



**National Institute of Electronics and Information  
Technology (NIELIT) Chandigarh,  
(Permanent Campus, Birla Farms, Bada Phull, Rupnagar – 140001)**

**Ministry of Electronics and IT (MeitY), Government of India**

Tender Document for selection of Vendor to run  
cafeteria/canteen at Permanent Campus of NIELIT  
Chandigarh at Ropar

Reference No. NIELIT/CH/PUR-166/2019

## Table of Contents

<b>INVITATION AND SCHEDULE .....</b>	<b>3</b>
<b>ABOUT NIELIT.....</b>	<b>4</b>
<b>1. INSTRUCTIONS TO BIDDERS .....</b>	<b>5</b>
<b>1.1 Eligibility Criteria and Pre-Qualification Criteria .....</b>	<b>5</b>
<b>1.2 General Instructions .....</b>	<b>6</b>
<b>1.3 Security.....</b>	<b>6</b>
<b>1.4 Bid Submission .....</b>	<b>6</b>
<b>1.5 Bid Evaluation.....</b>	<b>7</b>
<b>2. GENERAL CONDITIONS OF CONTRACT .....</b>	<b>8</b>
<b>3. SCHEDULE OF REQUIREMENTS AND SPECIFICATIONS.....</b>	<b>11</b>
<b>5. CONTRACT FORM.....</b>	<b>15</b>
<b>ANNEXURE 1 - Tender Acceptance Letter.....</b>	<b>17</b>
<b>ANNEXURE 2 - Self-Declaration – Non Blacklisting.....</b>	<b>18</b>

### **INVITATION AND SCHEDULE**

NIELIT Chandigarh invites sealed bids in the prescribed format from eligible agencies for running cafeteria/canteen at Permanent Campus of NIELIT Chandigarh at Birla Farms, Bada Phull, Rupnagar. The schedule is as under:

S.N.	Particulars	Details
1.	Name and Address of Tender Inviting Authority	National Institute of Electronics and Information Technology (NIELIT), Chandigarh Permanent Campus: Birla Farms, Bada Phull, Rupnagar - 140001
2.	Tender Document Fee	Nil
3.	Bid Document Download Start Date & Time	3 <sup>rd</sup> January 2020 1800 hrs
4.	Closing Date & Time of Bid Submission	27 <sup>th</sup> January 2020 1500 Hrs
5.	Date & Time of Opening of Technical Bid	28 <sup>th</sup> January 2020 1500 Hrs
6.	Date & Time of Opening of Financial Bid	Will be intimated later to the technically qualified bidders on NIELIT website
7.	Website for downloading Tender Document, Corrigendum, Addendums etc.	<a href="http://www.nielit.gov.in/chandigarh">http://www.nielit.gov.in/chandigarh</a>
8.	Bid Validity	180 Days from the date of bid submission
9.	Contact Person for Queries	Sh. Amit Jain, Joint Director Mobile: 94173 79950 Email: amitjain@nielit.gov.in

**Disclaimer**

*This Tender is not an offer by NIELIT, but an invitation to receive offer from **Eligible Bidders**. No contractual obligation whatsoever shall arise from the tender process unless and until the offer is accepted and executed by duly authorized Officer of NIELIT Chandigarh with the vendor.*

**Director-in-charge  
NIELIT Chandigarh  
Permanent Campus, Ropar**

## ***ABOUT NIELIT***

**National Institute of Electronics and Information Technology (NIELIT)** is an Autonomous Scientific Society under the administrative control of Ministry of Electronics and Information Technology, Govt. of India. NIELIT was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communication Technologies (IECT).

NIELIT is engaged in carrying out Education & Training Programs - both in the Formal & Non-Formal sectors in the area of IECT. Its mandate includes development of Industry oriented quality education and training programs in the state-of-the-art areas, to establish standards and to be the country's premier institution for Examination and Certification in the field of IECT. It is also a National Examination Body, which accredits institutes/organizations for conducting courses in the Non-Formal Sector of Education in the field of IT and related areas.

NIELIT Centres are also imparting training in Short Term Courses in the areas of Information Technology, Electronics System Design & Manufacturing (ESDM), Maintenance Engineering, ITES-BPO etc. Besides the training activities, NIELIT Centres are offering consultancy services and undertaking software development projects in addition to Govt. sponsored projects in the area of Education & Training, R & D, etc

**NIELIT Chandigarh**, a premier institute of the northern region, was setup as "Regional Computer Centre" by the erstwhile Department of Electronics, Govt. of India in the year 1978 to promote the use of Information Technology and to provide IT education to various Government Organizations, Public Sector Undertakings and Autonomous Bodies of northern region. RCC upon merger with DOEACC Society, Department of Information Technology, Ministry of Communication and Information Technology, in the year 2002, was re-christened as DOEACC Society, Chandigarh Centre. The centre has now been renamed as NIELIT Chandigarh w.e.f. 10th Oct., 2011. NIELIT Chandigarh is a professionally managed centre with clear-cut strategies and aims at developing excellence in IECT and reaching out to masses for their skill development.

NIELIT Chandigarh has been imparting education and training in the field of Electronics and Information Technology in formal and non-formal sector. Students of various Engineering Colleges as well as employees of various Govt. departments, Defence personnel etc. have been undergoing training in various advanced courses. It has also been extending its services in various other fields of Electronics and Information Technology at national level.

**The permanent Campus of NIELIT Chandigarh is situated at Birla Farms, Bada Phull, Rupnagar (Punjab) – 140001.**

## 1. INSTRUCTIONS TO BIDDERS

### 1.1 Eligibility Criteria and Pre-Qualification Criteria

Bidders shall provide such evidence of their continued eligibility satisfactory to the tendering authority as per the "Eligibility & Pre-qualification criteria" mentioned in the bidding document and/ or as the tendering authority shall reasonably request. The Bidder must furnish self-attested copies of supporting documents along with **Contract Form** failing which the proposal shall not be considered.

S. No.	Eligibility & Pre-Qualification Criteria	Supporting documents	To be annexed as Annexure-
1.	Tender Acceptance Letter	On Applicant's Letter head as per format at <b>Annexure-1</b>	A
2.	Bidder must possess and submit a valid: i. Permanent Account Number (PAN) of Bidder ii. GST Registration Number	Valid copy of all the mentioned/ required Certificates / Documents.	B
3.	The bidder should not have been under sanction, cross-debarred, debarred in participating in any procurement activities in India by NIELIT or any State or Central Government or autonomous body/SPSUs/CPSUs/any other govt organisation or its undertakings.	Undertaking to this effect shall be submitted by the applicant on its letter head and on Stamp Paper as per <b>Annexure-2</b> .	C
4.	The bidder should have experience of running canteen/cafeteria in at least 1 (one) reputed institute/ organisation during the last 3 years as on 31st March-2019.	Reference, information and certificates from the respective clients certifying satisfactory performance & delivery and execution capability of the bidder. The documentary evidence in form of work/contract and client report must be enclosed which should indicate the deliverables, commissioning/ completion certificates, the scope of relevant assignments and duration of each contract.	D
5.	The Applicant should have an average annual turnover of at least Rs. 2 lakh during the last three financial years (2016-17, 2017-18, and 2018-19).	Copies of audited balance sheets certified by CA / Income Tax Returns of last three financial years (2016-17, 2017-18, and 2018-19).	E

## 1.2 General Instructions

- 1.2.1 Any subsequent corrigenda/clarifications related to this Tender Document will be published on the website of the Purchaser at [nielit.gov.in/Chandigarh](http://nielit.gov.in/Chandigarh). All such subsequent corrigenda/ clarifications shall be binding on the bidders.
- 1.2.2 The bidders are advised to study this Tender document carefully before submitting their bids in response to the bid Invitation. Submission of a bid in response to this invitation shall be deemed to be have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
- 1.2.3 The Bidder shall bear all costs associated with the preparation and submission of its bid and NIELIT will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bid process.
- 1.2.4 The Purchaser is not bound to accept any bids, and at its sole discretion reserves the right to annul the selection process at any time prior to the award of contract without assigning any reasons to the bidders whatsoever and without thereby incurring any liability to the bidders. The bids, and forms are strictly to be submitted as per specified formats.
- 1.2.5 In order to allow bidders a reasonable time to take the amendment(s) into account in preparing their bids, NIELIT, at its discretion, may extend the deadline for the submission of bids, and the extended date will be displayed on the website <http://www.nielit.gov.in/chandigarh>.

## 1.3 Security

- 1.3.1 Security Deposit of **Rs. 25000/-** will be submitted within a period of seven days of the date of award of contract which will be refunded after a period of 60 days beyond the date of completion of all contractual obligations.
- 1.3.2 The proceeds of the Security deposit shall be payable to the Purchaser as compensation for any loss resulting from the Bidder's failure to comply with its obligations under the Contract or as penalty if an expired product is sold, unbearable issue of bad hygiene is been reported, or any kind of unpleasant, offensive, immoral behavior is encountered by the working staff or head with the customers.

## 1.4 Bid Submission

- 1.4.1 **Documents required to be submitted with the quotation are as per Eligibility Criteria defined in Section 1.1.** Scanned copy of **Index of Documents** mandatorily required is also to be submitted. Bids without the specified documents are liable to be summarily rejected.
- 1.4.2 Contract Form along with supporting documents are to put and sealed in one envelope titled *Technical Bid* and Financial Quote (Price Schedule) is to be put and sealed in another envelope titled *Financial Bid*. Both these envelopes are to be put in a bigger envelope. Rates are **NOT** to be quoted in the *Technical Bid*.
- 1.4.3 **The bids must reach the NIELIT Chandigarh's Permanent Campus at Birla Farms, Bada Phull, Rupnagar – 140001 on or before the specified closing date and time.**
- 1.4.4 Bidders should ensure that there are no alterations / corrections in the prices/rates submitted by them.
- 1.4.5 **Clarifications on Bid submitted**  
During evaluation, the Purchaser may, at its discretion, ask the respondents for clarifications on their bids. The Bidders are required to respond within the time frame.

### 1.5 Bid Evaluation

The contract will be awarded on the basis of overall analysis of items listed in the Schedule of Requirements and Price Schedule alongwith the fulfilment of terms and conditions specified in the tender document. The overall work experience alongwith prices will be taken into consideration.

#### 1.5.1 Technical Evaluation:

Only pre-qualified bidders as per given Eligibility Criteria & Pre-Qualification Criteria will be evaluated as per marking scheme given as under:

Sr. No.		Description	Maximum Marks
1	Technical Evaluation	Past Experience in Catering (no. of contracts & duration, category, size of institute, etc.)	15
2		Past experience in Canteen Services to reputed Educational Institutions (no. of contracts & duration, category, size of institute, etc.)	15

#### 1.5.2 Price Based (Financial) Evaluation:

The Financial Bids of only those bidders who fulfil eligibility & prequalification criteria will be opened.

Sr. No.		Description	Maximum Marks
3	Price Based Evaluation	Price Based Evaluation to be arrived at from Price Schedule	70

All the food items have been divided into 7 sections (Section A - Section G). Each Section Carries 10 Marks. The summation of the price offered in each section from Section A to Section F will be taken into consideration and the L1 will be awarded with 10 marks, L2 will be awarded 8 Marks, L3 with 6 Marks, L4 with 4 Marks, L5 with 2 Marks, L6 and others with 0 Marks.

For Section G, the bidder offering maximum discount (D1) will be awarded 10 marks, D2 with 8 marks, D3 with 6 marks, D4 with 4 marks, D5 with 2 marks, D6 and others with 0 marks. Bidders offering no discount will be given 0 marks.

Total marks in all seven sections will be added to carry out Price Based Evaluation.

**The contract will be awarded to the qualified eligible bidder securing highest marks out of total 100 marks.**

## **2. GENERAL CONDITIONS OF CONTRACT**

### **2.1 Income Tax & GST Number**

Only Bidders who hold a valid PAN from Income Tax department and have GST Registration number shall bid. The PAN and the GST Registration Number should be quoted in the tender document without which the tender is liable to rejection.

### **2.2 Language**

- a) The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier/ Bidder and the Purchaser, shall be written in English and/or Hindi languages only or as specified in the special conditions of the contract.
- b) Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate and authenticated translation of the relevant passages in English language. Supporting material, which is not translated in English and/or Hindi, will not be considered for evaluation.
- c) For the purpose of evaluation and interpretation of the proposal, the English and/or Hindi language translation shall prevail.
- d) The Supplier/ Bidder shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

### **2.3 Notices**

- a) Any Notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the contract. The term "in writing" means communicated in written form with signatures. Faxes/emails shall be followed by written signed letter.
- b) A Notice shall be effective when delivered or on the Notice's effective date, whichever is later.

### **2.4 Applicable Law**

- a) The contract shall be interpreted in accordance with the laws of the Union of India and the Government of Punjab.
- b) Governing Law and Choice of Forum :
  - i. The laws of India shall govern this tender process. Any suit, action or proceeding shall be confined to the exclusive jurisdiction of Courts at district Rupnagar, Punjab.
  - ii. Any suit/legal action filed by any third party on account of the goods / services provided by the bidder against any item related/pertaining to order awarded to the successful bidder shall be settled by the bidder at its own cost. NIELIT will NOT be a party to the same.

### **2.5 Termination**

#### **a) Termination for Insolvency**

NIELIT may at any time terminate the Contract by giving Notice to the Contractor if the Contractor becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Contractor, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to NIELIT. Security in any form submitted by the bidder shall stand forfeited.

#### **b) Termination for Default**

- i. NIELIT may, without prejudice to any other remedy for breach of contract, by 15 (fifteen) days notice in writing of default sent to the successful Bidder, terminate the contract if the Bidder: -
  - a. has abandoned or repudiated the Contract; or



- b. has without valid reason failed to supply the goods/services as per the terms of this document; or
  - c. fails to deliver specified quality or any or all quantities of the goods/service within the time period specified in the contract, or any extension thereof granted by NIELIT; or
  - d. fails to perform any obligation under the contract within the specified period of delivery of service or any extension granted thereof; or
  - e. in the judgment of the Purchaser has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the contract; or
  - f. commits breach of any condition of the contract.
- ii. **If NIELIT terminates the contract in whole or in part then amount of security deposit will be forfeited.**
  - iii. No claim/compensation shall be payable by NIELIT as a result of such termination.
  - iv. The bidder shall have no claim to compensation for any loss sustained by him by reason of having entered into any commitment or made any advances on account of or with a view to the execution of order or on account of loss of expected profits.
  - v. The above shall be without prejudice to any other remedies/rights/claims etc. that may be available to NIELIT under the law.
- c) Termination for Convenience**
- i. NIELIT, by Notice sent to the successful Bidder, may cancel the order, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

## 2.6 Disputes and Arbitration

In the event of any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred (as per the Arbitration and Conciliation Act, 1996 of Government of India or any statutory modifications or re-enactment thereof) to the sole arbitrator to be appointed by the **Director, NIELIT** Chandigarh. The award of the arbitrator shall be final and binding on both the parties. The Rupnagar courts shall have jurisdiction for any disputes and the venue for arbitration shall be Rupnagar.

## 2.7 Reservation of Rights

NIELIT reserves the right to:

- a. Extend the Closing Date for submission of the bids
- b. Amend the tender requirements at any time prior to the Closing Date, provided that the amendment is displayed on NIELIT website [www.nielit.gov.in/chandigarh](http://www.nielit.gov.in/chandigarh).
- c. Seek information from the bidders on any issue at any time.
- d. Allow a Bidder to change its quotation if the same opportunity is given to all Bidders.
- e. To accept any bid not necessarily the lowest, reject any bid without assigning any reasons and accept bid for all or anyone options for which bid has been invited or distribute options to more than one bidder.
- f. Terminate or abandon this procedure or the entire project whether before or after the receipt of proposals.
- g. Seek the advice of external consultants to assist NIELIT in the evaluation or review of bids.
- h. Make enquiries of any person, company or organization to ascertain information regarding the Bidders and its bids.
- i. Reproduce for the purposes of this Procedure the whole or any portion of the bid despite any copyright or other intellectual property right that may subsist in the bid.

## **2.8 Force Majeure**

- a) Notwithstanding anything contained in the Bid Document, the bidder shall not be liable for forfeiture of security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.
- b) For purposes of this clause "Force Majeure" means an event beyond the control of the bidder and not involving the bidder's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, earth quakes, epidemics. The preventive measures for fire breakdown must be followed, otherwise will not be applicable here. The decision of NIELIT, regarding Force Majeure shall be final and binding on the Bidder.
- c) If a Force Majeure situation arises, the bidder shall promptly notify to NIELIT in writing, of such conditions and the cause thereof within 15 days of occurrence of such event. Unless otherwise directed by NIELIT in writing, the successful bidder shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- d) The work shall be resumed under the contract as soon as practicable after the happening (event) ceases to exist.

## **2.9 Conflict of Interest**

NIELIT considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations, and that such conflict of interest may contribute to or constitute a prohibited practice under NIELIT's Procurement Ethics.

In pursuance of NIELIT's Procurement Ethics requirement that bidders, suppliers, and contractors under contracts, observe the highest standard of ethics, NIELIT will take appropriate actions against the bidder, if it determines that a conflict of interest has flawed the integrity of any procurement process. Consequently, all Bidders found to have a conflict of interest shall be disqualified.

A Bidder may be considered to be in a conflict of interest with one or more parties in the bidding process if, including but not limited to:

- a) have controlling shareholders in common; or
- b) receive or have received any direct or indirect subsidy from any of them; or
- c) have the same legal representative for purposes of the Bid; or
- d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the tendering authority regarding this bidding process; or
- e) A Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which it is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one bid.

### 3. SCHEDULE OF REQUIREMENTS AND SPECIFICATIONS

To run canteen/cafeteria at Permanent Campus of NIELIT Chandigarh at **Birla Farms, Bada Phull, Rupnagar**. The contract will be initially for a period of one year, extendable for another year on satisfactory performance.

- 3.1 The License Fee will be Rs. 1,000/- (Rupees One Thousand only) per month to compensate the usage charges of Canteen premises. The contractor shall pay monthly licence fee in advance on or before 10<sup>th</sup> day of every month.
- 3.2 **The contractor shall be required to pay the electricity charges for the kitchen area allotted as per consumption.** The upkeep and switching off electricity when not required shall be responsibility of the agency.
- 3.3 The contractor should have understanding of the cafeteria content of work involved at the educational institutions/similar reputed institutions and the needs of students, faculty and officers/staff, before submitting bid.
- 3.4 NIELIT will provide sufficient tables and chairs at the cafeteria. However, NIELIT will not provide any equipment and utensils. The firm/agency/contractor shall arrange necessary utensils and equipment's at its own cost. The firm/agency is advised to visit the facility (premises) before submitting quotation.
- 3.5 The contractor shall not make any additions or alterations in the allotted premises without the prior permission of the Centre.
- 3.6 NIELIT shall have the right to review the working agreement from time to time. If at any time it is found that the contractor has failed to fulfil any of the conditions of this agreement or that the work is unsatisfactory, NIELIT may terminate the contract after giving 15 days notice, but no such notice will be necessary if the contract is terminated on grounds of serious misconduct or any other act as NIELIT may deem fit. No claim whatsoever in such circumstances will be entertained.
- 3.7 The mandatory service hours in the canteen shall be from 08.00 AM to 06.00 P.M daily. The mandatory service hours will be increased as 07:00 AM to 10:00 PM to cater to hostels once the residential programmes are launched. The mandatory timings may be modified later during the contract period by NIELIT if and when considered necessary.
- 3.8 The firm/ agency shall not use substandard serving materials. The contractor shall procure food articles and vegetables of good quality to the satisfaction of the NIELIT. Branded items must be **fssai / FPO / govt. food certifying authority** certified. Vendor must use good quality ISI marked equipment in the canteen. NIELIT shall have the right to change any brand of material used for cooking, provided the cost of the same does not exceed the cost of specified brand. The oil that remains from deep frying at the end of the day shall have to be destroyed and shall not be allowed to be reused for the purpose of cooking again.
- 3.9 Any complaint of soft/hard objects like hair, rope, plastic, cloth, stones / pebbles, glass pieces, nails, hard plastic, cooked Insects etc. in food will attract a penalty which can be imposed from Rs. 1000/- to Rs. 5,000/- per incident depending on the nature of the complaint.
- 3.10 Food poisoning shall invoke a hefty penalty beyond the limit of any fine mentioned above, along with cancellation of contract, possible blacklisting of the caterer and other appropriate legal recourse.
- 3.11 The Centre may close the cafeteria for a few days with a notice of one week. The closing duration will not be more than a week.

- 3.12 The contractor shall display the rates list and Terms and conditions of agency approved by the Institute authority conspicuously in the cafeteria stall and update accordingly. The size and weight including quality of the various items should be as approved by the Institute. New items can be introduced only with approval of the Institute authority. Quoted rates should be valid for a period of one year. The price of items should not exceed MRP.
- 3.13 The firm/agency/contractor shall not entertain any orders from outside or supply eatables outside NIELIT from the cafeteria.
- 3.14 Only cooking gas is to be used in the canteen for preparing hot drinks & cooking which is to be arranged by the firm/agency/contractor. Commercial gas cylinders are to be used.
- 3.15 The contractor will be responsible for the cleaning of the tables, chairs and dustbins and maintaining proper hygiene. The firm/agency will be responsible for maintaining cleanliness in the cafeteria at all times. All waste generated should be collected in separate bins.
- 3.16 If in any case, an expired product is sold, unbearable issue of bad hygiene is been reported, or any kind of unpleasant, offensive, immoral behavior is encountered by the working staff or head with the customers, it will be taken very seriously and after an official warning from the Competent Authority if any of things get repeated in future a fine or penalty will be imposed on the firm and if not paid will be deducted from their Security Deposit . This penalty amount can range upto Rs. 25,000/- and will be decided by the Competent Authority on the basis of proper proofs, complaints and severity of the misdeed performed.
- 3.17 Housekeeping of the common area will be done by the vendor at its own cost.
- 3.18 No child worker should be employed by the contractor to run the cafeteria and the agency should abide by labour & insurance laws.
- 3.19 The workers should maintain personal hygiene.
- 3.20 The staff should be able to speak Hindi and/or English.
- 3.21 The contractor and his staff will remain polite and well behaved with the students, staff and the guests of NIELIT. If it is found contrary, the contract can be terminated without any notice.
- 3.22 If in the opinion of the competent authority, the performance of any of the persons deployed is not satisfactory or he/she is not amenable to discipline or their behaviour is not conducive to retain them for the work, he/she should be replaced immediately.
- 3.23 The contractor will have to register all his employees who will be working in the cafeteria along with a copy of their photographs, residential details for clearance by the security. Temporary photo ID card will be issued to all his staff working in the cafeteria, which they should carry all the time at NIELIT premises.
- 3.24 No one will be granted permission to stay in the cafeteria during night or during non-functional hours.
- 3.25 Proper monitoring and safekeeping of items will be done by the contractor and NIELIT will not be responsible for any theft etc in the cafeteria.
- 3.26 Inspection of the Cafeteria shall be conducted by a team of experts/officials appointed by competent authority All damage /breakage, cleaning etc. noticed by this team will be set right by the firm/agency/contractor within ten days of inspection failing which NIELIT will carry out repairs/renovation works at the risk and cost of firm/agency/contractor and in case of non-payment same shall be recovered from the security deposit of the agency.

#### 4. PRICE SCHEDULE (to be submitted in separate envelope)

To be utilized by bidder for quoting their prices. As decided by the NIELIT Chandigarh, the following items will be allowed to be sold in canteen:

Sr. No. (A)	Item Description (B)	Serving Size (C)	Rate (Rs.) (D)
	<b>A. Drinks / Sweets</b>		
1.	Tea	150 ml	
2.	Coffee	150 ml	
3.	Cold Coffee	150 ml	
4.	Hot Milk	150 ml	
5.	Bournvita Milk	150 ml	
6.	Banana Shake	150 ml	
7.	Mango shake	150 ml	
8.	Green Tea	150 ml	
9.	Pastry	per piece - 100 gm	
10.	Gulab Jamun	per piece - 60 gm	
	<b>B. Snacks Veg</b>		
11.	Sandwich Half with chutney	Half	
12.	Sandwich full with chutney	Full	
13.	Paneer Patty with chutney		
14.	Aaloo Patty with chutney		
15.	Samosa with chutney	120 gm	
16.	Idli Sambhar with chutney	150 gm	
17.	Vada Sambhar with chutney	150 gm	
18.	Veg Maggi	Single	
19.	Plain Maggi	Single	
	<b>C. Snacks Non Veg</b>		
20.	Omelette	2 eggs	
21.	Bread Omelette	2 eggs+2 br. slices	
22.	Boiled egg	Single	
23.	Egg Maggi	Single	
24.	Chilli Chicken	6 pcs	
25.	Chicken Nuggets	6 pcs	
	<b>D. Lunch / Dinner Non Veg</b>		
26.	Chicken Curry+ Roti +Rice	3 pcs, 4 rotis, 200 gm rice	
27.	Chicken Curry+ Roti	3 pcs, 4 rotis	
28.	Chicken Curry + Rice	3pcs, 200 gm rice	
29.	Egg Curry(2 eggs) +Roti	2 eggs,4 Rotis	
30.	Egg Curry(2 eggs) + Rice	2 eggs, 200 gm rice	
31.	Egg Fried Rice (2 eggs)	2 eggs, 250 gm	

32.	Egg Bhurji	2 eggs	
	<b>E. Lunch / Dinner Veg</b>		
33.	Veg Thali (Rice + Roti + Paneer + Dal + Salad + Curd)	3 rotis	
34.	Deluxe Thali (Veg Thali + Seas. Veg + Sweet Dish)	3 rotis	
35.	Dal + Rice	300 gm	
36.	Rajma/Karhi + Rice	300 gm	
37.	Veg. Fried Rice	200 gm	
38.	Puri Bhaji	4 pcs - 250 gm	
39.	Chole Bhature	2 pcs	
40.	Dal	200 gm	
41.	Paneer Bhurji	200 gm	
42.	Kadhai Paneer	200 gm	
43.	Chilli Paneer	200 gm	
44.	Shahi Paneer	200 gm	
	<b>F. Roti / Paranthas</b>		
45.	Plain Paranthas	per piece - 100 gm	
46.	Aaloo Parantha	per piece - 150 gm	
47.	Paneer Parantha	per piece - 150 gm	
48.	Gobhi Parantha	per piece - 150 gm	
49.	Mix Veg Parantha	per piece - 150 gm	
50.	Onion Parantha	per piece - 150 gm	
51.	Plain Roti / Chapati	per piece - 100 gm	
52.	Butter Roti / Chapati	per piece - 100 gm	
	<b>G. Packed Items on MRP</b>		<b>Discount (%)</b>
53.	Packed Biscuit, Chips, Cookies, Namkeen, Packed Curd, Packaged Water, Beverages, Ice Cream	<b>fssai / FPO / Govt. certified Packs</b>	

**I undertake that:**

- (a) Quoted Rates are at par with the prevailing market rates and not more than the price usually charged for the above items from any private purchaser as well as Government purchaser.
- (b) All packed items will be as per MRP or less.

**Notes:**

1. More items can be added by NIELIT whenever required.
2. The rate should not be provided as a percentage figure. The Bidder must quote rate in absolute Indian Rupees.
3. The rate quoted will be valid till the entire duration of the contract.

Name of the Bidder: -  
 Authorized Signatory: -  
 Seal of the Organization: -

Date:  
 Place:

## 5. CONTRACT FORM

(Priced Bid)

*(On the letter head of the firm submitting the bid document)*

To

The Director  
National Institute of Electronics and Information Technology, Chandigarh  
Permanent Campus, Birla Farms, Bada Phull, Rupnagar – 140001

**Ref: Tender No.....Dated: .....**

Sir,

Having examined the bidding documents we, the undersigned, hereby submit the priced bid for running of cafeteria/canteen as per the schedule of requirements and in conformity with the said tender documents.

1. We hereby offer to supply the items at the prices and rates mentioned in the enclosed schedule of requirements as per the price schedule.
2. We do hereby undertake that, in the event of acceptance of our bid, the cafeteria/canteen shall be run as stipulated in the schedule of requirement and that we shall perform all the incidental services.
3. The prices quoted are inclusive of all charges net F.O.R NIELIT Chandigarh, Permanent Campus, Birla Farms, Bada Phull, Rupnagar - 140001. We enclose herewith the complete Price Bid (Price Schedule) as required by you.
4. We agree to abide by our offer for a period of 180 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.
5. We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to supply as per these terms and conditions.
6. We undertake to deposit the stipulated Security Deposit if the contract is awarded to us.
7. We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us; and
8. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/  
constituted attorney of sole proprietor,

**Or**

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney,

**Or**

A company and the person signing the bid document is the constituted attorney.

We do hereby undertake that, until a formal notification of award, this bid, together with NIELIT Chandigarh's written acceptance thereof, shall constitute a binding contract between us.

Name of Bidder : .....

Full Address : .....

.....

Telephone No : .....

Mobile No : .....

Fax No : .....

E-mail : .....

GST Registration No : .....

PAN No : .....

Dated this day of : .....

Signature of Authorised

Signatory : .....

Name and Designation

of Authorized Signatory : .....

Details of enclosures : .....

**Company Seal**



**ANNEXURE 1 - Tender Acceptance Letter****(TO BE GIVEN ON COMPANY LETTER HEAD)**

To,

The Director  
National Institute of Electronics & Information Technology, Chandigarh  
Permanent Campus, Birla Farms, Bada Phull,  
Rupnagar - 140001.

**Sub: Acceptance of Terms & Conditions of Tender.****Dear Sir,**

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the NIELIT Portal.
2. I/We hereby certify that I / we have read the entire terms and conditions of Tender document including all documents Annexure's, which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated, then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full security money deposit absolutely.

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Authorized Signatories

Seal

**ANNEXURE 2 - Self-Declaration – Non Blacklisting***(Duly attested by the Notary Public)**(To Be Submitted With Technical Bid)*

To

The Director  
National Institute of Electronics and Information Technology, Chandigarh  
Permanent Campus, Birla Farms, Bada Phull,  
Rupnagar - 140001.

Sir,

In response to this tender, I/ We hereby declare that presently our Company/ firm M/s \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt and /or fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm M/s \_\_\_\_\_ is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission and no Criminal Case is pending against the firm/employees.

If this declaration is found to be incorrect at any stage then without prejudice to any other action that may be taken, my/ our Earnest Money/ Security Deposit may be forfeited in full and the award of contract / Work Order may be cancelled.

Thanking you,

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Authorized Signatories****Seal**