



NIT No.:e-41/2018(Pur-Kol)



**NATIONAL INSTITUTE OF FASHION TECHNOLOGY, KOLKATA**

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

**TENDER**

**FOR**

**CAMPUS CANTEEN SERVICE**

**NIT No.: e-41/2018(Pur-Kol)**

OPENING DATE FOR ONLINE SUBMISSION OF TENDER	07/12/2018
CLOSING DATE FOR ONLINE SUBMISSION OF TENDER	<b>28/12/2018 up to 3.00 pm.</b>
Date and time of opening of tenders (Technical Bid)	28/12/2018 at 4.00 pm.

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

**PREAMBLE / INTRODUCTION**

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

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

**INTRODUCTION**

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

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



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**NOTICE INVITING TENDER**

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

The hard copy of the tender alongwith fees (i.e EMD), necessary/relevant documents should be placed in a sealed envelope superscribed with “**Campus Canteen Service (NIT No.: e-41/2018(Pur-Kol))**” and shall be addressed to and sent to the Purchase Officer, National Institute of Fashion Technology, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata- 7000106 or dropped in the Tender Box kept at the said address on or before schedule. Financial bid should be quoted online only and need not to be submitted in hard copy .

**SUBMISSION OF BID**

- i) The interested firms should apply online and submit their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc.in>
- ii) Tender documents are also available for viewing on the “tenders” link of the NIFT website i.e. <https://nifttenders.eproc.in>
- iii) Applications to this tender will be accepted only in the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & accepted.
- iv) For applying online, the prospective bidder/Firm should get itself registered at <https://nifttenders.eproc.in>
  - Registration Charges of Rs.2000/- + Rs.360/-(GST) = Rs.2360/- (Two Thousand Three Hundred Sixty Only ) non-refundable.
  - Bid Processing Fee charges of Rs. 800/- + 144(GST) = 944/- non-refundable through online payments only.
- v) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.
- vi) Any further clarifications can be sought from the NIFT office on Telephone No. 033- 23357546, National Institute of Fashion Technology, NIFT Campus, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata- 700106.

**For online procedure:**

For More enquiries/For Helpdesk officers:-

E-mail:- [sandeep.bhandari@clindia.com](mailto:sandeep.bhandari@clindia.com)

Phone No.:- 0124-4302033/36

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### 1. **SCOPE OF WORK FOR /CANTEEN CONTRACTOR**

1. The successful tenderer should be an established caterer and shall be responsible for providing on Food & Beverages to the students, staff, officer, faculty and others of the institute.
2. Normally the contractor shall not serve tea/coffee. However, he may arrange tea, coffee, snacks, lunch, etc. in various official meetings, programmes, seminars and functions organized by the Institute from time to time. In addition, people visiting NIFT in connection with various activities of the Institute may also avail these service.
3. The Contractor will be required to provide Breakfast, Lunch and Evening Snacks & Tea at NIFT Campus Canteen, Kolkata (at Block-LA, Plot-3B, Sector-III, Salt Lake City, near 16 no. tank, Salt Lake, Kolkata-7000106) as per the following time schedule:

(a) Breakfast	:: 08:00 am to 11:30 am
(b) Lunch	:: 12:00 am to 03:00 pm
(c) Evening Snacks & Tea	:: 04:00 pm to 08:00 pm

In general, the Canteen will remain operational from Monday to Friday of the week for supply of Food, Breakfast, Lunch, etc. to the student, employee, guest, etc.. If required, the canteen should remain open even on holidays if so needed.

NIFT authority may place order for breakfast/lunch/snacks/foods, etc. for special occasions and for its various events and as may be required from time to time and accordingly the contractor need to arrange & supply the same and payment will be made accordingly based on satisfactory service.

### 2. **GENERAL TERMS AND CONDITIONS**

1. Only on-line bids will be considered. Please read the terms & conditions carefully before online submission/filling up the document. Incomplete tender documents will be summarily rejected.
2. Conditional and/or offline tender will not be accepted and/or the condition(s) may not be considered.
3. The Contract shall be initially for one year and may be extended/renewed for further periods subject to satisfactory service.
4. The agency/tenderer should have at least Three years of relevant experience in executing/rendering such service.
5. The contract for Canteen Service shall be commercial contract and between NIFT & the successful tenderer. There shall be no employer-employee relationship between NIFT and the Tenderer or the staff/personnel deputed by the said contractor.
6. Hard copy of tender(s) submitted beyond the scheduled last date & time due to whatever reason including postal delays and without the required fees, Annexure(s) & documents will not be considered.

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7. All tenderers are required to submit **Earnest Money Deposit (EMD) of Rs.25,000/-** (refundable) in the form of Demand Draft (should be drawn beyond the date of notification of this NIT) in favour of NIFT Kolkata payable at Kolkata. No interest shall be paid on the said EMD and will be returned after finalization of the tender; however, the EMD of the successful bidder will remain with NIFT and will be forfeited in the following events:
- If information declared/document submitted found false/fake/forged
  - If the selected/successful bidder does not accept the W.O., or, unable to provide service
  - If the bidder withdraws his bid/quote

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

8. The bidder should have at least minimum of 3 (Three) years experience in the relevant field. The average minimum annual turnover of the tenderer for past 02 (Two) years [FY 2015-16, 2016-17 . 2017-18, (any two)] should not be less than **Rs.15 Lakh** which should be substantiated by Audit report/ITR.
9. NIFT reserves the right to obtain feedback from the previous/present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on-the –spot first-hand information regarding the quality of food and service provided by the Tenderer. Decision of NIFT with regard to award of the contract will depend upon the feedback received by it from the previous/and present clients and also from its team(s) deputed for the purpose. The decision of the Institute in this regard will be final and binding on all bidders.
10. The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, 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 strictly in accordance with the instructions contained therein; otherwise the Tender is liable to be rejected.
11. The Financial bids submitted by all bidders should be valid for at least for a minimum period of three months from the date of opening of Technical Bids.
12. Canvassing in any form will make the tender liable to rejection upfront.
13. NIFT reserves the right to call upon the tenderer to remove any person employed/working in the NIFT canteen, if found unsuitable for service on account of hygiene or health or conduct or any other administrative reasons, NIFT reserves the rights to disallow the person not having the identity card.
14. If wastage of any resource is found, appropriate penalty will be imposed by NIFT Authorities.
15. The Tenderer's crew shall not be allowed to use any other service area situated outside the canteen complex.
16. Washing clothes, vehicles etc. are not allowed in the NIFT campus.
17. The responsibility for dispose off garbage is solely on successful tenderer.
18. Any person of the NIFT officer can do a surprise check during the office time to check the quality of food and hygiene.
19. The contractor will do regular pest & flies control at his own cost.

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20. The bidder will be required to submit anti-profiteering format under GST laws after finalization of tender.
21. All payments made to contractor will be subject to applicable Tax Deduction at Source.
22. Campus Canteen should remain open on all days; also on holidays, if so needed and as directed by NIFT authority.
23. The contractor shall be responsible for engaging adequate number of trained/semi-trained manpower required for providing Canteen service in NIFT. Deployment of child labour is strictly prohibited under the law.
24. The staff members of the contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
25. The contractor will, prior to the commencement of the operation of contract, make available to NIFT the particulars of all the staff members who will be deployed at the Institute's premises for running the Canteen. Such particulars, inter alia, should include name, Father's Name, age/date of birth, permanent address, etc. with photo identity (voter card, Aadhaar Card, etc.)
26. The Staff members of the Campus Canteen, deputed by the contractor, should be in uniform which shall be provided by the Contractor at his own cost. They must wear proper uniform and valid ID cards to be issued by the contractor.
27. The contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygiene and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining place and surrounding.
28. The contractor shall be responsible for conduct and behavior of his staff and any loss or damage to Institute's moveable or immovable property due to the conduct of the contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person deployed by the contractor is unsatisfactory, the contractor shall replace the concerned person immediately under intimation to NIFT.
29. The contractor shall keep the Canteen and its surrounding areas clean and ensure hygiene. The cleaning includes cleaning of kitchen, Dining space, Canteen hall, floor, counter, benches, tables, chairs, etc. NIFT management will have 24 hours access to inspect the Canteen premises at any time for ensuring the cleanliness and hygienic conditions of the entire Canteen premises.
30. The contractor will use only branded raw materials for preparation of various food items. The Institute reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and sold in the Canteen. Any adverse pointed out by such officers/officials during their visit shall be properly attended by the contractor.
31. Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, equipments provided by the Institute are damaged. Any damages done to the same or any other property, will have to be repaired/replaced by the Contractor, failing which the same will be got done by NIFT at the contractor's risk and cost. In this regard, the decision of NIFT shall be final and binding on the contractor.



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32. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the Institute's premises, including Canteen. Any breach of such restrictions by the Canteen Contractor will attract deterrent action against the contractor.
33. NIFT shall in no way be responsible for any default with regard to any statutory obligation related to the manpower deputed by the agency/firm.
34. The contractor will bring his own tools, Gas Cylinder [commercial], Stoves, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs, etc., in sufficient quantity as are needed to render the Campus Canteen Service at his own cost.
35. The contractor shall install electronic fly-kill/insect repellent equipment, emergency lighting/ gas and fuel supply at his own cost.
36. NIFT will not provide any mode of transport in respect of manpower or any items/materials required for the Canteen Service.
37. The furniture and fittings etc. as stated above shall remain the property of the NIFT and the Contractor shall be responsible for any loss, theft, misplacement or damage whatsoever for which NIFT shall be at liberty to claim compensation.
38. The contractor should take all the safety measures (including fire) while running the canteen. He will keep First Aid box in the canteen mainly for the persons deployed to work in canteen.
39. The contractor shall display the daily menu and the rate chart clearly mentioning the rates of all the food articles, soft drinks, tea, coffee and juices, etc. to be sold in the canteen at a prominent place.
40. Contractor must ensure daily removal of canteen garbage from the canteen premises to allotted area. However, the garbage, before disposing off, may be checked by security personnel.
41. Employee(s) of Canteen contractor will not stay in the during the timing between 11:00 p.m. to 05:00 a.m. (next day) unless otherwise permitted.
42. The Contractor shall not engage any Sub-Agent or Sub-Contractor whatsoever for running the Canteen Service.
43. Agency (the contractor) shall abide by the Rules and Regulations of the NIFT, as may be enforced from time to time. The Contractor will have to work in close co-operation with others at the site.
44. It is strongly recommended that the tenderer should inspect the site any time during working hours on any working day with prior appointment(033-2335-7546) before submission of bid; no extra shall be payable for lack of knowledge of the site conditions and constraints, if any.
45. An agreement on Non-judicial Stamp paper containing all the terms and conditions of the service is to be made by the successful tenderer with NIFT within one month from the date of receiving of work order and the same should be notarised by the contractor at his own cost.
46. Any query/clarification with respect to the tender (T&Cs, etc.) may get cleared prior to submission of bid; concerned NIFT official(s) may be contacted (033-23357546) in this regard in between 10.00 am to 5.00 pm on any working day). However, NIFT will not entertain or clarify any such query during post bid.
47. All disputes are subject to Kolkata Jurisdiction only.

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### 3. EVALUATION OF FINANCIAL BIDS

1. Even after qualifying in the technical bid, the financial bid may be rejected if found not in order.
2. The contractor should ensure that the items listed in **Annexure-IV** shall be available at the Campus Canteen and shall be sold at the rates mentioned therein. The said rates are normal standard rates which the contractor shall charge. However, the said rates are subject to change which may be mutually agreed with justification by the contractor and NIFT. In case any revision in rates the decision of NIFT shall be final and binding on the contractor. Rates should not be charged more than the prevailing Market Rate/MRP.
3. It may be noted that the students remain away from the campus during breaks in June-July, end December, beginning of the year, during festive seasons (Dussera/Diwali, etc.). Agency should quote rates considering the same.
4. The Institute will provide the following to the Contractor:
  - a. Space for lunch hall, kitchen, service station and store space.
  - b. Tables & Chairs.
  - c. Fans & Lights
  - d. Water supply
  - e. Electricity (Chargeable on actual).
5. The contract will be awarded on the basis of highest maintenance charges **(H-1)**. However, the minimum maintenance charges to be paid by the contractor to NIFT should be not be less than Rs.8000/-+ GST as applicable per month, in addition to the payment of electricity charges as per actual consumption.
6. In case of H-I is more than one, the selection criteria [viz. the past performance, turnover, etc.] would be at the discretion of NIFT. The decision of NIFT, in this regard and for selection of successful bidder in such a situation, will be final in all respect and will be binding on all the tenderers.

### 7. **SECURITY DEPOSIT**

1. The contractor shall be required to deposit an amount of **Rs.60,000/-** as Security Deposit immediately on acceptance of Work Order in the form of demand draft of nationalized bank/schedule bank only in favour of NIFT, Kolkata. No interest shall be paid on such security deposit, which shall remain with the Institute during the continuance of the contract and it shall be released only after three months of expiry or termination of the contract, subject to clearance of all dues by the contractor.
2. If the Contract is terminated by the Contractor without giving stipulated period of notice or fails to observe the terms & conditions of the tender, the Security Deposit will be forfeited without prejudice to the NIFT Management's right to proceed against the contractor for any additional damages that the Institute suffers as a result of the breach of the foresaid terms and conditions.



### 8. MAINTENANCE AND ELECTRICITY CHARGES

1. The Contractor will be required to pay to the Institute electricity charges on actual basis, for which sub-meters shall be provided for kitchen and service area. Out of the total bills received by the Institute for electricity consumption, the amount in respect of the units consumed by the Contractor shall be paid by him/her to the Institute.
2. The contract will be awarded on the basis of highest maintenance charges **(H-1)**. However, the minimum maintenance charges to be paid by the contractor to NIFT should be not be less than Rs.8000/-+ GST as applicable per month, in addition to the payment of electricity charges as per actual consumption.
3. It may be noted that the students remain away from the Institute during breaks in June-July for which the contractor shall pay only 50% of maintenance charges per month for June, July.
4. The commercial gas connections and it's refilling will be borne by the contractor at his own cost.

### 9. STATUTORY OBLIGATIONS OF THE TENDERER (CONTRACTOR)

1. The employees or the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
2. The Contractor will, prior to the commencement of the operation of contract, make available to NIFT the particulars of all the employees who will be deployed at the Institute's premises for running the Campus Canteen. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employee.
3. The Contractor shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act of Govt. of India and fulfill all other statutory obligations, such as, Provident Fund, ESI, GST, Workman's Compensation Act/Fatal Accident Act, Personal Injuries etc., whichever is applicable. NIFT will not be responsible for any default w.r.t. statutory default, if any.
4. The Contractor shall ensure proper discipline among his/her works and further ensure that they do not indulge in any unlawful activity.
5. Employment of child labour is strictly prohibited under law. Therefore, the Contractor will not employ any child.
6. In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the Institute by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/compensate such claims or damages to the Institute. As a result of the acts of the Contractor, if the Institute is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the Institute or the Institute reserves the right to recover such amount from the payment(s) due to the Contractor while setting his .her bills or from the amount of Security Deposit of the Contractor lying with the Institute.



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7. The Contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment in and around the canteen premises, i.e. cooking place, dining hall and surrounding etc.
8. The Campus Canteen staff shall be in uniform with identity card bearing photographs while on duty. The Contractor shall provide sufficient sets of Uniforms and pair of shoes to his employees and shall ensure that they wear them while on duty.
9. The Contractor shall be personally responsible for conduct and behavior of this staff and any loss or damage to Institute's moveable or immovable property due to the conduct of the Contractor's staff shall be made good by the Contractor and the said staff shall be replaced immediately under intimation to NIFT. The decision of NIFT in this regard shall be final and binding on the Contractor.
10. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract.
11. The Contractor shall keep the Campus Canteen and its surrounding areas clean and ensure sanitation every day after the service are over. The cleaning includes cleaning of kitchen, Campus Canteen hall, floor, counter, benches, tables, chairs etc. NIFT management will have 24 hour access to inspect the Campus Canteen premises at any time for ensuring the cleanliness and hygiene of the Campus Canteen premises.
12. The Institute reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and sold in the Campus Canteen. Any anomaly pointed out by such officers/officials during visits shall be attended to by the Contractor.
13. The Contractor shall get the prices of all items approved by the Campus Canteen Committee and no changes, what-so-ever shall be made without prior written approval of this committee. The tenderer shall be required to display the price list of all the food articles, soft drinks, tea coffee and juice sold in the canteen. The prices of the items sold in the NIFT Canteen should not be more than MRP and local market rate and shall be approved by the committee of NIFT officials on regular basis. The approved list shall be displayed at proper location within the Campus canteen area by the tenderer.
14. The contract shall be solely liable for any miss-happening/casualty including fire explosion etc. happens/occurs during the contract period in the canteen premises and the Contractor shall be entitled to pay compensation to the victim/s if any in the said miss-happening and there will be no liability of NIFT in this regard either towards the Contractor or towards the victims.

#### **10. TERMINATION OF THE CONTRACT**

1. The Contract can be terminated by either party, i.e., NIFT or the Contractor, after giving three-month notice to the other party extendable by mutual agreement till alternate arrangements are made. However, NIFT reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. NIFT's decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.
2. On termination of the Contract, the Contractor will hand over all the equipments/furniture/articles etc., supplied by NIFT, in good working condition, back to NIFT.

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### 11. PENALTY

1. All disputes arising between the parties shall be referred to and settled through Arbitration conducted in accordance with the provisions of the Arbitration & conciliation Act, 1996 and the rules framed there under. Such Disputes shall be adjudicated by an arbitral tribunal comprising of three arbitrators, one to be appointed by each party and the two appointed arbitrators shall jointly appoint the third arbitrator for the purpose<sup>4</sup> of constituting the arbitration tribunal. The arbitrators shall have powers to award only such remedy as is contemplated by this Agreement, including as appropriate, injunctive relief. The place of arbitration shall be Centre Name. The language of arbitration shall be English.
2. The institute reserves the right to impose a penalty (to be decided by the NIFT authorities) on the Contractor for any serious lapse in maintaining the quality and the service willfully or otherwise by the Contractor of his staff or his for any adulteration.
3. If the Institute is not satisfied with the quality of eatables served, service provided or behavior of the contractor of his/her employees, the Contractor will be served with 24-hour notice to improve or rectify the defect(s), failing which the NIFT will be at liberty to take appropriate necessary steps as deemed fit.
4. 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 in terms thereof ) shall lie only in the court of competent civil jurisdiction in this behalf at Centre Location and only the said courts shall have jurisdiction in this behalf at Centre Location and only the said courts shall have jurisdiction to entertain any try such action(s) and /or proceedings to the exclusion of all the other courts.
5. The raw material used for cooking may be checked by NIFT Officer at any time and if substandard/unauthorized material is found and after issued three adverse notices, it will be treated as breach of contract and the Director can review the contract. Contractor shall have to abide by the decision of Director.
6. The Institute reserves the right to impose penalty [to be decided by the NIFT authorities] on the contractor for any lapse in maintaining the quality and the service willfully or otherwise by the contractor or his staff or for any adulteration.

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## 12. OBLIGATIONS OF THE CONTRACTOR

1. The Contractor will use only branded raw material for preparation of items. The permissible brands of various items are given in Annexure-II.
2. The Institute will provide to the Contractor space for storing raw material, sitting and serving space, etc. The Institute shall also provide tables and chairs in the serving area as follows:
  - f. Space for lunch hall, kitchen, service station and store space.
  - g. Tables & Chairs.
  - h. Fans & Lights
  - i. Water supply
  - j. Electricity (Chargeable on actual).
3. The Contractor will bring his own tools, cooks, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity as needed to maintain the Campus Canteen service.
4. Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, equipments provided by the Institute are damaged. Any damages done to the same or any other property will have to be repaired/replaced by the Contractor, failing which the same will be got done by NIFT at the contractor's risk and cost. In this regard, the decision of the designated officer of NIFT shall be final and binding on the Contractor.
5. All work shall be carried out with due regard to the convenience of NIFT. The orders of the concerned authority shall be strictly observed.

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



**Annexure- I**

**TENDERER TO FILL UP THIS PAGE**

1.
  - a. Name of the tenderer/organization .....
  - b. Name of the proprietor/partners.....
  - c. Date of Establishment: .....
  - d. Please specify as to whether Tenderer is sole proprietor/ Partnership firm/ Private or Limited Company.....
2. a. Address (Office):
- b. Telephone/Phone No.
- c. Email ID

**3. LIST OF PRESENT CLIENTS**

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

S. no.	Clients name, address & contact no.	Client phone & address of present canteen	Period of contract	No. of person availing catering facility	Contract value per month

**LIST PAST CLIENTS DURING LAST TWO YEARS (OTHER THAN PRESENT CLIENTS)**

S. No.	Clients name, address & contract no.	Name of contract person & phone no.	No. of persons availed catering service at a time	Period of contract	Contract value per month	Reason for termination if any



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4. Furnish copies of the following documents: [Please ✓ ]

- i. Trade License
- ii. Registration under the Shops and Establishment Act.
- iii. Food & adulteration certificate would also be required
- iv. PAN Registration
- v. GST Registration
- vi. ITR (AY 15-16, 16-17, 17-18 , any two)

5. DD [enclosed] details:

i. DD no. \_\_\_\_\_, dtd. \_\_\_\_\_, amt. \_\_\_\_\_, bank \_\_\_\_\_ [EMD]

**Permissible Brands of Consumables**

NIFT shall not provide any consumable or non-consumable items including raw materials at the Campus Canteen for the purpose of said service.

<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/Amul/other good brand locally available
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 Contractor may use any other brands of same quality, only after obtaining prior written approval from the Institute.



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**UNDERTAKING BY THE CANTEEN CONTRACTOR**

I/We have carefully gone through the various terms and conditions listed above for providing of Campus Canteen service at NIFT Kolkata. I/We agree to all these conditions and offer to provide Campus Canteen service at NIFT Kolkata. I/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 tasks required to be carried out, 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 Contractor

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

\_\_\_\_\_

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

\_\_\_\_\_

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

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



**ANNEXURE-III**

**TECHNICAL BID**  
*For*  
Campus Canteen Service

<b>Sl. No.</b>	<b>Particulars</b>	<b>Mention 'Yes' or 'No'</b>
01	Whether Demand Draft of <b>Rs.25,000/-</b> (Refundable) in favour of NIFT, KOLKATA is submitted as EMD ( to be submitted with the Technical Bid).	
02	Whether capable and agreed to submit <b>Rs.60,000/-</b> (Refundable) as Security Deposit, if work order is awarded.	
03	Whether document in support of having minimum 03 (Three) years experience in executing of similar service of service alongwith a list of organizations (Govt., PSU, reputed MNCs/Educational Institutes/organisations) where the Tenderer is currently providing/ has earlier provided this kind of service, submitted.	
04	Whether Trade License/GST Registration for this kind of jobs submitted	
05	Whether copy of registration under the Shops and Establishment Act submitted	
06	Whether copy of PAN submitted	
07	Whether copy of submitted	
08	Whether copy of Food & Adulteration certificate	
09	Whether average minimum Annual turnover is <b>Rs.15 Lakhs</b> during the last three years [i.e. <u>Financial Year</u> : 2014-2015, 2015-2016 & 2016-17] [Please attach relevant documents, viz. Trading, PL & Balance Sheet (audit report from authorized chartered Accountant), etc. as a proof]	
10	Whether Copy of Income Tax Return for last 2 years submitted ( <u>Assessment Year</u> : 2015-16, 2016-2017 & 2017-18) (any two)	
	Whether agreed to abide by all the terms & conditions of this tender	
11	Whether all DDs, Annexure-I, II, III, IV & undertaking duly filled has been submitted with "Technical Bid"	



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**ANNEXURE-IV**

<b>Sl. No.</b>	<b>Menu/Item</b>	<b>Amount including 5% GST (Rs.)</b>
<b><u>Breakfast/Snacks</u></b>		
1	Butter Toast	10.00
2	Bread Omelet	20.00
3	Aloo Paratha	18.00
4	Omelette (Single)	10.00
5	Fried Egg/Egg bhujia (Single)	10.00
6	Boiled Egg (Single)	7.00
7	Veg Sandwich (Per pc.)	20.00
8	Singara (Per pc.)	8.00
9	Plain Dosa (one no.)	35.00
10	Masala Dosa (one no.)	40.00
11	Idly Sambhar (2 pcs.)	30.00
12	Veg. Chowmein (Full plate)	30.00
13	Egg. Chowmein (Full plate)	35.00
14	Chicken Chowmein (Full plate)	45.00
15	Egg Roll (one no.)	20.00
16	Chicken Roll (one no.)	35.00
17	Vegetable Chop (Per pc.)	8.00
18	Egg Sandwich (Per pc.)	20.00
19	Cheese Sandwich (Per pc.)	20.00
20	Utthapam (one no.)	35.00
21	Sprouts	30.00



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22	Puri Sabji (Per plate) with 4 puries	30.00
23	Dahi Vada (per plate with one vada, big size)	30.00
24	Noodles+Nimboo Pani	35.00
25	Sambhar Vada +Nimboo Pani	35.00
26	Papdi Chaat+ Nimboo Pani	35.00
27	Pasta+Nimboo Pani	45.00
28	Maggie +Nimboo Pani	40.00
<b><u>Meals/Lunch/Dinner</u></b>		
29	Veg. Meal (Rice, Dal, Bhaji, Sabji, Papad)(Unlimited)	45.00
30	Egg Meal (Rice, Dal, Egg Curry, Bhaji, Sabji, Papad) (Unlimited except egg)	50.00
31	Fish Meal (Rice, Dal, Fish Curry, Bhaji, Sabji, Papad) (Unlimited except fish)	55.00
32	Chicken Meal (Rice, Dal, Chicken Curry, Bhaji, Sabji, Papad) (Unlimited except chicken)	60.00
33	Mutton Meal (Rice, Dal, Mutton Curry, Bhaji, Sabji, Papad) (Unlimited except mutton)	100.00
34	Egg Curry (Per plate of 2 pcs.)	20.00
35	Veg Tarka	25.00
36	Veg. Fried rice (Full plate)	45.00
37	Veg. Fried rice (Half plate)	30.00
38	Egg Fried rice (Full plate)	50.00
39	Egg Fried rice (Half plate)	35.00
40	Plain rice (Full plate)	10.00
41	Plain rice (Half plate)	5.00
42	Pao Bhaji	40.00
43	Phulka Roti (Per pc.)	4.00



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44	Tea (Per cup of 60 ml.)	6.00
45	Coffee (Per cup of 60 ml.)	10.00
46	Paratha Plain (Per pc.)	10.00
47	Special Veg. Meal (Veg. Fried Rice, Dal Makhani, Shahi Paneer, Sabji, Salad, chatni one Sweet)	130.00
48	Special Non-Veg. Meal (Fried Rice, Dal Makhani, Chicken Curry, Sabji, Salad, chatni one Sweet)	170.00
49	Yellow Pulao (per plate)	45.00
50	Chicken Curry (Per plate of 4 pcs.)	70.00
51	Veg. Manchurian (Per plate of 4 pcs.)	50.00
52	Veg. Manchurian (Per plate of 2 pcs.)	30.00
53	Chilly Chicken (Per plate of 4 pcs.)	60.00
54	Chilly Chicken (Per plate of 2 pcs.)	30.00
55	Chicken Manchurian (Per plate of 4 pcs.)	60.00
56	Chicken Manchurian (Per plate of 2 pcs.)	30.00
57	Khichdi (per plate)	45.00
58	Chana Masala (Full plate)	30.00
59	Matar Paneer (Full plate)	35.00
60	Rajma	30.00
61	Egg Tarka	35.00
62	Chicken Fried rice (Full plate)	60.00
63	Chicken Fried rice (Half plate)	35.00
64	Sweet Curd (100 gms.)	MRP
65	Lassi (Per glass)	20.00
66	Cold Coffee (Per cup of 100 ml.)	15.00
67	Chola + Bhature (2)	40.00



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68	Kheer	40.00
69	Kaali Daal	30.00
70	Kaala Chana	30.00
71	Soyabean Chilly	30.00
72	Veg Kofta	35.00
73	Custard	30.00

Fruits (viz. Banana, Guava, Apple, etc.) may be provided as per prevailing market price in consultations with concerned NIFT Committee/official(s).



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### Financial Bid

Name of Service: Campus Canteen service

Maintenance Charges:

(Minimum Maintenance charges: Rs.8000.00+ 1440.00 (18% GST)=9440/- per month)

“I/we (.....) on behalf of  
M/s..... undertake to carry out the above  
service and willing to pay the Maintenance Charges of Rs.....  
+ GST of Rs..... per month.

**NOTE:**

*The maintenance charges should NOT be less than Rs. 8000.00+1440.00 (18% GST)=9440/- per month.*

Electricity Charges will be additional and on actual (monthly basis)

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