



## National Institute of Food Technology Entrepreneurship and Management (NIFTEM)

An Institute of National Importance (INI) under Ministry of Food Processing Industries, GOI  
Plot No 97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District-Sonepat (Haryana)  
Phone No. 0130-2281057 Website: [www.niftem.ac.in](http://www.niftem.ac.in)

**Tender No. N/PuS/P/2023/7/03**

**Dated: 25.05.2023**

### **EXPRESSION OF INTEREST**

#### **SUBJECT: EMPANELMENT OF CATERING AGENCIES FOR OFFICIAL CATERING DURING VARIOUS PROGRAMMES CONDUCTED AT NIFTEM, KUNDLI, SONEPAT.**

National Institute of Food Technology Entrepreneurship and Management (NIFTEM) is a registered society and an autonomous organization under Section 3 of the UGC Act, 1956 and an Institute of National Importance under the Ministry of Food Processing Industries, GOI. NIFTEM functions as a centre for integrated education, research, enterprise incubation and outreach in area of Food Science, Food Technology & Business Management. NIFTEM has been set up on a 100-acre campus near Delhi Singhu Boarder at Kundli, Distt-Sonepat, and Haryana at a cost of approx Rs. 500 crores.

For and on behalf of **NIFTEM-K** inviting offline bids(Single) through e-publishing on CPP Portal & NIFTEM's website from interested agencies involved in catering services or similar business like mess services, restaurant, food business, etc. for empanelment of catering agencies for official catering during various programmes conducted at **NIFTEM, Kundli**.

#### **Critical Date Sheet**

S.N.	Particulars	Important Dates	Time
1.	Downloading/availability of EOI document	25.05.2023	11.00 PM
2.	Pre-bid queries	26.05.2023	11.30 AM
3.	Bid submission start date and time	27.05.2023	02.00 PM
4.	Last date & time for submission of sealed tender	31.05.2023	03.00 PM
5.	Bid Opening Date	01.06.2023	04.00 PM

Interested bidders may obtain copy of the EOI document along with details by downloading EOI document from <https://eprocure.gov.in/epublish/app> or NIFTEM website [www.niftem.ac.in](http://www.niftem.ac.in). The Pre-bid meeting will be held at NIFTEM, Kundli, Sonepat, Haryana. Corrigendum/addendum, if any, to these would only appear on <https://eprocure.gov.in/epublish/app> as well as [www.niftem.ac.in](http://www.niftem.ac.in) website.

Interested bidders may submit their interest along with supportive document in a sealed envelope and drop it to the Tender Box as kept at Reception of **NIFTEM, Kundli** on or before last date and time as indicated above. Tender should be addressed in the name of **Registrar, NIFTEM** and super scribed on envelope as "**EOI for Empanelment of Catering Agencies for official catering during various programmes conducted at NIFTEM, Kundli, Sonepat**". Any bid received after last date and time will not be accepted and rejected out rightly. NIFTEM reserves all rights to reject any or all of the bids in part or full without assigning any reason(s), at any stage of the allotment.

**(A) MANDATE OF NIFTEM:**

NIFTEM is working as - '**Sector Promotion Organization**' & '**Business Promotion Organization**' of the food processing sector. It is a prime academic institution and offer B.Tech, M.Tech and Ph.D programmes in the areas of Food Technology and Management. The Institute has been granted Deemed to be University status under De-novo category under Section 3 of the UGC Act, 1956.

Major **Objectives** of NIFTEM are –

- One Stop Solution Provider
- Skill & Entrepreneurship Development
- Facilitating business incubation services with its ultra modern pilot plant
- Conducting Frontier Area Research
- Developing world class managerial talent
- knowledge repository
- Upgradation of SME Clusters
- Promoting cooperation and networking.

**(B) SCOPE OF WORK:**

1. The Institute conduct various programmes like training/ seminar/ hands on training/ conference/ visits/ Food Festival/ Convocation/ VIP visits etc. and during these, Institute has required to ensure food arrangements for the participants and officials.
2. The arrangement of official catering more than 15-20 people shall be assigned to the empanelled agencies on roster basis by the Catering Officer or Officer I/c, IGH on the approved standard rates & menu.
3. The menu, rates, timing, location, dates etc shall be shared to the agencies for official catering arrangement during the programmes. In case of menu other than standard menu, the quotations shall be invited from email from the empanelled agencies with 3-5 days notice and the work will be awarded to L-1 agency.
4. Quantity and location shall be decided by the Institute as per requirement of the programme.
5. The standard menu and rates are prescribed for NIFTEM's programme, which includes the availability of water electricity, tables only for NIFTEM's programme, if conducted at IGH/Officer's Mess/VC residence, VC office or any other location but not at Cafeteria.
6. The standard rates are inclusive of table service for VIP's. Besides, no plastics & disposable items shall be used in any manner otherwise penalty shall be applicable, as decided by the Officer I/c concerned.
7. Food shall be cooked either in Shuddha Ghee or branded Refined Oil/ Mustard Oil, as directed. All spices and other ingredients/ products should be standard and branded. No expiry items shall be accepted in any manner, otherwise, penalty will be imposed. Only fresh cooked food shall be served

within 3 hours. Milk products, non veg items, egg, Vegetable etc should always be fresh and quality as far as possible.

8. The agency shall employ sufficient manpower for cooking, refilling, service and cleaning under their supervision for the fulfillment of the arrangements/ contract. All should be in uniform.
9. The Contractor shall employ only such persons as are declared medically fit as certified by the Govt. hospital. No such employee will be under the age of 18 years.
10. The agency has to arrange their own chullah, pots, utensils, gas, chef-n-dish, crockery & cutlery, etc. or other requirements during the programme.
11. The agency will be shared our standard menu of official catering with rates to conduct catering arrangements during official programmes (Annexure-I). Those agencies who are ready to provide their services on prescribed standard menu rates, may submit their consent with all documentary evidence to support their eligibility.
12. If catering arrangement is being made for any other Govt. Deptt, other than NIFTEM's official programme at NIFTEM premises, the Institute will charges 25% extra amount over & above the quoted rates/ prescribed rates on standard menu/prescribed menu from such Deptt as Institutional charges towards using infrastructure and other facilities but this will be not shared with the empanelled agencies.

**(C) TENDER PROCESSING FEE & EMD:**

Tender Fee of ₹ 590/- (Non-refundable) including GST @18% and EMD of ₹ 20,000/- are required to be submit along with required documents in the form of Demand Draft in favour of NIFTEM, payable at SBI Delhi. The tender fee as well as EMD will only be accepted in the form of Demand Draft only.

**MSME:** Agencies registered under MSME and having valid Udyam No. or startup in the similar business are exempted for submission of Tender fee and EMD but in case of successful bidder, they have to submit Performance Security @ ₹ 20,000/- in order safeguard the interest of Institute.

**(D) ELIGIBILITY CRITERIA:**

1. The agency should have at least 03 years experience of running Catering Business/Mess/Cafeteria/Food Outlet/ Canteen/ Restaurant or similar food business. In support, the copy of title deed or registration along with work orders/proof of working for last 03 years or satisfactory certificates should be attached.
2. The agency must have financially sound and capable to invest atleast ₹ 5.00 Lakh. Thus, agency should have bank balance of ₹ 5.00 Lakh at the time of filling EOI.
3. Annual financial turnover of the agency should not be less than ₹ 5.00 Lakh during last 03 financial years, ending 31<sup>st</sup> March, 2022 (F.Y. 2019-20, 2020-21 & 2021-22) in the field of catering business or similar field/work. Copies of Audited Balance Sheets, Profit & Loss Account Statements, ITR for last three F.Y. (2019-20, 2020-21 & 2021-22) should be attached thereof. In absence of balance sheets & ITR, the certificate issued by CA alongwith photocopy of bank passbook will be considered.
4. The agency may have valid FSSAI License and/or Quality Certificate for any site/location (not mandatory).

5. Undertaking that firm has not been blacklisted by Central or State Govt. during last 3 years.
6. The bidder may submit the proof of PAN, GST Registration, Bank details, etc.

**Caution:** All the bidders are specifically informed that while submitting tender, must ensure that signed documents as indicated in the tender documents are mandatory, otherwise tender will be similarly rejected and no second opportunity will be given to submit shortfall documents. In case of less bids, Institute has liberty to invite shortfall documents.

The agencies (registered with MSME /NSIC registration) willing to claim any relaxation/exemption in tender fee, Turnover and Experience, etc, must submit claim for the same alongwith support document for consideration, otherwise, the same will not be extended. The relaxation/exemption will only be given, if you are registered for **applied category** of item(s)/services, etc. Upload proper Udyog Adhar Certificate from both sides with specified validity and relevant service category. The bidders who are claiming relaxation/exemption are required to submit undertaking as per **Annexure-V**.

#### **(E) EVALUATION PROCEDURE & EMPANELMENT:**

The credentials/applications of bidders shall be evaluated based on eligibility criteria as laid down in the EOI by the Tender Evaluation Committee (TEC) on the basis of documents submitted by the bidders with the EOI. Since, only 08-10 agencies will be empanelled for catering services, hence, preference shall be given to those agencies, who have maximum experience and/or average annual turnover for last 03 years (2019-20, 2020-21 & 2021-22), will be empanelled with NIFTEM initially for a period of one year, which can be extended further for two more years on the same terms & conditions and on mutual consent. In case of extension beyond one year, the standard menu rate shall be enhanced appropriately upto 10%.

#### **Other Terms & Conditions**

1. **In case, after Pre-bid meeting (wherever applicable) any modification(s)/addition(s)/ deletion(s) or any alternation in the requirement(s)/ specification(s) etc is required, the same will be appended on the NIFTEM website- [www.niftem.ac.in](http://www.niftem.ac.in), therefore, all the bidders are advised to visit our website before filling/submitted their tenders. No separate advertisement/information will be published in this regard in the Newspapers.**
2. Acceptance of tender will be intimated to the successful bidder(s) through a letter of Award (LOA) duly signed by the authorized signatory of the institution.
3. **Conditional EOI will not be accepted.**
4. The Institute can ask any clarifications & documents at any stage depending upon the circumstances to ascertain quality of material.
5. All the documents attached with the technical bid should be properly tagged, numbered, signed and stamped by the competent authority.
6. The **EMD of successful/empanelled bidder shall be kept as Performance Security** and will be refunded/ returned to the agency after completion of satisfactory work without any interest. The performance security should also remain valid for a period of sixty days beyond the date of completion of all contract obligation of the supply including guarantee obligation.

7. In case, the successful bidder has not submitted EMD being MSME, they have to submit Performance Security of ₹ 20,000/- within 30 days from the date of award letter. The Performance Security will be retained during the entire period of contract and including the period of extended on site Guarantee as Security Deposit and will be returned after the satisfactory completion of the Guarantee period without interest.
8. The EMD of the unsuccessful bidder will be returned to them after completion of Technical Evaluation.
9. Tender without EMD & Tender Fee will be summarily rejected.
10. The EMD/performance security shall be forfeited in case:-
  1. If the Bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
  2. If the bidder having been notified of the acceptance of his tender by the Buyer during the period of its validity,
  3. If the Bidder fails to furnish the Performance Security for the due performance of the contract.
  4. If the Bidder fails to sign the agreement.
  5. Fails or refuse to execute the contract.
  6. Fails to respond to queries by the NIFTEM.
11. NIFTEM's officials can visit the work place of successful bidder and can review the progress of work and can instruct regarding quality aspect.
12. NIFTEM reserves the right to accept or reject any/all tenders without assigning any reason(s).
13. **Arbitration Clause:** That in case of any dispute between party of first part(NIFTEM) and the part of other party(Agency) arising out of or in relation to the agreement, the dispute shall be referred to Hon'ble Director for arbitration. The award of the said Arbitrator shall be binding upon both parties. The seat of the arbitration shall be at NIFTEM, Kundli, Sonapat.

**(F) PAYMENT:**

1. The payment will be made after completion of programme and on submission of duly verified bill from the concerned official.
2. Normally, advance will not be given for catering arrangements but if the arrangements for a longer period or more than 100 people, the advance can be considered subject to requirement and fulfilling the other terms and conditions as laid down in the GFR.
3. Counter conditions by the bidders shall not be acceptable.
4. Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practices, the tender of such firm will be rejected.

**(G) PENALTY CLAUSE:**

- 1) Work not done satisfactorily would be recorded and rejected for payment. Reasons for rejection would also be recorded (Cleanliness, sufficient staff, service quality, food quality & quantity, quality of raw material etc. are some of the parameters for evaluation). If any eatable of expiry date is found, penalty upto ₹ 2,000/- per incidence shall be imposed by the committee and all such material will be seized by the Institute. On three such occurrences the contract will be liable to be terminated.
- 2) Penalty shall be maximum upto ₹ 2,000/- per fault/unsatisfactory work to be decided by the Registrar as per the recommendations of the committee.

- 3) If the food quality is not up to the mark and/or insufficient quantity on inspection, that will invite written reminders from the committee. On three such reminders, the contract will be liable to be terminated.
- 4) No expiry items will be accepted in any manner. Only fresh cooked food shall be served. Milk products, non veg items, egg, Vegetable etc should always be fresh and quality as far as possible. In case of failure, heavy penalty will be imposed.
- 5) Periodic feedback will be taken from the users. Contractor has to take care of the suggestions/concerns of the users and should report the action-taken to the Institute.

**(H) WITHHOLDING OF PAYMENT:** This clause authorizes Institute to withhold payment till end when the agency fails in its contractual obligation. The standard text of this clause is as under:-

"In the event of the agency's failure to submit the Bonds, Guarantees and Documents, supply the deliverables etc. as specified in the Contract, the Institute may at his discretion, withhold any payment until the completion of the Contract".

**(I) RIGHT OF ACCEPTANCE OF OFFER:**

The institute reserves the right to accept partly or reject any offer without assigning any reason thereof. The institute does not pledge itself to accept the lowest or any other Bid and reserves to itself the right of acceptance of the whole or any part of the Bid or portion of the quality offered and the agency shall supplies the same at the rate quoted

**(J) FORCE MAJEURE:**

Should any force majeure circumstances arise, each of the contracting party shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 14 days of its occurrence informs in a written form the other party. Force majeure shall mean fires, floods, natural disasters or other acts such as war, turmoil, strikes, sabotage, explosions, and quarantine restriction beyond the control of either party.

**(K) PENALTY FOR USE OF UNDUE INFLUENCE:**

The Seller undertakes that he has not given, offered or promised to give, directly or indirectly any gift, consideration, reward, commission, fees brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or for borne to do any act in relation to the obtaining or execution of the Contract or any other Contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other Contract with the Government. Any breach of the aforesaid undertaking by the seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the seller) or the commission of any offers by the seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1988 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the seller and recover from the seller the amount of any loss arising from such cancellation. A decision of the buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller.

Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the seller towards

any officer/employee of the buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

**(L) RIGHT TO VARIATION CLAUSE:**

To take care of any change in the requirement during the period between issue of RFP and conclusion of contract, Buyer reserves the right to increase or decrease the quantity of the required deliverables by 50% without any change in the terms & conditions and prices quoted by the Seller. While concluding the contract, the quantity can be accordingly increased or decreased at the same terms of conditions.

**(M) NOTICE OF INSTITUTE:**

Subject to as otherwise provided in this Bid, all notices to be given on behalf of the Institute and all other actions to be taken on its behalf may be given or taken by the Registrar or any other official authorized by the Institute.

**(N) LIQUIDATED DAMAGES (LD):**

In the event of the seller's failure to submit the Bonds/Guarantees/ Documents or/and supply/perform the items/services as per Delivery schedule specified in the contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The buyer may also deduct LD to the sum of 0.5% of the contract price of the delayed/undelivered stores/ services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores/services.

**(O) CANCELLATION OF THE CONTRACT:**

NIFTEM shall have the right to terminate the Contract, arising out of finalization of this tender, in part or in full in any of the following cases :-

- a. The start of works is delayed for causes not attributable to Force Majeure for more than 08 hrs. after the scheduled date of delivery.
- b. When both parties mutually agree to terminate the contract.

**(P) MODIFICATION AND WITHDRAWAL OF BIDS:**

Bidder can modify their bid any number of times before bid submission closing date and time. Bidder can also withdraw their bid before bid submission closing date and time. Withdrawn is allowed only once in a tender. If a bidder withdraws his bid, he cannot participate in the particular tender again.

**Purchase related queries:**

Purchase Section, NIFTEM, Kundli

Phone No. - 0130-2281057

E-mail ID - [purchase.niftem@gmail.com](mailto:purchase.niftem@gmail.com)

**Queries:**

Assistant Registrar (Admin), NIFTEM, Kundli

Phone No. – 0130-2281060

Email ID – [skchandel@niftem.ac.in](mailto:skchandel@niftem.ac.in)

**Registrar, NIFTEM**

**NIFTEM'S STANDARD RATES/MENU FOR OFFICIAL CATERING**

S. N.	MEAL	MENU/ITEMS	Standards Rates
1	<b>MORNING TEA</b>	<ul style="list-style-type: none"> <li>• Coffee or Tea One Cup (Room/Hall/any other location)</li> </ul>	<b>15/-</b>
2	<b>BREAKFAST (BUFFET SYSTEM)</b>	<ul style="list-style-type: none"> <li>• Tea/ Coffee &amp; Juice and or Cold Drink</li> <li>• Bread (Any type)+ Jam + Butter or Paratha with curd or Idli &amp; Vada with Sambhar and Chutney or Upma or Poha or Chole Bhature or Cholley Kulche etc</li> <li>• Corn Flakes + Milk/ Sweet Dallia/Oats/boiled vegetable/Seasonal fruits</li> <li>• Eggs (Boiled, Scrambled etc)</li> <li>• (No Egg, if Chole Bhature is being served)</li> <li>• Potable water (200ml)</li> </ul> <p>Note: two different options(Fruits/any other option) shall be provided other than bread, butter, jam &amp; boiled egg/Omlet</p>	<b>100/-</b>
3	<b>VEG LUNCH OR DINNER (BUFFET SYSTEM)</b>	<ul style="list-style-type: none"> <li>• Rice/Pulao</li> <li>• Dal (Rajma, Masoor, Yellow, Malka, Makhani, Choley etc.)</li> <li>• Paneer (Kadai, Masala, Shahi etc.)</li> <li>• Dry Mixed vegetable (Aloo Gobhi, Bhindi Fry etc.)</li> <li>• Curd/Dahi Bhalla or Raita (Mix Veg, Fruit, Pineapple etc.)</li> <li>• Roti (Tawa, Tandoori, Naan, Lacchha Paratha etc.)</li> <li>• Sweets/Desert (Rasgulla, Gulab Jamun, Ice Cream etc.)</li> <li>• Salad, Achar &amp; Papad</li> <li>• Seasonal fruits in case of requirements</li> <li>• Potable water (200 ml)</li> </ul>	<b>250/-</b>
4	<b>NON-VEG LUNCH OR DINNER (BUFFET SYSTEM)</b>	<ul style="list-style-type: none"> <li>• Rice/Pulao</li> <li>• Chicken Item (Roasted, Kadai, Masala, Tawa etc.)</li> <li>• Dal (Rajma, Masoor, Yellow, Malka, Makhani Choley etc.)</li> <li>• Paneer (Kadai, Masala, Shahi etc.)</li> <li>• Dry Mixed vegetable (Aloo Gobhi, Bhindi Fry etc.)</li> <li>• Curd/Raita (Mix Veg, Fruit, Pineapple etc.)</li> <li>• Roti (Tawa, Nan, Tandoori, Laccha Paratha etc.)</li> <li>• Sweets/Desert (Rasgulla, Gulab Jamun, Ice Cream etc.)</li> <li>• Salad, Achar &amp; Papad</li> <li>• Potable water (200 ml)</li> </ul>	<b>275/-</b>
5	<b>NON-VEG LUNCH OR DINNER (MUTTON) (BUFFET SYSTEM)</b>	<ul style="list-style-type: none"> <li>• Rice/Pulao</li> <li>• Mutton Item (Rogan Josh, Kadai, Masala, Tawa etc.)</li> <li>• Dal (Rajma, Yellow, Masoor, Malka, Makhani, Choley etc.)</li> <li>• Paneer (Kadai, Masala, Shahi etc.)</li> <li>• Dry Mixed vegetable (Aloo Gobhi, Bhindi Fry etc.)</li> <li>• Curd/Raita (Mix Veg, Fruit, Pineapple etc.)</li> <li>• Roti (Tawa, Nan, Tandoori, Paratha etc.)</li> <li>• Sweets/Desert (Rasgulla, Gulab Jamun, Ice Cream etc.)</li> </ul>	<b>300/-</b>



		<ul style="list-style-type: none"> <li>• Salad, Achar &amp; Papad</li> <li>• Potable water (200 ml)</li> </ul>	
6	<b>HI- TEA (BUFFET SYSTEM)</b>	<ul style="list-style-type: none"> <li>• Tea &amp; coffee (150 ml)</li> <li>• Juices(250 ml)</li> <li>• Roasted Cashews/Roasted Almonds(Minimum 5 Pc)</li> <li>• Dhokla/Sandwich/Samosa/Paneer Pakoda/Pander Cutlet/ Veg Cutlet/Cheese Balls/Spring Roll</li> <li>• Cookies (Two varieties) (2-4 Nos)</li> <li>• Britannia Cake/Muffins etc(1 Nos)</li> <li>• Sweets/Desert (Rasgulla. Gulab Jamun, Kala Jam, Kaju Katli, etc.)(1 No)</li> <li>• Potable water (200 ml)</li> </ul> <p>Note: If all items are not provided, then proportionate deduction will be made.</p>	<b>100/-</b>
7	<b>TEA &amp; SNACKS (BUFFET SYSTEM)</b>	<ul style="list-style-type: none"> <li>• Tea &amp; Coffee(150 ml)/Juice/Colddrink (200 ml)</li> <li>• Cookies (two Varieties)(2-4 Pcs)</li> <li>• Samosa/ Paneer Pakoda/ Veg Cutlet/ Patties/ Kachouri/ Paneer Cutlet etc</li> </ul>	<b>50/-</b>
8	<b>TEA &amp; SNACKS (BUFFET SYSTEM)</b>	<ul style="list-style-type: none"> <li>• Tea / Coffee/Cold Drink</li> <li>• Cookies (Two Varieties) (1 pc each)</li> <li>• Chips/Kurkure etc</li> </ul>	<b>25/-</b>
9	<b>WORKING LUNCH VEG (PACKED /THALI)</b>	<ul style="list-style-type: none"> <li>• Dal</li> <li>• Rice</li> <li>• Paneer Dish</li> <li>• Seasonal Veg</li> <li>• Salad Achar &amp; Papad</li> <li>• Raita</li> <li>• Roti (04)</li> <li>• Sweet (01)</li> <li>• Potable water (100 ml)</li> </ul>	<b>150/-</b>
10	<b>ADDITIONAL ITEMS (PER NO/ PLATE, AS THE CASE MAY BE)</b>	Veg or Non-Veg Soup (Any type)	<b>50/-</b>
		Veg. Snacks/(French Fry, Spring Roll, Cheese Balls, Paneer Pakoura, Cutlet, Kabab or any other such items	<b>25/- per item/ per plate/ per person</b>
		Non Veg Snacks/Chicken/Fish (Nuggets/ Fried Fish/ Prans or any other such items )	<b>50/- per item/per plate/per person</b>
		Fruits (Banana/Apple/Graves etc)	<b>25/- per plate/per person</b>
		Sand witch/Burgers	<b>50/-</b>
		Pizza (Any variety)	<b>MRP</b>
		Supply of any kind of eatable packaged item available in the market	<b>MRP</b>
		Any other kind of Veg Dish	<b>50/-</b>
		Any other kind of Non-veg Dish	<b>75/-</b>

	Any kind of Pastry items (Minimum 50 gram each otherwise MRP rates)	<b>25/- per piece</b>
	Kaju Roll/Kaju Katli/Rasgulla/Sandesh/Khoya Burfi/Chenna Rasgulla/ Rasmalai/Rose cake/Roasted Chsew nut/Roasted Almond/Pista etc	<b>MRP</b>
	Any other item not indicated/covered under above	<b>MRP</b>
	Chips/Cold Drinks/Juices/Kaju/Namkeen/Sweets etc(If only supplies are made)	<b>MRP</b>

**Note:**

1. The quantity of requirement can increase/decrease as per local requirements.
2. GST shall be payable extra as per GST Council rates.
3. If agency is using infrastructure or manpower during the arrangements, 10% (lumpsum) shall be deducted from the bills of the agency towards using infrastructure, lights, furniture, AC, cleaning manpower, etc.
4. No other charges shall be payable towards transport, octorai, labour, taxes, hiring of utensils, crockery, cutlery, decoration, mineral water, chef-n-dish, burner, chullah, gas cylinder etc.
5. NIFTEM will not provide any other manpower and accommodation to the empanelled agencies while any programme. In case any accommodation is provided, the charges shall be applicable extra.
6. In case, NIFTEM's PNG is being used for cooking or any other purpose, ₹ 50/- per person/per plate shall be charges and deducted from the bills of the agency(ies).
7. No additional charges will be paid.
8. No plastics will be used while service.

## Tender Form (Technical Bid)

(To be submitted by the bidder on their letter head. All Columns should be filled in documents prescribed at Sl. No. 2 (a) of other term & conditions should be enclosed)

S. N.	Particulars	Details (must be filled by bidder)	Document Placed at
1	Name of Firm with address, mobile/phone no. & e-mail.		Page No.
2	Year of Incorporation of the agency (copy to be enclosed) along with the latest registered address of corporate office.		Page No.
3	The agency should have at least 03 years experience of running Catering Business/Mess/Cafeteria/ Canteen/ restaurant or similar business related to food business. In support, the copy of title deed or registration along with work orders/proof of working for last 03 years or satisfactory certificates should be attached.		Page No.
4	Annual financial turnover of the agency should not be less than ₹ 10.00 Lakh during last 03 financial years, ending 31 <sup>st</sup> March, 2022 (F.Y. 2019-20, 2020-21 & 2021-22) in the field of catering business or similar field/work. Copies of Audited Balance Sheets, Profit & Loss Account Statements, ITR for last three F.Y. (2019-20, 2020-21 & 2021-22) should be attached thereof.		Page No.
5	PAN & GST details		Page No.
6	Bank account details		Page No.
7	FSSAI License and/or Quality Certificate for any site/location.		Page No.
8	The Annexure No.-IV, an undertaking to declare that Bidder has not been black listed in India and abroad must be submitted on Non-judicial Stamp Paper of Rs. 100.		Page No.
9	Annexure- duly signed and stamped, if required.		Page No.

The above documents must be enclosed with proper pagination.

Signature .....

Name .....

Address .....

Mobile .....

Seal of firm .....

Dated;

**ACCEPTANCE OF THE BIDDERS**

Name of the Work.....

All the clauses of EOI document and terms and conditions enumerated in this form have been read by me/ us and are acceptable to me/ us.

**Name in Block letters** \_\_\_\_\_

**Name of the Agency** \_\_\_\_\_

**Address with stamp:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dated: -**

**Signature**

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**UNDERTAKING**

To,

**Registrar,**

**National Institute Of Food Technology Entrepreneurship and Management**

**Plot no 97, sector-56, HSIIDC Industrial Estate,**

**Kundli-131008,**

**District-Sonepat (Haryana)**

Sir,

- 1 I/we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the TENDER documents and undertake to comply with them.
2. It is further certified that our firm has not been blacklisted by any agency in India or abroad.

**Dated:**

**SIGNATURE OF THE BIDDER WITH SEAL**

**NAME OF THE BIDDER WITH ADDRESS**

Dated:

**Undertaking to Claim Exemption/Relaxation under MSME/NSIC/Start up**

**(to be submitted on Company Letter head with stamp)**

I am (.....) is Owner/Director of M/s.....registered with MSME/NSIC/Start Up Unit under.....category.

- 1) Firm Name :
- 2) Udhog Adhaar No :
- 3) NSIC No :
- 4) Year of Registration :
- 5) Category of Registration (Manufacture/Dealer/Supplier):
- 6) Turnover :

As per the benefits extended to MSEs registered with NSIC under single point registration scheme, we are entitled for:

- 1. Exemption in Tender Fee :
- 2. Exemption in EMD :
- 3. Relaxation in Turnover :  How much Relaxation required (please specify)
- 4. Relaxation in Experience :  How much Relaxation required (please specify)

**(Kindly tick the box(es) for the same)**

We are enclosing herewith relevant certificate and documents in support of our claim of exemption/relaxation of the same.

Signature of Authorized signatory .....  
Name: .....  
Designation: .....  
Stamp: .....

**(Note:** Undertaking must be submitted on company's letterhead duly signed and stamped)