



**NATIONAL INSTITUTE OF TECHNOLOGY GOA**

At GEC Campus, Farmagudi, Ponda - 403401

**TENDER FOR "PROVIDING CANTEEN SERVICE AT NIT GOA"**

Advt. No. NITGOA/PUR/2023/TENDER/OW/259

DT. 07-07-2023

Bid/Quotation Submission End Date : 31-07-2023 by 10:00 A.M.

Date & Time of Opening of Technical Bid: 31-07-2023 at 11:00 A.M

Date & Time of Opening of Financial Bid: To be informed later only to the  
Technically qualified bidders only.

**Notice for Inviting Tender**  
**NATIONAL INSTITUTE OF TECHNOLOGY**  
**GOA AT GEC CAMPUS, FARMAGUDI,**  
**PONDA-403401**

Sealed covers are invited under Single Bid (Two Bid Envelope) System from the bidders who satisfy eligibility conditions for the following work.

Name of the work	Bid Submission End date	Bid Opening Date	EMD in Rs.	Performance Security (in case service order/work order is awarded)
Tender For Providing Canteen Service At NIT Goa	31-07-2023 by 10:00 AM	31-07-2023 at 11:00 AM	Rs. 25,000/-	Rs. 50,000/-

Bid Validity Period= 90 Days

Note: EMD to be attached with the bid in favour of DIRECTOR NIT GOA FEES ACCOUNT Payable at Farmagudi Ponda Goa

Performance Security to be issued in the form of **BANK GUARANTEE** in name of **DIRECTOR NIT GOA, FARMAGUDI PONDA GOA 403401** or in form of **Demand Draft** in favour of DIRECTOR NIT GOA FEES ACCOUNT

***Performance Security will be released by NIT Goa only after two months of completion of all contractual obligations by Service Provider/Contractor.***

The Tenders forms and other conditions / details can be obtained from Institute website <https://www.nitgoa.ac.in/TenderViewAll.aspx> and CPP Portal (E-publish)

**National Institute of Technology Goa  
Ponda, Goa-403401**

**Tender Notice for Running Canteen Service at NIT Goa**

Advt. No. **NITGOA/PUR/2023/TENDER/OW/259** Dt. **07-07-2023.**

**National Institute of Technology Goa herein invites Sealed/Tamper Proof Tenders in Two bid Envelope system from the prospective service providers to provide Canteen Service to NIT Goa.**

Detailed tender document along with other details can be downloaded from Institute website <https://www.nitgoa.ac.in/TenderViewAll.aspx> and CPP Portal (E-publish). Duly filled tenders should be submitted at Inward Section, Administrative Office, NIT Goa, GEC Campus, Ponda-403401 on or before **31-07-2023** up to **10:00 AM**. The sealed cover must be super scribed with "Tender for Canteen Service to NIT Goa" to be sent at the following postal address

**To  
The Purchase Section  
National Institute of Technology Goa  
Farmagudi Ponda Goa 403401**

*H.C. de*  
**Registrar**

**National Institute of Technology Goa  
Farmagudi, Ponda-Goa 403 401**

## ABOUT NIT GOA

The National Institute of Technology Goa (NIT Goa) is a premier technical Institute of the region. NIT Goa was established in the year 2010 by an act of parliament (NIT act 2007) and it is declared as 'Institute of National Importance'. NIT Goa is an autonomous institute and functioning under the aegis of Ministry of Education (MoE), Govt. of India. The campus is located at Farmagudi, Ponda approximately 29 km southeast of Panaji, the capital of Goa and it is a temporary campus. The state of Goa is well connected by road ways, rail ways and air ways with various parts of the country. The Permanent campus of NIT Goa is located at Cuncolim-Goa.

The Institute offers under Graduate courses in Five Engineering Departments: (1) Computer Science and Engineering (2) Electronics and Communication Engineering (3) Electrical and Electronics Engineering (4) Civil Engineering and (5) Mechanical Engineering. The Institute offers Ph.D. degree in five Engineering Departments: (1) Computer Science and Engineering (2) Electronics and Communication Engineering (3) Electrical and Electronics Engineering (4) Civil Engineering and (5) Mechanical Engineering. The Institute also offers Ph.D. degree in Physics, Chemistry, Mathematics, Economics and English specialization.

The mission of NIT Goa is to strive for quality faculty, good students and excellent infrastructure and to for excellence, through dissemination, generation and application of knowledge by laying stress on interdisciplinary approach in all the branches of Science, Engineering, Technology, Humanities and Management with emphasis on human values and ethics.

### **Definitions used in Tender:**

- 1. Buyer:** means NIT Goa, Competent Authority, Authorized Representative, Procurement Committee, Audit Committee (if any),

## **Institute Canteen Committee, and Institute.**

**2. Seller:** means contractor, bidder awarded service order/contract, service provider, his/her authorized representatives, legal heir.

### **A. TERMS AND CONDITIONS**

**Note:** All the conditions will apply on bidders mentioned in Tender document. The mere participation in this bid by the bidder will acts as an acknowledgement that bidder to comply with all the tender terms and conditions mentioned in this document. **If after award of order, service provider violates any terms and conditions, Competent Authority, NIT Goa reserves the right to terminate and forfeit performance security without any notice. No query will be entertained regarding this clause.**

1. Contract will be given to the party quoting the highest Maintenance Charges above minimum rate. Minimum quote for Maintenance Charge is **Rs.10,000 + GST per month.**
2. The agency must have a minimum of **ONE CLIENT** experience of having successfully completed Canteen Services to any Central Government Organization/ Central Government funded Institutions/ State Government Organization/State Government funded Institutions/ Private Organization for a period of **not less than Two year between 01-01-2019 till 31-01-2023.**
3. Electricity and Water Charges: The water used for cooking and maintenance of canteen has to be arranged by contractor/service provider at his/her own cost and electricity charges if any shall be recovered from contractor on actuals or as per the institute policy.
4. Basic Furniture (Basic Furniture includes tables, chairs and other basic level sitting arrangement for the users.) for use within the canteen premises will be provided by the Institute. Any additional/other furniture (if required) for canteen will have to be arranged by Contractor/Service Provider at his own cost without any reimbursement from NIT Goa.
5. Only cooking gas is to be used in the canteen for cooking food. The cost of the Cooking Gas consumed in NIT Goa Canteen will be borne by Service

Provider/Contractor and to be arranged at his own cost including clearances.

6. The quality of raw materials for the preparation of meals/snacks and other items shall be of best quality and as approved by the NIT GOA Canteen Committee. The quality of the ingredients to be used for preparation of meals/ snacks shall be strictly in accordance with the list provided. The Institute Canteen Committee reserves the right to inspect the materials at any time.
7. **Cooking Equipment** (Cooking Equipment usually refers to the larger items in the kitchen that handle the bulk preparation and cooking processes. It includes gas stove, microwave, pressure cooker, containers, frying pan, apron, baking tray, bowls, strainer, spatula, knives, etc) to be arranged by Contractor/Service Provider at his own cost. The Institute Canteen Committee has right to make surprise visit to canteen and inspect the Cooking equipment used for cooking from the hygiene point of view.
8. Essential Crockery (Essential Crockery refers to the basic serving utensils, which includes forks, spoons, all kinds of plates – quarter, half and full, bowls, cups, glasses, etc.) to be arranged by Contractor/Service Provider at his own cost. The Institute Canteen Committee has right to make surprise visit to canteen and inspect the essential Crockery used for providing canteen service to NIT Goa from the hygiene point of view.
9. Uniform for canteen staff has to be made available by Contractor/Service Provider at his own cost. Contractor/Service Provider must get the Uniform sample approved from Institute Canteen Committee.
10. NIT Goa has an option to leave it to the service provider/Contractor to choose the specifications (Brand, specific mandi, supplier store, Vegetables, Cooking Essentials, Packaged foods, food ingredients, etc.) in consultation with the Institute Canteen Committee.
11. The service includes all serving staff, utensils, crockery, packaging, dispensers, hot/ cold buffet utensils, chafers, tablecloth, mats, glassware and all other equipment required for serving the desired quality of food at cost of Service Provider/Contractor.
12. The contractor will have to make arrangements for cleanliness of the canteen and its surroundings to the satisfaction of the Institute. The contractor shall also be responsible for the safe and hygienic disposal of the canteen waste at his own cost.
13. The timings of the canteen will be from **8:00 A.M. till 06:00 P.M.** from **Monday to Saturday** (Any changes in timings to be informed later).
14. If the Institute requires Canteen Services on Sunday, the service provider should provide the same to the Institute
15. The contractor will take all necessary precautions against fire hazards and comply with rules and regulations as laid down by Govt. of Goa/concerned local authorities and to the satisfaction of the Institute.
16. The Contractor/Service provider will be responsible for compliance of all Central Laws/State Laws/Local Laws pertaining to this Tender/Contract.

17. The Contractor/Service Provider to indemnify NIT Goa from all the consequences or statutory obligations arising out of central/state/local government laws applicable to contractor during contract period.
  18. The rate list and menu as approved by the Institute Canteen Committee should be displayed conspicuously daily in the Canteen area by Service Provider. The contractor may sell other food items not more than predefined rates.
  19. The contractor shall be fully responsible for any compensation etc. in case of any injury/casualty or mishap to employees of the canteen during canteen working hours.
  20. The contract will be for a Period of 3 (Three) years from the starting period mentioned in Service Order (or otherwise specifically mentioned in Agreement Document) by the Institute on such terms and conditions as may mutually be agreed upon between the parties.
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21. The Director NIT Goa reserves the right to repudiate the contract at any time after giving one month notice if the authority is not satisfied with the working of the said contractor including Hygiene, Canteen food quality and Rate List issue. The decision of the NIT GOA Competent Authority in this regard shall be final.
  22. In case of any dispute arising from the interpretation of the terms and conditions of the contract, the decision of the Director NIT Goa, will be the final.
  23. The contractor will be required to execute an agreement in the prescribed form on his behalf in case the contract is awarded. The cost of the agreement will be borne by the contractor/service provider.
  24. The contractor will have to deposit Rs. 50,000/- as Performance security/PBG in the form of a Demand Draft drawn in favour of DIRECTOR NIT GOA FEES ACCOUNT or in the form of a Bank Guarantee. No interest will be paid on this amount. The same will be refunded 02 months after the expiry of the contract period, and canteen premises are handed over to the Institute, and all dues from the contractor have been settled.
  25. In any case, if the contractor violates the terms & conditions of the contract during the contract period, the Performance Security Deposit/PBG will be forfeited.
  26. The contractor, if he so desires, may seek termination of the contract by giving written notice of not less than three months duration during the agreement period. If the contractor does not fulfill the notice period, full performance security/PBG will be forfeited without any notice to the contractor.
  27. Demand Draft of Rs. 25,000/- as Earnest Money Deposit/EMD drawn in favour of Director NIT Goa Fees Account to be submitted along with the Bid. Exemption from submission of EMD to be as per Tender Terms and Conditions. A valid proof for the same has to be attached along with Bid.
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28. During the contract period, if the Campus of NIT Goa currently situated at

Farmagudi, Ponda, Goa is shifted to a new location (Cuncolim, Goa) then the Canteen Service will have to be provided to NIT Goa Cuncolim, Goa location unless otherwise clearly instructed.

29. Service providers shall arrange the required manpower for service and other allied activities of the canteen and the wages will be borne by the service provider.
30. All persons employed by the Service Provider shall be medically fit for handling food and certified for fitness before engagement by the Service Provider.
31. The supplied food items should be as per Government standards. If at any point of the time any penalty is imposed by the Government Authority i.e. by the Food Inspector of the Food Department, the same shall be borne by the Service Provider.
32. The Service provider shall purchase and keep the raw materials stocks of minimum 05 days required for the preparation of various items, including the controlled items of good quality at his own cost. Also the service provider should ensure that the shelf life of the products in stock is not over/expired.
33. The service provider shall serve the food in healthy, eco-friendly packaging.
34. The crockery used shall be clean, not old, and faulty (cracked, scratched); the packaged food packets should not leak, and the cloth and paper napkins provided should be clean.
35. Vegetarian and Non-Vegetarian dishes shall be prepared and served separately.
36. All vegetables, fruits etc. used shall be fresh and not rotten or overripe. Milk and milk products such as curd, yogurt, cheese etc. shall be of good quality and must be prepared and served fresh. All the items being used shall be stored properly and served before their expiry date
37. Non-vegetarian dishes shall be prepared from fresh and good quality egg, chicken, mutton, fish or other seafood as desired by the Institute Canteen Committee, and the same shall be purchased from the standard authorized shop.
38. The non-vegetarian items shall be washed and marinated properly before cooking. The pieces of non-vegetarian items shall not be too small or too big, unnecessary shreds and small bone pieces shall be removed.
39. The deployed canteen staff shall be adequate as per requirements, trained, presentable, well dressed, well-mannered and well experienced to ensure timely, efficient and prompt service.
40. If it is found that the quality of items supplied by the service provider and/or the services rendered are unsatisfactory or that the service provider has violated any terms and conditions of the contract and agreement, then in that event, the NIT Goa will be entitled to terminate the contract, at any time without assigning any reasons whatsoever and without notice. However, the Canteen operation shall be continued by NIT Goa through other available sources at the service provider's cost, risk, and liability.
41. The work shall be done in a neat work-man-like manner. The site must be cleared by the service provider, including removal of waste and leftovers, etc.,

from time to time as these accumulate during the work. On completion of the contract, the whole site must be left in a clean and tidy condition to the satisfaction of the Institute Canteen Committee.

42. Service Provider shall adhere to the timeline given by NIT Goa for serving arrangements on NIT Goa Premises/Designated Premises.
43. In case of non-availability of specifically demanded food item; the Service Provider shall communicate the same to the institute canteen committee at least 2 days prior.
44. The staff provided by the service provider shall not be deemed employees of the user department; hence, compliance with the applicable acts/ laws will be the sole responsibility of the service provider.
45. The Service Provider shall not sublet any part of the contract. The Service Provider shall be responsible and liable for delivering the services as per the contract.
46. The Institute Canteen Committee shall be the authorized personnel to decide and judge the quality of the service rendered by the Service Provider and all other matters related to canteen service. Hence, the canteen committee's decision shall be final.
47. No Service Provider's staff shall be allowed to stay in the NIT Goa premise/ designated premise unnecessarily after working hours without permission.
48. Any damages/losses caused by Service Provider shall be borne by the Service Provider.
49. Canteen service provider should ensure that any dry & wet waste, polythene, garbage etc. should not be thrown in any unauthorized location/anywhere into the drain inlet area to prevent choking of the drain line. Also it is the responsibility of the service provider to ensure the waste is disposed as per the Government of Goa guidelines.
50. For any clarifications the bidder can write to [purchase@nitgoa.ac.in](mailto:purchase@nitgoa.ac.in) upto 2day before the closing of the bid date

## SERVICE PROVIDER'S OBLIGATION

1. The service provider shall be responsible for ensuring compliance with the provisions related to all applicable laws, including Labour Law (Central/State), Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act, Food Safety and Standards Act, 2006, and others as applicable from time to time.
2. During the period of the agreement, the Service Provider shall be fully responsible for the entire Canteen arrangement at the NIT Goa or its designated places.
3. The Service Provider, however, shall be required to adjust/change the serving timings as and when required depending upon the requirements of the NIT Goa.

4. The Service Provider shall devote his full attention to the work of the canteen and shall discharge its obligations under the agreement most diligently and honestly. A senior level representative of the Service Provider shall visit Canteen Premises in NIT Goa at least once-a-day and review the service performance of its personnel. Service Provider's representative will ensure to be part of the meeting on a monthly basis or as called by the Institute Canteen Committee dealing with services under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.
5. The day-to-day functioning of the services shall be carried out in consultation with and under the direction of the Institute Canteen Committee.
6. The service provider shall maintain proper records as may be required under all Acts/ laws applicable to the service provider's working and canteen workers at NIT Goa location which would be subject to check, from time to time, by the NIT Goa whenever demanded.
7. The Service provider shall be bound at his own cost to repair any damage caused to the roads by the movements of his men, materials and equipment or any other purpose required by the service provider for enabling jobs.
8. Service provider shall have to run the canteen as per the terms and conditions of the contract specified here under as well as the Conditions of the Contract/Agreement entirely at service provider's own cost including the entire cost of labour, materials, automobile van etc. except where otherwise provided in the agreement in an expressed manner.
9. The Service provider shall be responsible for proper upkeep and maintenance of the canteen premises, furniture and fixtures, cooking and serving utensils and cutlery. When material supplied by the Institute (NIT Goa) becomes unserviceable, if the same are replaced by the buyer, would only be replaced against the return of the unserviceable materials by the service provider; otherwise the cost of such materials shall be borne by the service provider.
10. The service provider shall keep a proper inventory of the items placed at his disposal by the NIT Goa and the same shall be verified by the representatives of the Institute Canteen Committee along with service provider's personnel at the beginning and end of the Contract period.
11. The Service provider shall not use or allow to be used the canteen premises or any part thereof for dwelling purposes and shall not allow any outsiders to loiter and around the canteen building without valid authority.
12. The Service Provider shall deploy adequate Canteen staff, trained and well experienced to ensure timely, efficient and prompt service.
13. The Service Provider should follow the instruction of the Institute Canteen committee for the Canteen arrangement, Raw materials being used, quality and quantity of the eatables and drinks served, Condition of fittings and fixtures, Sanitary arrangement and cleanliness, hygiene of the canteen staff /worker, etc.
14. The Service Provider shall be well equipped to undertake Hygiene audit and reports shall be submitted to the Institute Canteen Committee.
15. Service Provider shall provide uniforms, identity card, name badges and safety items/ kits,

shoes etc. to its staff working in the NIT Goa Canteen. Staff should also ensure wearing gloves and hair covers while cooking and serving food.

16. Service Provider shall inform the about the non-availability/ shortage of any item/ dish in advance in appropriate time along with the alternate options for non-available items to the Canteen Committee.
17. Taking protective measures to protect the property and persons and prevent accidents shall be the Service Provider's responsibility during the contract period.
18. The Service Provider shall not deploy or shall discontinue deploying the person(s), if desired by the Institute and must ensure prompt replacement of the personnel without any additional cost to the Institute. The personnel being deployed shall ordinarily be continued and should not be changed without written intimation and consultation with the Institute Canteen Committee.
19. The Service Provider shall arrange for any special type of equipment and machines if required for canteen service at his own cost.
20. The Service Provider shall maintain its gadgets and equipment etc., in good working conditions with all safety measures at its own cost and expenses.
21. The Service Provider shall be responsible for maintaining hygiene and safety of the cooking/ serving area and the canteen staff deployed at the premise where food is being prepared/ served.
22. Service providers shall abide by the Govt. laws relating to stocking of food grains, sale of food, etc. and shall obtain the necessary licenses from the competent authority, wherever applicable. The NIT Goa at its discretion through its authorized representative may check the stock position of all the items to see that the above is being compiled by the service provider.
23. The Institute shall provide a room/ space for storage and reheat of materials, food. to the Service Provider free of cost during the period of contract. Nobody shall be allowed to enter the room other than the designated Institute Canteen Committee or service provider's staff.
24. Feedback from the Canteen Committee of the Institute shall be maintained (daily/ weekly in duration basis and as per the events in event basis) by the Service Provider. The same can be used to track the service standards. Feedback should be taken without any bias. Institute Canteen Committee can also ask for submission of service feedback notes/ documents at the time of payment towards services delivered.
25. The service provider has to maintain a complaint register, which should be accessible to the canteen users as and when asked. The service provider should not attempt to tamper the complaint register. This Register should be produced before the Institute Canteen Committee as and when asked.
26. The Single Point of Contact (SPOC) for the issues arising out of this agreement will be the Service Provider or a designated representative, who shall be an employee of the Service Provider in administrative and managerial capacity and in a position of authority to resolve issues. Nonetheless, the Service Provider shall be solely responsible for maintaining the quality and level of service provided.

27. The service Provider should avoid the use of plastic material to the possible extent and should provide the food and material in eco friendly packaging material.
28. The service provider should start the service within a week from the date of award of the contract.
29. The salary of the canteen employees is to be made into the bank accounts of the employee latest by 7th of every month and the statement of the accounts is to be deposited as and when asked by the committee. EPF and ESI facilities as per the statutes should be provided to the workers and the proof of doing so must be submitted as and when asked.
30. The Caterer shall not employ child labor. Violation will attract legal action as per extant regulation on the subject.
31. The service provider shall be in a position to cater to the requirements of the Institute, having a strength of approximately 1000 persons, including students and staffs members.
32. The service provider shall ensure that the maintenance charges for the canteen is paid by 05th of every month in advance. Any other charges as per the contract shall be paid by 05th of the upcoming month/due date, whichever is earlier.
33. If the contract is awarded/terminated on any day of the month, the maintenance charges for that month has to be paid in full.
34. The service provider shall ensure the availability of fire extinguishers and other safety measures at his cost.
35. The Service provider shall ensure that the rate list for the items being prepared in the kitchen of the canteen has to be approved by the institute Canteen committee.
36. The service provider shall not be at liberty to revise the rates at his own discretion. For any change in price, the same should be with the approval of the institute Canteen committee.

#### **PENALITIES AND FINES ON SERVICE PROVIDER/CONTRACTOR**

Penalties and fines can be imposed on Service Provider in case they have caused loss to other party, loss can be financial as well as reputational. These losses may occur due to breach of contract/agreement/faulty services. Amount of penalties/ fine shall be settled/ recovered during the next payments/ final settlements of the service provider.

Penalties and fines are detailed below-

Sr. No.	Nature of Default	1st Instance	2 <sup>nd</sup> Instance	3 <sup>rd</sup> Instance
1	Any breach of terms and conditions mentioned in the contract document will be seriously evaluated by the	5000/-	15000/-	25000/- or Termination of Contract or both

Institute Canteen committee and the committee will be empowered to impose the penalties as mentioned.			
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## TERMINATION OF CONTRACT

The agreement shall come to an end either on completion of the Contract Period or shall be terminated for the following reasons:-

1. **Mutual Consent:** The contract may be terminated based on mutual consent in case the services are no longer required. Termination based on mutual consent will not attract any penalties or shall not be liable for any extra payments till the time of termination, including the notice period.
2. **Breach of contractual obligations:** Any incidents considered as a breach of contract will result in immediate termination of services. The Institute shall have the right to terminate the contract by giving One Month (01 Month) written notice to the Service Provider. if, the Service Provider breaches any terms and conditions or provision of this contract where that breach is not capable of remedy; or if the Service Provider breaches any terms and conditions or provision of this contract and fails to remedy the breach within 14 days after receiving notice requiring it to do so.
3. **Breach of Contract:** As mentioned in the penalty clause.

## AMENDMENT OF TENDER DOCUMENT

At any time prior to the last date for receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by an amendment. Further, the Institute may, at its own discretion, extend the last date for the receipt of bids.

**LEGAL MATTER:** All Domestic and International disputes are subject to Goa Jurisdiction only.

## ARBITRATION

The contract is based on mutual trust and confidence. Both the parties agree to carry out the assignment in good faith. If any dispute or difference of any kind whatsoever (the decision whereof is not herein otherwise provided for shall arise between NIT Goa and the bidder in connection with or arising out of the contract, whether during the contract period or completion and whether before or after the termination.

Abandonment or breach of the contract, at first instance whatever disputes will be first settled through Arbitration as per THE ARBITRATION AND CONCILIATION ACT, 1996. The decision made by Arbitrators through Arbitration and Conciliation Act 1996 will be binding on both the parties.

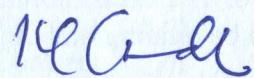
In case of no result or no decision of dispute (between both the parties i.e. Service provider and NIT Goa) through Arbitration and Conciliation Act, 1996 the same may be

subject to courts within Jurisdiction of Goa state only. The competent courts at Goa shall have jurisdiction to decide the disputes which arose under this contract only if the matter or issue or disputes or by whatever similar name called, if not resolved through Arbitration as per THE ARBITRATION AND CONCILIATION ACT, 1996.

The fees, if any, for the courts including advocate/lawyer fees, if required to be paid before the award is made and published, shall be borne by the Licence/Contract holder.

### **Other Provisions**

This Pact is subject to Indian Law, place of performance and jurisdiction is Goa, the Headquarters of NIT Goa, who has floated the tender.



National Institute of Technology Goa  
Farmagudi, Ponda-Goa 403 401

**List of Permissible Brands**

<u>Item</u>	<u>Brands</u>
Salt	Tata, Annapurna, Patanjali
Spices	M.D.H, Badshah, Everest, Patanjali
Chicken	Godrej Real good, Suguna,
Ketchup	Maggi, Kissan, Heinz, Patanjali
Refined Oil (Sunflower)	Patanjali, Sundrop, Fortune, Dhara <b>(Use of Hydrogenated Vanaspati oil is prohibited)</b>
Pickle	Patanjali, Mother's, Pravin, Priya, Bedekar, Nilon's
Atta	Patanjali, Ashirvad, Pillsbury, Annapurna
Instant Noodles	Maggi, Top Ramen, Patanjali
Flavoured drinks	Rasna, Roohafza, Tang
Papad	Lijjat, Mother's, Priya
Butter	Amul, Nandini, Mother Dairy, Patanjali, Goa Dairy
Bread	Britannia, Big Bread
Cornflakes	Patanjali, Quality, Tops
Jam	Kissan, Maggi, Delmonte,
Ghee	Amul, Mother Dairy, Nandini, Patanjali
Shrikhand	Amul, Warana,
Frozen yogurt	Nandini, Sphurti, Amul
Cow Milk	Amul, Nandini (Shubham), Goa Dairy, Warana
Paneer	Amul, Nandini, Warana,
Tea	Marvel, Tata, Taj Mahal
Coffee	Nescafe, Bru, Sunbean
Ice Cream	Amul, Vadilal, Natural's, Kwality Wall, Arun
Soya	Nutrella, Fortune, High Meal-maker
Frozen Peas	Safal (offseason), McCain, Watties, Gordrej
Cheese	Amul, Britannia, Mother Dairy
Kolum Rice	Royal, Donur, Patanjali
Basmati Rice for special rice	Patanjali, Daawat, Devaaya,
Custard Powder	Brown & Polson, Pillsbury, Birds
Handwash	Lifebuoy (non-diluted), Dettol, Godrej

**Annexure 'A'**

**Information to be submitted along with the bid is as follows**

(First sheet shall be on the letterhead and all the pages have to be authenticated at the bottom)

1. Proof of the existence of the firm during last 3 years (i.e. Since March 2019 or earlier): Yes/No.
2. Document in support of the proof available at page number of Bid Document: \_\_\_\_\_
3. The average annual turnover for the 03 financial years.

Financial Year	Turnover in Rupees (Rs. In Lakhs)	Page number of document

4. Whether the bidder has carried out and successfully completed similar works in Central Government Organization/ Central Government funded Institutions/ State Government Organization/ State Government funded Institutions/ Private Organization during the 3 Years (Three Years) (Preceding date of publish of Tender document).

Sl. No.	Description of the work	Name of the client	Name, Address & Contact No. of the Client for whom the work was carried out	value of the work	Period of the work	Mode of Proof	Available at which page of the bid document?
1.							
2.							
3.							
4							
5							

- **Duly attested photocopy of all the supporting documents is required to be attached supporting the facts and figures mentioned above**

**Application form**

(To be submitted along with the Technical Bid enclosing photocopies of certificates)

1	Name of the Applicant	
2	Address of the registered office	
3	Year of Establishment	
4	Type of Organization ((whether proprietorship, partnership, Private Ltd. Company or Co-operative body etc. In case the applicant is a non-individual, Certified copy of a Partnership deed/ Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed)	
5	Name of the Proprietor, Partners/ Directors of the applicant with addresses and phone numbers:	
6	Details of Registration (if applicable): (Name of registering authority, date and registration number)	
7	Number of years of experience in the relevant field:	
8	Address and phone numbers of office through which the proposed work of running canteen in NIT Goa will be handled and the name & designation of the in-charge:	
9	PAN Number (photocopy to be enclosed):	
10	Income Tax return filed for last three Financial Years (Yes/No) (If yes, please enclosed copies)	
11	GSTIN (Number & photocopy of certificates to be enclosed)	
12	Whether ESI and EPF norms are complied: Yes/ No (Reg. copies to be enclosed) ESI Registration No: EPF Registration No	
13	Number of persons employed Permanent: Temporary:	
14	Yearly turnover of the organization during any three years w.e.f. 01-04-2017 to 31-03-2022 (Enclose proof)	
15	List of similar works executed (attached copies of work orders). Certificate of satisfactory performance of running of the Mess/ Cafeteria/ Canteen from the employer must be enclosed.	
16	Annual Turnover related to canteen during any three years from 01-04-2017 to 31-03-2022	
17	Details of Relevant and Latest ISO or other certification (as applicable)	
18	Details of FSSAI Certification	
19	Certificate of Registration with concerned Labour commissioner office	
20	Affidavit for non-blacklist of the firm	

**Technical compliance statement**

<b>Sl. No.</b>	<b>Description</b>	<b>Page no.</b>
1.	2 years (Two years) of experience in providing catering services for a minimum of 300 persons to Central Government Organization/ Central Government funded Institutions/ state Government Organization/ State Government funded Institutions/ Private Organization <b>(Completion certificate must show that the agency has 2 years service preceding to the date of publish of this Tender Document)</b>	
2.	Annual catering services with requisite value of contract (as mentioned in Minimum eligibility Criteria) in Central Government Organization/ Central Government funded Institutions/ state Government Organization/ State Government funded Institutions/ Private Organization last Three Years preceding date of publish of <b>this Tender Document</b>	
3.	Food Safety and Standards Authority of India (FSSAI) Certification (self-certified by bidder with duly stamp and sign)	
4.	Valid PAN and GST Number (duly stamped and signed copy to be attached)	
5.	ESI and EPF Registration Number (duly stamped and signed copy to be attached)	
6.	An affidavit duly notarized on a Rs.100/- judicial stamp paper stating that the Service Provider has not been blacklisted by Central Government/ State Government/ any PSU /Private hotels as on the date of submission of the bid.	
7.	Duly stamped and signed entire Tender document (excluding Annexures)	

Note: Relaxation to MSME/STARTUP Firms:-

- a. EMD & Tender fee (if any) are exempted for MSE/STARTUP firms as per GFR 2017.
  - b. MSE and Startups are exempted from Prior Turnover and Experience criteria.
- MSE and Start Ups claiming above relaxation have to attach valid Certificate of MSE and Start Up firm from concerned authority.

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Farmagudi, Ponda-Goa 403 401

**Format for Experience Certificate**

Letter Head of the Firm/Organization/Institute

No.

Date:

**EXPERIENCE CUM PERFORMANCE CERTIFICATE**

Sr. No	Particulars
1	Name of the Contractor and Address*
2	Name of the Work*
3	Name of the Firm/Organization/Institute*
4	Average total number of persons dined*
5	Date of Commencement of the work*
6	Date of Completion of work*
7	Overall Assessment of the Firm/ Organization /Institute (Excellent, Good, Satisfactory, Poor)
8	Remarks

\* Mandatory fields

**Competent Authority  
With Seal**

**DECLARATION OF BIDDER**

1. I..... proprietor / partner of the company/ Firm/agency has an experience of years and the company/ Firm/agency named ..... was established in the year..... (Attach proof of establishment and running the Mess/canteen business).
2. I/We hereby agree provide mess/canteen service at NIT Goa as per the requirements of NIT Goa.
3. I / We hereby offer to supply Mess/canteen food at NIT Goa as indicated in the tender document. I/We accept to pay the maintenance fee given in Price Bid attached and agree to hold this offer open till 120 days from the date of opening of the Commercial/price Bid of tender.
4. I / We shall be bound by a communication of acceptance dispatched within the prescribed time.
5. I / We have understood the Instructions to the Bidders and Conditions of Contract and fully accept them.
6. I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I /we understand that my/our tender will be summarily rejected and disqualified and I /we am/are liable to be banned from doing business with NIT Goa and/or prosecuted.
7. I/we, hereby certify that all the information and data furnished by me with regard to this bid requirements are true and complete to the best of my knowledge. I have gone through the requirements, conditions and stipulations in details and agree to comply with the requirements and intent of specification.
8. I/we, further certify that my company meets all the conditions of qualification criteria laid down to take part in the bid.
9. I/we, further specifically certify that my company has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the three years.
10. I/we certify that our bid against tender notification No.: \_\_\_\_\_ dated: \_\_\_\_\_ does not amount to any breach of any Government guidelines. I further confirm that in the event of disclosure at a later stage that the same are not in line with any Government Guidelines and NIT GOA is put to any disadvantage or face cancellation of the tender or contract or any claim becomes substandard/untenable, the whole liabilities arising out of this shall lie squarely on us.
11. I/we, further certify that I am the duly authorized proprietor / representative of the agency /firm and competent to agree as above.
12. I/we, further certify that the EMD may be forfeited if I/we are not in position to accept/deliver the services after the award of PO as per the stipulated terms and conditions of the tender document.
13. I/we, further certify that I/we will submit the PBG/Performance Security with in the 15 days from the date of commencement of service.
14. I /We solemnly confirm that the facts stated above are true and nothing has been concealed.

Signature and stamp \_\_\_\_\_

Full Name of the Bidder \_\_\_\_\_

Address of the Bidder \_\_\_\_\_

E-mail Address \_\_\_\_\_ Contact No. \_\_\_\_\_

*Wade*

**ANNEXURE-F**

**EMD DETAILS**

I **Mr./Ms./Mrs.** \_\_\_\_\_ representing the firm \_\_\_\_\_ have attached the EMD with this bid in the form of Demand Draft/Bank Gurantee/As per the options available in Tender bearing no. \_\_\_\_\_ dated \_\_\_\_\_ for an amount of **Rs. 25,000/-** (**Twenty Five Thousand only**) from the \_\_\_\_\_ bank in favour of "The Director, NIT Goa Fees Account".

Signature and stamp \_\_\_\_\_

Full Name of the Bidder \_\_\_\_\_

Address of the Bidder \_\_\_\_\_

PIN \_\_\_\_\_ State \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

Contact No. \_\_\_\_\_

**ANNEXURE-G**

**Letter of Authority**

**(To be printed on the letter of the Firm or duly stamped by the Firm)**

To  
The Director  
NIT Goa

**Subject: Letter of Authority to sign and execute the tender on my behalf -reg**

Sir

I/ We Authorize Shri/Smt..... working  
as..... in (Name of the Firm)  
..... to sign the Tender Document  
No..... for the canteen Service at NIT  
Goa on our behalf. He /She is also authorized to conclude the tender or contact  
and take decisions whatever is necessary in connection with this tender

The specimen signature of Shri/Smt ..... (Name  
of the Authorized person) are given below and duly attested by me/us.

Specimen Signature of Shri/ Smt .....

1)

2)

3)

Attested by:

Signature/ Signatures:

Name of the proprietor of firm /company/ agency / partner/partners.

Rubber Stamp seal of the proprietor of firm /company/ agency /  
partner/partners

**ANNEXURE - H**  
**FORMAT FOR BANK ACCOUNT DETAILS OF THE BIDDER**

Name of the account holder (bidder)	
Complete address	
Contact number	
Email address	

**Bank Account Details**

Bank Name	
Branch name	
MICR Number	
Account Type	
Account Number	
IFSC Code of the Bank	

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the Institute responsible for this.

I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.

Seal and signature of the bidder.

Certification from the banker:

Certified that the particulars furnished above are correct as per our records.

Seal and signature of the authorized officer of the bank.

ANNEXURE - I

**Undertaking that the successful BIDDER agrees to give a Performance Security amounting to Rs. 50,000 in favor of "The Director, NIT Goa Fees Account".**

I/We ..... (Name) ..... the  
bidder/Propreitor/Partner/Partners) of ..... (Name  
of the firm/agency) do agree with the terms and conditions specified in  
the Tender Notification No. \_\_\_\_\_, date: \_\_\_\_\_, if I  
am/We are the successful bidder, I/We agree to provide a Performance  
Security amounting to Rs. 50,000/- as per Tender in favor of "The  
Director, NIT Goa Fees Account" and as intimated by the NIT Goa  
authorities.

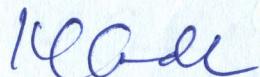
SIGNATURE OF  
Bidder/Proprietor/Partner/Partners  
NAME:  
DESIGNATION  
ADDRESS:  
DATE:

Seal of the Bidder's Firm

**Annexure J****LIST OF ITEMS AND PRICES**

As decided by the committee the following items will be allowed to be sold in canteens at the below mentioned prices i.e, inclusive of GST (each page need to be self-attested):

Sr. No.	Service	Price
1	Tea/Coffee	
	Tea(100ml)	10
	Special Tea (100ml)	15
	Coffee(100ml)	15
	Milk(200ml)	20
	Bournvita (200ml)	25
	Hot Chocolate milk(200ml)	25
	Hot Boost Milk(200ml)	25
	Hot Horlicks(200ml)	25
2	<b>Cold Drinks &amp; Ice-Creams and other packed items</b>	<b>MRP</b>
3	<b>Milk Shakes</b>	
	Any Milk Shake (200ml) (except banana)	30
	Cold Coffee (200ml)	30
	Banana Milk Shake (200ml)	25
4	<b>Sandwiches (Jambo Bread)</b>	
	Veg / Aloo / Egg Sandwich	30
	Chicken Sandwich	60
	Bread Butter	25
	Veg Cheese Grilled Sandwiches	50
5	<b>Snacks</b>	
	Vada Pav	15
	Samosa	15
6	<b>South Indian</b>	
	Medu Vada (02 Pieces)	20
	Idli Sambhar (04 Pieces)	30
	Masala Dosa	30
	Set Dosa (02 Numbers)	30
	Sadha Dosa	25
	Butter Masala Dosa	50
6	<b>Instant Noodles</b>	
	Maggi (to be fit completely in 250ml bowl)	25
	Cheese Maggi	40
	Egg Maggi	40
7	<b>Juice</b>	
	Mosambi(200ml)	30
	Pineapple (200ml)	30



	Orange (200ml)	30
	Lemon (200ml)	15
	Mango (200ml)	30
<b>8</b>	<b>Paratha (any 2 from below) (7inches diameter) with curd and pickle</b>	
	Aloo /Onion/Gobi/Palak/Mixveg	30
	paneer	40
<b>9</b>	<b>Egg items</b>	
	Boiled Egg	10
	Boiled egg fry(2 eggs)	30
	Omelet	20
	Double omelet	30
	Egg Bhurji (2 eggs)	50
<b>10</b>	<b>Other Items</b>	
	Hakka Noodles (veg/egg/chicken) (to be fit completely in 350ml bowl)	70
	Fried Rice (veg/egg/chicken) (to be fit completely in 350ml bowl)	60/65/70
	Dry Chilly Chicken (to be fit completely in 200ml bowl)	80
	Chicken kadai/masala	80
	Chicken lollypop (03 Piece)	75
	Plain Rice(1 plate)	20
	Dal Fry (to be fit completely in 350ml bowl)	40
	Dal Khichdi (to be fit completely in 350ml bowl)	50
	Paneer butter masala	70
	Veg Thali (02 Chapati/Roti +plain rice +dal +sabji + papad)	50
	Jeera Rice	40
	Puri Bhaji (04 Puri)	30
	Chicken Thali	80
	Veg. Thali	50
	Chicken Biriyani (3 Pieces) (to be fit completely in 350ml bowl)	80
	Dal Rice (to be fit completely in 350ml bowl)	30
	Pulav with Raita (to be fit completely in 350ml bowl)	60
	Curd (100 grams)	10
	Veg. Thali	50
	Chicken Biriyani (3 Pieces) (to be fit completely in 350ml bowl)	80
	Dal Rice (to be fit completely in 350ml bowl)	30
	Pulav with Raita (to be fit completely in 350ml bowl)	60
	Curd (100 grams)	10

The additional items can be sold with the approval of the Institute canteen committee at the mutually agreed prices.

**Annexure K**

**Check List for Submission of Documents along with Technical Bid to meet Qualification Criteria and Essential Conditions**

**Name and Complete Postal address of the Bidder with Firm/Company address, phone/Fax/Mobile number**

It is hereby certified that, I /we have uploaded the relevant documents as per the tender requirement in compliance with qualifying Criteria by checking 'yes" against each of them.

<b>Documents</b>	<b>Sl. No</b>	<b>Contents</b>	<b>Document Uploaded (Yes/No)</b>
	1.	EMD Rs 25,000/- in favour of " <b>The Director, NIT Goa Fees Account</b> " payable at Farmagudi, Ponda, Goa. In case of exemption from submission of EMD, attach certificate, EMD Details to be provided in <b>Annexure-F</b>	
	2.	Duly attested copies of valid Licences held by the bidder as on the date of Bid opening.	
	3.	Valid Trade License (Please Attach self-attested Xerox copy)	
	4.	Declaration of Bidder as per <b>ANNEXURE - E.</b>	
	5.	Bidder Information Form as per <b>ANNEXURE-A &amp; B.</b>	
	6.	Bidder Bank Details as per <b>ANNEXURE-H</b>	
	7.	Copy of the Partnership Deed if the bidder is a Partnership concern	
	8.	If the bidder is a company, attach self-attested Company incorporation Certificate along with the Article of Association and Memorandum of Association	
	9.	GST Certificate.	
	10.	Letter of Authority for the representative to sign and execute the tender as per <b>ANNEXURE - G.</b>	
	11.	Copies of the Audited Balance sheets, Profit & Loss A/c., Trade or Manufacturing A/c, and Income Tax Return Acknowledgement i.e., ITR MUST be attached, for the last three financial years to establish the Turnover of the bidder.	
	12.	Copies of Documents/work qualification certificates pertaining for such services provided in the Government Sector/PSU's/ Reputed Corporate Sector - <b>ANNEXURE - D</b>	
	13.	Affidavit on a non-judicial stamp paper of Value Rs. 100/- (Rupees one Hundred Only) that the Service Provider/Agency/Firm/Company has not been Blacklisted by the Government/PSU or Pvt. Sectors.	
	14.	Affidavit on a non-judicial stamp paper of Value Rs. 100/- to the effect that there is no vigilance/CBI case/Enquiry by any government Regulatory pending against the bidder/ firm/Service Provider	
	15.	Self-attested Copy of Income Tax Permanent Account Number (PAN	

	(Number)	
16.	Undertaking that the successful BIDDER agrees to give a Performance Security amounting to Rs. 50,000/- of the contract order value in favor of "The Director, NIT Goa Fee Account" as per <b>ANNEXURE -I</b>	
17.	Self-attested document {Trade Certificate with rent agreement copy (if the office is established on rent basis)} for having a permanent office for not less than 3 years.	
18.	Rate List for the items mentioned in <b>ANNEXURE - J</b> (should be duly signed by the bidder on every page)	
<b>Financial Bid</b>	19. Declaration for payment of highest maintenance charges to be submitted	

**The all essential documents are required to be submitted original once the service contract is awarded.**

*[Signature]*  
National Institute of Technology Goa  
Farmagudi, Ponda-Goa 403 401

**PRICE BID**

Sr. No.	Description	In Rupees (per month)
1	Monthly Maintenance Charges for running Canteen Services at NIT Goa ( <b>Remember Minimum Monthly Maintenance Charges is Rs. 10,000/-</b> )	
2	GST Charges @18% (in Rupees)	
3	Grand Total per month (in Rupees – Sr. No.1 + Sr. No. 2)	

**Note: Bidders please note that the price bid has to be submitted in the above format only.**