



# **NATIONAL INSTITUTE OF FASHION TECHNOLOGY**

(A statutory body governed by the NIFT Act 2006 and set up by the Ministry of Textiles, Govt. of India)

## **INVITING E-TENDER FOR ANNUAL CONTRACT FOR COFFEE SHOP AT NIFT, BHUBANESWAR**

Plot No. 24, Opposite KIIT School of Management, Chandaka Industrial Estate, Bhubaneswar, Odisha – 751024. Website: [www.nift.ac.in/bhubaneswar](http://www.nift.ac.in/bhubaneswar)

Tender No: 14085/NIFT/ BBSR/Admin/Tender/Coffee Shop/2018-19/88 Date of Issue: 01.03.2019

### **Time schedule for short notice tender process:**

Date of publication of tender notification	01.03.2019
Opening date for Online Submission	01.03.2019
Closing date for Online Submission	22.03.2019 at 2:00 PM
Last date for receipt of duly filled tender document at NIFT, Bhubaneswar	22.03.2019 at 2:30 PM
Date & time of the opening of Technical bids of tender	22.03.2019 at 3:30 PM
Date & time of the opening of financial bids of tender	To be informed to technically qualified bidders separately

Note: 1. Tender conditions may be read properly & accordingly filled the tender and enclosure may be submitted.

Note: 2. This tender document contains 05 pages and bidders are requested to sign on all the pages. The tender shall be submitted in sealed envelope duly super scribed as **“TENDER FOR ANNUAL CONTRACT FOR COFFEE SHOP AT NATIONAL INSTITUTE OF FASHION TECHNOLOGY, BHUBANESWAR CAMPUS.** Copy of tender bids duly filled as per given terms in all respect enclosing necessary documents may be addressed to, the Director, National Institute of Fashion Technology, Bhubaneswar campus, Plot No.24, Opposite KIIT School of Management, Chandaka Industrial Estate, Bhubaneswar, ODISHA – 751024 so as to reach on or before **22.03.2019 upto 2:30 PM** or copy of the tender may be dropped in Tender Box placed at Administrative department, NIFT, Bhubaneswar campus. The tender bid will be opened on **22.03.2019 at 3:30 PM.**

NIFT Campus , Plot No. 24 , Opposite KIIT School of Management, Chandaka Industrial Estate , Bhubaneswar , Odisha – 751024.

E-mail: [admin.bhubaneswar@nift.ac.in](mailto:admin.bhubaneswar@nift.ac.in), Web: [nift.ac.in/Bhubaneswar](http://nift.ac.in/Bhubaneswar)



**Process of Online Submission of Bids:-**

(a) The interested firms should apply online and submit their e-tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their bid – all duly signed – on the <https://nifttenders.eproc.in> from **01.03.2019 to 22.03.2019 up to 02.00 P.M.** Tender documents is also available for viewing on the “tenders” link of the NIFT website i.e. <https://nifttenders.eproc.in> / <http://www.nift.ac.in>.

(b) Applications to this tender will be accepted only through the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted.

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

- Annual Registration Charges of Rs. 2000/- + GST Charges Extra as per Applicable (Rupees Two Thousand Only + GST Extra (non-refundable).
- Bid Processing Fee charges Rs.135.20 + GST Charged Extra as per Applicable (One hundred thirty five and paisa twenty only + GST Extra - non- refundable).

(d) The Firm should ensure that it complies with the requirements as per works before applying for e-tender. Also, the interested Firms should submit a hard copy of the application submitted online with all relevant supporting documents by **22.03.2019 up to 02.30 P.M. Non-submission of hardcopy as directed will lead to rejection of the tender application.**

(e) The technical bid envelope must contain the technical bid in prescribed Performa as per along with a demand draft of **Rs. 3,000/-** (Rupees Three thousand only) towards Earnest Money Deposit (refundable but non-interest bearing) favoring National Institute of Fashion Technology and payable at Bhubaneswar with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid.

(f) The technical bid will be opened at NIFT, Bhubaneswar on **22.03.2019 at 03.30 P.M.** in the presence of the bidders/their authorized representatives who wish to be present.

(g) 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.

Estimated Amount: 1.69 Lakhs



## SCHEDULE

### Terms & Conditions:

1. Sealed tender is invited from reputed Brands/experienced agencies like Monginis, Bake Shop, Cafe Coffee Day, Paris Bakery etc. to run the Coffee Shop at NIFT, Bhubaneswar campus. Space will be provided to the party for which the monthly maintenance charges of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) **(to be filled by the party)** per month to be collected for utilizing the facilities provided by NIFT. **Selection would be on the basis of the Bidder who would quote to pay the highest monthly maintenance charges, brand reputation and experience of the vender/agency in related areas. Service taxes/GST as applicable will be borne by the vendor.**
2. The agency shall sell Hot/Cool Coffee, Tea, Cool drinks, juices and snacks items etc. at least **5% discount on the MRP rate.**
3. The agency shall not sell any items such as Tobacco, Liquor, Pan Parag or any other items, which are legally prohibited in the State.
4. The agency shall use Bio-de-gradable packing materials for selling the items & use of plastic is banned.
5. The daily business hour for the Coffee Shop shall between 08:30 am to 07:00 pm and may be modified later at the discretion of NIFT, Bhubaneswar. However, depending on exigencies the contractor may be required to keep the canteen open or close as per requirement of NIFT.
6. The agency shall prepare the interiors at its cost and bring its own Furniture for the shop. The contractor shall not damage any structure while doing the interiors. The proposed interiors have to be approved by NIFT competent authority before execution. NIFT will provide power supply through a sub-meter for which agency has to pay electricity charges as per actual consumption.
7. The agency shall maintain the general cleanliness in and around the Coffee Shop.
8. The successful bidder has to pay the Performance Security Deposit of **Rs 10,000/-** which will be returned after deducting the dues if any, after completion of the tenure or termination of contract. The security deposit will not carry any interest.
9. The contract shall be for one year from the date of the order and which may be extendable for further period of two years on mutual agreement. The contract is terminable by giving one month's notice by either side.



10. Copy of GST, Income Tax Registration and PAN Card to be submitted.
11. The monthly maintenance charges plus service tax have to be remitted to NIFT, Bhubaneswar on or before 5<sup>th</sup> of every calendar month as the statutory time limit for payment of service tax is 5<sup>th</sup> of following month.
12. The agency will attach Menu List and Price List of Coffee, Tea, Snacks and others with the e-tender document. The same has to be displayed at the shop prominently. The rates shall not be changed during the year of contract.
13. The agency will sell good quality, hygienic and fresh Indian & International snacks/drinks only. Selling of any unhygienic/stale food will lead to termination of the contract.
14. The agency must maintain adequate stock of snacks/drinks as per menu displayed.
15. Staff of agency will wear proper uniform & maintain good behavior in the campus.
16. The agency shall take prior approval of the Director before increasing the price of Coffee, Tea, Juices and Snacks etc. sold in the outlet or change in the menu list.
17. The contractor shall not be allowed to keep his/her employees inside NIFT between 10:30 PM to 6 AM.
18. E-tenders shall be submitted in official e-tender form only. If submitted in any other form the same shall be summarily rejected.
19. **The coffee shop manager should have diploma in hotel management from a recognized university or college. He/She should have 5-8 years experience.**
20. Quality certificate from previous reputed organization or their own setup to be provided preferably Govt. institutions.
21. **Penalty clause- In case of defaulter in payment of rent, penalty @ 18% per annum will be levied and recoup the losses of any kind caused to the campus at the discretion of Director, NIFT.**
21. **In case of H-1 is more than one bidder, then decision of Director on recommendation of Committee shall be final to award the tender based on past performance in Govt. organizations.**

Full Signature of tenderer with seal



Name of work: To run Coffee Shop at NIFT, Bhubaneswar Campus

**TECHNICAL BID**

Photograph

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

S.No	Description	To be filled by the Bidder
1	Name of Tenderer	
3	Details of EMD.	Rs..... With Draft No-

4. Details of experience in the field (attach copies from the Agency of at least last three years):

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

\*\*Certificate from the concerned Agency must also be attached.

5. IT Return (Copy of last 3 years) : \_\_\_\_\_

6. Registration with GST, service and sales tax Deptt. \_\_\_\_\_  
Etc. (Copy must be enclosed).

7. PAN card No. of the Registered Firm(Copy must be enclosed).\_\_\_\_\_

8. Copy of Financial Statement duly certified by CA for the last three years.\_\_\_\_\_  
(to be attached).

9. Please specify whether tenderer is sole proprietor/Pvt. Partnership firm.\_\_\_\_\_

Full Signature of tenderer with seal