



## **Request for Proposal (RFP)**

**For**

**Empanelment of Service Providers for  
Hostel Mess, Canteen, Horticulture and,  
Maintenance & Cleaning of Toilets**

**at**

**National Institute of Electronics and  
Information Technology (NIELIT) Imphal,  
Manipur**

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## **Chapter-01**

### **Request for Proposal (RFP) for**

Empanelment of Service Providers for Hostel Mess, Canteen, Horticulture  
and, Maintenance & Cleaning of Toilets  
at  
NIELIT Imphal

NIELIT(I)/PUR/1060

Date: 09/02/2021

On behalf of the Executive Director, NIELIT Imphal, “**Request for Proposal (RFP)**” is invited in two bid system (Technical and Financial) from the individuals/firms for empanelment of Service Providers for Hostel Mess, Canteen Facility, Horticulture and Maintenance & Cleaning of Toilets at NIELIT Imphal. Information about the RFP, Schedule of Events of the Tender along with Eligibility Conditions, Terms & Conditions and Specification of the works/items are outlined in the Annexures to this tender document.

2. There is eligibility criteria of the respective services. Interested parties/firms fulfilling the requirements as specified under eligibility conditions of the respective services shall be eligible to apply. The scope of work of each services are given in **Annexure-1**.

3. Individuals/Parties/Firms shall have to participate separately for the services mentioned in this tender document.

4. A pre-bid meeting shall be conducted on 18<sup>th</sup> February, 2021 at 11:30 am at NIELIT Imphal. Other important dates of the RFP are as follows:

<b>Event</b>	<b>Date &amp; Time</b>
Date and time of Publishing of this tender	10 <sup>th</sup> February, 2021 at 10:00 am.
Date, Time and Venue of Pre-Bid Meeting	18 <sup>th</sup> February, 2021 at 11:30 am at NIELIT Imphal
Bid Submission Start Date & Time	22 <sup>nd</sup> February, 2021 at 9:00 am
Bid Submission Closing Date & Time	5 <sup>th</sup> March, 2021 at 5:30 pm
Date & Time of Technical Bid Opening	8 <sup>th</sup> March, 2021 at 11:30 am at NIELIT Imphal
Date, Time and Venue of opening of Financial bids	9 <sup>th</sup> March, 2021 at 4:30 pm at NIELIT Imphal

5. Non-refundable Tender Fee of the RFP is Rs. 5,000/- (Rupees five thousand) only shall be paid through National Electronic Fund Transfer (NEFT) or e-transfer in favour of **NIELIT Imphal** payable at State Bank of India, Manipur University branch; **A/C no: 10678276043, IFSC Code SBIN0005320**.

6. Tender document can be downloaded from NIELIT Imphal website <https://nielit.gov.in/imphal>. NIELIT Imphal will not sale hardcopy of Tender Document.
7. The bids shall be submitted along with proof of payment of tender fee of **Rs. 5,000/-** to NIELIT Imphal within the timeline prescribed in this tender document.

**(L. Shyam Sundar Singh)**  
Scientist-D/In-charge (Admin &  
Finance)

**Copy to:-**

1. PS to Executive Director for kind information of Executive Director
2. P. L. Rongmei, Senior Technical Officer for necessary actions.
3. AD (Admin) for publication in local Newspaper.

## **Chapter-02**

### **About NIELIT Imphal**

NIELIT Imphal Centre formerly CEDT & DOEACC is one of the Centre of National Institute of Electronics & Information Technology, an Autonomous Scientific Society of Ministry of Electronics & Information Technology (MeitY), Government of India. NIELIT is the Human Resource and Skill Development arm in the area of IECT of Ministry of Electronics and Information Technology (MeitY), Government of India. It is also one of the National Examination Body, which accredits Institutions/organizations for conducting courses in Digital Literacy and Skill Development in the non-formal sector.

NIELIT Imphal was established in the year 1988. The campus of NIELIT Imphal is located at Akampat, Imphal East, Manipur about 5 kms in the south-east direction from the heart of the city. The Institute campus spreads over 20 acres of land and houses Academic Blocks, Administrative Block, Hostels, Staff Quarters, Multipurpose Halls, Indoor basketball hall & Electrical substation etc.

NIELIT Imphal offers varied range of courses in formal, non-formal & skill development sector in the area of IECT. The Institute offers AICTE approved Diploma in Computer Science & Engineering and Diploma in Electronics Engineering courses. The Institute also offers Manipur University affiliated courses viz. MCA, BCA, PGDCA & MScIT apart from Digital Literacy Courses, PMKVY courses and other short term courses in IECT field.

NIELIT Imphal specializes in development of skill in the fields of Electronics & Communication Engineering and Information Technology through various long term and short term courses. NIELIT Imphal also implements various PMKVY skill development courses in the field of IT, Electronics, Renewable energy etc. There are 16 trainers in 10 different Job Roles in Electronic Sector and 03 trainers in 03 different job roles in IT Sector.

The Centre is competent in the following areas:

- 1) Information Security
- 2) Cyber Security
- 3) Medical Electronics
- 4) Embedded System & IoT
- 5) Big Data Analytics
- 6) Renewable Energy
- 7) Computer Networking & Security
- 8) Nano Technology
- 9) Augmented Reality & Virtual Reality

## Chapter-03

### **General Information to Bidders regarding procedure for submission of Tender Documents**

1. This tender is a two bid system. The technical bid and financial bid shall be sealed in separate envelopes. Sealed envelopes containing Technical & Financial Bids are to be clubbed together inside an envelope superscribed as “**RFP document of the Service <name of the service>**” shall be submitted to the following address on or before the date and time of the bid closing:

**NIELIT Imphal Centre**  
Akampat, Imphal East  
Manipur-795001

2. The Tender document has to be downloaded from web site <https://nielit.gov.in/imphal>. No physical sale of Tender Document will be done by NIELIT Imphal.
3. Non-refundable tender fee of the RFP is Rs. 5,000/- (Rupees five thousand only). There is no exemption from payment of tender document fees. The bids without tender fee shall be summarily rejected.
4. Earnest Money Deposit (EMD) for participating to this tender is as follows:

Sl.	Name of the Service	EMD amount (Rs.)
1	Hostel Mess	20,000/-
2	Canteen Facility	20,000/-
3	Horticulture	20,000/-
4	Maintenance & Cleaning of Toilets	30,000/-

EMD shall be paid through National Electronic Fund Transfer (NEFT) or e-transfer in favour of **NIELIT Imphal** payable at State Bank of India, Manipur University branch; **A/C no: 10678276043, IFSC Code SBIN0005320.**

There is no exemption from payment of EMD. The bids without EMD shall be summarily rejected.

#### **5. Documents to be enclosed with the Technical and Financial Bid:**

The documents shall be as per the below mentioned checklist in two bid format:

- a) **Technical Bid** shall be sealed and the envelope shall be superscribed as “**Technical bid of the Service <name of the service>**”. The Technical bid should be contain the following documents:
  - i) Duly filled Application Form as per **Annexure-2.**
  - ii) Proof of payment of **Tender Document Fee and Earnest Money Deposit.**
  - iii) Supporting documents in respect of Eligibility Criteria as per **Annexure-3.**
  - iv) Letter of Undertaking as per **Annexure-4.**
  - v) Self-Declaration – non-blacklisting as per **Annexure-5.**
  - vi) Details and proof regarding past performance of the similar work/services & list of clients of similar works executed as per **Annexure - 6**

- vii) Power of attorney as per **Annexure-7**.
- viii) Representative Authorization Letter as per **Annexure-8**
- b) **Financial bid** as per **Annexure-9** shall be separated from the technical bid. It shall be sealed and the enveloped shall be superscribed as “**Financial bid of the Service <name of the service>**”. While submitting the financial bid, the bidders shall follow the following:
  - i) Bidder shall use the financial bid of the participating service only.
  - ii) The bidder shall quote the prices/rates for all the items listed in the financial bid of the participating service.
  - iii) The bidders should quote their most competitive prices/rates.
  - iv) All prices/rates should be clearly written both in figures and in words. Failure to write prices/rates both in figures and in words shall render the bid liable for rejection. Bidders should ensure that there are no alterations / corrections in the prices/rates submitted by them.
  - v) The prices/rates quoted shall be firm throughout the period of the validity of the offer and subsequently during the currency of the contract and shall not be subject to any variation/revision.

**Notes:**

- a) All the Bidders have to abide by all the terms and conditions mentioned in this Tender document.
- b) Each bid document and supporting documents must be signed and stamped by the authorised representative.
- c) **The person signing the Bid Document shall sign and stamp at the bottom of all pages of the Bid Document and each page of the bid document should be properly numbered** and submitted as a package along with forwarding letter on bidder’s letter head. There should not be any overwriting or cutting or interpolation and **any correction/ overwriting/ cutting/use of whitener etc. will lead to rejection of the Bid.**
- d) **In case, any bidder encloses the financial bid within technical bid the same shall be rejected summarily.**
- e) Submission of Technical Bid and Financial Bid in any other format than prescribed or with any variation/modification from prescribed format may result in invalidation/rejection of such bids. Bid once submitted cannot be modified.
- f) Reproduced / re-word-processed formats or Bidder own formats for the price bids will disqualify the tender. However the Bidder can reproduce exactly the same format for clarity in filling due to shortage of space.
- g) All information called for in the enclosed Annexures should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases.
- h) If any particular condition/term/query is not applicable, it should be stated as “Not Applicable”.
- i) Not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed Annexures or deliberately suppressing the information may result in the bidder being summarily disqualified and initiation of legal action under the purview of the applicable law.

6. **Undertaking for reasonableness:** The bidder will give an undertaking with financial bid that to the best of their knowledge and belief tendered rates are at par with the prevailing market rates and not more than the price usually charged for similar service from any other purchaser/client private, foreign or Government.
7. The Bidder shall bear all costs associated with the preparation and submission of its bid and NIELIT Imphal will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bid process.
8. Interested bidders are advised to study the document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the document with full understanding of its implications.
9. The Executive Director, NIELIT Imphal reserves the right to award the work/cancel the award without assigning any reason. In case of differences, if any, the decision of the NIELIT-Imphal shall be final and binding.
10. If NIELIT-Imphal deems it appropriate to revise any part of this Tender Document or to issue additional data to clarify an interpretation of the provisions of this Tender Document, it may issue supplements to this Tender Document. Such supplemental information, including but not limited to, any additional conditions, clarifications etc. will be uploaded to NIELIT-Imphal Website (<http://www.nielit.gov.in/Imphal>) before start date submission of bids. Any such supplement shall be deemed to be incorporated by this reference into this Tender Document.
11. NIELIT-Imphal, at its sole discretion, may extend the deadline for the submission of bids, and the extended date will be displayed on the website <http://www.nielit.gov.in/imphal>
12. Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids of the same service. In case of detection of such, their bid (s) is/are liable to be rejected. **Bidding through consortium is not allowed.**
13. **Enquiries and Clarifications:**

Enquiries, if any, shall be addressed to Shri. PL. Rongmei, Senior Technical Officer on his email id: [plrongmei@nielit.gov.in](mailto:plrongmei@nielit.gov.in) before start of submission of tender document prescribed in this tender document.
14. **Performance Security Deposit/Refund of EMD**
  - a) EMD of the successful Bidder shall be retained as Performance Security deposit. No interest on Performance Security deposit shall be paid by NIELIT Imphal.
  - b) EMD shall be refunded to unsuccessful bidders without interest within 60 days after award of contract or setting aside the tender, as the case may be.
15. **Forfeiture of EMD:** The EMD will be forfeited:
  - a. If the bidder withdraws the bid after quoting and submission/acceptance;
  - b. If the bidder withdraws the bid, or unilaterally amends, impairs or rescinds the offer before the expiry of the validity period of the bid or within the time frame of extension given by NIELIT Imphal in special case communicated before the expiry of the bid;
  - c. If the bidder fails to comply with any of the provisions of the terms and conditions of the bid specification;



- d. If the successful bidder fails to furnish the Performance Security in the form of Demand Draft within the prescribed time;
  - e. If the bidder submits the offer with forged documents or alters the Tender terms and conditions or language/wordings in any manner.
- 16. Forfeiture of PSD:** Performance Security Deposit shall be forfeited/invoked in the following cases: -
- a) When any term and condition of the contract is breached.
  - b) When the Contractor/ Bidder fails to provide deliverables after partially executing the work order or contractor fails to fulfil its obligations under the contract.
- 17. Forfeiture of Earnest Money Deposit / Performance Security Deposit** shall be without prejudice to any other right of NIELIT Imphal to claim any damages as admissible under the law as well as to take such action against the Contractor/ Bidder such as severing future business relation or black listing, etc., as may be deemed fit.
- 18. Acceptance of offer:** NIELIT Imphal reserves the right to accept any bid under this tender in full or in part, or to reject any bid or all bids without assigning any reason. All responses including Financial and Technical bids would be deemed to be irrevocable offers/proposals from the Bidders and if accepted by NIELIT Imphal.
- 19. NIELIT Imphal** reserves the right to segregate the service and award in portion to the empanelled bidders.
- 20. Adherence to Schedule:** The Bidder has to adhere to the time schedule of activities mentioned in the Tender Document and no request to change the last date or extend period / time for submission shall be entertained by NIELIT Imphal.
- 21. Right to Termination/Cancellation:** Notwithstanding anything contained in this document, NIELIT Imphal, reserves the right to cancel/terminate the bidding process without assigning any reason whatsoever, at any time, prior to signing the contract and NIELIT Imphal shall have no liability for above-mentioned actions.

## **Chapter-04**

### **Bid evaluation criteria and selection procedure**

The Bidding process below specifies the procedures that would regulate the overall bidding process. It contains standard provisions that have been prepared to Design, Prepare, Advertise/ Publish, Submit, Open, Evaluate, Compare bids and Award of Contract and are to be strictly adhered to by the bidder.

#### **4.1 Guiding Principle for Evaluation of Bids**

- a. The tendering authority shall determine to its satisfaction whether the selected Bidder that has submitted the best and substantially responsive Bid is qualified to perform the Contract satisfactorily.
- b. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder
- c. An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the Bid, in which event the tendering authority shall proceed to the next best bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.
- d. To evaluate a Bid, the tendering authority shall use all the criteria and methodologies defined in this document.
- e. To evaluate a Bid, the tendering authority shall consider the following: -
  - i. The bid price as quoted in accordance with bidding document.
  - ii. Price adjustment for correction of arithmetic errors in accordance with bidding document.
- f. The tendering authority/ procurement committee, in observance of best practices, shall: -
  - i. Maintain the bid evaluation process strictly confidential as per the details below.
  - ii. Reject any attempts or pressures to distort the outcome of the evaluation, including Fraud and corruption.
  - iii. Strictly apply only and all of the evaluation and qualification criteria specified in the Bidding document.

#### **4.2 Confidentiality**

- a) Information relating to the examination, clarification, evaluation and comparison of bid proposals, and recommendations for the award of the work will not be disclosed by NIELIT Imphal to Bidders or any other persons not officially concerned with such process until the award of work to the successful Bidder has been announced.
- b) Any attempt by a Bidder to influence the tendering authority or other officials in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its Bid.

- c) From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the tendering authority on any matter related to the bidding process, he/she is allowed to do so in writing.

#### **4.3 Clarifications of Bids**

- a) To assist in the examination, evaluations and comparison of bids, NIELIT Imphal may, at its own sole discretion, ask the Bidder for clarification on the Bid submitted.
- b) The request for clarification and the response shall be in writing by post or email.
- c) If the response to the clarification is not received before the expiry of deadline prescribed in the request, the Bid shall be rejected.
- d) No representation in this regard would be entertained after rejection of the Bid.
- e) Any clarification submitted by a Bidder with regard to its Bid that is not in response to a request by the tendering authority shall not be considered.
- f) No change in the prices or substance of the Bid shall be sought, offered or permitted, except to confirm the correction of arithmetic errors discovered by the tendering authority in the evaluation of the Financial Bids.

#### **4.4 Opening of Technical Bids**

- a) Bids duly submitted, will be opened on the schedule date and time. The bidders or their authorized representative may, if they so desire be present at the time of opening of the bids.
- b) If due date of receipt of bids and/or that of opening of bids happens to be a closed holiday(s), the bids would be opened on the next working day but the time of receipt of bids will remain the same.
- c) The Bidder's names, the presence or absence of requisite fees will be announced at the opening of Technical Bid.

#### **3.5 Evaluation of Financial Bids:**

- a) Financial bids will be opened only for the bidders who have qualified in the technical bid.
- b) The award may be segregated to the bidders who were very competitive in the quoted rates.

## Chapter-05

### **General Terms and Conditions**

#### **1) Income Tax & GST**

No Bidder, who does not hold a valid PAN from Income Tax department and GST registration should be quoted in the tender document, without which the tender is liable to rejection.

#### **2) Contract Documents (Non - Disclosure Agreement)**

The Bidder shall not, without prior written consent from NIELIT Imphal, disclose the Contract or any provision thereof, to any person other than a person employed by the Bidder in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purposes of such performance. The Bidder shall not, without prior written consent of NIELIT Imphal, make use of any document or information made available for the project, except for purposes of performing the Contract.

**3) Period of Contract:** Initial period of contract of all services is 03 years which may be further extended

#### **4) Interpretation**

- a) If the context so requires it, singular means plural and vice versa.
- b) **Commercial Terms:** The meaning of any trade term and the rights and obligations of parties there under shall be as prescribed by commercial terms. All the terms shall be governed by the rules prescribed in the current edition of commercial terms, published by the Indian Chamber of Commerce at the date of the Invitation for Bids or as specified in the bidding document.
- c) **Entire Agreement:** The Contract constitutes the entire agreement between NIELIT Imphal and the contractor and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.
- d) **Amendment:** No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by duly authorized representatives of each party thereto.
- e) **No waiver:** Subject to the conditions (f) and (g) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- f) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.
- g) The contract shall be governed by the provisions of GFRs and instructions issued by various government organizations (e.g. but not limited to Ministry of Finance, CVC etc.) having jurisdiction to issue orders/instructions of procurement related matters. In case the provisions of Contract/Agreement/this Document are at

variance with the Orders/Instructions issued by such government organizations, the Orders/Instructions will prevail.

- h) **Severability:** If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.
- i) In case of any ambiguity in the interpretation of any of the clauses in the tender document, the interpretation of the clauses by Authorized Representative of NIELIT Imphal shall be final and binding on all parties.

## 5) Notices

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

## 6) Deliverables

The bidder shall be single point of contact with NIELIT Imphal and shall be solely responsible for the execution & delivery of the work. The bidder whose tender is accepted shall arrange to start the services as per agreement/contract.

## 7) Terms of Payment

- a) The currency or currencies in which payments shall be made to the Bidder(if any) under this Contract shall be Indian Rupees (INR) only
- b) No advance payment shall be made including payments of handling charges/service charges etc. under any circumstances to the bidder.
- c) Collection of other bills, if any excluding breakfast, lunch and dinner or any dues from student will be the responsibility of contractor in case of Hostel Mess and Canteen facility. NIELIT Imphal will not be responsible for the same in any manner.
- d) The successful bidder has to sign an agreement on non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost and time over-run etc.
- e) In case the bidder fails to execute the contract, NIELIT Imphal shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.
- f) Amount payable to the successful bidder as stated in the Contract shall remain non-negotiable and fixed during the tenure of the Contract. The prices quoted shall not be conditional /optional.
- g) All payments to the Bidder/agency shall be made through NEFT/RTGS only for which they are required to submit the following information:
  - i. Bank Account Number of bidder/agency
  - ii. Name of the Account
  - iii. Bank Name

- iv. Branch Name
  - v. IFSC Code.
- h) **Tax Deduction at source:** All Central/State Govt. /Local Body Levies as applicable from time to time shall be deducted at source from the payment to the Supplier/ Bidder as per the respective law in force at the time of execution of contract. NIELIT-Imphal shall deduct tax at source /duties under any other law/statute as may be applicable at the time of making payments. The supplier shall furnish to the NIELIT, Imphal, PAN(for TDS), as applicable
- i) For all services supplied, the Bidder shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed/incurred until delivery of the contracted products or services.
- j) The rates quoted shall be firm. However, after the award of contract, any variation in government levies shall be as per actuals.

#### **8) Rates/ Prices**

The rates quoted shall remain firm during the period of contract. However, after the award of contract, any variation in government levies shall be as per actuals.

#### **9) Standard of performance**

- a) The Bidder shall provide the services and carry out its other obligations under the agreement with due diligence, efficiency, economy, confidentiality, promptness and techniques.
- b) The Bidder shall always support and safeguard the legitimate interests of NIELIT Imphal, in any dealings with the third party.

#### **10) Subcontracts**

The Bidder shall not subcontract the awarded contract or part thereof.

#### **11) Termination**

NIELIT Imphal may without prejudice to any other remedy for breach of contract, terminate the contract in case of occurrence of any of the following events. In such an occurrence NIELIT Imphal shall give not less than thirty days written notice of termination to the contractor.

##### **a) Termination of the Contract**

The Contract is liable to be terminated if the Contractor/firm/company:

- i. Becomes bankrupt or insolvent or goes into liquidation (other than a voluntary liquidation for the purpose of amalgamation or reconstruction, in the case of a Company) or is ordered to be wound up or has a receiver appointed on its assets or execution or distress is levied upon all or substantially all of his/their assets; or
- ii. Makes an arrangement with or assignments in favour of his/their creditors or agrees to carry out the contract under a committee or inspection of his/their creditors; or
- iii. Abandons the work; or
- iv. Persistently disregards the instructions of NIELIT Imphal in contravention of any provision of the Contract; or
- v. Fails to adhere to the agreed program of work; or

- vi. Assigns or sublets the work in whole or in part thereof without prior written consent of NIELIT-Aurangabad; or
- vii. Performance is not satisfactory; or
- viii. Defaults in the performance of any material undertaking under the contract and fails to correct such default to the satisfaction of NIELIT Imphal within fifteen days (15) after written notice of such default is provided to the Contractor. Such termination will be by 15 (fifteen) days' notice in writing and no claim/compensation shall be payable by NIELIT-Aurangabad as a result of such termination.
- ix. At any time, the contractor makes default in proceeding with the works/job with due diligence and continues to do so after a notice in writing of seven (7) days from NIELIT Imphal.
- x. If the contractor obtains the contract with NIELIT Imphal through illegal measures;
- xi. Information submitted/furnished by the contract are found to be incorrect.
- xii. The above shall be without prejudice to NIELIT Imphal's other rights under the law.

## 17) Special Terms and Conditions

- a) The contractor shall have to take proper care and precaution of the premises and furniture provided by NIELIT Imphal. In case of any damage to the furniture and premises of Canteen or Hostel of the NIELIT Imphal due to any action(s) directly or indirectly attributable to the contractor the cost as per actual shall be recovered from the contractor.
- b) The Contractor shall also be responsible for all liabilities of his/her/their employees' provident fund, E.S.I. and all other statutory obligations. NIELIT Imphal shall not be treated as Principal Employer for any purpose and shall not be party to any dispute that arises between contractor and his/her employees.
- c) The contractor shall comply with the Child Labour (Prohibition and Regulation) Act.
- d) The contractor shall provide best quality food (break-fast, Lunch, Dinner etc.) services in respect of canteen facility and Hostel mess and maintain cleanliness, full hygienic atmosphere in the Canteen.
- e) The contractor shall comply with the working days/hours of the mess as determined by the NIELIT Imphal.
- f) The contractor shall not be involved in any illegal activity.

**Note:** Non-observance of above conditions by the contractor shall lead to cancellation of his/her contract, black listing of his/her firm/ company, forfeiting of performance Security besides any other legal action as deemed fit by NIELIT Imphal against him/her.

## ANNEXURE-1

### Scope of the work/contract/service

#### 1. Hostel Mess:

There are two Hostels of the Institute – Boys' Hostel & Girls Hostel having capacity of 30 students each. The contractor shall run the Hostel Mess Facility on Licence basis in the premises of the NIELIT, Imphal. The Licence fee will be of Rs. 3000.00 (Rupees three thousand only) per month per hostel to compensate the charges of water, electricity and usage charges etc. Delivery of the licensed property shall be made by NIELIT Imphal to Contractor on date of execution of the contract. NIELIT Imphal will provide a list of items for Breakfast, Lunch & Dinner. Contractor shall strictly follow daily list of items and quantity to be served to the students. Day-wise list of items to be served to the students are given at the Financial Bid part of this tender document.

#### 2. Canteen Facility:

NIELIT Imphal has one Canteen inside its campus. The contractor shall run the Hostel Mess Facility on Licence basis in the premises of the NIELIT, Imphal. The Licence fee will be of Rs. 3000.00 (Rupees three thousand only) per month per hostel to compensate the charges of water, electricity and usage charges etc. Delivery of the licensed property shall be made by NIELIT Imphal to Contractor on date of execution of the contract. A list of items to be made available at the Canteen are given at the Financial Bid part of this tender document.

#### 3. Horticulture:

The contractor shall be responsible to look after the plants, flowers and saplings inside the campus of NIELIT Imphal including regular watering, fertilization, trimming etc. The contractor shall work as consultant for overall horticulture works and campus beautification. List of major works to be done by the contractor are as follows:

- a) Campus beautification with plantation (Flower, Fruit & other saplings etc.) from time to time or as directed by NIELIT Imphal.
- b) Preparation of nurseries, if required.
- c) Preparation of organic fertilizer.
- d) Maintenance of all plants, flowers and saplings inside the campus of NIELIT Imphal including the green areas.

The contractor shall deploy a minimum of three labours to execute the above work. No direct payment to the labours by NIELIT Imphal. NIELIT Imphal shall pay service fee to the contractor every month for executing the work. Purchases of necessary items such as new saplings, tools & kits, fertilizers etc. shall be made by the contractor with prior approval of NIELIT Imphal. Reimbursement of such expenditure shall be made by NIELIT Imphal to the contractor after examining by a campus beautification committee of NIELIT Imphal.

#### 4. Maintenance & Cleaning of Toilets:

There are two main buildings, Staff quarters and Hostels of the Institute. There are 40 nos. of common toilets and 07 nos. of individual toilets. Maintenance & cleaning of toilets, pipelines & septic tanks shall be the responsibility of the contractor. The contractor shall deploy requisite no. of labours to execute the above work. Monthly



requisition of cleaning materials, tools, kits etc. shall be submitted by the contractor to the store section of NIELIT Imphal. A room inside the campus of NIELIT Imphal to keep such materials, tools, kits etc. shall be provided by NIELIT Imphal to the contractor. NIELIT Imphal shall pay monthly fixed service charges to the contractor which may be reviewed every completed year by a duly constituted committee of NIELIT Imphal. In case of major repairing is required, the contractor shall inform NIELIT Imphal for prior approval of the competent authority. Such major repairing shall be executed by the contractor and reimbursement will be made after examining by the campus beautification committee of NIELIT Imphal.

## ANNEXURE-2

### Application Form

#### 1. Firms/ Company Particulars:

Name of Bidder		
Name & Designation of Authorized Signatory		
Address of the Firm/company		
Details of Incorporation of the Firm/ company. Certificate to be submitted in Technical bid	Date:	
	Ref #	
Details of Commencement of Business	Date:	
	Ref#	
Permanent Account Number (PAN)		
Type of Firm/company		
Telephone/Mobile Number(s) of Contact Person		
Email Address / Web Site	Email:	Web-Site:
Certification/Accreditation/Affiliation, if Any (attach proof)		
Indicate if organization has been blacklisted for any of the offices of Central or State Govt. or autonomous body or any of its other customers? If so, details may be provided.		

#### 2. Deposit of Tender Document Fees:

Payment Reference Number	Date	Amount

#### 3. Deposit of Earnest Money Deposit(EMD):

Payment Reference Number	Date	Amount

We agree to abide by all the conditions mentioned in this Tender Document issued by the NIELIT Imphal and also the further conditions of the said Tender Notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein). We understand that NIELIT Imphal is not bound to accept the offer and that NIELIT Imphal has the right to reject the offer without assigning any reasons whatsoever.

**Authorized Signatory**  
(Seal of the Organization)

## ANNEXURE-3

### Eligibility Criteria

1. The Bidder must be a Proprietorship Concern/Company registered under relevant acts such as Indian Companies Act, 2008/ Firm/company registered under The Partnership Act 1932/ Society registered under Societies Act, 1860, etc. A bidding firm should be an individual corporation/ company. Consortium of companies/ firms is not allowed.
2. The Registered Office or one of the Branch Office of the Firm should be located at Imphal. If the firm/vendor who does not have an Office located at Imphal, their bids shall not be entertained.
3. The firm/vendor shall not been black listed by any of the Departments /Organizations of the Government of India/Government of Manipur and no criminal case is pending against. The firm/vendor should submit an undertaking with the Technical Bid to the effect that (Prescribe Performa as per **Annexure-5**).
4. The firm/vendor shall have valid Certificate of Registration No., PAN and GST Registration No. The firm/vendor must furnish details of Certificate of Registration No., PAN No., GST Registration No. etc.
5. In case of Hostel Mess and Canteen facilities, bidder shall have a valid food safety licence by the Govt. of Manipur or Govt. of India.
6. Proof of payment of Tender Fee and Earnest Money Deposit (EMD shall be submitted with the Technical Bid. Without Tender Fee & EMD, the bid shall not be entertained & rejected.

## ANNEXURE-4

*(To be printed on the bidder's letter head)*

### UNDERTAKING BY THE BIDDER

I/We undertake that I/We have carefully studied all terms and conditions of the contract as indicated in Annexure-III and shall abide by them. I/We also understood the parameters of the proposed scope of work and shall abide by them also.

I/We hereby certify that information furnished above is true and correct to the best of my/our knowledge. I/We understand that if any deviation is found in above statement at any stage; I/We shall be blacklisted and will not have any dealing with the organization in future.

I hereby confirm that I am authorized to sign the Tender Document.

Date \_\_\_\_\_

Place \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

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

Office Stamp/Seal

## ANNEXURE-5

*(To be printed on the bidder's letter head)*

### SELF DECLARATION OF NON-BLACKLISTING

1. I/We undertake that my/our firm M/s. ....  
..... has **not been blacklisted** by any Govt. Department/Public Sector /Undertaking/  
Autonomous Body.
2. I.....Son/Daughter/Wife of  
Shri ..... Proprietor/Partner/Director/authorized signatory of  
M/S..... am competent to  
sign this declaration and execute this tender document.
3. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them:
4. The information/documents furnished along with the above application are true and correct  
to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing  
of any false information /fabricated document would lead to rejection of my tender at any  
stage besides liabilities towards prosecution under appropriate law;
5. I understand that in case any deviation is found in the above statement at any stage, my  
concern/firm/co. shall be blacklisted and shall not have any dealing with the Department in  
future.

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

Signature of the authorized Signatory of  
the firm/Company/Organization  
(Bidder)

Office Stamp/Seal

## ANNEXURE-6

### DETAILS OF SIMILAR WORKS EXECUTED

Sr. No	Name of Work/ Project & Location	Owner of sponsoring organization	Cost of Work (in Lakhs)	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/Arbitration pending in progress with details, if any	Name, Designation and Address/telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

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

Signature of the authorized Signatory of  
the firm/Company/Organization  
(Bidder)

Office Stamp/Seal

## ANNEXURE-7

### DETAILS OF SIMILAR WORKS EXECUTED

(On Stamp paper of relevant value)

Know all men by the present, we \_\_\_\_\_ (name of the company/firm and address of the registered office) do hereby appoint and authorize Mr \_\_\_\_\_ (full name and residential address) who is presently employed with us holding the position of \_\_\_\_\_ as our attorney, to do in our name and on our behalf, deed and things necessary in connection with or incidental to our proposal in response to the tender document by NIELIT Imphal, including signing and submission of all the documents and providing information/responses to NIELIT Imphal in all the matters in connection with our bid.

We hereby agree to ratify all deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all deeds and things done by our aforesaid attorney shall always be deemed to have been done by us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

For \_\_\_\_\_.

(Signature)

(Name Designation and Address)

Accepted

Signature)

(Name Designation)

Date:

Business Address:

## ANNEXURE-8

### Representative Authorization Letter

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

Ref : \_\_\_\_\_

To

**The Executive Director,**  
NIELIT Imphal  
Akampat  
Imphal East-795001  
Manipur

Dear Sir,

Ms. /Mr. \_\_\_\_\_ is hereby authorised to sign relevant documents on behalf of the agency for the tender for **“Providing <name of the facility> at NIELIT Imphal”**. She/he is also authorised to attend meetings and submit Technical & Financial information as may be required by you in the course of processing above said tender.

Thanking you,

Authorised Signatory

Representative Signature

Company/Organization/Firm Seal



## ANNEXURE-9

### Financial Bid

(To be printed on the letterhead of the firm)

#### 1. Hostel Mess

- a) Name of the Tenderer/ Bidder: \_\_\_\_\_  
b) Address for Correspondence : \_\_\_\_\_  
c) Minimum no. of students per Hostel: 30  
d) List of the items to be served:

Sl. No.	Item Description	To be served on
1	<b>Breakfast:</b> Milk Tea & any of the following: (i) Puri (02 No.) with Curry (ii) Aloo Paratha (1 No.) with chutney (iii) Samosa (2 Nos) with chutney (iv) Bread – 02 slices with butter (v) Boiled Egg (01 No.) + Banana (01 No.)	Every day in between 7:30 to 8:30 am
2	<b>Lunch:</b> (i) Rice (ii) Dal (iii) Iromba/Utti/Seasonal Vegetable curry	Every day in between 12:00 noon to 1:00 pm
3	<b>Dinner:</b> (i) Rice (ii) Dal (iii) Iromba/Seasonal Vegetable curry ( <i>Every Monday, Tuesday, Thursday &amp; Saturday</i> ) (iv) Chicken Curry ( <i>Every Sunday</i> ) (v) Fish Curry ( <i>Every Wednesday</i> ) (vi) Egg Curry ( <i>Every Friday</i> )	Every day in between 07:00 pm to 08:00 pm

- e) Mess Fee to be charged from the student per month per student: Rs. \_\_\_\_\_  
(In words: Rupees \_\_\_\_\_)

#### I undertake that:

- (a) Quality items/foods mentioned at para (d) above shall be served as per schedule.  
(b) No other charges shall be made from the students other than Mess Fee.

Date:  
Place:

(Authorized Signatory)  
Seal of the Organization

## 2. Canteen

- a) Name of the Tenderer/ Bidder: \_\_\_\_\_
- b) Address for Correspondence : \_\_\_\_\_
- c) List of the items to be available at Canteen:

Sl. No	Item Description	Quantity	Quoted price including taxes	Quoted price in words
1	Milk Tea (100 ml) to be served in bio-degradable disposable cup	01 cup		
2	Green Tea (100 ml) to be served in bio-degradable disposable cup			
3	Plain Tea (100 ml) to be served in bio-degradable disposable cup			
4	Samosa (Standard Size)			
5	Alu Paratha (Standar Size)			
6	Khecri (Rice + Dal + Ironba + Kanghou)	01 plate of minimum 250g		
7	Veg Chowmin/Noodle	01 plate of minimum 250g		
8	Egg Chowmin/Noodle	01 plate of minimum 250g		
9	Chicken Chowmin/Noodle	01 plate of minimum 250g		

**I undertake that:**

- (a) Quality items/foods shall be served.
- (b) No other charges shall be made other than above quoted price.

Date:  
Place:

**(Authorized Signatory)**  
Seal of the Organization

### 3. Providing Horticulture Service

- a) Name of the Tenderer/ Bidder: \_\_\_\_\_
- b) Address for Correspondence : \_\_\_\_\_
- c) Service charges/fee to be charged from NIELIT Imphal per month: Rs. \_\_\_\_\_  
(In words: Rupees \_\_\_\_\_)

Date:

**(Authorized Signatory)**

Place:

Seal of the Organization

#### 4. Providing Maintenance & Cleaning of Toilets Service

- a) Name of the Tenderer/ Bidder: \_\_\_\_\_
- b) Address for Correspondence : \_\_\_\_\_
- c) Service charges/fee to be charged from NIELIT Imphal per month: Rs. \_\_\_\_\_  
(In words: Rupees \_\_\_\_\_)

Date:

**(Authorized Signatory)**

Place:

Seal of the Organization