A are evaluated, rate quote for all items listed in PART A is mandatory. If any bidder fails to quote for any one of the items in PART A, such bids are liable to be rejected. Additional items quoted for (other than listed in PART A), if any, will not be considered for evaluation.
- 4.3 NIFT reserves the right not to award the contract to the lowest quoted bidder if the rates quoted by such bidder for individual items are abnormally higher than the existing selling rate in NIFT/market rates for similar items

5. TERMS & CONDITIONS.

- 5.1 The successful tenderer shall, within 7 (seven) days from the date of issue of Letter of Acceptance (LoA), deposit Rs.75,000/- (Rupees Seventy five thousand only) as security deposit, in the form of demand draft of any nationalized /scheduled bank only in favour of NIFT, Kannur payable at Kannur. The security deposit shall remain with NIFT during the period of contract and shall be released only after three months since expiry of the contract subject to clearance of all dues by the contractor. EMD paid by the successful tenderer may be adjusted against security deposit, if specifically requested for. No interest shall be paid for the security deposit. Security deposit will be forfeited in case of violation of any of the terms and conditions of the contract besides other remedies.
- 5.2 The successful bidder shall, after submitting the security deposit and within 7 days from the date of issue of LoA execute an agreement with the Director, NIFT, Kannur in Kerala Stamp paper worth Rs.500/-, for the due fulfillment of the contract. Non submission of security deposit and non-furnishing the agreement within the prescribed period, may lead to cancellation of the LoA. In the event of cancellation of LoA, the EMD will be forfeited to NIFT.
- 5.3 The selected contractor shall be ready to commence the canteen service immediately after signing the agreement.
- 5.4 The rates quoted by the contractor are for the weight/quantity of each item. Contractor shall sell the items only at the rates quoted by him for the quantity/weight mentioned. Also, he shall be bound to sell the branded items at the discount offered by him in PART B of the price bid.
- 5.5 The Facility Charge (Rs.147000/-) shall be paid in advance immediately after signing the agreement. Payment of facility charges in two installments will be considered on specific request from the contractor. In such case, first installment of Rupees one lakh shall be paid immediately after submission of security deposit and agreement and the second installment (Rs.47000/-) within three months from date of commencement of functioning

the cafeteria. In case of default in payment of the second installment within the prescribed due date, penalty at the rate of 1% per month or as per GFR norms whichever is higher will be levied up to 30 days. NIFT reserves the right to cancel/terminate the contract if payment of facility charges is delayed for more than 30 days.

- 5.6 The period of this contract is one year from the date of award of contract. However, extension of the contract for two more terms of one year each will be considered on mutual consent, solely at the discretion of NIFT authority. For each such extension if agreed, the facility charge will be increased by 10% over that of the just previous year. On request from NIFT the contractor shall be ready to extend the cafeteria service beyond the contract period also till alternate arrangements are made.
- 5.7 The selected contractor will be required to pay NIFT, electricity consumption charges on actual consumption basis, fixed charges on pro-rata basis and applicable electricity duty. Sub-meters shall be provided at the cost of the contractor to measure the actual energy consumption. The contractor shall pay the electricity charges within 10 days of demand. NIFT reserves the right to disconnect the supply if payment is not made as stipulated.
- 5.8 No separate water charges will be collected by NIFT from the contractor. However, penalty of Rs.500 for each occasion will be levied if water is found/reported misusing.
- 5.9 NIFT will not be responsible for recovery of credit facility, if any provided to the students or staff. Such arrangements shall be at the sole responsibility of the contractor.
- 5.10 The contractor shall comply with all Rules and Regulations of the Government or local bodies in force and that may be enacted during the currency of the contract in regard to Food safety and Standards.
- 5.11 The contractor shall comply with all applicable labour legislations and Acts (now in force and that may be enacted during the period of contract), such as Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Provident Fund Act, ESI Act etc. The contractor will be fully responsible for any lapse or breach on the part of the contractor in respect of compliance of any labour legislation, during the contract period. The contractor shall indemnify NIFT against any liability for NIFT on account of any breach or non-compliance of statutory provisions by the contractor.
- 5.12 All the staff/workers engaged by the contractor for carrying out tasks under this contract shall be deemed to be the employee of the contractor only. The contractor shall be solely responsible for payment of their wages and other benefits such as Provident Fund, ESI, Pension benefits or allowances. Contractor shall be responsible for conduct, duty roaster, leave-records, relievers, etc. NIFT shall have no responsibility in respect of any claim or complaint of whatever nature from the staff/workers engaged by the contractor.
- 5.13 The contractor shall keep the allotted space and cafeteria always clean and hygiene. Timely disposal of wastages generated from the cafeteria operations will be the responsibility of the contractor.
- 5.14 The contractor shall hand over the premises in the same condition as it was given to them at the time of occupying. Cost for repairing/rectifying damages found if any, shall be recovered from the contractor.

- 5.15 NIFT Kannur Campus is intended to be a plastic free zone. No non-recyclable plastic or plastic container shall be used for serving the food items/tea or coffee or any other purpose whatsoever. Non-compliance in this regard shall attract penalty as mentioned in clause 5.8. Recurring failure in this regard may result in termination of the contract and black listing the contractor from participating in any future tenders in NIFT.
- 5.16 The successful bidder shall furnish to NIFT administration, full details of the staff / crew / labour proposed to be employed by him in the cafeteria, along with copies of documents to prove their identity. Changes if any, shall also be reported in time. The contractor shall not at any time, engage any minor person to carry out the work under the contract.
- 5.17 The contractor will have to issue identity cards to its employees employed in the cafeteria. NIFT reserves the right to verify the identity of the persons engaged in the cafeteria if need arises and disallow any person without proper identity card, to serve in the cafeteria.
- 5.18 The Contractor will be responsible for obtaining verification certificate from the police department in respect of all employees deployed by him.
- 5.19 NIFT will have the right to verify the attendance and wage payment register maintained by the contractor in respect of its employees under this contract, if need arises.
- 5.20 The cafeteria service shall be provided from 08.30 hours to 19.30 hours on all working days and Saturdays. The cafeteria will not function on Sundays and holidays and during the vacation periods. The contractor, however, shall be ready to provide cafeteria services on any Sundays or holidays if NIFT requires, for any special purpose. If the contractor desires to provide the cafeteria services on any holidays including Sundays and Saturdays for any specific reasons, prior written permission of the competent authority of NIFT shall be obtained.
- 5.21 The contractor shall not keep the cafeteria closed on working days without prior permission from the NIFT authority. Any such incident shall be treated as breach of contract and suitable action including imposing penalty as it may deem fit shall be taken by NIFT.
- 5.22 The cafeteria staff shall leave the campus latest by 20.00 hours and shall not enter the campus earlier than 08.00 hours. However, special timings will be permitted with prior approval of the Competent Authority of NIFT. The contractor or his staffs are not permitted to stay back in the campus on any day for whatever reasons.
- 5.23 The contractor shall ensure that his staff shall have proper shave and clipped nails while in service in the cafeteria.
- 5.24 The staff engaged by the contractor shall: (a) show professional courteous behavior to the customers at all times. (b) wear neat and clean work clothes, etc. (c) not smoke beedies, and cigarettes or take alcoholic drinks in the campus and (d) not allowed chewing pan, gutka, tobacco or like items.
- 5.25 Contractor or his staff/worker shall not sell cigarettes, beedies, *pan*, alcohol etc. in the cafeteria and in the NIFT premises. If any person deployed by the contractor is found indulged in these kind of business in the campus, contractor shall remove that person

- permanently from the campus immediately. Indulging in such activities shall be deemed to be a breach of contract liable for termination of contract.
- 5.26 The contractor shall ensure that the staff engaged by him observes safety precautions and security regulations at the campus.
- 5.27 NIFT reserves the right to call upon the contractor to remove any person employed / working in the cafeteria, if found unsuitable for services on account of hygiene or health or conduct or any other administrative reasons.
- 5.28 The contractor or his staff/workers shall not use any service area situated outside the cafeteria.
- 5.29 The contractor and his staff shall be bound to abide by various rules and regulations of NIFT as prevalent from time to time.
- 5.30 The contractor and his staff shall comply with all instructions and directions of the NIFT authorities given from time to time in regard to running of cafeteria services. In the event of any emergent and unavoidable situation, the staff of the contractor shall comply with instructions given by the NIFT authorities, without waiting for confirmation by the contractor.
- 5.31 The contractor shall undertake that he shall be responsible for any act of omission or commission including theft, by himself or his staff/workers and that he would immediately compensate NIFT any loss or damage or theft occurring on account of his staff individually or collectively.
- 5.32 NIFT will have right to terminate the contract after giving three months' notice to the contractor. NIFT also reserves the right to terminate the contract without giving any notice in case the cafeteria service is not satisfactory or there is any violation of NIFT rules & regulations and/or any lapse in compliance of any labour legislation, or if there is any incident of indiscipline on the part of the contractor or his staff or the contractor commits breach of any of the terms of the contract. The decision of NIFT authorities in this regard would be final and binding on the contractor. In such an event, NIFT shall have the right to engage any other contractor to run the cafeteria service at the risk and cost of the existing contractor besides appropriating the security deposit and or any amounts due to the contractor.
- 5.33 If the services provided or behavior of the contractor or his /her employees is unsatisfactory, NIFT will serve notice to the contractor to improve or rectify the defect (s) within 24 hours, failing which the NIFT will be at liberty to take appropriate necessary steps as deemed fit.
- 5.34 The selected bidder /contractor shall not transfer or sublet the right to run the cafeteria as per this contract to anybody else. Such transfer or subletting case will be treated as a breach of contract and the contractor shall be liable for termination without any prior notice.
- 5.35 Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.
- 5.36 Cooking will not be allowed in the cafeteria or NIFT campus.
- 5.37 The items served in the cafeteria shall be of excellent quality.
- 5.38 Only fresh items shall be sold
- 5.39 No items of which expiry date is over shall be sold.

5.40 Items put for sale and their rate shall be displayed in the cafeteria in a visible manner

5.41 NIFT reserves right to impose penalty (to be decided by the NIFT authorities) on the contractor for any lapse in maintaining the quality and the services willfully or otherwise or for any adulteration.

5.42 In case of ambiguity in the interpretation of any of the clauses in the application/bid document, decision of Director NIFT will be final.

5.43 All disputes arising out of or touching or relating to the subject matter shall be subject to the jurisdiction of District Court, Kannur.

DIRECTOR

Signature of the tenderer.

ANNEXURE 1

UNDERTAKING BY THE TENDERER

1/ we have carefully gone through the terms and conditions given in the tender document for providing cafeteria services at NIFT Kannur campus. 1/we agree to comply with all those conditions and offer to provide cafeteria services at NIFT Kannur. 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. I/We have acquainted ourselves with the services to be provided in the cafeteria before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place :

Date :

Name & signature of tenderer

Address:

ANNEXURE 2

NATIONAL INSTITUTE OF FASHION TECHNOLOGY – KANNUR TECHNICAL BID

GENERAL INFORMATION

(To be filled in by the bidder for the Technical Bid)

1. Name of the Firm /Company :
2. Complete Office Address:
(With contact number & email ID)
3. website, If any:
4. Type of Organization Individual/Partnership/company
5. Year of establishment

6. Details of payment of cost of tender form and EMD:

S. No:	Particulars	DD No./(Receipt no. in case of cash payment)	Issuing bank	Remark
1	Cost of tender form Rs.590/- (incl.GST)			
2	EMD Rs.10000/-			

7. Details of supporting documents enclosed (self-attested):

S. No.		Registration No.	Valid up to	Proof enclosed in Page No:
1	Individual/Firm / Company Registration (delete whichever is not applicable)			
2	License under Shops & Establishment Act			
3	FSSAI licence			
4	PAN			
4	GST			
5	Other documents if any			

(Self-attested copy as proof of the above must be enclosed. Original documents should be produced for verification if needed).

8. Details of experience in running restaurant/cafeteria or in the field of catering service (at least three years as on 31.10.2019) (attach work order/agreement copy and completion report)

Sl No.	Name of client/organization	Contract period	Whether proof attached	Contact details of client

Date:

Place:

Signature of the Tenderer

Name:

Designation:

Office Seal:

ANNEXURE 3
TENDER FOR PROVIDING CAFETERIA SERVICES AT NIFT KANNUR
COMMERCIAL BID
PART -A

List of items proposed for sale at the NIFT campus. (Rate quote for all items is compulsory).

Sl No.	Items	Weight/qty	Competitive quote
1	Coffee	110 ml	
2	Tea	110 ml	
3	Cappuccino	210 ml	
4	Hot chocolate	150 ml	
5	Fresh lime Juice	300 ml	
6	Fresh Juice (All variants except lime)	300 ml	
7	Banana Fry	100 gm	
8	Dal Vada	100 gm	
9	Onion Vada	100 gm	
10	Bergar Veg	200 gm	
11	Bergar Chicken	200 gm	
12	Bengali Samosa	150 gm	
13	Kerala Samosa	100 gm	
14	Veg Sandwich	120 gm	
15	Veg. Puffs	100 gm	
16	Paneer Puffs	150 gm	
17	Veg Roll	150 gm	

18	Egg Puffs	100 gm	
19	Chicken Sandwich	120 gm	
20	Chicken Puffs	100 gm	
21	Chicken Roll	150gm	
GRAND TOTAL (1 to 21)			
GRAND TOTAL RUPEES IN WORDS			

Note: Bidder may quote for items other than the above in a separate sheet. These items, however, will not be considered for comparison/evaluation. Sale of such items and the rate shall be subject to prior approval of competent authority in NIFT.

Date:
Place:

Full Name, Signature & seal of the
Authorized

PART-B

I herewith offer _____% (in words _____ percentage)
discount from Maximum Retail Price (MRP) to sell the branded bakery item and any other items
prescribed by the authority from time to time
*(Will be considered for evaluation only when there is a tie between the total rates quoted
bidders)*

Date:
Place:

Full Name, Signature & seal of the
Authorized Person