



राष्ट्रीय फैशन प्रौद्योगिक संस्थान, मुंबई वस्त्र मंत्रालय, भारत सरकार।

(निफ्टअधिनियम, 2006 के तहत एक सांविधिक संस्थान)

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, MUMBAI

Ministry of Textiles, Govt. of India

अभिरुची की अभिव्यक्ति

INVITATION OF EXPRESSION OF INTEREST

FROM

REPUTED CANTEEN CONTRACTORS/CATERERS/ AGENCIES.

FOR

**FOR PROVIDING OF CANTEEN SERVICES TO NIFT CAMPUS, PLOT
NO. 15, SECTOR – 4, KHARGHAR, NAVI MUMBAI – 410 210.**

Authority and contact details:

To,

THE JOINT DIRECTOR

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

PLOT NO. 15, SECTOR – 4,

KHARGHAR, NAVI MUMBAI – 410 210.

TELEPHONE No – 022-27747000/7040 FAX: 022-27745386

EMAIL: admin.mumbai@nift.ac.in

EOI Schedule:

- Starting date of downloading of EOI from 31.12.2019 – www.nift.ac.in/mumbai/index.html
- Last Date of Submission of EOI – 15.01.2020 before 15.00 Hrs.

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, MUMBAI
Ministry of Textiles, Govt. of India

Expression of Interest [EoI] for Providing of Canteen Services to NIFT Campus Plot No.15, Sector -4, Kharghar, Navi Mumbai-410210.

A) About the Institute

National Institute of Fashion Technology was set up in 1986 under the aegis of the Ministry of Textiles. It has emerged as the premier institute of Design, Management & Technology. The institute is developing professionals for taking up leadership positions in fashion business in the emerging global scenario.

The institute is a pioneer in envisioning and evolving fashion business education in the country through a network of 15 professionally managed centres across India.

NIFT Act 2006 published in the Gazette of India on 14th July, 2006 confers Statutory Status on the institute. The Act came into effect from 1st April, 2007.

B) Scope of work

1. NIFT – Mumbai intends to provide snacks, foods & Beverages to the students and staff of the institute for which EOIs from reputed canteen contractors/ agencies/ vendors in and around Mumbai / Navi Mumbai are invited. The institute has a total strength of 750 Students + Staff + Faculty members and boys hostel strength of approx. 50 nos. The Contractor will also serve the Tea/Coffee at desk on following timing (Morning 9.30am to 10.30 am and Afternoon 3.00 pm to 4.00 pm) and serve the items as per the order in various official meetings, Programmes, seminars, juries at designated places such as 7th floor auditorium, 1st floor, Conference room, Board room, depts., Admin Officers and functions organized by the institute from time to time. In addition people visiting NIFT Campus in connection with various academic activities of the institute may also avail these services. In this connection, proposals are invited from reputed canteen

contractors/ caterers or agencies for Providing of Canteen Services to NIFT Campus, Plot No.15,Sector-4, Kharghar.

C) Eligibility Criteria / Documents to be submitted.

1. The selection would be based on “Quality cum cost based selection” which would involve following stages.
 - a. Stage 1 - Technical criteria qualification such as Turnover, financial viability of agency, present contracts / outlets, if any.
 - b. Stage 2 - Visit to Site by canteen committee/ Presentation by vendor.
The contractors/ agencies clearing stage 1 shall only be considered for Stage 2
 - c. Stage 3 – Selection of contractors on basis of Quality- and Cost-Based Selection (**QCBS**).
The canteen committee shall evaluate all the credentials of parties / agencies/ contractors clearing stage 2 and shall recommend suitable agency for award of contract based on quality cum cost selection method
2. The contractor should submit one big envelope superscribing “**EOI for Providing of Canteen Services to NIFT Campus Plot No.15, Sector -4, Kharghar, Navi Mumbai-410210**” which would contain following 2 envelopes the Technical bid and Financial bid. Both the bids are to be placed in two separate sealed envelopes (clearly super scribing 'Technical bid' and 'Financial bid') which in turn are to be placed in one sealed cover. The bids of all the parties whose Financial Bid is not in a separate sealed cover or the menu rates quoted by them are mention in their Technical Bid shall be rejected forthwith.

a) Technical Bid

- EMD Amount of Rs. 25000/-
- Signed and sealed copy of EOI as token of acceptance of all terms
- Financial turnover upto 30 Lakhs – ITR / Balance sheet to be submitted
- List of present / past clients with details of contact numbers
- List of outlets / retail shops / central canteen if any
- List of previous work orders (Running or upto 2 years old)

b) Commercial Bid

- Rate list offered by contractor containing different snacks / beverages etc.
- This may be noted that NIFT has not provided any standard menu and the contractors are urged to provide variety of menu alongwith different meal combos so that day scholar students as well as hostel students can avail the facility as per needs.
- GST shall not be paid in addition to the rates quoted by the agency which may be noted.

3. The contractor should have running canteen in reputed organization / educational institutes etc. during the last 2/3 years (copies of work orders to be enclosed). Or the contractor should have retail running outlets of their brand / agency name in the region of Mumbai/ Navi Mumbai area.
4. Copies of GST Registration Certificates to be submitted by the contractor.
5. The contractor should have all the necessary registrations of the Government under the Shops and Establishment Act, Contract Labour Act, PF, ESI etc. whichever applicable. Food & adulteration certificate would also require.
6. The EMD of Rs. 25000/- may be deposited in by way of DD favoring NIFT Mumbai and payable at Mumbai. This EMD may be submitted alongwith technical bid.
7. The successful contractor should deposit the security deposit of Rs. 50,000/- (Rupees Fifty Thousands only) in favour of National Institute of Fashion Technology by Demand Draft (DD).
8. The contractor should be able to provide good and hygienic quality of food and services.
- 9. The contractor shall provide the cost for each menu item. The item list as preferred by contractor may be provided. The rates quoted in the menu should be economic and based on the standard food items as it will form part and parcel of selection method as the selection is being done on quality cum cost based.**

Interested parties may send their EOI alongwith details of Menu, based on which NIFT will decide the award of contract and scrutiny of EOIs received. The proposals are to be submitted in an envelope, superscribing **“Providing Canteen Services to NIFT Campus at Plot No.15, Sector-4, Kharghar, Navi Mumbai-410210”**. The proposal, completed in all respects must be submitted on or before **15th January 2020 before 15.00 Hrs.** at the address given below:

To,
The JOINT DIRECTOR
NATIONAL INSTITUTE OF FASHION TECHNOLOGY
PLOT NO. 15, SECTOR – 4,
KHARGHAR, NAVI MUMBAI – 410 210.
TELEPHONE No – 022-27747000/7040 FAX: 022-27745386.

GENERAL TERMS AND CONDITIONS

1. There are 2 different wings of NIFT Canteen. One is providing food on Ala Carte basis to day scholars at the rates decided by canteen committee and second one is boys hostel students (approx 50 nos.) for which the contractors shall provide standard meal options.
2. Mess fees will not be collected by NIFT and the contractors shall be authorized to collect the mess fees at decided rates from the students on monthly/quarterly basis. Interested students shall approach canteen contractor directly for want of mess and payment of fees accordingly. The contractor however has to maintain data at all times as to how many students are availing mess through them and shall submit the same to NIFT on monthly basis.
3. It is generally observed that students fraternity is more inclined towards having meal combos than regular standard meals. Hence contractors are urged to provide list of such variety of combos which can be offered to NIFT stakeholders at same price such as Rs. 49/-, Rs. 59/- Rs. 75/- flat. (Rates mentioned in this para are only indicative).
4. The contractor has to pay monthly rent of Rs. 25000/- + GST towards use of premise and electricity charges as per actual. Canteen is operational whole year but in the month June-July there are no students around the campus due to summer holidays hence canteen will be partially operational during June – July for the needs of staff for which maintenance charges are waived. However, electricity charges as per consumption has to be paid by the agency even for the month of June - July.
5. Please read the Terms & Conditions carefully before filling up the document. Incomplete EOI Documents will be rejected.
6. The Tenderer must write the name & complete postal address of the bidding firm on the back side of the Demand Draft(s).
7. All pages of the EOI Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this EOI.
8. 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 services 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.

9. EOI shall be submitted in NIFT's official tender form only. If submitted in any other manner, the same shall be summarily rejected. No bidder shall be issued more than one EOI Form.
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 herein; otherwise the EOI is liable to be rejected.
11. Person signing the bid or other documents connected with EOI must clearly write his/her name and also specify the capacity in which signing.
12. NIFT, Mumbai reserves right to reject any or all the EOI's without assigning any reason thereof whatsoever.
13. NIFT, Mumbai will not be obliged to meet and have discussions with any Offerer and/ or to entertain any representations in this regard.
14. NIFT – Mumbai do not ensure award of contract on mere submission of Expression of Interest. The proposals received will be evaluated by the NIFT, Mumbai to ascertain the best proposal in the interest of NIFT, Mumbai. However, NIFT, Mumbai does not bind itself to accept any proposal and reserves the right to reject any or all proposals at any point of time without assigning any reasons whatsoever.
15. Before submitting the filled-in EOI Document to the Institute, the bidders may seek clarification(s), if any, from Administrative Department on Tel. No.022-27747040 **OR** in person by visiting the Institute during working hours by taking prior appointment.
16. The Institute reserves the right to change any condition of the EOI before opening of the Technical Bids.
17. The successful bidder will have to enter into an agreement with the Institute after received the work order.

PERIOD OF CONTRACT

1. The contract for Canteen Services shall remain valid initially for a period of one year.
2. The one year contract period is subject to renewal by the Institute on satisfactory performance on mutually agreed terms and conditions for a further period of one year or till such time mutually agreed to.

SECURITY DEPOSIT

1. The contractor shall be required to deposit an amount of Rs. 50,000/- (Rupees Fifty Thousand Only) 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, Mumbai payable at Mumbai. No interest shall be paid on such security deposit, which shall remain with Institute during the continuance of the contract and it shall be released only after three months of the 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, Letter of Award for the Contract and the agreement signed by the Contractor with the Institute, 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 aforesaid terms and conditions.

ELECTRICITY AND WATER CHARGES

1. The Contractor will be required to pay to the Institute electricity charges on actual basis, for which sub- meters shall be provided. 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. Contractor shall have to pay Rs.25,000+ GST (Rupees Twenty Five Thousand + GST) per month towards maintenance charges to the institute through Demand Draft/Cash/ Cheque in favour of NIFT Mumbai in the first week of every month. Actual consumption of the electricity will be paid on monthly meter reading basis separately by the Contractor.
3. No separate water charges will be charged by the institute.
4. Refilling of the commercial gas connections will be borne by the contractor.

STATUTORY OBLIGATIONS OF THE (CONTRACTOR)

1. The Contractor shall be responsible for engaging adequate number of trained/ semi-trained manpower required for providing good Canteen services in NIFT campus.
3. The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.

4. 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 mess. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees.
5. 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, Service Tax , Workman's Compensation Act / Fatal Accident Act, Personal Injuries, etc. , whichever is applicable.
6. The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.
7. Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not employ any child.
8. 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 settling his/her bills or from the amount of Security Deposit of the Contractor lying with the Institute.
9. 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 around cooking place, dining hall and surrounding etc.
10. The mess staff shall be issued Identity Cards bearing photographs. The contractor shall provide sufficient sets of Uniforms, caps and pair of shoes to his employees and shall ensure that they wear them all times and maintain them properly.
11. Canteen staff should keep the proper hygiene in canteen services and cut the nails and hair properly and should wear the uniforms and cap at the time of serving the orders and in canteen duty.

12. The Contractor shall be personally 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 employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person and engage a new person within 48 hours of intimation by NIFT. The decision of the Institute's designated officer in this regard shall be final and binding on the Contractor.
13. **The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract** as the sub-letting of contract is not permitted. If at any point of time it is observed that the contract is sub-let to some outside agency then the contract shall be terminated forthwith without assigning any reasons and SD submitted shall be forfeited for breach of contract.
14. The Contractor shall keep the mess and its surrounding areas clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of kitchen, mess hall, floor, counter, benches, tables, chairs, etc. NIFT management will have 24 hour access to inspect the mess premises at any time for ensuring the cleanliness and hygienic conditions of the mess kitchen and dining hall premises.
15. 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 mess. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Contractor.
16. The Contractor shall get the prices of all items approved by the Institute and no changes, what-so-ever shall be made without prior written approval of the Institute.

OTHER OBLIGATIONS OF THE CONTRACTOR

1. The Institute will provide to the Contractor space for storing raw material, kitchen equipment as per list provided in Annexure-II for cooking, sitting and serving space, etc. The Institute shall also provide tables and chairs in the serving area.
2. 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.

3. All work shall be carried out with due regard to the convenience of NIFT. The orders of the concerned authority shall be strictly observed.
4. The Contractor will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of NIFT and the hostellers/staff /faculty.
5. The Contractor will have to supply breakfast/lunch/dinner in the mess /Academic / Admin Block as per requirement and schedule drawn for the purpose by the concerned authorities of the Institute.
6. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the Institute's campus, including mess. Any breach of such restrictions by the Canteen/Mess Contractor will attract deterrent action against the Contractor as per statutory norms.
7. No minimum guarantee will be furnished to the Contractor towards consumption of food items. He/she 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 services.
8. The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with National Institute of Fashion Technology (NIFT). NIFT shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against NIFT for employment or regularization of their services by virtue of being employed by the Mess Contractor, against any temporary or permanent posts in NIFT.
9. The Contractor shall ensure that either he/she himself/herself or his/ her representative is available for proper administration and supervision at the works to the entire satisfaction of the Institute.
10. The Contractor will bring his own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity as needed to maintain the mess services in addition to what is provided for by NIFT.
11. NIFT shall not provide any consumable or non-consumable items including raw materials at the mess for the purpose of catering Contractor. On termination of the contract, the Contractor shall return to NIFT Inventory with the mess Furniture / Fixtures / Equipments etc. provided by NIFT to the Contractor. The contractor shall have to install electronic fly-kill/insect repellent equipment, emergency lighting / gas and fuel supply on his own cost.

12. The Contractor shall not use the mess premises for any other activity except for the purpose for which it has been provided for.
13. The payment in respect of official meetings/ conference/ hospitality bills of the Institute submitted in duplicate by the Contractor shall be released on receipt basis subject to fulfillment of obligations by the Contractor imposed under various laws, Rules & Regulations, etc. applicable from time to time and after scrutiny of authorization for supply at the prices offered by the contractor. Any supply of food items without proper authorization by the designated authority of NIFT will not be paid for. Income Tax [TDS], as applicable at the prevailing rates, will be deducted at source.

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.

PENALTY

1. 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 services willfully or otherwise by the Contractor or his staff or for any adulteration.

Sr. No.	Event/ Situation	Penalty Amount
01	If foods are served without quality or hygiene the penalty charge will impose.	Rs. 1000/- per instance subject to maximum of Rs.5000 for 5 instances
02	If any Item is not served on time after the ordered received.	Penalty of Rs.500/- per instance subject to maximum of Rs.2500 for 5 instances
03	Any negligence occurred in providing service or taking the orders.	Penalty of Rs.500/ per day subject to maximum of Rs.5000/-.
04	Absence of Sufficient Manpower	Rs. 500/- per day subject to maximum of Rs. 2,000/-
05	Any major issues oc-	Rs. 5,000/- per day subject to maximum

	curred from Canteen contractor/ Services or their staff.	of Rs. 30,000/-.
06	If not paid the electricity charge and maintenance charges on time the penalty charge will impose	Rs. 500/- per day subject to maximum of Rs. 5,000/-
07	Any event 1 to 6 repeated again as 2 nd mistake.	Issue of warning letter
08	Not responding even after stage 7	Termination of contract with forfeiture of Security Deposit.

2. 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 Mumbai 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.
3. The raw material used for cooking may be checked by mess Committee 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 Mumbai can be reviewed the contract. Contractor shall have to abide by the decision of Director, NIFT Mumbai.

UNDERTAKING BY THE CATERING CONTRACTOR

We have carefully gone through the various terms and conditions listed above for providing of canteen services at NIFT Mumbai Campus, Plot No.15, Sector-4, Kharghar, Navi Mumbai. We agree to all these conditions and offer to provide canteen services at NIFT Mumbai. 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.

Place : _____

Dated : _____ Name & Signature of Caterer

Address: _____

Seal of the Caterers

Phone No. (O): _____

(R): _____

(M): _____

Technical Bid

FOR PROVIDING CANTEEN SERVICES AT NIFT CAMPUS PLOT NO.15, SEC-TOR-4, KHARGHAR, NAVI MUMBAI

1. Name of the Caterer: _____

2. Address of the Caterer: _____

3. Phone No.: _____ (Mo.) _____ (Fax.) _____

4. Whether proprietary or partnership: _____
or Firm or a Company

Required Documents	Attached / Not Attached
Shop and Establishment Certificate	
EMD Rs.25000/-	
GST Registration Certificate	
Annual Gross Turnover during the last 2 years (2017-2018 & 2018-2019) should be minimum 30.00 Lakhs in each financial year. The Organization should provide required documentary proof in support thereof such as IT Return, Audited Balance Sheet.	
A list of owner / partners of the firm and their contact telephone numbers along with a certificate to the effect that the firm is neither blacklisted by any government department nor any criminal case registered against the firm or its owner/partners anywhere in India.	
Attested copy of License under Contract Labour Act	
Attested copy of PF registration with regional PF commissioner	
Attested copy of ESI Registration	

Submit duly signed undertaking enclosed with the tender document Copy of terms and conditions and every page of the tender duly signed with seal of the firm, in token of acceptance of terms and conditions and tender as quote	
Attested copy of PAN card	
List of past clients during last three years	
List of present clients	
Enclose sample of the Menu for which EoI is invited:	Yes / No.

5. Is there any relative of the owner of Catering agency or its partners working at NIFT, If so, please indicate below the name of such relative and the relationship:

6. Annual Turnover Detail (Attach balance sheet/copy of Income Tax Return / Organization payment details)

7. Attach a statement showing details of the canteen contracts during last three years with names of the organizations, contact person's name and contact details contract amount for each contract.

8. Provide all above details in a separate statement for all the existing / present canteen contracts.

Note: The agency may submit photocopy of all the documents mentioned in the technical bid if already not submitted along with EoI.

**Full Name, Signature & Seal
of the Authorized person**

Dated: _____

Place: _____

LIST OF Canteen Items Provided by NIFT

Sr. No.	Particulars	Quantity
1.	Bain Maric Hot Case	01 No.
2.	Small Table (Wooden + Metal Used)	03 No's
3.	Cupboards Half Size	01 No.
4.	Locker Full Size	02 No's
5.	Fire Extinguishers	02 No's
6.	Stand (3Tray)	01 No.
7.	Bain Maric (06 Counter) without cover	01 No.
8.	Steel Table	01 No.
9.	Grinder Big	01 No.
10.	Deep Freezer Big	01 No.