



National Institute of Food Technology Entrepreneurship and Management

Deemed to be University (De-novo Category) under Section 3 of the UGC Act, 1956 and
An Autonomous Institution under Ministry of Food Processing Industries, GOI,
Plot No. 97, Sector-56, Phase ó IV, HSIIDC, Industrial Estate, Kundli-131028, Sonapat (Haryana)
Phone No. 130-2281020 Fax No. Fax No. 0130-2219772

Ref No: N/PuS/P/2021/17/26

Date: 30/11/2021

NOTICE INVITING E-TENDER (2nd Call)

For and on behalf of NIFTEM, online Tenders (Two Bid System) are invited through CPPP procurement website <http://eprocure.gov.in/eprocure/app> for following services at NIFTEM campus at Kundli, Sonapat (Haryana).

E-Tender No.	Name of the Works
NIFTEM/Tender/Pur/Cafe Tender/2020-21/	Online E-Tender For running of Cafeteria/03 Cafeteria Shops inside the Cafeteria in NIFTEM Campus

CRITICAL DATE SHEET

PARTICULARS	DATE	TIME
Issue / Publish/ Upload of Tender Documents	30-11-2021	6.00 PM
Pre-bid Meeting Date & Time at NIFTEM Bid Room	03-12-2021	11.00 AM
Bid submission Start Date & Time	06-12-2021	4.00 PM
Bid Submission End Date & Time	16-12-2021	2.00 PM
Technical Bid Opening Date & Time	17-12-2021	4.00 PM
Financial Bid Opening Date & Time	Will be communicated separately.	

TENDER FEE DETAILS

FEE PARTICULARS	AMOUNT
Tender Processing Fees (non-refundable)	Rs. 1000/- + GST @18%
Earnest Money Deposit (EMD)	Rs. 40000/- for single Cafeteria shop and Rs. 1,00,000/- for all 3 Cafeteria shops/Cafeteria

Interested bidders may submit online tender through www.eprocure.gov.in.

Intending bidders may obtain copy of the tender document containing commercial conditions along with details by downloading tender document from the website www.niftem.ac.in or www.eprocure.gov.in. The Pre-bid meeting will be held at NIFTEM to clarify doubts (if any), will be held as per above schedule, Corrigendum/addendum, if any, to these would be appear only on the www.niftem.ac.in or www.eprocure.gov.in website. NIFTEM reserves the right to reject any or all of the tenders in part or full without assigning any reason(s).

Registrar



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Date: 30/11/2021

TENDER FOR RUNNING OF CAFETERIA/CAFETERIA SHOPS

Sub: Online E-Tender For running of Cafeteria/03 Cafeteria Shops inside the Cafeteria in NIFTEM Campus Plot No. 97, Sector 56, HSIIDC, Industrial Estate, Kundli, Sonipat, Haryana 131028

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Corrigendum/addendum, if any, would appear only on CPP Portal i.e. www.eprocure.gov.in. NIFTEM reserves the right to reject any or all of the tenders in part or full without assigning any reason(s). In case of any query, please contact to Assistant Registrar(Admn) on Phone No. 0130-2281057/60 or on email purchase.niftem@gmail.com

REGISTRAR

INSTRUCTIONS FOR ONLINE BID SUBMISSION

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- a) Bidder has to go on Central Public Procurement Portal i.e. <https://eprocure.gov.in/eprocure/app> , then he has to enrol by clicking on the link ~~Online bidder Enrolment~~ and choose a unique username and password for his/her account.
- b) Bidder is advised to register his/her valid email address and mobile number as part of the registration process. These would be used for any communication from Central Public Procurement Portal.
- c) Upon enrolment, bidder has to register his/her valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any certifying authority recognized by CCA India (e.g. Sify/ncode/eMudhra etc.), with his/her profile.

Note: - Only one valid Digital Signature Certificate should be registered by a bidder. Bidder is also responsible to ensure that he/she does not lend his/her Digital Signature Certificate to other which may lead to misuse.

- d) After registration, Bidder can log in to the site through his/her USER ID/PASSWORD and the password of the Digital Signature Certificate/e-Token.

SEARCHING FOR TENDER DOCUMENTS.

- a) There are various search options built in the CPPP Portal to facilitate bidder to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value etc. There is also an option of advanced search for tenders, wherein bidder may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published.
- b) Once bidder has selected the tender he/she is interested in, he/she may download required documents / tender schedules. This tender can be moved to the respective ~~My Tenders~~ folder. This would enable the CPP Portal to intimate bidder through SMS / e-mail in case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help form the Helpdesk.

PREPARATION OF BIDS

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS/ RAR / DWF / JPG formats. Bid documents may be scanned with 100dpi with black and white option which helps in reducing size of scanned document.
- d) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, Annual reports, Auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- a) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time.
- b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- d) The details of Demand Draft, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission in time. Otherwise the uploaded bid will be rejected.
- e) The server time (which is displayed by the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- f) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers / bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- g)** The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- h)** Upon the successful and timely submission of bids (i.e. after clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- i)** The bid summary has to be printed and kept as an acknowledgment of the submission of the bid. This acknowledgment may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- a)** Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b)** Any queries relating to process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPPP Portal Helpdesk. Queries to be addressed to Shri Gaurav Gautam, Assistant Registrar/In-charge (Cafeteria) at 0130-2281076, Mobile No. 8860900513 or on the email gaurav@niftem.ac.in.

SECTION-II

EIGIBILITY CRITERIA

1. Bidder's annual financial turnover must be at least rupees 25 Lakh for those agencies who are quoting for complete Cafeteria and Rs.5.00 Lakh for a single Cafeteria shop for last three consecutive financial years ending 31st March, 2021.
2. The bidder must have a minimum three years of experience of running of Cafeteria/Canteen/ Food Outlet/RTE Food Shop/Restaurant/Brand Outlet or its franchise in Central University/IIT/IIMs/State University/Private University or any other Central/State Govt./PSU/Bank entity/organization or having 3 years experience to run Restaurant/food chain franchise.
3. Bidder should have experience in serving/catering of minimum strength of 200 or more people/students per day.
4. Income Tax Return and Balance sheet for last 3 years or duly signed certificate from authorised Chartered Accountant with a copy balance sheet.
5. Copy of Bank Accounts details for last six months
6. The agency should have Registration, GST Registration, PF Registration, ESI Registration etc to run business.
7. Agency must have at least FSSAI Certifications for present business(es) in the name of firm/individual.
8. Any agency which was served show cause notice or blacklisting notice by any organisation or found defaulter in submission of license fee/maintenance charges before the closing date, are not eligible to apply and their bid will be rejected outrightly without affording any further opportunity. This will applicable to NIFTEM's vendors also.

SECTION-III

DOCUMENTS FOR ONLINE BID SUBMISSION

Bidders must submit following documents on CPP Portal while submitting bid:-

- i. Scan copy of Demand Draft of Tender Fee of Rs.1000/- + GST @ 18% drawn in favor of NIFTEM and payable at New Delhi will be uploaded online and hard copy of the same to be submitted at NIFTEM.
- ii. Demand Draft of EMD of Rs. 40000/-(single shop) or Rs.100000/-(full cafeteria) as the case may be, drawn in favor of NIFTEM and payable at Kundli will be uploaded online and hard copy of the same to be submitted at NIFTEM.
- iii. Proof of Permanent Address.
- iv. Proof of Identity (Aadhar/PAN/Voter-Id).

- v. Certificate of "Good Moral and No Criminal Records" issued by local Police/MP/MLA/Corporate/serving Gazetted Officers.
- vi. Authorized Bank Account details which are Bank Name, Bank Account Number, IFSC Code, MICR No. and Bank Branch Name with Address.
- vii. Copy of Memorandum of Association (MOA) and Article of Association (AOA).
- viii. Copies of Income Tax Return, Balance Sheet and Profit & Loss Account attested by Chartered Accountant for last three financial years ending 31st March, 2021.
- ix. Copy of FSSAI Certificate/GST Registration/PF Registration/ESI Registration etc.
- x. Completely signed, stamped and filled up Tender Documents of Technical Bid which are Tender-Form (Annexure-1), Tender Conditions Acceptance-Form (Annexure-2), Permissible Brand of Consumables-Form (Annexure-3), Cafeteria Tentative Menu-Form (Annexure-4), Undertaking for Non Blacklist-Form (Annexure-5), Bank Guarantee for Performance cum Warranty-Form (Annexure-6) and List of Client for last Three years (2016, 2017 & 2018)-Form (Annexure-7), Rate card for Official arrangements (Annexure-8) and Financial bid (Annexure-9).

SECTION-IV

TERMS AND CONDITIONS

1. The successful Tenderer (hereinafter called as the Contractor) shall be required to execute a contract on a non judicial stamp paper of Rs 100/- with the Institute.
2. The initial period of contract will be for a period of two year which may further be extended upto three years on year to year on the basis of their performance and mutual consent. In case of extension beyond initial contract, the license fee shall be increased by 5-10% each year on the recommendation of DSW/Committee.
3. Bidders either can bid for running of complete Cafeteria or a single shop as per their requirement. In case of bidding for single shop, monthly rates of license fee shall be as Rs. 2500/- for first shop (28.5 Sq. Mtrs.)(Left to right), Rs. 4000/- for 2nd No Shops and Rs. 5000/- for 3 (42.7 Sq.Mtrs. each) or Rs.10000/- for complete Cafeteria (all 3 shops). GST and Electricity charges shall be payable extra. The charges are including of one store room to each shop and extra kitchen area for Shop No. 3.
4. Exemption from payment of EMD shall be given to only those organization/agencies which are recognized by Department of Industrial Policy and Promotion or Micro & Small enterprises (MSEs) as defined in MSME Procurement Policy issued by department of Micro, Small & Medium Enterprises (MSMEs) in applying category. The agency has to claim exemptions with relevant certificates otherwise it will not be extended. However, Security deposit equivalent to EMD will be exempted in case of award of work.
5. The Contractor shall be required to furnish a Security at the time of signing of the agreement for an amount of Rs. 1.00 Lakh for complete Cafeteria and Rs.40000/-for single shop in the form of an account payee DD from SBI in favour of "NIFTEM" and payable at Kundli or BG, as the case may be. Failure to furnish Security by the Contractor shall constitute sufficient grounds for the cancellation of work with forfeiture of EMD.

6. The Security shall be kept with the Institute and it shall be refundable without interest upon termination of agreement. However, if during the agreement, the contractor withdraws his services and/ or fails to discharge his services according to terms & conditions of the agreement, the said security shall be forfeited.
7. The Contractor shall also pay the following sums to the Institute.

S.No.	Head	Amount(in Rs)
1.	License Fee	by 7 th of every month and thereafter penalty @ 2% per month shall be charged on due amount. In case defaulter more than 3 months, the license will be cancelled and outstanding amount will be adjusted from Security otherwise forfeited.
2.	Electricity Charges	on actual basis (meter reading) (by 7 th of every month), EB and DB backup charges also on actual basis.
3.	Gas Pipe Connection (if used)	This will be payable to PNG Gas provider directly.

8. The Cafeteria shall be kept open on all working days throughout the duration of the agreement. The timings shall be from 8.00 a.m. to 8.30 p.m. The contractor may be asked to provide skeleton services beyond working hours.
9. The Contractor may be asked to open the cafeteria on Sunday(s) and gazetted holiday(s) as per the requirements of the Institute.
10. The Contractor may also be asked to close the cafeteria temporarily even on working day(s).
11. The Contractor shall maintain punctuality in providing the services.
12. The Contractor shall provide services to all the members of the Institute Staff in the Staff Room/Offices/Library/Departments etc.
13. The Contractor shall provide certain items, out of approved ones, on regular basis in consultation with the Cafeteria Committee. The Contractor shall not be allowed to add any item other than finalized at the time of signing this agreement. However, if he desires to add any item in the list, he must have to seek the permission of the Institute for the item and its rate as well.
14. The rate of each item as approved by the Institute shall be applicable during the period of agreement. The Contractor shall display approved Rate List and menu conspicuously in/outside the cafeteria premises. No rate will be revised without the approval of the Institute. The menu of the day shall be displayed in the dining hall from morning.
15. The Contractor shall not charge prices more than the approved prices for each item. He/she shall not sell items on credit. If he/she sells, then it will be at his own risk.
16. The contractor shall be required to make special arrangement for breakfast/lunch/dinner for the academic, extracurricular activities and/or other activities organized by the Institute.
17. The Contractor shall comply with rules, regulations and byelaws laid down by Central/State Health Authorities relating to preparation and supply of food items, beverages etc.
18. All materials used by the Contractor for preparation of food items, eatables, beverages, etc. shall adhere strictly to the standards as prescribed by the FSSAI and of wholesome quality.

19. The Institute shall have the right to reject any or all of the food items and beverages etc. which in the opinion of the Institute are not of standard quality. The Contractor will immediately make good any loss of items rejected which may arise on this account. Sub-standard items are to be destroyed immediately.
20. The Contractor shall be responsible for all costs and/or damages claimed by the consumers due to ill effects of food items, beverages etc. served in the cafeteria.
21. The Contractor shall obtain certificate/License from concerned authority for running the cafeteria in Institute premises.
22. The Contractor shall fulfill all the obligations arising out of the contract himself and shall not enter into any sub-contract for running the Institute Cafeteria in any manner whatsoever. Violation of this clause shall constitute sufficient grounds for the annulment of the award and forfeiture of Security.
23. The cafeteria hall and its furniture shall be provided by the Institute. Expenses for Air conditioning inside the dining hall shall be borne by the Institute. The contractor shall not make any changes in the existing structure/space. The access to the space allotted to him will be as per the conditions and in the mode as prescribed and regulated by the Institute from time to time. The Institute reserves the right to inspect the premises allotted to him at any time.
24. The Contractor has to ensure that Cafeteria Premises is used only for the purpose of running the Cafeteria services by himself/herself and/or his/her staff and not for any other purpose whatsoever. He/she shall not be authorized for any kind of sub-letting the premises in any manner. Violation of this clause shall constitute sufficient grounds for the annulment of the award and forfeiture of Security.
25. The contractor shall ensure that the cafeteria premises shall not be used to provide catering service to outsiders or any other commercial purposes outside the Institute.
26. The Contractor shall arrange all equipments like cooking stove, cooking gas cylinders (as per his requirement), refrigerator, juice machine boilers ,utensils, crockery and items of similar nature of good quality at his own cost . He shall maintain the said items in a proper and hygienic conditions for due discharge of obligations in respect of running of cafeteria.
27. The Contractor shall also arrange almirahs/racks required for storage of food stock/materials. He/she shall store them in a neat, tidy and hygienic manner. The Institute will not be responsible for any loss or damage done or caused to its stock/materials, etc., on account of theft or any other reason whatsoever.
28. The Contractor shall be responsible for maintenance and up keep / cleanliness of cafeteria premises (including furniture, fixtures, and other equipments) and its surroundings to the satisfaction of the Institute at his own cost and expenses. He/she shall also be responsible for the safe and hygienic disposal of the cafeteria waste.
29. The Contractor shall be fully responsible for replacements or repairs of the furniture, fixtures or equipments etc. in case of any breakage or loss and/or damage to them arising out of negligent handling by him/any of his employee(s).
30. The Contractor shall observe and abide by all fire, safety and security regulations of the concerned local authorities and/or of the Institute.
31. The Contractor shall allow and facilitate the Institute Authorities/Cafeteria Committee Member(s) to inspect cafeteria related to hygiene or otherwise - premises, arrangements for preparation and service of food items etc. He/she shall follow directions given by them for smooth running of the cafeteria.
32. The Contractor shall employ sufficient and competent staff under his/her supervision for the

fulfilment of the obligations under this agreement at his/her own cost, If applicable, he/she himself/herself shall be responsible to pay to his employees, the minimum wages and /or other statutory payments like bonus/EPF etc as per the relevant laws/ Acts as amended from time to time.

33. 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. All employee must have gone through police verification. Documentary evidence will be provided by the Contractor to the Institute.
34. The Contractor shall provide complete list of workers he engages alongwith their residential address, photograph and other details to the Institute.
35. The Caterer shall provide appropriate ID cards to the staff.
36. The Contractor shall ensure that only authorized employees remain in the premises beyond normal working hours / night with specific approval of Institute Authorities.
37. The Contractor shall provide employees with proper uniforms& identity cards. His employees and workers shall at all times be neatly and properly dressed in uniforms and shall wear identity cards provided to them.
38. The Institute shall never be treated as the employer of these employees and shall not be concerned with the terms and conditions of their employment.
39. The Contractor shall also be fully responsible for payment of any compensation etc. in case of any injury/casualty or mishap to any of his employees during cafeteria working hours.
40. The Contractor shall obtain license under the Contract Labour Law as applicable form time to time and all other requisite licences at his own cost from the Appropriate Authorities. He shall comply with the terms and conditions of the license(s) and all other relevant and necessary provisions of the Contract Labour Act and the Rules framed thereunder and all such other provisions of laws in any enactment or otherwise laid down by any authority from time to time, it being clearly understood and agreed upon that the entire responsibility for compliance thereof shall always be of the Contractor.
41. The Contractor shall, at all times, ensure disciplined decent and courteous behavior by his employees while they remain in premises of the Institute. He shall be responsible and liable for all acts, deeds, misdeeds and conduct of his employees.
42. In case any of the employees of the Contractor indulges in any act of indiscipline, misbehavior or slogan shouting or indulges in violent act(s) or abets others in doing so, at the Institute premises then such employee shall be subject to the discipline of the Institute. The Contractor shall also be required to fully indemnify the Institute from any loss, damage or consequence arising out of his acts, deeds, misdeeds or conduct.
43. Smoking and consumption of alcohol by any of the staff in the Institute premises is strictly prohibited.
44. The Contractor shall ensure that none of his/her staff is involved in any illegal activity such as sale/supply of drugs and other prohibited items.
45. The Contractor shall not keep / sell items like tobacco & other health hazard products.
46. The Contractor shall at all times keep the Institute effectively indemnified against all actions, suits, proceedings, costs, damages, charges, claims and demands in any way arising due to anything done or omitted to be done by the staff of Contractor.
47. The Contractor must comply with the GST rules and shall be wholly responsible for payment of any and all taxes, duties ,Cess under various Acts, Rules, Orders, and Notifications etc, issued and as amended from time to time by the Central or State Governments or any Local authority or Body. The Institute shall not be liable to pay such taxes, rates, duties etc., whether existing or which may

accrue in future for the period of contract.

48. Notwithstanding anything contained herein, the Institute shall have the right to terminate the agreement by giving one month's notice in writing to the Contractor without assigning any reason thereof.
49. In the event of the Contractor committing a breach of any of the terms and conditions of this Agreement, the Institute shall be entitled to either impose a penalty of Rs. 1,000/- per violation or terminate this Agreement immediately without notice and without assigning any reasons thereof and shall have the right to forfeit the security.
50. The Institute can also terminate the Agreement immediately on the occurrence of any event which, in the exclusive opinion of the Institute, necessitates the termination of this Agreement forthwith with or without forfeiture of security.
51. On expiry / Termination of the tenure of the agreement NO DUES CERTIFICATE must be submitted for **Institute Office/Accounts Section**.
52. On the Expiry / Termination of this Agreement, the Contractor shall stop functioning and hand over the vacant possession of the cafeteria premises peacefully together with furniture, fixtures and equipments etc as provided by the Institute in good condition to the Institute. His/her occupation of the premises after such termination will be deemed to be that of a trespasser and he shall be liable to pay damages.
53. On the Termination/Expiry of this Agreement, the Institute Authorities shall forfeit/refund the security in full or part (after adjusting any dues, if pending) to the Contractor without interest.
54. In case of any dispute arising out of the interpretation of the terms and conditions of the agreement, the decision of the Registrar of the Institute shall be final and binding.
55. Any amendment to this agreement shall not be valid and binding on the parties unless it is made in writing and signed by both the parties.
56. The contractor shall have to maintain sufficient and separate dustbins (i.e. in Blue and green colour) for non-biodegradable and biodegradable wastes.
57. In case of any dispute between Bidder and NIFTEM, arising out of or in relation to the agreement, the dispute shall be referred to arbitration of a sole arbitrator to be appointed by the Hon'ble Vice Chancellor, NIFTEM. The award of the said arbitrator shall be binding on both parties. The seat of the arbitration shall be at Sonapat & Haryana territory.
58. In addition to above, other terms & conditions, which have not been mentioned in the Tender, can be added and the same will be mentioned in the award of work. If Bidder is not agreed with any terms which have been included on later date then he/she may communicate in writing before accepting the offer. After acceptance no protest will be considered.

ABOUT SUBMISSION OF TENDER**EARNEST MONEY DEPOSIT (EMD) & TENDER FEE**

Earnest money of Rs. 40000/- (Single shop) and Rs.100000/- (Rupees. one lakh only) for complete cafeteria and Tender fee amounting of Rs. 1180/- including GST @ 18% in the shape of separate Demand Drafts from any nationalized scheduled Bank drawn in favour of NIFTEM and payable at Kundli, Sonapat will be uploaded online and hard copy of the same should reach the Account Section, **Plot No. 97, Sector 56, HSIIDC, Industrial Estate, Kundli, Sonipat, Haryana 131028** on or before the last date and time. Tenders without earnest money or inadequate earnest money are liable to be rejected. Please write the name of the contact person (IN CAPITAL) and Mobile no at the backside of the demand drafts.

1. The EMD of successful bidder will be retained as security refundable on expiry of contract.
2. The EMD of the unsuccessful bidder(s) will be refunded after finalization of tender without any interest.
3. The EMD may be forfeited ó
 - if a bidder withdraws his bid during period of validity specified by bidder in bid form.
 - in case of successful bidder, if the bidder fails to sign the contract.
 - In case bidder fails to execute the desired services.

SECTION-VI**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 of Rs. 2000/- per incidence shall be imposed by the cafeteria 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 a maximum of Rs. 2,000/- per fault/unsatisfactory work to be decided by the Registrar as per the recommendations of the cafeteria 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 cafeteria committee. On three such reminders, the contract will be liable to be terminated.
- 4) 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.

EVALUATION/SELECTION CRITERIA

1. The bids will be evaluated on the basis of eligibility as indicated in the tender with supported by documents.
2. No chance shall be given for submission of shortfall documents and bids will be evaluated on the available documents.
3. The work/shop/cafeteria shall be decided on (1) Higher license fee (2) lowest rates of items in comparison to others. The work will be awarded to those agencies whose license fee will be found higher side and 70% rates of menu items are found lowest in comparison to others. In case of tie between the parties or any kind of confusion, the rates will be negotiated with the eligible agencies and final rates will be decided mutually by the committee and then work will be awarded to those agencies who have quoted higher licnese fee.
4. The decision of the committee to this regard shall be final and acceptance to all bidding agency.

PROFORMA FOR TECHNICAL BID

(To be submitted by Bidder on letter-head)

It is must to mention page no. of relevant document to be enclosed

Name of authorized person	
Name of Firm/Company/Agency	
Designation of authorized person	
Contact no. of authorized person	
Email Id of authorized person	
Type of Bidder	
Year of commencement of business	
Registered address of Bidder	

Details of Documents to be submitted

S.N.	Information reqd.	Information Provided	Enclosed/ Not Enclosed	Page no of enclosed document
1	Amt, Date, and Bank Name of Demand Draft of Tender Fee.			
2	Amt, Date, and Bank Name of Demand Draft of EMD.			
3	Amt, Date, and Bank Name of Demand Draft of Performance Security.			
4	Permanent /Registered Office Address			
5	Permanent Account Number			
6	AAdhar Number			
7	Voter Id Number			
8	Certificate of Good Moral and No Criminal Records			
9	Authorized Bank Name			
10	Bank Account Number			

11	IFSC Code			
12	MICR No.			
14	Bank Branch Address			
15	MoA/AoA number			
16	year of Incorporation			
17	Turnover in P& L A/c for 2018-19			
18	Turnover in P& L A/c for 2019-20			
19	Turnover in P& L A/c for 2020-21			
20	Balance Sheet for 2018-19			
21	Balance Sheet for 2019-20			
22	Balance Sheet for 2020-21			
23	Income Tax Return for 2018-19			
24	Income Tax Return for 2019-20			
25	Income Tax Return for 2020-21			
26	Shop & Establishment Act Regn. No.			
27	Contract Labour Regn. No.			
28	Provident Fund Regn. No.			
29	ESI Regn. No.			
30	GST Regn. No.			
31	Food & Adulteration Regn. No.			
32	Experience Certificate for 2018-19			
33	Experience Certificate for 2019-20			
34	Experience Certificate for 2020-21			
35	Work Orders for 2018-19			
36	Work Orders for 2019-20			
37	Work Orders for 2020-21			
38	Performance Report for 2018-19			
39	Performance Report for 2019-20			
40	Performance Report for 2020-21			

Declaration: I have enclosed all the required documents and all documents are signed, stamped and filled up.

Dated

Name in Block Letters

Signature with Stamp

Name of Agency /Firm/Company

TENDER CONDITIONS ACCEPTENCE FORM

(To be submitted by Bidder on letter-head)

**To,
Registrar,
NIFTEM, Kundli, Sonapat**

Date:

Sub: Acceptance of Terms & Conditions of TENDER

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) of Tender No. **NIFTEM/TENDER-CAFETERIA/2018/**, dated , **which has been uploaded for RUNNING OF THREE FOOD KIOSK INSIDE THE CAFETERIA IN NIFTEM CAMPUS** , from CPP Portal.
2. The undersigned is applying for (food Kiosk) or for all three food Kiosk) and accordingly have enclosed EMD for all food kiosks.
3. I have no objection, in case, I am awarded any other kind of food Kiosk for which I had not applied.
4. All the clauses of TENDER document and terms and conditions enumerated in this form have been read by me/ us and are acceptable to me/ us.
5. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
6. I / We hereby certify that I / we have read entire terms and conditions of the TENDER documents (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
7. The corrigendum(s) issued from time to time by your organizations too have also been taken into consideration, while submitting this acceptance letter.
8. In case any provisions of this tender are found violated , your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said Earnest Money Deposit absolutely and we shall not have any claim/right against Organization in satisfaction of this condition.

Dated

Signature with Stamp

Name in Block Letters

Name of Agency /Firm/Company

***PERMISSIBLE BRANDS OF CONSUMABLES-FORM**

ITEM	BRAND
Salt	Iodized salt such as Tata, Annapurna, Catch, Nature Fresh
Spices	MDH, MTR or equivalent quality brands
Ketchup	Maggi, Kissan, Heinz
Oil	Refined oil such as Sundrop, Nature Fresh, Godrej, Safola
Pickle	Mother's or Priyaor Tops or equivalent
Atta	Aashirvad, Pillsbury, Nature Fresh
Butter	Amul, Britannia, Mother Dairy
Bread	Harvest/Britania make
Jam	Kissan, Nafed , Hafed
Milk	Toned milk of Mother Dairy, Delhi Milk Scheme, Amul
Paneer	Amul/Mother Dairy
Tea	Brook Bond, Lipton, Tata
Coffee	Nescafe, Rich Bru
Biscuits	Britania, Parle, Good Day , sunfeast
Ice Cream, Lassi, Curd	Mother Dairy, Amul, Cream Bell – all varieties, Wadilal
Mixtures/Chips	Haldiram/Bikaner/Uncle Chip/Prinkles/lays
Mineral Water	ISI marked Kinley/Bisleri/Ganga
Besan, Dal	Maharaja/Rajdhani or equivalent
Rice	Basmati (Branded)
Cold Drinks	Pepsi, Coke or equivalent
Juices	Real, Tropicana or equivalent
Lemon Water	Nimbus etc.
Sweet	Bikaner, Haldiram or branded

*Note: The above brands are only indicative for maintaining quality standards.

CAFETARIA TENTATIVE MENU-FORM

This is only indicative and the actual menu can be different according to the type of Food Kiosk. Bidder has to keep his/her rates nearby affordable range as compared to the following mentioned rates. Any other item/rates can be added but permission to sale shall be limited according to type of kiosks.

S. NO.	MENU ITEM	PRODUCT DESCRIPTION (MINIMUM QTY.)	Base Rate (In Rs)	Quoted Rates
	<u>SNACKS</u>			
1	HOT TEA /	150 ML	10/-	
2	HOT COFFEE	150 ML	15/-	
3	VEG SANDWITCH	100 GM	20/-	
4	VEG BURGER	100 GM	25/-	
5	VEG PATTIE	100 GM	15/-	
6	PANEER PATTIE	100 GM	20/-	
7	SAMOSA /KACHORI	75 GM	10/-	
8	BREAD PAKORA	150 GM	15/-	
9	OMELET WITH 2 SLICE BREAD	TWO EGGS OMELETS	35/-	
10	KATHI ROLL VEG	100 GM	50/-	
11	PASTRIES	150 GM	25/-	
12	FRIES	150 GM	40/-	
13	VEG SPRING ROLL	2 PCS (150 GM EACH)	30/-	
14	TOMATO SOUP	150 ML	20/-	
15	VEG SWEET CORN SOUP	150 ML	20/-	
16	CHICKEN SWEET CORN SOUP	150 ML	30/-	
17	GULAB JAMUN	2 PIECE (100 GM)	40/-	
18	MOMO VEG	6 PCS	30/-	
19	MOMO NON-VEG	6 PCS	50/-	
20	PIZZA 6VEG	8 INCH	100/-	
21	PIZZA-NON VEG	8 INCH	120/-	
22	PASTA	250 GM	40/-	
23	MILK SHAKE	250 ML	30/-	
24	CHILLI POTATO	250 GM	50/-	
25	DIET SALAD	250 GM	50/-	
	<u>CHINEESE</u>			
1	VEG MANCHURIAN	200 GM	50/-	
2	VEG HAKKA NOODLES	200 GM	50/-	
3	CHICKEN HAKKA NOODLES	200 GM (80 GM CHICKEN)	70/-	
4	VEG CHOWMEIN	400 GM	50/-	
5	PANEER CHOWMEIN	400 GM	70/-	
	<u>INDIAN</u>			
1	CHOLE KULCHE/BHATURA	2 BHATURA + 150 GM CHOLE	40/-	
2	KADHI CHALWAL	200 GM	40/-	
3	RAJMA CHAWAL	200 GM	40/-	
4	ALOO PARANTHA	1NO	25/-	
5	GOBHI PARANTHA	1NO	25/-	
6	PANEER PARANTHA	1 NO	35/-	
	<u>SOUTH INDIAN</u>			
1	PLAIN DOSA/MASALA DOSA	1 NO	50/70	
2	IDLI SAMBHAR	2 PCS.	40/-	
3	SAMBHAR VADA	2 PCS.	40/-	

Note: The above lists of items are only indicative and can be decided further with mutual consent. The item(s) will be on **“self service basis”** and in case of service at any other place, Bidder can charge 15% extra towards service charges.

RATE CARD FOR OFFICIAL ARRANGEMENTS

S. N.	MEAL	MENU/ITEMS	RATE PER PLATE/- PER PERSON (RS)
1	MORNING TEA	<ul style="list-style-type: none"> Coffee or Tea One Cup(Room/Hall/any other location) 	15/-
2	BREAKFAST (BUFFET SYSTEM)	<ul style="list-style-type: none"> Tea/ Coffee/Juice/Cold Drink Bread (White & wheat) + Jam + Butter or Paratha or Idli & Vada with Sambhar and Chutney or Upma or Poha or Chole Bhature or Cholley Kulche etc Curd(in case of Parantha/Bhature)/Corn Flakes + Milk/Dallia Eggs (Boiled, Scrambled etc) (No Egg, if Chole Bhature is being served) Potable water (200ml) <p>Note: In case of agency is asked to supply for VIP table service, the agency will be paid 10% extra on actual quantity/plates. No plastics disposals will be used during services to any person or guest. Besides, there will be no difference between VIP and other guests.</p>	100/-
3	VEG LUNCH OR DINNER (BUFFET SYSTEM)	<ul style="list-style-type: none"> Rice/Pulao Dal (Rajma, Masoor, Yellow, Malka, Makhani, Choley etc.) Paneer (Kadai, Masala, Shahi etc.) Dry Mixed vegetable (Aloo Gobhi, Bhindi Fry etc.) Curd/Dahi Bhalla or Raita (Mix Veg, Fruit, Pineapple etc.) Roti (Tawa, Tandoori, Naan, Lacchha Paratha etc.) Sweets/Desert (Rasgulla, Gulab Jamun, Ice Cream etc.) Salad, Achar & Papad Fruits in case of requirements Potable water (200 ml) <p>Note: In case of agency is asked to supply for VIP table service, the agency will be paid 10% extra on actual quantity/plates. No plastics disposals will be used during services to any person or guest. Besides, there will be no difference between VIP and other guests.</p>	275/-
4	NON-VEG LUNCH OR DINNER (BUFFET SYSTEM)	<ul style="list-style-type: none"> Rice/Pulao Chicken Item (Roasted, Kadai, Masala, Tawa etc.) Dal (Rajma, Masoor, Yellow, Malka, Makhani Choley etc.) Paneer (Kadai, Masala, Shahi etc.) Dry Mixed vegetable (Aloo Gobhi, Bhindi Fry etc.) Curd/Raita (Mix Veg, Fruit, Pineapple etc.) Roti (Tawa, Nan, Tandoori, Laccha Paratha etc.) Sweets/Desert (Rasgulla, Gulab Jamun, Ice Cream etc.) Salad, Achar & Papad Potable water (200 ml) <p>Note: In case of agency is asked to supply for VIP table service, the agency will be paid 10% extra on actual quantity/plates. No plastics disposals will be used during services to any person or guest. Besides, there will be no difference between VIP and other guests.</p>	300/-

S. N.	MEAL	MENU/ITEMS	RATE PER PLATE/- PER PERSON (RS)
5	NON-VEG LUNCH OR DINNER (MUTTON) (BUFFET SYSTEM)	<ul style="list-style-type: none"> • Rice/Pulao • Mutton Item (Rogan Josh, Kadai, Masala, Tawa etc.) • Dal (Rajma, Yellow, Masoor, Malka, Makhani, Choley etc.) • Paneer (Kadai, Masala, Shahi etc.) • Dry Mixed vegetable (Aloo Gobhi, Bhindi Fry etc.) • Curd/Raita (Mix Veg, Fruit, Pineapple etc.) • Roti (Tawa, Nan, Tandoori, Paratha etc.) • Sweets/Desert (Rasgulla, Gulab Jamun, Ice Cream etc.) • Salad, Achar & Papad • Potable water (200 ml) <p>Note: In case of agency is asked to supply for VIP table service, the agency will be paid 10% extra on actual quantity/plates. No plastics disposals will be used during services to any person or guest. Besides, there will be no difference between VIP and other guests.</p>	325/-
6	HI- TEA (BUFFET SYSTEM)	<ul style="list-style-type: none"> • Tea & coffee (150 ml) • Juices(250 ml) • Roasted Cashews/Roasted Almonds(Minimum 5 Pc) • Dhokla/Sandwich/Samosa/Paneer Pakoda/Pander Cutlet/ Veg Cutlet/Cheese Balls/Spring Roll • Cookies (Two varieties) (2-4 Nos) • Britannia Cake/Muffins etc(1 Nos) • Sweets/Desert (Rasgulla, Gulab Jamun, Rose Cake, Kaju Cake, Kala Jam, Kaju Katli, etc.)(1 No) • Potable water (200 ml)(1 Nos each) <p>Note: No plastics disposals will be used during services to any person or guest. Besides, there will be no difference between VIP and other guests.</p>	100/-
7	TEA & SNACKS (BUFFET SYSTEM)	<ul style="list-style-type: none"> • Tea & Coffee(150 ml)/Juice/Coldrink(200 ml) • Cookies (two Varieties)(2-4 Pcs) • Samosa/Paneer Pakoda/Veg Cutlet/Patties/Kachouri/ Paneer Cutlet etc 	50/-
8	TEA & SNACKS (BUFFET SYSTEM)	<ul style="list-style-type: none"> • Tea / Coffee/Cold Drink • Cookies (Two Varieties) (1 pc each) • Chips/Kurkure etc 	25/-
9	WORKING LUNCH VEG (PACKED /THALI)	<ul style="list-style-type: none"> • Dal • Rice • Paneer Dish • Seasonal Veg • Salad Achar & Papad • Raita • Roti (04) • Sweet (01) • Potable water (100 ml) <p>Note: The quality of above items shall be the same as being served in the Hostels. Rs. 75/-will be charged, if food packed/thali is being sent to the Porta Cabins/Guest House/ or any other place. In case, unlimited buffet is being asked at any location, then Rs.100/- will be charged. The quality of food will be the same as being served in the hostels.</p>	150/-

S. No.	Meal	Menu/Items	Rate per Plate/-per person (Rs)
10	ADDITIONAL ITEMS (PER NO/ PLATE, AS THE CASE MAY BE)	Veg or Non-Veg Soup (Any type)	50/-
		Veg. Snacks/(French Fry, Spring Roll, Cheese Balls, Paneer Pakoura, Cutlet, Kabab or any other such items	25/- per item/per plate/per person
		Non Veg Snacks/Chicken/Fish(Nuggets/ Fried Fish/ Prans or any other such items)	50/- per item/per plate/per person
		Fruits(Banana/Apple/Graves etc)	50/- per plate/per person
		Sand witch/Burgers	50/-
		Pizza(Any variety)	MRP+15%
		Supply of any kind of eatable packaged item available in the market	MRP+15%
		Any other kind of Veg Dish	50/-
		Any other kind of Non-veg Dish	75/-
		Any kind of Sweet/Pastry items(Minimum 50 gram each otherwise MRP rates + 10% will be applicable)	25/- per piece
		Kaju Roll/Kaju Katli/Rasgulla/Sandesh/Khoya Burfi/Chenna Rasgulla/Rasmalai/Rose cake/Roasted Chsew nut/Roasted Almond/Pista etc	MRP+15%
		Any other item not indicated/covered under above	MRP+15%
		Chips/Cold Drinks/Juices/Kaju/Namkeen/Sweets etc(If only supplies are made)	MRP+15%

Note:

1. The above rates are inclusive of all taxes and services.
2. The above requirement of food items is only indicative and it can be vary. Menu items can be changed with other eatable items of equal costing. The rates of any other items will be mutually decided.
3. The agency has to ensure that while cooking & other services, their staff will always wear proper uniform, caps and gloves etc. They will be trained about the hygiene practices while cooking and serving.
4. The above rates are inclusive for proper cleaning of dining area and kitchen.
5. Table will be decorated by Table cloth, frills, cloth napkins, and crockery-cutlery-Chef-n-Dish.
6. The rates suggested by NIFTEM after considering all the inputs and the facts that we are providing building, equipments, furniture, electricity etc.
7. Rates will be reviewed by a committee constituted by competent authority from time to time.

Dated

Signature with Stamp

Name in Block Letters

Name of Agency /Firm/Company

SECTION- XIII**PROFORMA FOR FINANCIAL BID**

The undersigned on behalf of Bidder namely..... is agreed to pay maintenance license fee per month as mentioned below-

In case of bidding for three food kiosks					In case of bidding for single food kiosks		
S.N. of Food Kiosk	Location of Food Kiosk	Size of Food Kiosk	Reserved Monthly License Fee	Quote License Fee	Size of Food Kiosk	Reserved Monthly License Fee	Quote License Fee
Food Kiosk No-1	Cafeteria	28.5 Sq. Mtrs.	10000/-		28.5 Sq. Mtrs.	2500/-	
Food Kiosk No-2		42.7 Sq. Mtrs.			42.7 Sq. Mtrs.	4000/-	
Food Kiosk No-3		42.7 Sq. Mtrs.			42.7 Sq. Mtrs.	5000/-	

S.N. of Food Kiosk	Purpose of allotment	Brief details of Business scope	Extra facilities offered to
1	To serve all kind of milk products and snacks including tea, coffee, fruits, fruits-juices, cold-drink, lassi, drinking-water, butter-milk, coconut-water, beverages, shakes, ice creams, maggi, boiled egg, omelet, half-fry, biscuits, bread butter-jam, bun, rusk, cakes, pastries, sweets, tofees, chocolates, namkeen, chips etc.	To serve the students, staff, families, visitors and employees of outsourced agencies.	It is the responsibility of of vendor to look after the Maintenance of Designated cooking space, Demons- tration space, Stores, Round- tables, Chairs, and facility of Electricity, Water, Insect-killers, Drainage, Washroom etc.
2	To serve all types of fast food and chinese items including veg/non-veg sandwich, burger, nugget, pattie, pizza, noodles, pasta, chowmin, momos, manchurian, hotdog, french fry & spring-roll etc.		
3	To serve food including tea, samosa, bread-roll, bread-pakora, cholle-bhature, cholle-kulche, puri-sabzi, rajma-chawal, kari-chawal, roti-dal-sabzi, idli-dosa,sambar-vada, masala-dosa, uttapam,breakfast/lunch/dinner or packed lunch, stuff parantha, naan, roti, sweet items etc .		

Further, I agree all terms & conditions as mentioned in other terms & conditions.

Dated

Signature with Stamp

Name in Block Letters

Name of Agency /Firm/Company