



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कन्नूर

## **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)

छात्रावास मेस सेवा चलाने के लिए निविदा दस्तावेज  
निफ्ट कन्नूर में

निफ्ट कैंपस, धर्मशाला, मंगट्टुपरम्बा, कन्नूर, केरला पिन - 670 562

### **TENDER DOCUMENT FOR RUNNING HOSTEL MESS SERVICE AT NIFT KANNUR**

NIFT Campus, Dharmasala, Mangattuparamba, Kannur, Kerala. Pin - 670 562

No: 12169(5A)/NIFT/KNR/ADMN/Mess Service/2021

DATED: 03.12.2021

<b>Time schedule for tender process:</b>	
Date of publication of tender notification on official website and CPP portal	04.12.2021
Sale of tender document commence from	04.12.2021
Pre-Bid meeting	10.12.2021 at 11.00 AM
Last date for Sale of tender document	24.12.2021: 13.00 hours
Last date for receipt of duly filled in tenders – On line	24.12.2021:15.00 hours
Receipt of EMD by DD (filed online)	<b>27.12.2021:12.00 hours</b>
Date and Time of the opening Technical Bids	<b>27.12.2021:14.00 hours</b>
<b>Opening of Financial bid:</b>	<b>will be notified to the technically qualified Service Providers, after evaluation of Technical Bid</b>
<b>Proposed Date to Commence the Operations</b>	<b>05<sup>th</sup> January 2022</b>

**Note:** This tender document contains 28 pages and Service Provider are requested to sign on all the pages. The duly filled in bid should be sealed by the Service Provider and super scribed as "Tender for running Hostel Mess Service".

**Web ID:** <http://www.nift.ac.in/kannur/tenders> and <https://eprocure.gov.in/eprocure/app>

**INDEX**

<b>S. No</b>	<b>Particulars</b>	<b>Page No.</b>
1.	Introduction	2
2.	Notice Inviting Tender	3
3.	Guidelines for Submission of Bids Through CPP Portal	3-4
4.	Instruction to Service provider	4-7
5.	Eligibility Criteria	7-8
6.	Scope of Work for Mess/Canteen Contractor	9-11
7.	General Terms and Conditions	11-14
8.	Legal terms And Conditions	14-16
9.	Other Terms and Conditions	16-17
10.	Undertaking by the Carting Contractor	18
11.	Standard and indicative menu for mess services - <b>Enclosure – I</b>	19
12.	Permissible Brands of Consumables - <b>Enclosure – II</b>	20
13.	Sample Mess Menu - <b>Enclosure – III</b>	21
14.	Technical Bid - General Information <b>Annexure – I</b>	22-23
15.	List of Clients <b>Annexure – II</b>	24
16.	Details of Mess/Catering Business Undertaken <b>Annexure – III</b>	25
17.	Check List for submission of Bid <b>Annexure – IV</b>	26
18.	Financial Bid <b>Annexure – V</b>	27-28

**1. INTRODUCTION:**

- 1.1 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 17 centers. 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, Panchakula, Raibareli, Shillong and Srinagar.
- 1.2 NIFT, Kannur Centre was established in the year 2008 with undergraduate and post graduate programmes. NIFT, Kannur having the **Correspondence Address**: National Institute of Fashion Technology, NIFT Campus, Dharmasala, Mangattuparamba, Kannur, Kerala. Pin-670562. (land mark opp. Govt. Engineering College)
- 1.3 Note: 1. NIFT Donations are exempted u/s 80 (G) of Income Tax Act.  
2. Being registered with DSIR, NIFT is entitled for Custom / Central Excise duty exemption.



**2. NOTICE INVITING TENDER(NIT):**

- 2.1 NIFT Kannur invites online tender from reputed Service Provider/ firm/ Caterers/ Mess Agency firm for “**RUNNING HOSTEL MESS SERVICE AT NIFT KANNUR**” having experience in running of mess.
- 2.2 NIFT, Kannur Centre was having around 850 students on its rolls during the academic year 2021-22. **Of the above around 450 were hostellers in the odd & around 350 during even semesters (average 400 students in a year).**
- 2.3 Students will have Mid Term holidays for during October/ November, Semester break in December - January and end term holidays in end of May to End of July every year.
- 2.4 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 technical & price bids – all duly signed – on the **CPP portal from 04.12.2021 to 24.12.2021 up to 15.00 hours**. Tender documents are also available for viewing on the “tenders” link of the NIFT website i.e. <https://nift.ac.in/kannur/tenders> No other mode of application will be considered.
- 2.5 The Agency / Service Provider / Firm should ensure that it complies with the requirements as per works before applying for tender. The firms should submit the tender by online only (**if EMD is paid by DD the original DD should reach this office by 27.12.2021 12.00 AM**) addressed to **The Director, National Institute of Fashion Technology, NIFT Campus, Dharmasala, Mangattuparamba, Kannur, Kerala. Pin-670562.**
- 2.6 Pre-Bid for discussing the areas on concern of the agencies shall be held at NIFT Kannur Campus on **10.12.2021 at 11.00 AM**. Interested Service Provider may participate in the Pre-bid meeting and allow to visit the kitchen area/ mess area and serving area for better knowledge. Any specific outcome will be uploaded in CPP portal as well in NIFT Kannur web site
- 2.7 NIFT Shall have the authority to cancel the tender process if NIFT does not find a suitable tender. NIFT shall have the right to call for fresh tender in such circumstances, where in service providers, shall have right to participate in the fresh process. The service provider shall no right to challenge the authority and decision of NIFT to cancel the tender process for reasons deemed fit by NIFT.

**3. GUIDELINES FOR SUBMISSION OF BIDS through CPP (E) portal:**

**(For applying online, the Firm should get itself registered at CPP portal)**

In case of any clarification required relating to this tender, can be sought from the following contact number or email ID of NIFT Kannur:

**a. Joint Director, [jointdirector.kannur@nift.ac.in](mailto:jointdirector.kannur@nift.ac.in)**

**b. Assistant Director, 0497-2934781, [ad.kannur@nift.ac.in](mailto:ad.kannur@nift.ac.in)**

- The interested Service Providers 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 technical & price bids – all duly signed – on the Central Public Procurement Portal (CPPP) at **<https://eprocure.gov.in> from 04.12.2021 to 24.12.2021 upto 15.00 hours.**
- Tender documents can also available on the link of NIFT Kannur website i.e **<http://www.nift.ac.in/kannur/tenders>.**
- The financial rates/Bid of the items shall not be quoted/shown in technical bid



- **Application to this tender will be accepted only through the online mode. No other mode of application will be considered & application will not be accepted.**
- The details of filing of Technical Bid and Financial Bid (BOQ) are as noted below:
- **TECHNICAL BID - The technical bid must contain all the technical information (the documents should also be scanned and uploaded in CPP portal)**
  - Technical Bid shall contain: - Original Tender Document (except Financial Bid) duly signed & Stamped on all pages of tender documents as acceptance of tender conditions should be uploaded , **Earnest Money Deposit: Rs 3,50,000/-** drawn in favor of **National Institute of Fashion Technology Kannur and payable at Kannur, should reach this office by 27.12.2021 12.00 AM** along with all relevant self-attested documents in support of eligibility and experience criteria (duly filled Technical Bid prescribed proforma of Annexure 1 to IV) . If bidder is exempted from EMD, they should submit supporting documents (NSIC / MSME certificate) along with the Bid Security Declaration (Enclosure V).
  - Service Provider can also pay EMD through RTGS / NEFT, to **National Institute of Fashion Technology, Kannur**, bearing **Account No 361702050000123**, with **IFSC Code – UBIN0536172**, **Union Bank of India, Branch address Fort Road, Cannanore (Kannur) - 670001** (details of fund transferred should be enclosed along with in the bid).
- **FINANCIAL BID (Hard copy not required to submit)**  
**(Quote for all the indented items is mandator and should be submitted in the BOQ format)**
  - As the process of bid submission is through CPPP website. Therefore, as per new process a separate excel sheet is prepared known as Bill of Quantity (BOQ) for the purpose of submission of Financial Bid online for the tender. Financial Bid must be submitted online in the prescribed BOQ format.
  - Bid will be rejected in case submitted in any other format or with the Technical/tender document. Indicative rate list at BOQ (Financial Bid - Annexure –V) must be compulsorily with prices of all the items mentioned in the list.

#### **4. INSTRUCTIONS TO SERVICE PROVIDERS:**

The Service Providers are requested to follow the below mentioned instructions:

- 4.1 **Application to this tender will be accepted only through the online mode. No other mode of application will be considered & application will not be accepted.**
- 4.2 **Bid validity up to: 180 days (Six Months) from the date of opening of financial bid**
- 4.3 **The Service Provider/ Firm should ensure that it complies with the requirements as per works before applying for tender.**
- 4.4 The bids shall exactly be according to the prescribed formats. Modifications/ Rewording of formats shall not be acceptable.
- 4.5 All documentations are required to be in English



- 4.6 The technical bid envelope must contain the technical bid in prescribed Performa as per Annexure – II to IV along with EMD with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid. The financial bid shall include all the charges including all taxes etc., (percentage of GST/tax must be specified) to complete the work in all respect. NIFT will not accept any claim other than mentioned in financial bid.
- 4.7 Copy of Audited Balance Sheets and Profit & Loss Statements at least for last three from the stated five years (2016-17, 2017-18, 2018-2019, 2019-2020, 2020-2021) (audited or certified).
- 4.8 Evidence of successful completion of at least 3 (three) projects in past five years. in support of having successfully executed the similar work of same capacity during last 3 to 5 years, self-attested copy of registration etc., and
- 4.9 Past performance from the previous organizations with regard to work done with complete contact details of concerned officials in those projects with telephone numbers, address, email, etc. along with scope of work
- 4.10 Copy of partnership deed for partnership firm or Memorandum of understanding (MOU) and Article of Association (AOA)/certification of Registration of companies/ Society/ firm including Certificate or Incorporation for change in name, if any, for limited/private limited company.
- 4.11 PAN Number in Agency's letter head and Copy of income tax return filed by agency during last 5 financial years indicating PAN number.
- 4.12 Copy of PF A/c No. and ESI No. In case Agency's establishment is not registered with PF & ESI Authorities, the Agency shall furnish an undertaking that in the event their establishment falls under the purview of PF & ESI Act during the execution of Contract, then the Agency shall get their establishment registered under PF & ESI and they shall also be solely responsible to fulfill the obligation of PF & ESI at no extra cost to NIFT.
- 4.13 Any other detail along with the document support
- 4.14 Tender should be filled with neat legible and correct entries. Indistinct figures, erasures and alterations are not permitted in the tender.
- 4.15 Failure to comply with these conditions will result in forfeiting of the tender. Please cross out any mistakes and rewrite the same with counter sign.
- 4.16 Incomplete tenders, amendments and additions to tender after opening and tenders submitted after due date shall liable to be ignored.
- 4.17 Cost involved in submitting the bids, attending the tender Prebid /opening meeting, arrangements for the demonstration/presentation etc. shall be borne by the Service Provider.
- 4.18 The successful Service Provider shall execute a contract agreement in stamp paper of value of **Rs.200/-**(Rupees Two Hundred only) for the due fulfilment of the contract, within a week (7 days) from the date of receipt of letter of acceptance
- 4.19 No Service Provider shall be allowed to withdraw the tender rates after opening of the tender. If any Service Provider withdraws the rates the EMD amount deposited by him shall be forfeited and he shall be disqualified from participating in any future tender of the Institute.



- 4.20 No interest shall be paid on the EMD and the EMD shall be forfeited in case the selected/successful Service Provider does not accept the W.O. or unable to provide services.
- 4.21 The expenses incidental to the execution of agreement shall be borne by the successful Service Provider. The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the right of NIFT Kannur to recover any consequential loss from the successful Service Provider.
- 4.22 **Security Deposit / Performance Guarantee:**
- i. The successful Service Provider shall, deposit a sum of **Rs.5,00,000/-** as security deposit by way of demand draft/banker's cheque drawn on any nationalized bank and payable to, NIFT Kannur, before signing the agreement and within the period specified in the letter of acceptance of his tender, If the accepted Service Provider fails to remit the security deposit within the above said period, the earnest money deposit remitted by him shall be forfeited by NIFT Kannur and his tender will be held void.
  - ii. The successful Service Provider can also furnish the Security Deposit in the form of Bank Guarantee within two weeks of award of work (from any one of the Nationalized Bank). This Security Deposit will not bear any interest. The Security Deposit will be refunded 60 days after satisfactory completion of the contract. In case the Security Deposit is to be furnished in the form of Performance (Bank) Guarantee, it should be **valid for 2 months beyond the contract period** for lodging the claims, if any.
  - iii. Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also. FDR should be made out or pledged in the name of "NIFT KANNUR". The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter.
- 4.23 The successful Service Provider shall submit the local Municipal Food License (FDA) and FSSAI registration within month.
- 4.24 In case of successful Service Provider, EMD if paid may be adjusted towards security deposit payable. If the Service Provider fails to act upon the tender conditions or backs out after the acceptance of the work order the security deposit will also be forfeited.
- 4.25 Rates should be offered unconditionally and if rates are submitted with any condition the tender shall be rejected.
- 4.26 Service Provider shall have to quote item wise rates, consolidated rates shall not be considered and tender shall be liable to be rejected out rightly.
- 4.27 NIFT, Kannur is not responsible for any loss/ delay/ non-receipt of offers not submitted in time. Offers received late/ incomplete will be summarily rejected.
- 4.28 The financial bids of only those Service Providers recommended by Tender Committee will be opened at a later date after evaluation of the technical bids. The date & time of opening the financial bid will be intimated to the Service Providers in advance through email/ telephone/ SMS.
- 4.29 In deciding upon the selection of contractors for the work, great emphasis will be put on the ability and competence of contractors to provide high quality services according to the time schedule and in close co-ordination with other agencies.
- 4.30 The Institute reserves the right to modify the conditions of the tender, at any time, without assigning any reasons for the same.



- 4.31 NIFT, Kannur reserves the right to accept/ reject any Tender in part or full, without assigning any reason whatsoever.
- 4.32 The EMD of un-successful Service Provider will be refunded / returned within a month on completion of the process. The EMD of the successful Service Provider shall be returned after receipt of the security deposit as required in terms of the tender, is furnished.
- 4.33 Charges for the break-fast, lunch, dinner etc., provided on occasions as per the orders of NIFT shall be paid on submission of bills.
- 4.34 Similarly, as and when faculty/staff/visiting faculty avail Mess/mess services, such charges should be collected by the Service Provider directly and the institute shall not be responsible for the same.
- 4.35 NIFT shall not be responsible for the release of benefits, such as Provident Fund, ESI, pensioners benefit or allowances. Any changes in the Minimum Wages Act or in any other labour legislation / provisions or other statutory obligations during the validity period of the contract shall be the responsibility of the Service Provider.
- 4.36 Payment of Income Tax, Service Tax, GST etc., is the sole responsibility of the Service Provider. However, the Service Provider shall furnish copy of tax returns whenever so required by the NIFT Management.

## **5. ELIGIBILITY CRITERIA**

### **5.1 Pre – Qualifying Criteria**

- i. The interested Service Providers must be a business have catering service and running canteen /mess in reputed organization /education institutes and 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 technical & price bids – all duly signed – on the Central Public Procurement Portal (**CPPP**).
- ii. Bids received shall be evaluated as per the criteria prescribed in the tender document. NIFT will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, Service Provider 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.,
- iii. Offers on online bid will only be considered you are requested to forward copy of the tender submitted online (if any deference in hard copy to online submission found, only online bid(s) is (are) considered). Offers submitted by fax or in any manner other than specified above shall not be considered.
- iv. The service provider should have at least two mess/ canteen/ Catering to minimum of 300 students/ persons at a time of lunch/dinner, in reputed organization / corporate house/ education institute.
- v. The Service Provider should have all the necessary (statutory) registrations of the Government such as, labour license, Municipal Food License (FDA), FSSAI, PF, ESIC, Shop and Establishment (Act) Registration Certificate, Contract labour (Act) registration, PAN card and GSTN etc., for their existing businesses.
- vi. The Service Provider should give fill details of all the present clients establishment/ canteen where the Service Provider has Mess/ Canteen/ Catering contract (in case for visiting of Mess committee members)



- vii. Earnest Money Deposit (EMD) (refundable but non-interest bearing) of Rs 3,50,000/- (Rupees Three lacs fifty thousand only) favouring **National Institute of Fashion Technology Kannur** and payable at Kannur **OR** Service Provider should pay EMD through RTGS / NEFT, the transaction ID should have **National Institute of Fashion Technology, Kannur, Account No 361702050000123, IFSC Code – UBIN0536172, Union Bank of India, Branch address Fort Road, Cannanore (Kannur) - 670001** (details of fund transferred should be enclosed along with in the bid).

### 5.2 Evaluation of Technical Bids

- Refundable but non-interest bearing (EMD) in form DD/RTGS/NEFT in favour of **National Institute of Fashion Technology Kannur**
- All Annexure -1 to V are subject to evaluation.
- For exemption of EMD, supporting documents should be attached (copy of MSME/NSIC registration certificate).
- The Service Provider should have minimum 03 years of experience in running Girls Hostel mess service (preferable) - institutional catering activity executing similar kind of services in Central/ State Govt. Department/ PSUs/ reputed educational institutions of higher education / reputed industrial house for providing Foods. Experience of having successfully completed mess/ canteen/ Catering works during last 3 years ending 31.03.2021.
- The Service Provider should be currently in catering business / running Mess contract for Girls Hostellers / restaurant business, catering to more than 300 persons at a time of lunch/ dinner, in a reputed organization / corporate House / educational institution of higher learning etc.,
- The Service Provider should present performance certificate or recommendation from at least three reputed organizations/educational institutions (NIFT/IIT/IIM/ NIT, NID, Govt. sectors, PSU etc.,) where they have been providing similar services since last three years.
- Service Provider's sales turnover should not be less than Rs 100.00 Lacs (Rupees One hundred Lacs) per annum (Each in the past any three years out of five years). The Service Provider should submit self-attested audited copies along with Self-attested copy of last five years Income Tax Returns of supporting records to prove the condition

### 5.3 Evaluation of Financial Bids

- Financial Bid consists of Part A, B, C & D (BoQ1, BoQ2, BoQ3 & BoQ4 - all the item should be quoted**
- Weightage will be given to Part A-80%, Part B –10%. Part C– 5% (sum of 1+2) and Part D– 5% (sum of 1+2+3)**

#### Illustration:

S.No:	Part A for 80%	waightage Points	Part B for 10%	waightage Points	Part C for 5% Total	waightage Points	Part D for 5% Total	waightage Points	grand total of waightage points	
Bider 1	200.00	76.00	40.00	5.00	8.00	4.38	40.00	3.13	88.50	L-3
Bider 2	190.00	80.00	35.00	5.71	9.00	3.89	45.00	2.78	92.38	L-1
Bider 3	210.00	72.38	20.00	10.00	10.00	3.50	25.00	5.00	90.88	L-2
Bider 4	220.00	69.09	40.00	5.00	7.00	5.00	35.00	3.57	82.66	L-4





iii. **Sum of all percentage point nearest to 100 will be treated as L-1 (illustration as above provided for better understanding )**

- i. Only those Service Providers shortlisted after the evaluation of the Technical Bid recommended by Tender Committee and with the approval of Campus Authority, the lowest one (L-1) bid will be decided at the time of finalization of tender on the basis of rates offered in the financial bid.
- ii. It may be noted that L-1 shall be decided on the basis of total price given for Mess services (with weightage as in para (ii) above).
- iii. The decision of the Campus Authority is final and all the service provider have to abide by the decision of the Campus Authority.

**6. SCOPE OF WORK FOR MESS/ CANTEEN CONTRACTOR**

- 6.1 The Mess shall remain open from 06.00 A.M. to 10.00 P.M. on all the days including Public Holidays and vacation period, however, in case of special circumstances, Mess will be required to be opened beyond these specified hours also.
- 6.2 The Service Provider shall not keep the Mess closed without prior permission from the NIFT authority. Any such incident shall be treated as breach of contract and suitable action including penalty shall be taken for the same by NIFT, as it may deem fit.
- 6.3 NIFT Girls Hostel is having two Dining halls, one in inside Girls hostel along with kitchen attach with equipment's another around 300 meters always one in Annex hostel after crossing the main gate. The successful Service Provider must serve all the meals without fail.
- 6.4 The Service Provider needs to serve all the indented meals in all the two Dining halls based on the demand, normally 300 girls inside Girls hostel dining hall, and 100 students will have time meals at another hostel after crossing the main gate. You need to cater both areas or as decided by the NIFT Student Hostel Committee.
- 6.5 The Service Provider shall ensure adequate number of trained/ semi trained manpower and ensure that their manpower are in uniform (along apron and cap) with proper identification card and do not loiter around in the campus. In case of any loss to NIFT caused by the employees of the Service Provider, he will be penalized at the discretion of NIFT.
- 6.6 The Service Provider shall ensure high standard of cleanliness, hygiene and sanitation in the kitchen and Mess. Adequate numbers of dustbins shall be provided by the Service Provider to ensure proper disposal of garbage. There should not be any littering of unused food or any other articles within the Mess. The routine maintenance of Housekeeping inside the Mess premises and service areas shall be sole responsibility of the Service Provider.
- 6.7 The Service Provider should prepare: veg & non-veg foods in separate container/ vessels/ utensils and serve separately as per Mess committee recommendation/ directions.
- 6.8 The Service Provider shall ensure that the cooked and uncooked food is stored properly and no stale food is served. In case of any food poisoning, the Service Provider shall be held solely responsible and will be penalized besides legal action.
- 6.9 The raw material used for cooking can be checked by NIFT officials / Mess Committee at any time and if substandard/unauthorized material is found, the Service Provider shall be penalized or contract cancelled at the discretion of NIFT and Service Provider shall have to abide by it.



- 6.10 The workmen/women employed by the Service Provider shall be directly supervised and controlled by the contractor/Service Provider and shall have no relation whatsoever with National Institute of Fashion Technology. NIFT shall have no responsibility to control or supervise the work of such workmen. Such workmen shall also not have any claim against NIFT for service or regularization of services by virtue of being employed at NIFT campus against any temporary or permanent posts at NIFT.
- 6.11 **It shall be compulsory for the Service Provider to take the following hygiene and cleaning measures:**
- Cleaning the kitchen area thrice a day, including the store-room
  - Soaking the vessels in hot water at the end of the day,
  - Crockery to be washed with hot water using detergents,
  - Thorough cleaning of refrigerators, bottle-coolers and water coolers, once a week,
  - Periodic spraying of insecticides
  - Cleaning the dining tables with detergent and water after each service.
  - Thorough cleaning of washbasins with detergent frequently.
- 6.12 **The catering staff engaged by the Service Provider shall:**
- Show professional courteous behavior at all times.
  - Staff must wear neat and clean work clothes, aprons, Headgear, gloves etc.,
  - Catering staff will not smoke beedies, cigarettes or take alcoholic drinks in the campus and they are not allowed to chew pan, gutka, tobacco items etc.
- 6.13 **As regards quality of materials and preparation, the Service Provider shall ensure that:**
- Food ingredients, additives and materials must be of best quality available in the market
  - Vegetables, bread, fruits, chicken and other such perishable items should be purchased fresh from the market on daily basis
  - The Service Provider shall take meticulous care to provide clean and quality food in all preparations
  - The menu decided by the Mess Committee should be invariably followed. The committee members/ management shall have free access to inspect the kitchen, service counters and dining hall at any time on any working day.
  - Special diets would be organized on request for sick students/Faculty member or staff.
  - Waste and garbage disposal must be done twice a day on regular basis. Service Provider must ensure the removal of Mess garbage from the Mess premises. However, the garbage before disposing off may be checked by security personnel.
- 6.14 The disposal of solid waste and garbage shall be sole responsibilities of the Service Provider as per norms laid down by the concerned local government authority
- 6.15 The Service Provider shall also make arrangements to serve snacks / tea / coffee etc., in the official meetings and conferences as per the approved rates.
- 6.16 The Service Provider will be required to display the daily menu and the approved rate list of all the food articles (as per quoted list), soft drinks, tea, coffee and juices, etc. to be sold in the Mess
- 6.17 The Service Provider shall ensure that either he himself remains present during breakfast/lunch/dinner services to the students or one of his responsible supervisors remains present.



- 6.18 The Service Provider shall not keep the Mess closed without prior permission from the NIFT authority. Any such incident shall be treated as breach of contract and suitable action including penalty shall be taken for the same by NIFT, as it may deem fit.
- 6.19 The Service Provider shall bring their own tools, machineries and equipment's required for cooking but not provided by the institute.
- 6.20 The catering services should capture innovative variety and balanced nutrition both for vegetarians and non-vegetarians. Requirement of Catering services include: Morning Coffee/Tea, Break-fast, Lunch/ Dinner and evening snacks for all students including hostellers, to those faculty/ staff who require such services and guest at Guest room.
- 6.21 NIFT shall neither provide any consumable/ non-consumable items including raw materials at the Mess for the purpose of catering, nor shall provide any utensils. However, NIFT shall provide 10 empty gas cylinders registered in the name of NIFT. Refilling of gas cylinders including the maintenance of burners shall be the responsibility of the Service Provider. On expiry/ termination of the contract, the Service Provider shall return to NIFT the gas cylinders, burners, etc.
- 6.22 The Service Provider should provide free food sample to the inspection team nominated as Mess committee/ authorized NIFT official(s). Committee will frequently/ periodically visit to provide feedback and the Service Provider shall not deny access to such inspections.
- 6.23 The Service Provider should have maximum possible lady workman as the Mess kitchen is attached to Girls Hostel. Any complaints from the wards or warden against the workmen will be viewed seriously which may lead to termination of contract.
- 6.24 The Service Provider will have to provide food as per Mess committee recommendation and the sample requirements are noted in **Enclosure – I, II & III.**
- 6.25 **The service provider should be operational for 30 students minimum, in case of disaster like pandemic, natural calamity and also if students are residing for project etc., in vacations too with minimum students' condition for mess operations under negotiated or fixed price by the NIFT Authority.**

## 7. GENERAL TERMS AND CONDITIONS.

- 7.1 Any conditional offers made by the Service Provider or any alternations/ corrections, made in the tender form shall not be considered. Similarly, incomplete and unsigned tender documents are liable to be rejected.
- 7.2 Individual signing the tender or other documents connected with the tender must specify whether he signed as:
  - (i) A sole proprietor of the concern or constituted attorney; of such sole proprietor.
  - (ii) A partner of the firm if it is a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
  - (iii) Director or Principal Officer duly authorized by the Board of Directors of the Company.



- 7.3 In case of (ii) a copy of the partnership agreement 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 of registration of firm should be attached along with the tender papers. 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 (iii) 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.
- 7.4 The Service Provider shall ensure that the cooks have proper shave and clipped nails while cooking food and should wear apron and headgear.
- 7.5 Service Provider shall not sell any cigarette, beedi, pan, alcohol etc. in the Mess and in the NIFT premises, if anyone is found indulged in these businesses the person shall be asked to leave the campus immediately and the Service Provider shall be liable to lose the contract for breach of this condition.
- 7.6 The Service Provider shall ensure that the staff engaged by him observes safety precautions and security regulations at the campus.
- 7.7 The Service Provider shall not utilize the premises and facilities of the Institute to cater any other client, other than NIFT students, faculty, staff and visiting faculties/guests.
- 7.8 If any information given by the Service Provider proved to be wrong during the course of the finalizing the tender or after finalization of tender, the Service Provider shall be liable for forfeiture of EMD.
- 7.9 Hostel students proceeded on continuous leave more than 10 days the mess charges to be collected on prorated basis
- 7.10 **Contract Details:**
- The contract period will be initially for a period of one year and it may be renewed for further period of two years on yearly basis (as per NIFT norms) subject to satisfactory performance and on mutually agreed terms and conditions.**
  - At the time of renewal authority may consider the price hike upto 5% on the existing prices of the contract.**
  - Mess service provider is not permitted to sell other than mess service (Menu) in normal course.**
  - Confectionery items can be severed by the Mess Service provider till regular cafeteria personal has identified by NIFT authority on MRP / Negotiated price.**
- 7.11 **Facility Charges, Electricity, Water and other**
- The Service Provider may visit the campus and the Mess premise to see the infrastructure before bidding. NIFT will provide space for kitchen, Dining Area, Kitchen equipment's, chairs, tables, lights, fan and water coolers for which the Service Provider shall have to pay Rs.20,000/- +GST (per month) as facility charges by first week of every month along with Actual consumption of the electricity will be paid by the Service Provider on monthly basis on actual, HT rate applicable from KSEB based on the meter reading, besides the fixed charges levied by the Electricity Board. The Service Provider will have to bear the bill of the cooking gas also.**
  - Water charges @ Rs.6000+ GST (per month) will be charged excluding full month student vacation period.**



- iii. Proper lighting shall be provided in the Dining hall / Kitchen etc., by the Service Provider at all times required. Necessary number of emergency lights with standby power supply shall be provided by the Service Provider, during power failure at their own cost. The Service Provider shall install his electronic fly-kill/ insect repellent equipment/ emergency lighting/ gas and fuel supply at his cost.
  - iv. The Service Provider shall maintain the few kitchen equipment, furniture & fixtures provided by the NIFT in good working condition and would be responsible for any damage caused. He will carry out the repairs works without any delay to avoid any interruption in services and cost of repairs shall be borne fully by the Service Provider. On expiry/ termination of agreement, Service Provider will hand over all such equipment's / articles in good working condition back to NIFT.
  - v. The Service Provider shall bring their tools, machineries and equipment's apart from the item provided by NIFT for required of cooking at kitchen and serving.
- 7.12 The Service Provider will have to follow instructions of the Mess committee related to Menu, meal frequency service & Mess timings to suit student community requirements.
  - 7.13 In case of student sickness, hospitalization etc. the Service Provider shall supply the food in Tiffin at student's residence/ hostel/ hospital as per the recommendations within Kannur without any extra charge provided that student is full time scholar of the Mess.
  - 7.14 The Service Provider shall have to make own arrangements for the accommodation of its Mess staff outside the premise of NIFT Kannur. The Mess staff shall leave the campus latest by 11.00 pm and shall be granted permission to enter the campus not earlier than 05.00 am. However, special timings will be permitted with prior approval of the Competent Authority of NIFT.
  - 7.15 Only Female staff may be allowed to stay in night to provide service to students (to provide Coffee/ Tea, packed food and fast food like noodle/ Maggi/ Egg Burj/ Bread Omelette etc.) – the arrangement is only for night service (09.00 pm to 06.00 am) only when the cafeteria/ canteen service is not in operation.
  - 7.16 The quality and quantity of food will be inspected item wise by Mess committee/ NIFT authorized officials will frequently visit and the Service Provider shall not deny access to such inspections.
  - 7.17 NIFT reserves the right to call upon the Service Provider to remove any person working in the NIFT Mess, if found unsuitable for services on account of hygiene or health or conduct or any other administrative reasons. The Service Provider will have to issue identity cards to its employees employed in NIFT Mess. NIFT reserves the rights to disallow the person not having the identity card.
  - 7.18 On award of the contract, the successful Service Provider will have to file full details of the staff / crew / labour employed by him with NIFT administration along with copies of documents to prove their identity.
  - 7.19 The Service Provider will be responsible for obtaining verification certificate from the police department in respect of all employees deployed by him.
  - 7.20 It shall be the sole responsibility of the Service Provider to ensure that all rules and procedures as per law with regard to the payment of minimum wages or other allowances payable to its employees are effected.
  - 7.21 The Service Provider shall produce proof of payment of minimum wages and other payments/ remittance under the law in respect of all the employees on demand.



- 7.22 In case of interpretation, modification and any alteration with respect to terms & conditions the Mess committee, Service Provider and Director will be final and binding to both the parties.
- 7.23 If wastage of any resource is found, appropriate penalty will be imposed by NIFT.
- 7.24 The Service Provider's crew shall not be allowed to use any service area situated outside the Mess complex.
- 7.25 Washing clothes, vehicles etc. are not allowed in the NIFT campus.
- 7.26 NIFT shall provide a list of normal holidays and students vacations in each semester to the Service Provider for assessing and providing catering services to the hostellers residing during holidays and vacations.
- 7.27 **Considering the present COVID-19 or any other pandemic situation the Institute is following all the government rules and regulations as per Local/ State/ Central Government orders. Therefore, NIFT Kannur will reopen according to the bidder may take note of this point while quoting their offer.**

## **8. LEGAL TERMS AND CONDITIONS:**

- 8.1 The Service Provider will not transfer or assign the license or any part of this to any other parts of individual, 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.
- 8.2 The Service Provider and his staff shall abide by various rules and regulations of NIFT as prevalent from time to time.
- 8.3 The Service Provider shall comply with all existing labour legislations and Acts provisions as applicable, such as Contract Labour Regulation Act, Workmen's' Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act, GST etc. For any lapse or breach on the part of the Service Provider in respect of non-compliance of any Labour legislation in force during the validity of the contract, the Service Provider would be fully responsible and would indemnify the NIFT, in case the Institute is held liable for the lapse if any, in this regard.
- 8.4 Child labour is banned, any violation will invite legal proceedings.
- 8.5 The Service Provider shall maintain attendance and wage registers for all workers engaged under the contract at NIFT and shall also take out Workmen's' Compensation Insurance Policy. The payment of wages to workers must be made by the Service Provider on or before the 7th of every month in the presence of NIFT's official, who shall certify that the wages were paid in his presence.
- 8.6 The Service Provider shall submit to NIFT a list of all workers engaged to carry out the catering work, indicating name, age, home address, qualifications, etc., and would also intimate as and when any change takes place. The Service Provider shall not at any time engage any minor to carry out the work under the contract.
- 8.7 The Service Provider 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.



- 8.8 NIFT would have the right to terminate the contract without notice before the expiry of the term, in case the work performance is not up to the standard, or in case there is any violation of NIFT rules & regulations, or if there is any lapse in compliance of any labour legislation, or if there is any incident of indiscipline on the part of the Service Provider or his staff. The decision of NIFT's management in this regard would be final and binding on the Service Provider. In such an event, NIFT shall have the right to engage any other Service Provider to carry out the task at the risk and cost of the existing Service Provider besides appropriating the security deposit and or any amounts due to the Service Provider. For violation of any terms and conditions of the tender, security deposit will be forfeited. If the Service Provider fails to provide food as per the tender condition, NIFT will make alternate food arrangement for the students from any other source. If NIFT requires making the payment at the higher rate the difference amount will be recovered from the Service Provider either from the pending bills or from the security deposit.
- 8.9 If Mess committee is not satisfied with the quality of eatables served, services provided or behavior of the Service Provider or his/her employees, the Service Provider will be served with 24-hour notice to improve or rectify the defect[s], failing which NIFT will be at liberty to take an appropriate action as deemed fit.
- 8.10 The Service Provider and his staff shall comply with all instructions and directions of the NIFT authorities given from time to time. In the event of any emergent situation, the staff of the Service Provider shall comply with instructions given by the NIFT authorities, without waiting for confirmation by the Service Provider.
- 8.11 The Period of contract shall be effective from the date of handing over of NIFT site to the Service Provider for operations. The Facility charges, electricity charges etc., shall be charged accordingly from the date of taking over of site by the Service Provider.
- 8.12 No Minimum guarantee will be furnished to the service provider towards consumption of food items. The service provider is advised to maintain the highest quality at the minimum possible prices so as to attract the maximum number of students/hostellers/ NIFT/ personnel to avail mess service.
- 8.13 The Mess Service Provider will provide food as per details given in Enclosures I, II & III during all days (including holidays). **It will be the responsibility of the Service Provider to collect the food charges from the students. NIFT will in no way be responsible or intervene in any case of non-payment of the price of food by the students.** No complaints from the Service Provider will be entertained in this respect. The Service Provider may have weekly / fortnightly / monthly collection system. The Service provider can collect advance from the students (not more than three months). However, the system shall be informed to the students at the beginning of the mess operation in writing and such system shall continue to be in force throughout the academic year.
- 8.14 Food will have to be provided to these students who stay back in hostel during the mid-term holidays / semester holidays / end term holidays.
- 8.15 The rate quoted will also apply for serving food during programs conducted inside the campus.
- 8.16 If any sort of food poisoning, either minor or major, is reported for any of the Mess food, the complete responsibility shall be with the contactor. The contactor shall take immediate steps for the medical aid for the diners, fully at their own cost. In any such a case, Mess contract can be terminated with the recommendation of the Mess Committee and management by forfeiting the security deposit.



- 8.17 All the workers engaged by the Service Provider for carrying out tasks under this contract shall be deemed to be the employee of the Service Provider only. The Service Provider shall be solely responsible for purpose of their wages, fringe benefits, conduct, duty roster, leave-records, relievers, etc. The Service Provider shall also provide its workers uniform, photo-identity cards, which shall be checked by the NIFT, as and when necessary.
- 8.18 Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.

## **9. OTHER TERMS & CONDITIONS**

### **I. PENALTY:**

1. The Institute reserves the right to impose a penalty on the Service Provider for any serious lapses in maintaining the quality by the Service Provider or his staff or for any adulteration etc.,
2. The Service Provider will have to follow instructions of the Mess committee related to Menu, meal frequency service & Mess timings to suit student community requirements. Any change without prior permission from the competent authority may lead to breach of contract and in such a case NIFT reserves the right to impose penalty or may also lead to cancellation of the contract.
3. All the eatables served by the Service Provider should be wholesome and clean and having quality as per the approved standard by the Government. Only fresh vegetables on daily basis are to be procured from the approved vegetable vendors selling vegetables from bio-farms or farms using permitted pesticides and insecticides of Central/State Government. In case of any violations observed at any time, contract will be terminated or suitable penalty shall be imposed by the authority.
4. Only best/ branded quality store provisions shall be used for preparing food. No adulterated items, curry powders, oils, vegetables shall be used. Samples shall be tested as and when required for the food items in Govt. approved labs and results shall be submitted to the hostel authorities. Re-use of oil is strictly prohibited. In case of any violations observed at any time, contract will be terminated or suitable penalty shall be imposed by the authority
5. Mess Committee may check the raw material used for cooking at any time and if any sub-standard material is found, it will be treated as breach of contract and the NIFT Kannur may review the contract. And decision of NIFT authority shall be final and binding
6. Mess or Management committee will submit the report on monthly basis. In case of any adverse report submitted by the committee or management, suitable action will be initiated which includes penalty on the Service Provider.
7. The Service Provider shall not keep the Mess closed without prior permission from the NIFT authority. Any such incident shall be treated as breach of contract and suitable action including penalty shall be taken for the same by NIFT, as it may deem fit.

### **II. Force Majeure Clause (FMC)**

1. Definition of FMC – "Event of Force Majeure" means an event beyond the control of the Authority and the Agency, which prevents a Party from complying with any of its obligations under this Contract, including but not limited to:
  - a) act of God (such as, but not limited to, fires, explosions, earthquakes, drought, tidal waves and floods);





- b) war, hostilities (whether war be declared or not), invasion, act of foreign enemies, mobilisation, requisition, or embargo;
  - c) rebellion, revolution, insurrection, or military or usurped power, or civil war;
  - d) contamination by radio-activity from any nuclear fuel, or from any nuclear waste from the combustion of nuclear fuel, radio-active toxic explosive, or other hazardous properties of any explosive nuclear assembly or nuclear component of such assembly;
  - e) riot, commotion, strikes, go slows, lock outs or disorder, unless solely restricted to employees of the Supplier or of his Subcontractors; or
  - f) acts or threats of terrorism.
2. **Terms and Conditions for FMC** – In this case, the prevalent guidelines issued from Government of India from time to time will be followed.

**III. ARBITRATION:**

Any dispute arising out of aforesaid shall be resolved through arbitration clause. Interpretation of any of the tender condition will be made by the Director, NIFT, Kannur and in case of any dispute between the institute and the Service Provider, the decision of the Director will be binding on the Service Provider.

**IV. JURISDICTION:**

Notwithstanding, any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference, if the same had been the subject matter of suit, any and all actions and proceedings arising out of or relating to the contract (including any arbitration terms thereof) shall lie only in the court of competent civil jurisdiction in this behalf at the area in which the Kannur Centre of the Institute is functioning and only the said courts shall have jurisdiction to entertain and try such action(s) and / or proceedings to the exclusion of all the other courts.

**V. WAIVER:**

No Failure or delay by NIFT in enforcing any right to remedy of NIFT in terms of contract or any obligation or liability of the tenderer in terms thereof shall be deemed to be a waiver of such right, remedy obligation or liability, as the case may be, by NIFT and notwithstanding such failure or delay, NIFT shall be entitled at any time to enforce such right, remedy, obligation or liability, as the case may be.



**VI. UNDERTAKING BY THE CATERING CONTRACTOR**

We have carefully gone through the various terms and conditions listed above for providing of mess services at NIFT Kannur Campus. We agree to all these conditions and offer to provide Mess 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. We have acquainted ourselves with the tasks required to be carried out, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

I/ We having our office at ..... declare that I/ We have never been blacklisted by any state Government/ Central Government or any State/ Central PSU and not having any vigilance case /CBI case/Court case pending against us.

I/We hereby declare that all the statement made and submitted are true and complete to the best of my/our knowledge. In case the submitted information found false. I/We are fully aware that the tender / contract will be rejected /cancelled and EMD/Security Deposit shall be forfeited and the contract may be terminated.

Place : \_\_\_\_\_

Dated : \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Caterer

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Seal of the Caterers

Phone No. (O): \_\_\_\_\_

(R): \_\_\_\_\_

(M): \_\_\_\_\_



**ENCLOSURE – I**

**STANDARD AND INDICATIVE MENU FOR MESS SERVICES**

A. Standard Menu/General / indicative mess menu, list of items to be served during the timing is mentioned, unlimited food is to be supplied during the contract period.

WEEK	Morning Tea Limited 05.30 AM to 07.00 AM	Break Fast Unlimited 07.30 AM to 08.45 AM	Lunch Unlimited 12.00 PM to 01.30 PM Dinner Unlimited 07.30 PM to 09.00 PM	Snacks Limited 05.30 PM To 06.30 PM
Standard Menu	Tea/ Coffee + Biscuits/ Rusk	<p>Bread Jam/ Bread butter + Tea /Coffee + One Breakfast Item (North or South Indian alternately)</p> <p>Idli - sambar - chutney Medu Wada - sambar - chutney Puttu- Kadala Curry Puri- curry /Bajji / Veg Stew Chole Bhature- curry Upma with Banana -pappadam/ pickle Seva Poha (avil)/ pasta Idi appam - Chutney/ Veg Stew curry/ Kadala Curry Vellappam – Chutney/ Veg Stew curry/ Bajji curry/ Kadala Curry Dhosa items – (Plain Dosa/ Masala Dosa/ Onion Uttappam/ Set Dosa/ Ghee Roast) etc., - sambar &amp; chutney/ Veg Stew curry Tomato Bath-Chutney Bisibele bath – mixture Paratha items (Aloo/ Aloopalak/ Methi Paratha etc.,) – Dahi (curd)/ Tamato Sauce /chuthey/ Kadala curry/ Tomato curry/ Kuruma/ Veg Cheese Sandwich (varients)</p>	<p>Chapati/Butter Roti/ Naan/ Tanduri Roti/ + One Leafy vegetable Green Vegetables (as per season)/ Kuttu kari, Gram Vegetables/ Mix Veg/any Veg + One Salad / Papad, Pickle + One Plane Rice/ Jeera Rice/ Fried Rice/ Pulav/ Kerala Rice + One Punjabi or Gujarati Kadi/ Punjabi or Gujarati Dal/ Dalmakhani/ Panchratna Dal (Mixture of five types Dals)/ Sambar + One beverage like Dahi/ butter milk/ Bundi Raita/ Rasam, etc., + <u>(After noon)</u> Seasonal fruit (Banana, Water Melon, Musk melon/ Orange/ Apple/ mixed cut fruit (100 grs) etc.,) <u>(Night Dinner)</u> Sweet dish (Jamoon (dry/ Gulab)/ Kesari bath/ Rasagulla/ Patasam (Rice/Dal/ vermicelli)/ Carrot halwa etc., + Twice a week dessert + Since Fish is a common food of Kerala, Fish curry or fish products needs to be served 100 gms twice in a week</p> <p><u>SPECIAL</u> (on Wednesday &amp; Sunday) instead of one main course of veg Non-veg- one Chicken item (chicken masala, chicken bhurji, butter chicken, tandoori chicken etc.) Veg: one Paneer/Mashroom/ Rajma (Masala/ curry)</p>	<p>Tea/Coffee + French Fries/Chips + one snack (South or North Indian Alternative)</p> <p>Samosa/ Kachori/ cutlets/ Udu Vada/ Dal vada/ Pazham Pori (Banana Fry)/ Alu Bhajji/ ulli (Pyaj) vada/ Bread Pakoda/ Dahi Vada/ Batata Vada/ Pohe/Pav Bhaji, etc.,</p>

All above food items (from morning breakfast to dinner) are to be served unlimited except the special dishes like chicken, fish, sweet or other sizable items.

Note: Apart from the above: - Corn flake/ Boiled Gram/ Boiled Egg, Omelet, Bread Omelet/ Egg Curry/Biscuit/ Snacks can be considered to sell when cafeteria is not in operate (only on demand with approved price only on night 9 PM to 6 AM for hosteller)

**ENCLOSURE – II****PERMISSIBLE BRANDS OF CONSUMABLES**

<b>ITEM</b>	<b>BRAND</b>
Salt	Iodised salt such as Tata, Annapurna, Nature Fresh
Spices	MDH, MTR or equivalent quality brands or Agmark brand
Ketchup	Maggi, Kissan, Heinz
Oil	Refined oil such as Sundrop, Nature Fresh, Godrej
Pickle	Mother's or Priya or Tops
Atta	Aashirvad, Pillbury, Nature Fresh
Butter	Amul, Britannia, Mother Dairy, Sanchi
Bread	Harvest/Britania make / Top & Town / Modern / Avon
Jam	Kissan, Nafed
Milk	Toned milk of Mother Dairy, Delhi Milk Scheme
Paneer	Amul/Mother Dairy / Sanchi
Tea	Brook Bond, Lipton, Tata
Coffee	Filter Coffee
Biscuits	Britania, Parle, Good Day, etc.
Ice Cream, Lassi, Curd	Mother Dairy, Amul, Cream Bell - all varieties, Top & Town, Vadilal
Mixtures/Chips	Haldiram/Bikaner or any top brand
Mineral Water	ISI marked Kinley/Bisleri/Ganga
Besan, Dal	Rajdhani
Rice	Basmati
Cold Drinks	Pepsi, Coke etc.
Juices	Real, Tropicana
Lemon Water	Hello
Sweet	Bikaner, Haldiram, chhappan Bhog, etc.

**The Service Provider may use any other brands, only after obtaining prior written approval from the Institute.**

**Other items of use will be arranged by the Service provider**



**SAMPLE MESS MENU**

General / indicative mess menu, list of items to be served during the timing is mentioned, unlimited food is to be supplied during the contract period.

WEEK	MORNIGN TEA	BREAK FAST	LUNCH	SNACKS	DINNER
MON	Tea/ Coffee + Biscuits/ Rusk	Idli Sambar, Chutney, Bread Butter, Bread Jam, Tea/Coffee	Butter Roti, Mix Veg, Chutney, Plain Rice, Dahi, papad, Pickle, Dry Panchanratna dal, Banana,	Tea/Coffee Samosa	Chapathi, Jeers Rice, Dal Fry, Veg Mix Masala, Aloo Flower Dry Chapati, salad, Carrot Halwa, Ice cream (100 grms Fish)
TUE	Tea/ Coffee + Biscuits/ Rusk	Aloo Paratha, Dahi Tomato Sauce, Bread Butter, Bread Jam, Tea/Coffee	Roti, Rice, Rajma, Dhal, Cabbage dry, Papad, Pickle, Rasam, orange	Tea/Coffee Kachori	Veg Biryani, Raita, Aloo Matar, Cabbage Dry, Salad, Dal Fry, Chapati, Pickle, Jamoon
WED	Tea/ Coffee + Biscuits/ Rusk	Masala Dosa, Sambar, Chutney, Bread Butter, Bread Jam, Tea/Coffee	Roti, Rice, Channa Pindi, Mixed Dhal, Seam dry Veg, Salad, Butter Milk, Pickle, Papad, Mixed cut Fruit	Tea/Coffee Pazham Pori	Roti, veg biryani, Dhal fry, Mushroom Green Peas Mix Masala, Aloo Flower Dry Pickle, Payasam, Papad, Chicken masala
THU	Tea/ Coffee + Biscuits/ Rusk	Methi Paratha, Tomato Sauce, Green Chutney, Bread Butter, Bread Jam, Tea/Coffee	Dal Khichadi, Raita, Chole Bhature, Papad, Pickle, Raita, Mix Cut Fruits	Tea/Coffee Bread Pokoda	Fried Rice, Veg Manchurian, Chapati, Salad, Dhalmakhani, Buhdi Raita, jalebi
FRI	Tea/ Coffee + Biscuits/ Rusk	Onion Uttappam, Sambar, Chutney, Corn Salad, Bread Butter, Bread Jam, Tea/Coffee	Veg Biryani, Boondi Raita, Dum Aloo, Chapati, Pickle, Papad, Dahi, Orange	Tea/Coffee Batata Vada	Jeera Rice, Dal Tadka, Veg Kofta, Aloo Capsicum, Chapati, Green Salad, Papad, Pickle, Kesari bath Ice cream (100 grms Fish)
SAT	Tea/ Coffee + Biscuits/ Rusk	Vellappam – Chutney, Veg Stew, Bread Butter, Tea/Coffee	Steam Rice, Dal Palak, Rajma Masala, Beans Dry, Chapati, Pickle, Butter Milk, Apple	Tea/Coffee Dal Vada	Chapati, Veg Noodles, Veg Manchurian, Plain Rice, Dal Tadka, Rasagulla, Green Salad, Pickle
SUN	Tea/ Coffee + Biscuits/ Rusk	Veg Cheese Sandwich, Bread Butter, Bread Jam, Tea/Coffee	Kadai Paneer, Chapati, Pickle, Salad, Veg Pulav/ Rice, Dhal Makhani, Raitha	Tea/Coffee Cutlet	Chapatii, veg fried rice, Aloo Flower Dry, Panneer Butter masala, Gulab Jamoon, Pickle, Papad, Chicken Chilli masala



**ENCLOSURE – IV**

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD**  
(On Bidders Letter head)

I/ We, the authorized signatory of M/s ..... , participating in the subject tender No . ..... for the item / job of ..... , do hereby declare :

1. That I/ we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.
2. That in the event we withdraw / modify our bid during the period of validity Or I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding / award of all future contract(s) of National Institute of Fashion Technology (All Centers) for a period of one to three year from the date of committing such breach.

Signature and Seal of Authorised Signatory of bidder

Name of Authorized Signatory .....  
Company Name (with seal).....



**ANNEXURE – I**

**TECHNICAL BID**

**GENERAL INFORMATION**

(To be filled in by the Service Provider for the Technical Bid)

S No.	Particulars	Details			
1	Name of the Firm /Company				
2	Complete Office Address: (with contact number & email ID)				
3	Company website, If any				
4	Type of Organization	Individual/Partnership/Pvt.Ltd/ NGO/SHG/others			
5	Year of establishment				
6	Details of EMD Deposited	DD amount Rs._____ dt: _____ Name of the Bank_____			
7	Name and address of the authorised signatory / Contact person for this tender				
8	Total staff strength of the company on its payroll				
	S No.	Category of staff	Nos.	Male / Female	Native Place
	1	Supervisor			
	2	Cooks			
	3	Helpers			
4	Others				



Details of supporting documents enclosed with self-attested					
S. No.	Registration Under	Registration No.	Valid up to	Proof enclosed in Page No:	
9	1 Firm / Company Registration (delete whichever is not applicable)				
	2 Shops & Establishment Act				
	3 PAN				
	4 GST				
	5 EPF registration No:				
	6 ESI registration No:				
	7 FSSAI registration No:				
	8 Labour Licence				
	9 Others				
	10 Annual Turn over (Audited)				
		2016-2017			
		2017-2018			
		2018-2019			
		2019-2020			
		2020-2021			

(Self-attested copy as proof of the above must be attached to qualify and compulsorily, Original papers should be provided for verification purpose).

Date:

Place:

Signature of the Service Provider

Name:

Designation:

Office Seal:

Note: 1) Please read Tender carefully and fill up the above information  
2) Sealed Cover bearing Tender No. and Date





**ANNEXURE - II**

**LIST OF CLIENTS**

(Tenders not accompanied by this information & documents in support of the same may be summarily rejected)

S No.	Client's Name, Address & Contact No.	Client Phone & address of present Mess	Period of contract		No. of persons availing catering facility	Contract Value per Month in Rs. Lakhs
			From	To		

Note: Please tick mark at any above address for the evaluation process.

Date:

(Signature & Seal of the Service Provider)



**ANNEXURE - III**

**DETAILS OF MESS/CATERING BUSINESS UNDERTAKEN**

(Tenders not accompanied by this information shall be summarily rejected)

S No.	Name of Hostel/Mess/Catering business/Restaurant	Address	Type of the firm (Company/Partnership/Proprietorship/SHG/NGO)	Date from which Business undertaken

Date:

(Signature & Seal of the Service Provider)



## ANNEXURE - IV

## CHECK LIST FOR SUBMISSION OF BID

Service provider is requested to fill this check list and ensure that all details/documents (self-attested) have been furnished as called for in this tender duly filled in, signed & stamped

Please tick (✓) the box and ensure compliance:

S. No:	Details			If Yes
		Yes	No	Page No(s).
1	EMD OR exception details submitted			
2	Undertaking & acceptance letter by the service provider (on original stationery)			
3	Copy of PF A/c No.			
4	Copy of ESI A/c. No.			
5	Copy of GST Registration No.			
6	Copy of PAN Card No.			
7	Copy of Audited Balance Sheets and Profit & Loss Statements at least for last three from the stated five years (2016-17, 2017-18, 2018-2019, 2019-2020, 2020-2021)			
8	Evidence of successful completion of at least 3 (three) projects from past five years (Projects under taken with reputed institutes like (NIFT, IIT, NIT, NID, Govt. sectors, PSU etc., for more than 300 students)			
9	Copy of income tax return filed by agency during last 5 financial years indicating PAN number			
10	Letters of reference from the previous organizations with regard to work done with complete contact details of concerned officials in those projects with telephone numbers, address, email, etc. along with scope of work. Submitted?			
11	Copy of partnership deed for partnership firm or Memorandum of understanding (MOU) and Article or Association (AOA) including Certificate OR Incorporation for change in name, if any, for limited/private limited company Submitted?			
12	Labour License & license for running similar Service			
13	(Any other detail Specify)			

Date:-

Signature of authorized person of the firm/agency with stamp

Place:-

**ANNEXURE - V****FINANCIAL BID**

Below given Format is only for understanding and actual financial bid form is in the form of Excel sheet i.e. BOQ, which needs to be filled and submitted online by the contractor/agency along with all the other relevant and necessary documents.

**Part A: (BoQ1):-Rate for food for mess students: (weightage @ 80%)**

S. No.	Particulars	Rate per month including GST	Rupees in words
1	Five menu morning tea+ Break-fast (unlimited) +Lunch(unlimited)+snacks + Dinner(unlimited)	Rs.	

**Part B: (BoQ2):-Rate for food for Day scholars/NIFT Office staff (weightage @ 10%)**

S. No.	Particulars	Rate per day including all tax	Rupees in words
1	Four menu Break-fast (unlimited) +Lunch(unlimited)+snacks + Dinner(unlimited)	Rs.	

**Part C: (BoQ3):-Rate for food for Day scholars (weightage @ 5%)**

S. No.	Particulars	Rate per meal including all tax	Rupees in words
1	Break-fast (unlimited)	Rs.	
2	Lunch/ Dinner (unlimited)	Rs.	
	Total of (1+2)	Rs.	

**Part D: (BoQ4) :-Snacks Rate per Piece (as per the list in Enclosure -I) (weightage @ 5%)**

S. No.	Particulars	Rate per unit Including all tax	Rupees in words
1	Snacks per piece	Rs.	
2	Tea	Rs.	
3	Coffee	Rs.	
	Total (1+2+3)	Rs.	

Note:

1. Rates quoted shall be inclusive of all charges/taxes/levies/duties/GST from the local bodies/Central/State Govt. Department as applicable. Conditional tenders will not be considered for evaluation.
2. Evaluation of Financial bids - as details in para 5.3

Place :

Signature of the Service Provider  
with Office Rubber Stamp,

Date :