



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, मुंबई

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(निफ्ट अधिनियम 2006 द्वारा शासित और वस्त्र मंत्रालय, भारत सरकार द्वारा स्थापित एक वैधानिक संस्थान)
(A statutory body governed by the NIFT Act 2006 and set up by the Ministry of Textiles, Govt. of India)

LIMITED TENDER DOCUMENT FOR **PROVING OF CATERING SERVICES FOR NIFT CONVOCATION - 2023**

Limited Tender No.:- LT-05/NIFT/MUM/PO/2022-23

Receipt No & Date of Issue: _____

Tender form issued to : _____

Time schedule for tender process:-

Date of tender notification	29.11.2023
Date of tender commences from	29.11.2023
Last date for submission of duly filled tenders	04.12.2023 up to 3:00 pm
Date and time of the opening of Technical cum Financial Bid	04.12.2023 at 3:30 pm

Note: This limited tender document contains "08" pages and bidders are requested to sign on all the pages of tender documents and should submit manually along with all supporting documents to The Joint Director, NIFT Campus, Plot No.15, Sector-4, Kharghar. Tender should be Single envelope bid system with Technical cum Financial Bid., One for the Technical bid (as per Annexure 'A') and another One for the Financial bid (as per Annexure 'B'). Also the tender should submit on or before 04.12.2023 upto 3.00 pm.

NIFT Campus, Plot No.15, Sector -4, Kharghar, Navi Mumbai-410210

Phone: 91 -022-27747103/7000, Fax no. 91 -022-27745386

E-mail :purchase.mumbai@nift.ac.in, Web:<https://eprocure.gov.in/eprocure/app>

PREAMBLE / INTRODUCTION

National Institute of Fashion Technology (NIFT) is a premier educational institution set up under an Act of Parliament and functioning under the aegis of the Ministry of Textiles, Govt. of India. The Mumbai centre has been set up since, 1995 with undergraduate and post graduate programmes.

Tender Notice:

NIFT invites E- Tenders under one Bid systems for "Providing of Catering Services for NIFT Convocation 2023" at NIFT Campus. Plot No.15, Sector-4, Kharghar, Navi Mumbai per the quantity and item mentioned in financial bid (Annexure "B"). The tender bids duly-filled in all respects enclosing necessary documents and submit the hard copies of bid document manually to following address:- The Joint Director, National Institute of Fashion Technology, Plot No.15, Sector -4, Kharghar, Navi Mumbai – 410 210. The bids to be submit ion or **before 3:00 PM, on 04.12.2023.**

Technical Qualifying Criteria:-

1. NIFT proposes to invite limited tenders for “Providing of Catering Services for **Convocation on 9th December 2023** at the Venue:- NIFT Campus, Plot No. 15, Sector-4, Kharghar, Navi Mumbai. The tender should be single bid system **Technical cum Financial bid, one for the Technical bid (as per annexure 'A'), and another one for the Financial bid (as per Annexure 'B') and hard copies are also required to be submitted with one envelope which should be clearly super scribed on the envelopes. These sealed covers are to be put in a bigger cover which should also be sealed & duly super scribed as **Tender for “Providing of Catering Services for NIFT Convocation 2023”.****
2. The date of event is scheduled for **9th December 2023 and Venue:- NIFT Campus, Plot No. 15, Sector-4, Kharghar, Navi Mumbai.**
3. Tender shall be uploaded in official tender form only. If submitted in any other form the same shall be summarily rejected.
4. Tenderer shall enclose a demand draft / pay order for an amount of **Rs.21,000/-** drawn in favour of NIFT Mumbai payable at Mumbai as the non-interest bearing **Earnest Money Deposit (EMD)**. If the agency has registered with MSME/NSIC the EMD charges will be exempted after uploading the Certificate of the same.

5. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein: otherwise the tender is liable to be ignored. Further, tenderer must sign all the pages of the tender document and should be upload in the respective envelopes by online.
6. The tender should be uploaded on or before **3:00 pm on 04.12.2023**. The Technical cum financial bid will be opened on the same day i.e on **14.12.2023** at **3.30 pm** in CPP Portal Site.
7. NIFT shall in no way be responsible for any default with regard to any statutory obligation and the vendor/contractor will indemnify NIFT in case of any damage or liability, which may arise on account of action of the firm.
8. Offers received without EMD shall be summarily rejected.
9. The EMD to other than lowest bidders will be returned within two weeks of opening of tenders.
10. The successful tenderer will have to deposit 5% of the total bid amount as security deposit and this will also be treated as Performance Guarantee. Part of this amount will be adjusted against the EMD deposited by the tenderer along with the tender form. The balance amount will have to be deposited by the successful tenderer within 5 working days of the receipt of the work Order by a Demand Draft in favour of NIFT Mumbai, payable at Mumbai at any branch of Scheduled Bank failing which the work Order will be treated as cancelled and the EMD amount will be liable to be forfeited. The successful bidder's Security Money will be returned after **successful completion of event and after adjusting dues, if any**.
10. Tender shall be accompanied by the relevant documents including Annexure "A" list of organizations where the supplier/agency has currently provided/serviced the items covered in the tender.
11. These rates will be valid for 180 days from the date of opening of tender document.
12. No tenderer will be allowed to withdraw the tender rates after opening of the tender. If any tenderer withdraws the rates the EMD amount deposited by him/her will be forfeited and he/she will be disqualified from participating in any future tender of the Institute.
13. Rates should be offered unconditionally and if rates are submitted with any condition the tender liable to be rejected.
14. The catering agency should have the experiences of at least 03 years for similar works/services for conducting the Catering Services for more than 800 peoples for reputed Colleges or Schools or fashion events/ organizations etc.

15. The full & final payment shall be made on the successful completion of the event, on production of satisfaction certificate from the Committee. subject to statutory deductions.
16. The bill will be settled within 15 days of the date of submission of bills.
17. The agency shall ensure that himself / herself or his / her authorized representative is available for proper handling the service at **NIFT Campus, Plot No.15, Sector-4, Kharghar, Navi Mumbai.**
18. The agreement will be valid for the delivery as incorporated in the tender document. This should be strictly adhered to.
19. NIFT reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weightage shall be given to several factors besides the commercial bid.
20. The specification of items required as per Annexure/Schedule and the evaluation of bid will be on the basis of **total bid value**. The rates quoted should be inclusive of GST and charges. The rates quoted should be on the basis of free delivery and execution of the work/services at venue.
21. The rates quoted should be on FIRM & FIXED basis. No additional payment will be made other than quoted in this tender.
22. Price may be quoted on per unit basis for the items as per **Annexure "B". Delivery and Services is required 9th December 2023 at the venue: NIFT Campus, Plot No. 15, Sector-4, Kharghar, Navi Mumbai.**
23. The Work Order shall be issued by NIFT, Mumbai and services shall be arranged by the agency at **NIFT Campus, Plot No.15, Sector-4, Kharghar, Navi Mumbai.**
24. They should be registered for GST and should enclosed copies of relevant certificates along with technical bids.
25. Firms must clearly indicate in their offers the different taxes and charges which they propose to charge mentioning clearly the present rate(s) thereof. Vague offers like "**duties as applicable**" shall not be considered.
26. In case of any dispute raised by the agency, a representation will be made only by the authorized representative of the agency and the decision of the Director NIFT – Mumbai will be binding on the agency. The jurisdiction of Court will be Mumbai.
27. For items mentioned at Annexure "B", the bidders must ensure the required quality and quote accordingly. In case items are not served the same as quoted they shall not be accepted. No payment/claims for such items shall be entertained.
28. NIFT will provide the kitchen space & tables & chairs for food counters to the agency.

29. Food items should keep in the venue very hygiene and serve accordingly.
30. Supporting staff/Serving people should wear the cap, gloves and mask etc.
31. The Catering agency should provide the plates, glasses etc. for dinner.
32. The agency should provide the "Dinner"as per the menu mentioned in the Annexure " B".
33. Time for providing of "Dinner" for the event will be confirms prior 2 to 3 days before the event.
34. The Contractor shall not appoint any sub-contractor to carry out his obligation under the contract.
35. The quantity given in the tender offer may be increase or decrease or withdrawn as per actual requirement. The payment will be made accordingly.
36. Event management is expected to organize the event of very high standard and keep entire area and surrounding area neat and tidy.
37. The menu of the dinner for the event should be provided as per Annexure"B".
38. The payment will be made as per actual quantity of food served for the event if quantity of food may (Increase/Decrease).
39. Penalty - If the performance of the agency is not satisfactory then a penalty of maximum upto 5% of the awarded value of work shall be levied on the agency based on recommendation of inspection committee or authorized representative nominated by competent authority of NIFT Mumbai.
40. Post event it will be responsibility of the agency to deploy their own manpower for transportation of food items& cleaning of premises. The payment shall be released only after inspection to the effect that agency has should keep the campus in neat & clean manner.
41. The bidder may quote for the items given in this tender document. However, since it is an auspicious & big event where many high profile dignitaries are invited us guest there are slight chances that same additional food items shall be required to provide by the agency. All such additional required material shall be provided by agency only after prior approval of NIFT & the payment shall be strictly done on the basis of executed quantity.

DECLARATION

I/We declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

Signature :

Name of the official :

Designation :

Name of the Agency :

Address of the tenderer :

Seal of tenderer :

Date :

Place :

TECHNICAL BIDANNEXURE – “A”

Name of the Tenderer : _____
Address : _____
Pin Code No. : _____
Tel. No. : _____
Mobile No. : _____
Fax No. : _____
Email Address : _____
Status of the Company : _____

(Pls. Tick mark as applicable): Proprietor/Partnership/Company.

TECHNICAL BID should contain the following:-

- (1) Tender documents along with technical bid -Annexure 'A' duly completed and signed but without indicating the rates.
- (2) Experience Certificate of Minimum 02 years in same filed.
- (3) Company profile.
- (3) List of Clients as per same works has done earlier.
- (4) Copy of PAN Card.
- (5) Copy of GST registration Certificate.
- (6) Copy of Company registration.
- (7) Turnover should be not less than 07 lakhs for past 02 financial year's i.e 2021-2022 & 2022-2023.
- (8) EMD Amount of Rs. 21,000/- drawn infavour of NIFT Mumbai and submit the hard copies of the DD with the tender document.

UNDERTAKING

I hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

Date: _____ **(Signature with full name & Seal of the Tenderer)**

Place : _____

ANNEXURE – “B”

Financial Bid for Providing of Catering Services for NIFT Convocation 2023

FINANCIAL BID (Separate Cover)

No	Description	Qty	Rate	Amount Rs.
1	Menu for NIFT Convocation 2023			
1.01	<p><u>Menu:-</u></p> <p><u>Starter</u></p> <p>1) Veg. Soup (Cream of Brocoli), 2) Veg. Starter (Cheese Corn Balls), 3) Non-Veg. Starter (Chicken 65)</p> <p><u>Main Course</u></p> <p>1) Paneer Hariyali 2) Malai Kofta 3) Chicken Masala 4) Daal Makhani 5) Assorted Roti (Tandoori) 6) Mutter Rice with Ghee Tadka 7) Pappad 8) Pickle 9) Raita 10) Green Salad 11) Russian Salad</p> <p><u>Dessert</u></p> <p>1) Gulab Jamun / angoori Basundi 2) Cup Ice Cream – Butterschotch / Chocolate</p>	750 No's (Each Items)		
1.02	Drinking Water 250 ml.	1000 No's		
	GST			
	Total (Incl.of GST)Rs			

Note:

1. The venue for conducting the event is **NIFT Campus, Plot No.15, Sector-4, Kharghar, Navi Mumbai** on **9th December 2023**. Time for providing of “Dinner” for the event will be confirms prior 2 to 3 days before the event. Venue:- NIFT Campus, Plot No. 15, Sector-4, Kharghar, Navi Mumbai.
2. The company will depute experienced executives to coordinate the job with NIFT team.
3. For items mentioned above, the bidders must ensure the required quantity and items and quote accordingly. In case items are not as quoted the same, shall not be accepted. No payment/claims for such items shall be entertained.

Date:
Place :

(Signature with full name & Seal of the Tenderer)