

TENDER NOTICE

NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Temporary Campus-Govt. Polytechnic Srinagar Garhwal, Distt. Pauri Garhwal, Uttarakhand-246174

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Tender No. NITUK/Estt./Tender/2014/07

TENDER FOR “INSTITUTE CANTEEN”

Tender is invited from reputed Individual/firm/company/Agency for running Canteen at National Institute of Technology, Uttarakhand.

The Tender document along with terms & conditions is attached. A demand Draft of ₹500/- (Rupees Five Hundred Only) has to be attached with technical bid as a cost of tender. The Tender complete in all respect must be dropped in a Tender box placed at the office of NIT-Uttarakhand located at ITI Campus, Srinagar Garhwal on or before **24th July, 2014 upto 11:00 AM or should reach only by speed post to the office of NIT Uttarakhand on or before 23th July 2014 upto 6.00 PM**. Incomplete in any respect and conditional Tenders shall be summarily rejected. The Director, NIT-Uttarakhand reserves the right to reject any or all the Tenders without assigning any reason thereof.

Date: 03/07/2014

Director

Schedule of Tender

| S. No. | Details | Date | Time |
|--------|-----------------------------------|------------------------------|----------|
| 1 | Notification of Tender | 04/07/2014 | --- |
| 2 | Pre-Bid Conference | 15/07/2014 | 11:00 am |
| 3 | Last date of submission of Tender | 23/07/2014 (Speed post only) | 06:00 pm |
| | | 24/07/2014 (Tender Box) | 11:00 am |
| 4 | Opening of Tender document | 24/07/2014 | 02:00 pm |

INVITATION TO TENDER
(Non-Transferable)

Tender for "Running Institute Canteen" at National Institute of Technology, Uttarakhand.

Ref: Tender No. NITUK/Estt./2014/07

- 1) Sealed Tenders in the prescribed form are invited from the firms/ company / agency having relevant experience of "**Running Institute Canteen** ", in two bid system i.e.
 - I. Technical Bid
 - II. Price Bid
- 2) Tender documents can be downloaded from the Institute website www.nituk.com. Tenderer should attach cost of tender in the form of Demand Draft of ₹500/- (non-refundable) payable in favour of Director, NIT-Uttarakhand along with Technical Bid of the Tender Document.

The Completed Tender document is to be dropped in the **Tender Box kept in the office of NIT-Uttarakhand, ITI Campus, Srinagar (Garhwal) on or before 11:00 am on 24/07/2014 or should reach only by speed post to the office of NIT Uttarakhand on or before 23th July 2014 upto 6.00 PM.**

Tender will be opened at 02:00 pm on 24/07/2014. Parties or their authorized representative (in case of authorized representatives, proper authorization letter must be brought for verification) who have responded to the tenders may be present, if they so wish, at the time of opening of the bids.

However, in the event of any unforeseen circumstances, tender may be opened in a later date and the same would be intimated through Institute website www.nituk.com.

- 3) The completed tender in all respect is required to be submitted along with the E.M.D. of **₹10,000/- (Rupees Ten Thousand Only)** in the form of Demand Draft drawn in favour of **Director, NIT Uttarakhand** payable at **Srinagar Garhwal**. The EMD in the form of DD should be kept with the Technical Bid. Demand Drafts for cost of Tender and EMD shall be drawn separately. Bids without proper EMD shall be summarily rejected.

The EMD amount without interest will be returned to the unsuccessful Tenderer(s) within 30 days from the award of the Contract.

- 4) The Tender must be submitted in the prescribed formats only for technical bid and price bid together with its enclosures as asked for.
- 5) The Tenderer may, with prior appointment on any working day, may visit the Mess to get familiarized with the nature and scope of the work to be performed. The Tenderer may contact Superintendent (Establishment), NIT-Uttarakhand for this purpose on 09557750885.

By submitting the tender the Tenderer(s) shall be deemed to have fully familiarized himself/herself/themselves with all requisite conditions under which he/she/they are to perform all his/her/their obligations under the contract.

- 6) Tenders which are not submitted in the prescribed formats and/or without requisite documents and incomplete in any manner shall not be considered. Tenderer should submit the Tender duly signed on each page with the rubber-seal of the firm/company/agency indicating the status of the signatory.

Tender with additional or counter clauses/items and any additional conditions if incorporated, will be liable for rejection and Institute will not be bound to give any explanation for such rejections.

7) Sealing and Marking of Bids:

- (a) The Technical Bid (Annexure-IV) along with all the documents mentioned in the check list should be placed in one sealed envelope superscribed 'Technical Bid'.
 - (b) The Price Bid should be kept in a separate sealed envelope superscribed 'Price Bid' (Annexure-V).
 - (c) Both the envelopes should then be placed in one single, sealed envelope superscribed **'BID FOR RUNNING INSTITUTE CANTEEN'** and should be addressed to the Director, National Institute of Technology, Uttarakhand. The Tenderer's name, telephone number and complete mailing address should be indicated on the cover of the outer of each envelope.
 - (d) Both the inner envelopes superscribed Technical Bid and Price Bid should have the name and address of the Tenderer so that if required, they may be returned to the Tenderer without opening them.
 - (e) If the outer and inner envelopes are not sealed and marked as required, the Institute will assume no responsibility for the bid's misplacement or premature opening.
 - (f) If for any reason, it is found that the Technical Bid reveals the Price Bid related details in any manner whatsoever, or the Price Bid is placed in the envelope superscribed "Technical Bid", the Bid document will be summarily rejected in the first instance itself.
 - (g) Each page of the Tender Document must be signed by the Tenderer as a token of acceptance.
- 8) At any time prior to the deadline for submission of bids, the Institute may, if necessary, modify the Tender document by a written amendment. All prospective Tenderers will be notified of the amendment which will be binding. The amendments will be notified on the NIT-Uttarakhand website www.nituk.com.
- 9) A pre-bid conference will be held at 11:00 am on 15/07/2014 in the Conference Hall of ITI Campus, Srinagar (Garhwal) of NIT-Uttarakhand, which all the Tenderers are advised to attend.

Any doubt regarding the Tender document and the terms and conditions of the

contract may be clarified in the pre-bid conference.

- 10) The price bid must be furnished in the format enclosed as Annexure-V.
- 11) The price bid of only those Tenderers, who qualify in Technical Bid will be opened.
- 12) Price quoted should include all taxes payable by the Contractor. No tax will be reimbursed by the NIT, Uttarakhand separately.
- 13) Tenders shall be kept valid for at least a period of 90 (ninety) days from the date of opening.
- 14) The Authorities of NIT, Uttarakhand reserve the right to accept or reject any or all the offers or apportion of the work amongst the different Tenderers in any manner as they may choose without assigning any reason whatsoever and their decision shall be final and binding on all concerned.
- 15) In case of litigation, if any, and the cause of action shall be deemed to have been arisen in Pauri District only and the District Court of Pauri (Uttarakhand) shall have the jurisdiction for any such litigation.
- 16) The terms and conditions for running Institute canteen and the scope of work (Annexure-III) are attached.

**DIRECTOR
NIT, UTTARAKHAND**

Enclosures:

- 1) Annexure-I Check List
- 2) Annexure-II Terms & Conditions
- 3) Annexure-III Scope of Work
- 4) Annexure-IV Technical Bid
- 5) Annexure -V Price Bid

Check List

The Technical Bid shall be summarily rejected, if these documents are not attached.
Documents must be attached in following serial order only.

| S.No. | Particulars | Yes/No |
|-------|--|--------|
| 01. | Technical Bid (Annexure-IV) | |
| 02. | Demand Draft/Pay Order for ₹500/- (Rupees Five Hundred only) in favour of Director, NIT Uttarakhand as cost of Tender (Non-Refundable) | |
| 03. | Demand Draft/Pay Order for ₹10,000/- (Rupees Ten Thousand Only) in favour of Director, NIT Uttarakhand as EMD | |
| 04. | Copy of Registration letter of the firm/company/agency | |
| 05. | Copy of affidavit duly notarized or certificate issued by Competent Authority as a proof of proprietary (in case of Proprietorship firm). | |
| 06. | Copy of Shop and Establishment License for current year (as applicable) | |
| 07. | Copy of Food License (valid on the date of tender opening) | |
| 08. | Copies of work order of last 3 years. (i.e. similar work) | |
| 09. | Copy of appropriate PAN Card | |
| 10. | Copy of Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for last two financial years i.e. (if available) a) 2011-12 (corresponding Assessment year 2012-13) b) 2012-13 (corresponding Assessment year 2013-14) | |
| 11. | Copy of Registration with Service Tax/ Sales Tax/ VAT Department, (if available) | |
| 12. | Service Tax/ Sales Tax/ VAT Return for previous year (2012-13), (if available) | |
| 13. | Signed copy of the following Tender documents as a token of acceptance a) Copy of Tender Notice b) Copy of Invitation to Tender (all pages) c) Copy of Terms and Conditions (all pages) d) Copy of Scope of Work (all pages) | |
| 14. | Any other document as may be necessary in connection with the job tendered for, including certificate of experience and list of clients (with contact number and address) where presently services are provided | |

TENDER DOCUMENT FOR INSTITUTE CANTEEN

TERMS & CONDITIONS FOR RUNNING INSTITUTE CANTEEN

The tender will be evaluated on the basis of Tenderer's experience, executed contracts, contracts in hand, capacity to prepare regional food, managerial abilities and other relevant factors as considered appropriate by the Canteen Tender Committee.

If required, a team of officers of NIT, Uttarakhand may also check up the quality of food served etc. by the contractor at the place of his/her/their current contract of Institute canteen.

On behalf of the students of NIT, Uttarakhand the Institute Authorities is laying down the following terms and conditions which shall be binding on the contractor.

1. The Director of NIT Uttarakhand reserves the right to accept or reject any Tender or all Tenders without assigning any reason or reasons.
2. The Successful Tenderer shall start within next fifteen days **(by August 10, 2014)** of acceptance of offer given by the Institute. If the Successful tenderer fails to start the Canteen the earnest money will stand forfeited and next eligible Tenderer will be offered the contract.
3. The contract will be operative initially for a period of one year from the date of award, extendable by the Institute for another period of one year subject to satisfactory working, on the same terms and conditions.
4. The Successful Tenderer shall keep the NIT Canteen open during the timings 9.00am to 10.00pm both in Summer and Winter for students and staff and visitors of this Institute only.
5. The Successful Tenderer will make the arrangements for keeping all edibles in glass-covered showcases, free from flies and insects.
6. No responsibility will be taken by the Institute for credit sales/ losses or pilferage.
7. The NIT canteen shall not be closed on any day of the year without the prior written permission of the Institute.
8. The Successful Tenderer shall sale and serves only such items as are approved by the Institute.
9. The Successful Tenderer shall display the approved list of rates of approved edible items at the appropriate place in the canteen.
10. The Director or its authorized representative/Canteen committee member(s) may inspect the preparation from time to time and reject such preparations, which are not considered wholesome or hygienic without any compensation.
11. The crockery & other serving items should be of good quality as approved by the Committee.
12. The Successful Tenderer is bound to maintain cleanliness conditions in and around the canteen. No staff member of the Institute will be engaged for the purpose and it shall be entire responsibility of the Successful Tenderer.
13. The Successful Tenderer will pay necessary fee, taxes as applicable, according to the rates prescribed by the Government or any other Authority for running the Hostel, canteen directly to concerned Authorities.
14. In case of dispute arising between the Successful Tenderer and Institute the decision of the Director shall be final and binding on the Successful Tenderer.
15. The Successful Tenderer should be able to provide Tea Snacks/food arrangement for the meeting and also on Institute Functions on mutually agreed rates of Specified edibles if not covered under approved items.
16. The Successful Tenderer should have sufficient equipment & crockery and other items normally required in a Good NIT Canteen.
17. The Institute reserves the right not to allow the Successful Tenderer for the sale of a brand/make of item.

18. The Successful Tenderer should have sufficient utensils, crockery and other infrastructure to provide the service and Buffet Lunch/ Dinner/ Tea Party.
19. The Successful Tenderer should take all safety measures while running canteen.
20. The Tenderer will keep a First Aid Box.
21. It is the responsibility of the Successful Tenderer to get the Verification and antecedent of the employees, employed by the Successful Tenderer.
22. The Successful Tenderer is responsible for the safety of the manpower engaged by him.
23. The Successful Tenderer shall not deploy any minor to work in the canteen.
24. The items, which are not included in the List, these items will be sold on the rates mutually agreed by the Institute and the Successful Tenderer.
25. The Institute may constitute a Canteen Committee to Monitor and advice on the edibles to be served in the Institute canteen.
26. The Successful Tenderer shall not employ in the canteen any person suffering from any contagious or infectious disease.
27. The Successful Tenderer shall not sublet a part or whole of the premises to any other agency for any purpose what so-ever.
28. The Successful Tenderer shall be allowed to run movable trolleys in the Institute campus if required.
29. The Successful Tenderer shall not indulge himself in carrying out activities other than the purpose stipulated here under.
30. The Successful Tenderer shall keep the Licensor indemnified against any or all Claims for damages, which may be caused to any workman of the Licensee.
31. The Successful Tenderer shall provide identity cards to its employees approved by the Administration of the Institute and the expenditure born by the Successful Tenderer.
32. That upon the expiry of the period of this contract or upon termination of the License to run the Institute canteen, the Successful Tenderer shall wind up its business and vacate the entire licensed premises. In case he fails to vacant the licensed premises, the Institute reserve the right to remove his items at the contractor's risk & cost.
33. The Tenderer should sign all the pages of the Tender for each individual case.
34. In case of sale of expiry date edibles penalty of ₹2,000/- will be imposed.
35. **The Tenderer shall tea/ coffee and snacks in the Institute offices (both at ITI and Polytechnic campuses) as per the requirement.**
36. The items, which are not included in the List, these items will be sold on the rates mutually agreed by the Institute and the Successful Tenderer.
37. All the taxes will be paid by the Tenderer. The Institute will not pay anything.
38. Packaging should be of good quality & approved by the Canteen Committee. On packaged food & beverages discount will be on MRP.
39. The items mentioned in Annexure-III should be kept and sold mandatorily on the daily basis.
40. The Tenderer shall pay the electricity bill as per the actual consumption.
41. The price quoted in Annexure-V should not exceed than the maximum acceptable price mentioned in Annexure- III.
42. The Tenderer has to keep and maintain Microwave Oven, Refrigerator and Juicer.
43. **Sale of Cigarettes, Gutka & other toxicating items will not be permitted in the Canteen.**
44. The lowest bid will be determined by calculating the cost of items as mentioned below:

| Items | Egg Omelet with two bread slices | Tea | Coffee | Milk Shake | Fresh Juice | Veg Sandwich | Samosa | Bred Pakora | Noodles | Butter Toast | Idli | Medu wada | Xerox (Single Side) | Xerox (Double Side) | Xerox (Without pages) |
|-------|----------------------------------|-----|--------|------------|-------------|--------------|--------|-------------|---------|--------------|------|-----------|---------------------|---------------------|-----------------------|
| Qty. | 05 | 10 | 05 | 01 | 01 | 01 | 02 | 02 | 02 | 02 | 02 | 02 | 20 | 10 | 10 |

Legal Aspects

- i. All legal disputes shall be subject to Jurisdiction of Dist. Pauri Garhwal.
- ii. After award of the contract, the Contractor will enter into an agreement with the Institute for execution of this contract as per the prevalent rules and regulation of the Govt. This agreement will be executed on non-judicial stamp paper of appropriate value and the cost of stamp paper will be borne by the Contractor.
- iii. The Contractor shall indemnify and keep indemnified the Institute against all losses and claim for injuries or damages to any person or property whatsoever which may arise out of or in consequent of the execution of the contract against all claims, demands, proceedings, damages cost, charges and expenses whatsoever in this respect and also on account of acts of omission or/ and commission of the personnel deployed by the Contractor.
- iv. Any property/ fitting or fixture, if damaged by the supervisor or the labourers engaged by contractor, the cost as fixed by the Administration of the Institute shall be recovered from the Contractor's bill/Security deposit.
- v. In case of violation of any of the above condition, the Contract is liable to be terminated with immediate effect and shall be barred from future assignments.
- vi. Contractor shall be solely responsible in case of incidence/s of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the contractor as decided by the Canteen Authorities for such incidence/s.

45. Important Note-No Deviation Clause: Any deviation in terms and conditions or the form of price bid i.e. inclusion/exclusion of Taxes, levies, surcharges and additional heads for charges shall be discussed in Pre-Bid Conference. The Institute authorities shall modify the tender documents, if required in the light of the discussion.

However, any Bid Technical/Price stipulating additional conditions or deleting the conditions mentioned in the tender shall be summarily rejected.

* Note: Each envelope containing Technical Bid & Financial bids & both must bear the address of the Tenderer.

I have understood completely about this Tender document and the terms and conditions therein. I agree to sale the edibles on the rates mentioned in the Price Bid (Annexure-V). I have also understood that I have to maintain quality of edibles. Especially packaged for meeting the quality of edibles served should be at par Haldiram/Bikaner sweets.

**DIRECTOR
NIT, UTTARAKHAND**

Name of the Tenderer :

Address of Agency :

Signature of Tenderer with Seal of the Agency:

Scope of Work

1. The successful Tenderer should mandatorily keep and sell the items mentioned below to the students and staff on daily basis throughout the contact period. The number of students and staff is approximately 700. The Tenderer has to start the canteen by August 10, 2014.

| S. No. | Name of the Items | Quantity | Maximum acceptable price (Rs.) |
|--|-------------------|-----------------------------------|--------------------------------|
| Mandatory Eatable Items | | | |
| 1. | Egg-Omelet | Single egg with two bread slices* | 12 |
| 2. | Tea | 100 ml | 7 |
| 3. | Coffee | 100 ml | 12 |
| 4. | Milk Shake | 200 ml | 25 |
| 5. | Fresh Juice | 200 ml | 25 |
| 6. | Veg. Sandwich | 2 slices* | 10 |
| 7. | Samosa | 1 pc. | 7 |
| 8. | Bread Pakora | Two pieces of half slice* | 7 |
| 9. | Noodles | 1 plate (200 gms) | 20 |
| 10. | Butter toast | 2 pcs. | 10 |
| 11. | Idli | 2 pcs. | 30 |
| 12. | Medu Wada | 2 pcs. | 40 |
| 13. | Ice Cream | 1 pc. | 20 |
| 14. | Packed Juices | 2 pcs. | 20 |
| * Size of the slice must be of at least 3 inches x 3 inches. | | | |

Additional packed items and stationery items can be sold with the permission of the Institute authority at the rate equal to or at the cost of the MRP.

2. The successful Tenderer will have to provide Xeroxing/ Printing facility.

| S. No. | Name of the Items | Quantity | Maximum acceptable Price for 1 page xerox (₹) |
|--------|------------------------------|----------|---|
| 1. | Xerox/ Print (single side) | 01 | 1.5 |
| 2. | Xerox/ Print (double side) | 01 | 1.00 |
| 3. | Xerox/ Print (without paper) | 01 | 1.00 |

Note: The successful Tenderer has to make all the items available on daily basis. The Institute reserves the right to cancel the tender if any of the items mentioned in Annexure-III (Clause 1 & 2) are not provided.

Technical Bid

TENDER FOR “RUNNING INSTITUTE CANTEEN”

All the details must to be filled by the contractor and copy of the supporting relevant documents has to be enclosed in the serial order as mentioned hereunder.

| Part – I General Details | | |
|---------------------------------|---|--|
| 1. | Name of the Tenderer | |
| 2. | Address of the Tenderer | |
| | | |
| | | |
| 3. | * Demand Draft No. & Date for ₹500/- as cost of Tender, non-refundable. | |
| 4. | * Demand Draft No. & Date for ₹10,000/- as EMD. | |
| 5. | Contact/ Mobile Number of the Tenderer | |
| 6. | Type of Organization/ Enterprise (Sole Proprietary Firm /Partnership Firm/ Company/ Agency) | |
| 7. | Details of Shop and Establishment License for current year (as applicable). | |
| 8. | Details of Food License | |
| 9. | PAN Card No. | |
| 10. | Service Tax Registration No. | |
| 11. | Affidavit & Certificate | |

* Please write your name at the back of Demand Draft.

Undertaking

I hereby agree to provide and serve the items mentioned in ANNEXURE- III as per the rates quoted by me / negotiated as per the terms and conditions mentioned.

Date:

Place:

(Signature of the Tenderer)

Name: _____

Stamp

Price Bid

(To be sealed in a separate envelope)

Ref: Tender No. NITUK/Estt./2014/07
TENDER FOR "RUNNING INSTITUTE CANTEEN"

Name of the Contractor: _____

Address: _____

Telephone No. _____ Mobile No. _____

The quotations will be compared on the basis of rates quoted below against the number of items.

(Please quote your rate in the list)

| S. No. | Name of the Items | Amount quoted (Rs.) inclusive all taxes/levies etc. |
|--------------------------------|--|---|
| Mandatory Eatable Items | | |
| 1. | Egg-Omelet (Single egg with two bread slices) | |
| 2. | Tea (100ml) | |
| 3. | Coffee (100ml) | |
| 4. | Milk Shake (200ml) | |
| 5. | Fresh Juice (200ml) | |
| 6. | Veg. Sandwich (2 Slices) | |
| 7. | Samosa (1 pc.) | |
| 8. | Bread Pakora (2 pcs. Of half slice) | |
| 9. | Noodles (200gms) | |
| 10. | Butter toast (2 pcs.) | |
| 11. | Idli (2 pcs., 70-80gms) | |
| 12. | Medu Wada (2 pcs., 70-80gms) | |
| 13. | Total cost of 5 egg- Omelet+10 Tea+ 5 Coffee+1 Milk Shake+1 Fresh Juice+ 1 Sandwich+2 Samosa+2 Bread Pakora+ 2 Noodles+2 Butter toast+2 Idli+ 2 Medu Wada | |

Undertaking

I have understood the above and agree to provide the above edibles at the rates mentioned. All packed items shall be sold at the most at MRP.

Date:

Place:

Signature of Tenderer

Name _____

Stamp