

राष्ट्रीय फैशन टेक्नालजी संस्थान, शिलांग

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
CAFETERIA SERVICES
(CAMPUS AND GIRLS HOSTEL)
NIFT (Shillong)**

Pasteur Institute, Lawmali, Shillong 793001

Time schedule for tender process:

Tender Value:-11,50,000 /-

Tender No.: NIFT/SHL/PO/2018-19/E06-Food Services

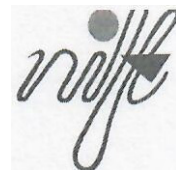
File No: 11757/Pur/NIFTSHL/Tender for food service/2018

Date of publication of tender notification on official website	16/10/2018
Uploading of tender document from commence from	16/10/2018
Last date for downloading of tender document	9 /11/2018 by 12.00 noon
Last date for receipt of duly filled in tenders	9/11/2018 by 3.00 pm
Date and Time of the opening Technical Bids	12/11/2018 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.

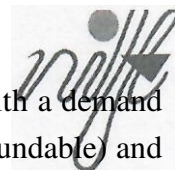
One paragraph for the introduction of concerned NIFT Campus.

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 **16.10.2018 to 08.11.2018 up to 3.00 P.M** 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. 920 - + 166 /- (GST 18%) Total 1086/- (One thousand Eighty Six 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 08.11.2018 up to 3.00 P.M. 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. 34,500** - (Rupees Thirty Four thousand Five Hundred 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 12.11.2018 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.

(h) **For online Participation and for any queries :**
For More enquiries/For Helpdesk officers:- Mr.Sandeep Bhandari,
E-mail:- sandeep.bhandari@c1india.com
Phone No.:- 0124-4302033/36/ +918856814007

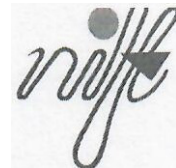
Note: Tender conditions may be read properly and accordingly filled tender and enclosures may be submitted

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 09.11.2018, at 3:00PM. The Technical Bids will be opened on 12.11.2018 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.

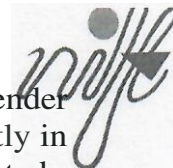


3. SCOPE OF WORK FOR CAFETERIA CONTRACTOR

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 Cafeteria 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 Mess committee.

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.34, 500 /-** (Rupees Thirty Four Thousand Five hundred 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.

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 or **For online Participation: For More enquiries/For Helpdesk officers:- Mr.Sandeep Bhandari**, E-mail:- sandeep.bhandari@c1india.com Phone No.:- 0124-4302033/36/ +918856814007

13. Timing for the Girls Hostel will be 7:00am – 8:30 am and 6:30pm-10:pm on working days, Saturdays, Sundays and holidays Cafeteria in the Hostel will be open from 6:30am-10pm and in the Campus from 8:00Am to 6PM.

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) 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) Snacks with tea/coffee/Juice 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 Cafeteria such price/quotes as approved by the **Mess** 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 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 cafeteria, 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 **Mess** committee, **cafeteria** tenderer and Director will jointly look into such aspect and the decision of the Director will be final and binding to caterer.

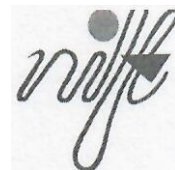
22. If wastage of any resource is found, appropriate penalty will be imposed by NIFT Authorities.

23. The Tenderer's crew shall not be allowed to use any other service area situated outside the cafeteria 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 **Mess** 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

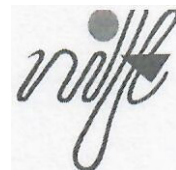
ELIGIBILITY CONDITIONS/GUIDELINES FOR EVALUATION OF TECHNICAL BIDS

Followings are the qualifying criteria:-

1. The bidder must be in a business of catering and running cafeteria in reputed / educational institutes / government organization having at least one years of experience in catering.
2. Should currently have at least one cafeteria contract catering to more than 150 Students/persons at a time 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, Trading license ,KHADC etc. whichever is applicable. Food & adulteration certificate would also be required.
4. The Technical Bid should be accompanied with **Rs. 34,500/-** (Rupees Thirty Four Thousand Five Hunderd only) by bank Demand Draft / 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.

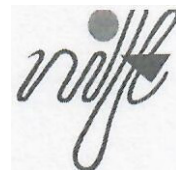
6. GUIDELINES FOR SUBMISSION OF TENDER

1. The bids are to be submitted in twoparts-
 - (i) Online as well as Sealed Technical Bid, along with a Demand Draft for Rs. 590/- with 18% GST for tender fee & **Rs. 34,500/- (Rupees Thirty Four Thousand Five Hundred 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 CAFETERIA 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 CAFETERIA 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 Cafeteria 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 **09/11/2018 at 3:00 pm** Tenders received after due date & time shall not be accepted.



OPENING OF BIDS

3. The Technical Bids will be opened on 12/11/2018 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 Cafeteria services. The tenderer quoting lowest rate over all 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 Cafeteria 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 Cafeteria 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.
- (c) The Contractor should be able to shift to the NIFT, permanent campus at Umsawli, with enough man power with the same terms and condition as and when required.

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 Cafeteria services within 20 days of the stipulated date for commencement of Cafeteria services.
- (d) The Contract for award of Cafeteria 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.69,000** /- (Rupees Sixty Nine 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. 7,000/-** (Rupees Seven 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 Cafeteria 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 Cafeteria. 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, if any arises.



- (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 Cafeteria 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 Cafeteria and its surrounding areas clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of Cafeteria hall, floor, counter, benches, tables, chairs, etc. NIFT management will have 24 hour access to inspect the Cafeteria premises at any time for ensuring the cleanliness and hygienic conditions of the Cafeteria kitchen and 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 Cafeteria. 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 **Mess** 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 cafeteria. The prices of the item sold in the NIFT Cafeteria 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 cafeteria 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 **cafeteria** 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.

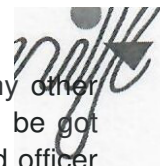
v). The raw material used for cooking may be checked by **Mess** Committee at any time and if substandard/unauthorized material is found and after issued three adverse notices, it will be treated as breach of contract and the Director can review the contract. Contractor shall have to abide by the decision of Director.

OBLIGATIONS OF THE CONTRACTOR

(I) The Contractor will use only branded raw material for preparation of items.

(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,

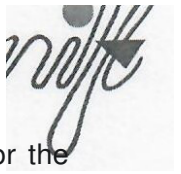


equipments provided by the Institute are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the Contractor, failing which the same will be got done by NIFT at the contractor's risk and cost. In this regard, the decision of the designated officer of NIFT 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 seeing NIFT officials /Staffs /Students 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 to cater to the officers and staff members of NIFT campus and hostel the cafeteria will function normally. The contractor will ensure that the cooks have clipped nails while cooking food in Cafeteria..
- (vii) The Contractor will have to supply breakfast/High Tea in the Cafeteria /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 Cafeteria Any breach of such restrictions by the **Cafeteria** 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 **Cafeteria** 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 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 Cafeteria 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 Cafeteria 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 Cafeteria for the purpose of catering.

- (XV) The Contractor shall not use the Cafeteria 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 THE CAFETERIA CONTRACTOR

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

Performa of Technical Bid

ANNUAL RATE CONTRACT FOR PROVIDING CAFETERIA SERVICES AT NI FT SHILLONG CENTRE

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	Attached / Not Attached
Trading License from KHADC/ Municipal License/ Shop and Establishment Certificate	
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. 34.500 /- (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 neither blacklisted by any government department nor any criminal case registered against the firm or its owner/partners anywhere in India.	
GST Registration Certificate along with GSTIN Number.	
Food license	
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 conditions and every page of the tender duly signed with seal of the firm, in token of acceptance of term s and conditions and tender as quote	
Attested 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 **Cafeteria** contracts during last three years with names of the Organization s, 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 Cafeteria contracts.

Dated:_____

Full Name, Signature of Authorized Person

Place: _____

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

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

[illegible]

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 cafeteria	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 CAFETERIA SERVICES General

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

1. Name of the Agency :
2. Address of the Agency:
3. Name of the Person:
4. Phone No :.....(Mob).....

List of items.

Sl. No	Items	Qty	Price (Rs.)	GST Amount with %	Total
	HOT BEVERAGES				
1	Coffee	150ml			
2	Tea	150ml			
3	Green Tea	150ml			
4	Lemon Tea	150ml			
5	Tomato Soup	1 Bowl			
6	Clear Soup	1 Bowl			
7	Corn Soup	1 Bowl			
8	Chicken Soup	1 Bowl			
	Snacks				
1	Maggi noodles – Masala	1Pkt			
2	Maggi noodles-regular	1Pkt			
3	Maggi noodles- VegAtta	Pkt			
4	Noodles – Other Variants				
	Bun Butter & Jam	1pc			
5	Veg Sandwich	1pc			
6	Veg Cheese Sandwich	1pc			
7	Veg Grill Sandwich	1pc			
6	Veg Cheese Grill Sandwich	1pc			
8	Cheese Sandwich	1pc			
9	Hot Dog	1pc			

Sl. No	Items	Qty	Price (Rs.)	GST Amount with %	Total
11	Chicken Chow	1PLATE			
12	Veg Chow	1Plate			
13	Momo(Chicken)	1 Plate(8Piece)			
14	Momo(Veg)	1 Plate(8Piece)			
15	Chicken fried rice	1 Plate			
16	Veg freid rice	1 Plate			
17	Aloo paratha	1Piece			
18	Paneer paratha	1Piece			
19	Plain Paratha	1Piece			
20	Chicken roll	1 Roll			
21	Egg Roll	1 Roll			
22	Spring Roll	1 Roll			
23	Samosa (big)	1 Piece			
24	Samosa(Small)	1 Piece			
25	Mutton Samosa	1 Piece			
26	Chicken Samosa	1 Piece			
27	Masala Dosa	1 Plate			
28	Plain Dosa	1 Plate			
29	Sweet corn	1 Cup			
30	Idli,	1 Plate			
31	Sambar	1 Plate			
32	Bread Butter	1 Piece			
33	Dhokla	1 Piece			
34	French Fries	1 Plate			

35	Omlette	Single			
36	Scramble egg	1 Piece			
37	Half fry Egg	piece			
38	Boiled Egg	1 egg			
39	Chips(lays, Uncle Chips,Kurekure,etc)	As per MRP			
40	Oats	1 Bowl			
41	Corn flour Bread	1 Piece			
42	Digestive Biscuits.	As per MRP			
	Sweets /Desert				
1	Gullap Jamun(Big)	1 piece			
2	Rose Gulla	1 piece			
3	Pudding	1 Cup			
4	Fruit Salad	1 Cup			
5	Chat	1 plate			
6	Fruit salad with Ice-cream	1 Cup			
	Cold Brewer age				
1	Cold Coffee	150ml			
2	Iced Tea (Lemon)	150ml			
3	Orange Juice	150ml			
4	Mango Juice	150ml			
5	Lemon juice	150ml			
6	Ice cream(Vanila,Butter, butter milk,etc	150ml			
7	Kulfi	150ml			
8	Packaged Drinking Water	250ml			
8	Packaged Drinking	500ml			

	Water				
8	Packaged Drinking Water	1000 ml			
Total in Rs. Total in words					

Dated: _ _ _ _ _

Full Name, Signature of Authorized Person

Place: _____