



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)

TENDER DOCUMENT FOR

MESS/CANTEEN SERVICES NIFT (Shillong)

Pasteur Institute, Lawmali, Shillong 793001

Time schedule for tender process:

Tender Value:-70, 65,000 /-

Tender File No: NIFT/SHL/PO/2018-19/E05- CAMPUS CANTEEN SERVICE

Date of publication of tender notification on official website	20/09/2018
Sale of tender document commence from	20/09/2018
Last date for Sale of tender document	11/10/2018 by 12.00 Noon
Last date for receipt of duly filled in tenders	12/10/2018 by 12. Noon
Date and Time of the opening Technical Bids	12/10/2018 by 3.00pm
Date and Time of the opening Financial Bids	will be notified to the technically qualified tenderers



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1. 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 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, Raibareli, Shillong and Srinagar.

One paragraph for the introduction of concerned NIFT Campus.

NIFT, Campus is situated in name of the city and address. At present 288 number of students are getting education in this Institute and about 39 Officers / Faculty and employees are working in this Institute.

2. NOTICE INVITING ON-LINE TENDER

Process of Online Submission of Bids:-

- (a) 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 <https://nifttenders.eproc.in> from **20.09.2018 to .12.10.2018 up to 12. Noon** Tender documents is also available for viewing on the "tenders" link of the NIFT website i.e. <https://nifttenders.eproc.in>
- (b) Applications to this tender will be accepted only through the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted.
- (c) For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying
- Annual Registration Charges of Rs. 2000/- + 360/- (Inclusive of GST)=2360/- (Two Thousand Three Hundred and sixty Only - non-refundable).
 - Bid Processing Fee charges of Rs. 5000 - + 900/- (GST 18%) Total 5900/- (Five Thousand Nine hundred only) (non-refundable) through online payments only.
- (d) The Firm should ensure that it complies with the requirements as per works before applying for tender.



Also, the interested Firms should submit a hard copy of the TECHNICAL BID, submitted online with all relevant supporting documents by 12.10.2018 up to 12.00 Noon Non-submission of hardcopy as directed will lead to rejection of the tender application.

(e) The technical bid envelope must contain the technical bid in prescribed Performa as per along with a demand draft of Rs. 590/- (Rupees Five Hundred Ninety only with 18% GST) towards cost of tender (non-refundable) and Earnest Money Deposit (refundable but non-interest bearing) of **Rs.1,55,000-** (Rupees One lakhs fifty five thousand only) favoring National Institute Of Fashion Technology and payable at Shillong with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid.

(f) The technical bid will be opened at NIFT, Shillong **on 12.10.2018 at 03.00 P.M.** in the presence of the bidders/ their authorized representatives who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.

(g) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.

Note: Tender conditions may be read properly and accordingly filled tender and enclosures may be submitted

Amendment to tender:

At any time prior to the last date of submission of bids, NIFT may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidders, modify the tender document by issuing corrigendum/addendum. Corrigendum/addendum to this tender shall be published in the site www.nift.ac.in/Shillong/tenders & <https://nifttenders.eproc.in> Prospective bidders are advised to regularly visit the website: www.nift.ac.in/shillong/tenders & <https://nifttenders.eproc.in> to keep track of corrigendum, if any.

TENDER FEE

The tender document may be downloaded from website www.nift.ac.in/Shillong/tenders or <https://nifttenders.eproc.in> tender cost of Rs.500+90 GST=590 /- (Rupees Five Hundred Ninety Only) and EMD of Rs. to be paid through DD only in favour of NIFT, Shillong payable at Shillong with Hard copy of technical bid. If tender received without tender cost &EMD the same will be rejected. After submission of online Bid all concern documents/DD to be sent to the Purchase Officer, NIFT Shillong online as well as hard copy to be dropped in the Tender Box kept at the said address on or before **12.10.2018, at 12:00** Noon. The Technical Bids will be opened on **12.10.2018 at 3:00 p.m.** during which Tenderer or its authorized representative(s) may remain present if so desired. The opening of Financial Bid of technically qualified bidders to be informed separately.



3. SCOPE OF WORK FOR MESS/CANTEEN CONTRACTOR

1. The tenderer should be an established caterer and shall be responsible for providing on campus Food & Beverages to the students and staff of the institute.
2. The Contractor will also serve tea/coffee/cold drinks, snacks, high tea, lunch/dinner etc. in various official meetings, programmes, seminars 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.
3. In case of Canteen services, NIFT will release the amount to the contractor on production of bill and prescribed certificate of quality of food and services duly signed by the Canteen committee.
4. The semesters and Canteen timings will be as under:
 - a. 1/3/5/7 semesters: Mid-July to end December.
 - b. 2/4/6/8- semester: January to end-May.
 - c. Summer break: June to mid-July. Breakfast: 08.00 am to 9.00 am Lunch: 12:00 pm to 1.30 pm Snacks: 4.00 pm to 4.30 pm Dinner: 08.00 pm to 9.30 pm



4. GENERAL TERMS AND CONDITIONS

1. Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender Documents will be rejected.
2. Before submitting the tender, details of documents to be attached may be verified from the Check List given in Technical Bid of the Tender Document.
3. The bidders, who have downloaded the Tender Document from NIFT's website, are required to submit a separate demand draft for Rs. 500+90 (GST)=590/- (Rupees Five hundred ninety only) towards the cost of the Tender document. **THIS DEMAND DRAFT IS REQUIRED TO BE SUBMITTED WITH THE TECHNICAL BID.** Downloaded Tender Documents submitted without EMD & demand draft towards the cost of Tender Document shall be rejected.
4. The Tenderer must write the name & complete postal address of the bidding firm on the back side of the Demand Draft(s).
5. All pages of the Tender 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 Tender.
6. 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.
7. Tender 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 Tender Form.
8. Tenders received without the prescribed **Earnest Money Deposit (EMD) of Rs.1,55,000/-** (Rupees one lakhs fifty five thousand only) shall be rejected. Bidders who have NSIC Exemption Certificate are not required to deposit the amount towards Earnest Money Deposit.
9. No paper shall be detached from the Tender Document.
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 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. Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which signing.
13. Before submitting the filled-in Tender Document, the bidders may seek clarification(s), if any, from Purchase Officer on Tel. No. 0364-2590971 OR in person by visiting the Institute during working hours by taking prior appointment.



14. The successful bidder will have to enter into an agreement with the Institute.
15. Canvassing in any form will make the tender liable to rejection upfront.
16. The catering services should capture innovative variety and balanced nutrition both for vegetarians and non-vegetarians. Requirement of Catering services include: (a) Breakfast, Lunch and afternoon snacks with tea/coffee for all students including hostellers and day-scholars, (b) Dinner for hostellers, (c) After-noon snacks with tea/coffee for students of part time programmes attending evening or weekend classes,
(d) Breakfast / Lunch etc. to officer/faculty/staff who require such services. The contractor shall ensure that only hot and fresh food is served to the students/employees. Complaint, if any, in this regard shall be dealt with severely.
17. The other items rate shall be based on the prevailing market rates and as decided jointly by the Contractor and the Canteen Committee after approval of NIFT Authority.
18. The Catering tenderer shall also provide various kinds of beverages, snacks and eateries in the canteen at such price/quotes as approved by the Canteen Committee from time to time. All packed items are to be sold for not more than the MRP. In case of failure, all these items would be served on account of the tenderer and at his risk by making alternative arrangements, which may please be noted. It should have sufficient utensils, crockery and other infrastructure to provide the service and also for Buffet Lunch/High Tea, as and when required.
19. The tenderer shall install emergency lighting / gas cylinders, and fuel supply etc.
20. NIFT reserves the right to call upon the tenderer to remove any person employed / working in the NIFT canteen, if found unsuitable for services 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.
21. In case of interpretation, modification and any alteration with respect to terms & conditions the canteen committee, canteen tenderer and Director will jointly look into such aspect and the decision of the Director will be final and binding to caterer.
22. If wastage of any resource is found, appropriate penalty will be imposed by NIFT Authorities.
23. The Tenderer's crew shall not be allowed to use any other service area situated outside the canteen complex.
24. Washing clothes, vehicles etc. are not allowed in the NIFT campus.
25. NIFT shall provide a list of normal holidays and students vacations in each semester to the tenderer for assessing and providing catering services to the hostellers residing during holidays and vacations.
26. The tenderer will maintain daily served menu list certified by canteen committee member authorized for the purpose in proper register & display the same on board.
27. The responsibility for dispose off garbage is solely on tenderer.
28. Any person of the Committee constituted by NIFT can do a surprise check during the office time to check the quality of food and hygiene.



29. The contractor will do regular pest & flies control at his own cost.

30. The bidder will be required to submit anti-profiteering format under GST laws after finalization of tender.

31. All payments made to contractor will be subject to applicable Tax Deduction at Source

ELIGIBILITY CONDITIONS/GUIDELINES FOR EVALUATION OF TECHNICAL BIDS

Followings are the qualifying criteria:-

1. The bidder must be in a business of catering and running canteen in reputed / educational institutes / government organization having at least one years of experience in catering.
2. Should currently have at least one canteen contract catering to more than 150 Students/persons at a time of lunch/dinner, in reputed organization/corporate house/educational institution/ Government Organization.
3. The bidder should have all the necessary registrations of the Government under the Shops and Establishment Act, Contract Labour Act, PF, ESI, GST, etc. whichever is applicable. Food & adulteration certificate would also be required.
4. The Technical Bid should be accompanied with **Rs. 1,55,000/-** (Rupees One Lakhs Fifty Five thousand only) by bank Demand Draft /**bank guarantee** Pay Order in favour of NIFT-Centre Name as an Earnest Money Deposit. Bidders who have NSIC Exemption Certificate are not required to deposit the amount towards Earnest Money Deposit.

6. GUIDELINES FOR SUBMISSION OF TENDER

1. The bids are to be submitted in two parts-
 - (i) Online as well as Sealed Technical Bid, along with a Demand Draft for Rs. 590/- with 18% GST for tender fee & **Rs. 1, 55,000/-** /- (**Rupees** One Lakhs Fifty Five thousand only)), drawn in favour of NIFT Shillong center payable at NIFT Shillong Center, towards Earnest Money Deposit (EMD) in one sealed envelope super-scribed "**TECHNICAL BID FOR PROVIDING MESS/CANTEEN SERVICES AT NIFT CAMPUS**". Tender Document received without EMD will be summarily rejected;
 - (ii) Financial Bid to be Applied online only "**FINANCIAL BID FOR PROVIDING MESS/CANTEEN SERVICES AT NIFT CAMPUS**".
2. The above mentioned bid sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid should be placed in a bigger envelop super-scribed "Tender for Mess/Canteen Service". This bigger envelope, bearing the name & complete postal address of the bidder, should be addressed to The Purchase Officer, National Institute of Fashion Technology, Campus Shillong and complete address and dropped in the Tender Box, on or

before 12/10/2018 at 12:00 **Noon** Tenders received after due date & time shall not be accepted.



OPENING OF BIDS

3. The Technical Bids will be opened on 12/10/2018 at 3:00 pm at National Institute of Fashion Technology, Shillong Campus in the presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).

4. The Financial Bids of only technically acceptable tenders will be opened for further consideration. The decision of the Institute in this regard will be final and no requests etc. will be entertained from the bidders. The date and time of opening of financial bid(s) will be intimated only to such bidders who are found eligible as per evaluation criteria prescribed by the Institute.

5. EMD of the unsuccessful bidders will be returned, without interest, after finalization of contract.



EVALUATION OF FINANCIAL BIDS

6. From among the bidders short listed after the evaluation of the Technical Bid, the Lowest - 1 Bid will be decided at the time of finalization of tender on the basis of rates given in the Financial Bid for Mess/Canteen services. The tenderer quoting lowest rate per month will be considered as L - 1. In case two or more tenderer quoting same rates, preference will be given to the tenderer having maximum experience of running Mess/Canteen service in similar Govt. organizations.
7. The successful tenderer shall be required to enter into an agreement with NIFT.

7. STATUTORY TERMS AND CONDITIONS:

A. PERIOD OF CONTRACT

- (a) The contract for Canteen Services shall remain valid initially for a period of one year extendable to 3 years As per terms and condition.
- (b) The contract 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 with minimum 10% escalation in rent amount per year.

B. FORFEITURE OF EMD

- (a) EMD of the successful bidder shall be liable to be forfeited if the contractor does not fulfill any of the following conditions:
- (b) An agreement is not signed in the prescribed form within Seven days of the receipt of the Letter of Award of the Contract;
- (c) The Contractor does not commence Canteen services within 20 days of the stipulated date for commencement of Canteen services.
- (d) The Contract for award of Canteen Services through this Tender shall come into force with effect from date of issuing work order hence, the Financial Bids submitted by the bidders should be valid to become operative from the date of issuing of work order. In view of this, no change in the financial bid will be allowed. If the successful bidder withdraws or alters the terms of the tender during this period, the Earnest Money Deposit shall be forfeited.



C. SECURITY DEPOSIT

- (a) The contractor shall be required to deposit an amount of **Rs. 3, 75,000/-** (Rupees Three Lakhs Seventy Five thousand only, EMD shall be adjusted with this deposit) 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, Shillong payable at Shillong. 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 expiry or termination of the contract, subject to clearance of all dues by the contractor.
- (b) 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 aforesaid terms and conditions.

D. ELECTRICITY AND WATER CHARGES

- (a) 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.
- (b) Contractor shall have to pay Rs. 8,000/- (Rupees Eight Thousand only) per month towards maintenance charges plus application GST to the institute through Cheque /Demand Draft in favour of NIFT, Centre Name payable at Centre Name in the first week of every month. Actual consumption of the electricity will be paid on monthly meter reading basis separately by the Contractor.
- (c) No separate water charges will be charged by the institute.
- (d) Garbage cleaning charges will be borne by the contractor.

E. STATUTORY OBLIGATIONS OF THE TENDERER (CONTRACTOR)

- (a) The Contractor shall be responsible for engaging adequate number of trained/semi-trained manpower required for providing good Mess/Canteen services in NIFT campus.
- (b) The employees of the Contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
- (c) 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/Canteen. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees.

(d) 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. The proof of payments made to individuals & statutory liability must be submitted to NIFT for releasing payment every month.

(e) The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.

(f) Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not employ any child.

(g) 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.

(h) 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.

(i) The Mess/Canteen staff shall be issued Identity Cards bearing photographs. The contractor shall provide sufficient sets of Uniforms and pair of shoes to his employees and shall ensure that they wear them all times and maintain them properly.

(j) 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.

(k) The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract.

(l) The Contractor shall keep the Mess/Canteen and its surrounding areas clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of kitchen, Mess/ Canteen hall, floor, counter, benches, tables, chairs, etc. NIFT management will have 24 hour access to inspect the /Mess/Canteen premises at any time for ensuring the cleanliness and hygienic conditions of the Canteen kitchen and dining hall premises

(m) 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/Canteen. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Contractor.

(n) The Contractor shall get the prices of all items approved by the 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 item 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 canteen area by the tenderer.

(o) 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.

F. TERMINATION OF THE CONTRACT

(a) 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.

(b) 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.

G. PENALTY

(i) 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 purposes 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.

(ii) 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.

iii) If the Institute is not satisfied with the quality of eatables served, services provided or behavior of the contractor or 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.

iv) 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 to entertain and try such action(s) and/or proceedings to the exclusion of all the other courts.

v). The raw material used for cooking may be checked by Mess/Canteen 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 can review the contract. Contractor shall have to abide by the decision of Director.

OBLIGATIONS OF THE CONTRACTOR

- (I) The Contractor will use only branded raw material for preparation of items. The permissible brands of various items are given in Annexure-II.
- (II) In case if students go for industry training, industry visits, seminars, ICT, vacations etc. then after intimation to the tenderer, NIFT shall have right to deduct the actual charges as the facility is not used by the students.
- (III) 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.
- (IV) 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.
- (V) All work shall be carried out with due regard to the convenience of NIFT. The orders of the concerned authority shall be strictly observed.
- (VI) 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, During summer/winter breaks, caterer will depute at least 5 staff (2 cooks and 3 waiters) to cater to the officers and staff members of NIFT and the canteen will function normally. The contractor will ensure that the cooks have clipped nails while cooking food.
- (vii) The Contractor will have to supply breakfast/lunch/dinner in the Canteen/Academic/Admin Block as per requirement and schedule drawn for the purpose by the concerned authorities of the Institute. The contractor shall also ensure proper room services for the NIFT officials.
- (viii) 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/Canteen Any breach of such restrictions by the Mess/Canteen Contractor will attract deterrent action against the Contractor as per statutory norms.
- (IX) The contractor shall not be allowed to keep his/her employees inside NIFT premises between 10:00 P.M. to 6:00 A.M. on anyday.
- (X) - 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/NIH personnel to avail Canteen services. The contractor will ensure that the cooked and uncooked food is stored properly and no stale food is served. In case of food poisoning, the contractor will be held solely responsible & will be penalized besides legal action at the discretion of

NIFT.

- (XI) The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection whatsoever 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/Canteen Contractor, against any temporary or permanent posts in NIFT.
- (XII) 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. NIFT reserves the right to ask the contractor to remove any deployed person without assigning any reason.
- (XIII) 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/Canteen services in addition to what is provided by NIFT.
- (XIV) NIFT shall not provide any consumable or non-consumable items including raw materials at the Canteen for the purpose of catering.
- (XV) The Contractor shall not use the Mess/Canteen premises for any other activity except for the purpose for which it has been provided for.
- (XVI) The payment in respect of official meetings/ conference/ hospitality bills of the Institute shall be paid on production of bills duly verified by the concern department/authorities.

9 UNDERTAKING BY THECANTEEN CONTRACTOR

I/We have carefully gone through the various terms and conditions listed above for providing of Mess/Canteen services at NIFT Centre Name Campus. I/We agree to all these conditions and offer to provide Mess/Canteen services at NIFT Centre Name. 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 _____

Dated _____

Name & Signature of Contractor

Address: _

Phone No (O): _____

_____ (R):

(M): _____

Annexure - II

PERMISSIBLE BRANDS OF CONSUMABLES

ITEM	BRAND
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, Pillsbury, Nature Fresh
Butter	Amul, Britannia, Mother Dairy, Sanchi
Bread	Harvest/Britannia 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	Britannia, 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.

8. Performa of Technical Bid

ANNUAL RATE CONTRACT FOR PROVIDING CANTEEN SERVICES AT NIFT CENTRE NAME

1. Name of the Contractor: _ _ _ _ _
2. Address of the Caterer : _ _ _ _ _

- Phone No.: _____ (Mo.) _____ (Fax.) _ _ _ _ _
3. Whether proprietary or partnership: _ _ _ _ _
Firm or a Company

Required Documents	Att ached / Not Att ached
Trading License from KHADC/Shop and Establishment Certificate / GST Registrat ion Certificate along with GSTIN Number.	
Separate DD for tender fee of Rs. 590/-, If tender document is downloaded from the website or copy of the receipt	
DD for Earnest Money deposit Rs. 1,55,000/- (If registered under NSIC then submit copy of Registration)	
A list of owner / partners of the firm and their contact telephone numbers along with a certificate to the effect that the firm is neit her blacklisted by any government department nor any criminal case registered against the firm or its owner/partners anywhere in India.	
Attested copy of GST Registrat ion	
Attested copy of License under Contract Labour Act	
Attested copy of PF registration with Regional PF commissioner	
Attested copy of ESI Registration	
Duly signed undertaking enclosed with the tender document	
Copy of terms and condit ions and every page of the tender duly signed with seal of the firm, in token of acceptance of t erm s and conditions and tender as quote	
Att est ed copy of PAN card	

4. 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. :

5. Annual Turnover Detail of at least one/ latest Financial Year (Attach Certified balance sheet/ copy of Income Tax Return /Organization payment details)

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

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

Dated: _____

Full Name, Signature of Authorized Person

Place: _____

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

Please tick mark at any above address for evaluation process.

11. PERFORMA OF FINANCIAL BID FOR MESS/CANTEEN SERVICES

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

Day	Breakfast	Lunch	Snacks	Dinner
Monday	Tea/coffee, milk, cornflakes, Bread butter, jam, kachori (aloo pyaz), boiled egg.	Roti, rice, dal makhani, palak paneer, aloo onion, papad, bundi raita, salad	Patties, tea/coffee	Rice, Roti, dal tadka, dal-met hi (green) , black chana (gravy)
Tuesday	Tea/coffee, milk, cornflakes, Bread butter, jam, idli, sambhar/poha, sprouted mung, boiled egg.	Roti, rice, arhardal, dry gobi aloo, veg raita, veg biryani, salad, papad	Pasta/bhelpuri, tea/coffee	Rice, Roti, dum aloo, kadhi, papad
Wednesday	Tea/coffee, milk, cornflakes, Bread butter, jam, veg sandwich, and daliya, boiled egg.	Roti, rice, shev ki sabzi, rajma, pakoda ki sabzi, papad, bundi raita, salad	Pav bhaji, tea/coffee	Rice, plain parathe, baigun bhurta, chana dal, zerra rice
Thursday	Tea/coffee, milk, cornflakes, Bread butter, jam, cutlet/upma, sprouted mung, boiled egg.	Roti, rice, aloo bhujia, gajar matar, mungdal, dahi, fried rice, salad	Samosa, tea/coffee	Zeera Rice, chole bhature, kheer, papad
Friday	Tea/coffee, milk, cornflakes, Bread butter, jam, vada sambhar, daliya, sprouted mung, boiled egg.	Roti, rice, soyabin, dal fry, dahi, papad, salad, chicken, shahi paneer, sweet	Chowmein, tea/coffee	Zeera Rice, Roti, chicken, shahi paneer, sweet, soyabin
Saturday	Tea/coffee, milk, cornflakes, Bread butter, jam, scrambled egg, mung	Roti, rice, masoor dal, baigan aloo, kadi pakoda, papad, bundi raita, salad	Poha, tea/coffee	Rice , Roti, panchratan dal, beam ki sabji (dry) , gaatte ki sabzi
Sunday	Tea/coffee, milk, cornflakes, Bread butter, jam, omlette	Parathe (muli + gobhi/ pyaz) , dahi Vegbiryani, papad, salad	Pakoda, tea/coffee	Zeera Rice, Roti, egg curry, mung dal, panner capsicum, papad
High		Lunch for Official	Tea Snacks for	

Tea/Lunch for special Meetings		Meeting (menu to be decided by the Campus)	Official Meeting (menu to be decided by the campus)
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Above is the sample menu, which may be changed by the Mess/Canteen Committee.

Rate quoted per head per month: **Rs.** _____

Add : GST as applicable: **Rs.** _____

Total In figures

Total in words

Dated: _ _ _ _ _

Full Name, Signature of Authorized Person

Place: _____