



National Institute of Electronics and Information Technology  
(NIELIT), Agartala Centre  
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[www.agartala.nielit.gov.in](http://www.agartala.nielit.gov.in)

**REQUEST FOR PROPOSAL (RFP) FOR OPERATING CANTEEN AND HOSTEL MESS  
AT NIELIT AGARTALA CENTRE**

**INDEX**

RFP Ref. No.: NIELIT/AGT/Hostel/91/2013

Dated: 15/07/2015

- 1. Brief Information**
- 2. General Instruction for Bidders**
- 3. Terms & Conditions of Contract (Annexure-I)**
- 4. Technical Bid (Annexure-II)**
- 5. Financial Bid (Annexure-III)**



**National Institute of Electronics and Information Technology  
(NIELIT), Agartala Centre**

**REQUEST FOR PROPOSAL (RFP) FOR OPERATING CANTEEN AND HOSTEL MESS  
AT NIELIT AGARTALA CENTRE**

The permanent campus of National Institute of Electronics & Information Technology (NIELIT) Agartala Centre, an autonomous Scientific Society of the Dept. of Electronics and Information Technology (DeitY), Ministry of Communications and Information Technology, Govt. of India is coming up at R K Nagar, Bodhjungnagar, West Tripura (adjacent to Bodhjungnagar PS) to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT). The new campus will have the capacity of 200 students/trainees/staff and 50 nos. of students in boys hostel and 50 nos. of students in girls hostel.

Interested applicants/firms are invited to submit their proposal (technical bid and commercial bid) on or before **04/08/2015** within 05:00 PM having an experience of at least 3 years of running Canteen/executing similar kind of services in a Govt. sector/PSUs/ Educational Institutions/ Private institutions of repute. Applicants with valid commercial license are eligible to apply who can cater to the needs of Students, Staff as per the following:

- i. Lunch : Standard meals.
- ii. Snacks : Standard Snacks like Pakora/Chop/Samosas/Sandwiches/Sweets etc.
- iii. Beverage : Tea, Coffee, Soft Drinks, Fruit Juices, Fruit Chat, Dahi,Lassi etc.
- iv. Dinner : Same as lunch item.

**NOTE: During meetings, workshops, training etc. held in NIELIT Agartala, the firm will have to arrange High Tea, Snacks, Buffet/Packed lunch & dinners as per requirements. The rates will be negotiable. Foods are to be supplied to the hostelites at their respective hostels (a 50 bedded boys hostel and a 50 bedded girls hostel).**

The Institute will provide kitchen, hall, service area, dining tables, dining chairs, fans and fixtures. However, raw materials, food articles, cooking fuel, cleaning/washing materials/tool, and furniture and man power shall have to be arranged by the bidder at his/their own cost.

Interested firms may contact NIELIT Agartala for a detailed scope of work and the facilities available.

**Director-in-Charge  
NIELIT Agartala Centre**

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AT NIELIT AGARTALA CENTRE**

**1. BRIEF INFORMATION**

<b>Sl.</b>	<b>Particulars</b>	<b>Brief Information</b>
1.	RFP	Request for proposal (RFP) for operating canteen and hostel mess at NIELIT Agartala Centre
2.	RFP Ref. No. & Date	NIELIT/AGT/Hostel/91/2013 Dated: 15/07/2015
3.	Issuance of RFP documents	RFP documents may be downloaded from website of NIELIT Agartala Centre w.e.f. 15 <sup>th</sup> July 2015 (11.00 A.M.) website www.agartala.nielit.gov.in.
4.	RFP Fee (non-refundable)	Rs.500/- (Five hundred only)
5.	EMD (refundable)	Rs.19,000/- (Rupees nineteen thousand only) by DD/BC/Pay order/BG from a nationalized scheduled bank of India in favour of NIELIT Agartala Centre Payable at Agartala
6.	Performance Security Deposit	Rs. 50,000/- (fifty thousand only) per annum by DD/BC/Pay order/BG from a nationalized scheduled bank of India in favour of NIELIT Agartala Centre Payable at Agartala
7.	Last date for submission of RFP Documents	<b>04-08-2015 (05.00 P.M.)</b> at NIELIT Agartala Centre
8.	Date of opening of Technical Bids	<b>05-08-2015 (11.00 A.M.)</b> at NIELIT Agartala Centre
9.	Date of opening of Financial Bids	Will be informed to the bidders later on
10.	RFP documents to be submitted at	RFP Box at NIELIT Agartala Centre, DIT Campus, Indranagar, Agartala, Tripura West, Tripura-799006
11.	Terms of Contract	One year (extendable on performance & need basis)
12.	Type of Bids to submit	Technical Bid and Financial Bid (along with mandatory documents).

**GENERAL INSTRUCTION FOR BIDDERS**

1. Sealed tender in the prescribed form complete in all respects duly filled in, along with Tender Fee of Rs. 500/- and EMD of Rs. 19,000/- and all requisite documents shall be deposited at NIELIT Agartala Centre in the Tender Box placed at NIELIT Agartala Centre, DIT Campus, ITI Road, Indranagar, Agartala, Tripura West, Pin-799006 by **04.08.2015 upto 05.00 P.M.**
2. The tenders shall not be entertained after this deadline under any circumstances whatsoever.
3. The Technical bid of the RFP will be opened on **05.08.2015 at 11:00 A.M** in the conference room by Tender Processing and Opening Committee in the presence of tenderers or representatives of the Agency/Companies/Firms, if any, who wish to be present on the spot at that time.
4. The proposals in the prescribed format should be addressed to the Director-in-Charge, under sealed cover should be super scribed as **“Request for Proposal for operating canteen and hostel mess at NIELIT Agartala”**.
5. The bidder will be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions given by a statutory authority with regard to safety, labour laws, PF&ESI remittance or any other prevalent laws both of Central & State Enactments.
6. An Earnest Money Deposit (EMD) of Rs.19,000/- in favour of NIELIT AGARTALA CENTRE payable at Agartala is required along with application. The Earnest Money deposit of the successful bidder shall be liable to be forfeited if he does not fulfill any of the following conditions.
  - (i) An agreement is signed by him/her in the prescribed form with in 10 (Ten) days of the receipt of the letter awarding the contract.
  - (ii) The Canteen Services shall commence within 10 (Ten) days of the receipt of the letter awarding the contract.
7. The successful RFP bidder has to deposit a demand draft of Rs. 50,000/- (Rupees Fifty Thousand Only) as refundable security deposit **in favour NIELIT Agartala Centre Payable at Agartala**. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, of the bidder to NIELIT. The EMD of successful RFP bidder will be converted as security deposit and the EMD of unsuccessful RFPs will be refunded.
8. Bid evaluation will be done based on Technical & Financial bid.



**TERMS & CONDITIONS OF CONTRACT**

1. The bidder shall procure food articles and vegetables of good quality to the satisfaction of the NIELIT Agartala authority. The NIELIT Agartala authority shall have the right to change any brand of material used for cooking, provided the cost of the same does not exceed the specified brand.
2. The food shall be cooked, stored and served under hygienic conditions. The bidder shall ensure that only fresh cooked food is served and the stale food is not recycled. Stale food shall be removed from the Canteen premises as soon as possible. Unrefrigerated cooked food, not consumed within six hours in summer months and ten hours in winter months, shall be deemed to be stale and unfit for consumption.
3. The food shall be neither too spicy nor too oily. The food preparation shall be wholesome and shall generally cater to the taste of the employees/students.
4. The oil that remains from deep frying at the end of the day shall have to be destroyed and shall not be allowed to be recycled for the purpose of cooking again.
5. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all time.
6. The bidder shall pay special attention to maintain the Canteen in a neat and tidy condition at all times. For this purpose, the Canteen shall be cleaned thoroughly after each meal regularly.
7. The bidder shall ensure that only hot food is served to the students/employees. Complaint, if any, in this regard shall be dealt seriously.
8. The bidder shall ensure that sufficient man power is deployed for preparation and service of each meal including cleaning, washing and overall upkeep of Canteen assets and premises. The bidder shall also ensure proper room services for the NIELIT officials.
9. The Bidder should supply the items at the finalized quoted rates. The same rate list should also be displayed in board at NIELIT Agartala Canteen.
10. The rate quoted by the final bidder should remain valid for one year.
11. Tobacco and alcoholic items is strictly prohibited inside the canteen as well as institute premises.
12. The bidder will ensure neat and clean clothes, aprons, head gear used by his/her employees handing food at all times. Every employee so appointed by the bidder shall wear the prescribed uniform. The said uniform shall be provided by the Bidder at his own cost. The canteen workers will bear the Identity Card issued by NIELIT, Agartala Centre during the working hours.
13. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, NIELIT may terminate the contract of the bidder without any notice in case the bidder commits a breach of any of the terms of the contract. NIELIT

Agartala decision that a breach has occurred will be final and shall be accepted without demur by the bidder.

14. National Institute of Electronics & Information Technology, Agartala reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.
15. The bidder will also submit a medical certificate on half yearly basis that all his/her employees handling food are not having any contiguous diseases.
16. The canteen shall remain open from 8:00 A.M. to 10:00 P.M. However, depending on the exigencies, the bidder may be required to keep the Canteen open or close as per requirement of NIELIT.
17. The canteen bidder at its own cost shall be required to provide sufficient staff, furniture, kitchen items (Heavy Duty Gas Stove, Gas Cylinder refill, Cooking Utensils and Refrigeration etc. and whatsoever required for operating and running the canteen during the period of contract at NIELIT campus
18. Electricity should not be used for cooking, boiling purpose.
19. Number of students and staff may increase or decrease.
20. The Institute reserves the right to have a panel made out of the proposals submitted and in case the bidder selected fails to do the job successfully or leaves the job in middle of the contract period, the next bidder will be offered the assignment for the remaining period/full contract period of the first award of the contract.

## TECHNICAL BID

## FORMAT FOR RUNNING CANTEEN AND HOSTEL MESS AT NIELIT AGARTALA

Sl.	Particulars	Relevant Information with documents
1	Name of catering Agency/Company/Firm	
2	Name of Proprietor/Managing Partner/Director of Company	
3	Full Address of the Office	
4	Full Address of the Regd. office	
5	Telephone No. & Mobile No.	
6	FAX No	
7	E-Mail Address	
8	Certificate of registration of the Agency/Co./Firm	
9	Catering/Canteen Licence & Trade License	
10	Banker of Company / Firm / Agency with full address (Attached attested copy of Pass Book/Statement)	
11	PAN/GIR No. (Attached attested copy)	
12	Service Tax Registration No. (Attached attested copy)	
13	EPF Registration No (Attached attested copy)	
14	ESI Registration No (Attached attested copy)	
15	Please specify whether the firm is a Sole proprietorship/Partnership Firm/Company also specify the name, address and Telephone nos. of Directors/partners of the Firm	
16	Annual Turnover of last three financial years (Attached balance sheets and Income and Expenditure Statements/ Annual turnover duly certified by Chartered Accountant).	
17	Attached certified copy of Income Tax Returns for last 3 years, other relevant statement / papers.	
18	Details of RFP Fee:	
	a. Amount Rs. ____/- (Rupees in words only)	
	b. Bank Draft/PO/BC No.	
	c. Date of Issue	
	d. Name of the Bank	
	e. Validity	
19	Details of Earnest Money Deposit	

	a. Amount Rs. /- (Rupees in words only)	
	b. Bank Draft/PO/BC No.	
	c. Date of Issue	
	d. Name of the Bank	
	e. Validity	
20	Non relation certificate with the employees of NIELIT Agartala Centre	
21	Non blacklisted Certificate of the Agency/Co/Firm	
22	List of major clients (including reputed company/PSU/Govt) with details of manpower provided. (Attach a separate sheet for the list.)	
23	An Undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this RFP documents and to mention that the agency/services provider will be fully liable for all statutory obligations to the principal employer and for all obligations during and after the period of Contract.	
24	Additional information, if any (Attach separate sheet, if required)	

**DECLARATION**

1. I,..... Son/Daughter/wife of Shri .....signatory of the agency/firm, mentioned above is competent to sign this declaration and execute this RFP document.
2. It is certified that the information furnished above is correct.
3. I/We have gone through the terms and conditions stipulated in the RFP Document and confirm to abide by the same. Disagreements and solution proposed has been listed in a separate sheet and being attached with this Bid. A copy of the RFP Document with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.
4. The information/documents furnished along with the above application are true and authentic 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 RFP at any stage besides liabilities towards prosecution under appropriate law.
5. We understand that the decision of the NIELIT to accept/reject “the points of disagreements and proposed solution provided by us” would be final and binding.

Date:

Place:

Signature of authorized person

Full Name:

Designation:

Seal:



## FINANCIAL BID

## A. FORMAT FOR OPERATING CANTEEN MESS AT NIELIT AGARTALA

Sl. no.	Items	Rate in INR
1	Tea (60 ml) one cup	
2	Coffee (60 ml) one cup	
3	Pakora /Chop /Samosa	
4	Sandwich	
5	Sweets ( rosogolla, boil cake, kaju barfi, etc.)	
6	Dahi (200 gm/500 gm)	
7	Egg Chowmin (Full plate / Half plate)	
8	Veg Chowmin (Full plate / Half plate)	
9	Egg roll	
10	Veg roll	
11	Veg meal (Daal,2 Veg. Sabzi, Rice, Raita/Curd, 2 Roti, Salad and pickle)	
12	Fish meal (Daal, 1 Sabzi, 1 fish item, Rice, Raita/Curd, 2 Roti, Salad and pickle)	
13	Egg meal (Daal, 1 Sabzi, 1 egg curry, Rice, Raita/Curd, 2 Roti, Salad and pickle)	
14	Chicken meal (Daal, 1 Sabzi, 1 chicken item, Rice, Raita/Curd, 2 Roti, Salad and pickle)	
15	Mutton meal (Daal, 1 Sabzi, 1 mutton item, Rice, Raita/Curd, 2 Roti, Salad and pickle)	
16	Special meal (Vegetable-paneer, Sabzi, Daal, Raita/Curd, Rice, 2 Chapati/Parantha, Salad and Pappad & pickle)	
17	Fruit Juice (200 ml / 1 Litre)	
18	Fruit Chat 1 plate (150 ml)	
19	Roti/Paratha/Puri with sabji (3 Roti/Paratha/Puri & standard quantity sabzi)	
20	Raita 1 plate (120 ml)	
21	Lassi Sweet / Salty (120 ml)	
22	Bread omlet ( 1 egg + 2 slice)	
23	Packaged drinking water (1 litre, 2 litre)	
24	Any other item specify.	

**B. FORMAT FOR OPERATING HOSTEL MESS AT NIELIT AGARTALA**

<b>Breakfast</b>	<b>Total periodicity of 7 times in a week</b>		
<b>Sl. No.</b>	<b>Item</b>	<b>Tentative periodicity per week</b>	<b>Item Rate in INR</b>
1	Poori Sabji (3 poori & standard quantity sabzi)	3	
2	Tea / Coffee (60 ml) One cup	7	
3	Bread omlet ( 1 egg + 2 slice)	2	
4	Bread with Jam / butter ( 2 slice with butter & sugar / Jam in between)	2	
<b>Lunch /Dinner</b>	<b>Total periodicity of 14 times (lunch + dinner)</b>	<b>Tentative periodicity per week</b>	<b>Item Rate in INR</b>
1	Base Thali ( Rice / Roti, 2 seasonal veg. sabzi, 1 dal, pickle and papad)	3	
2	Base Thali + Paner side dish	2	
3	Veg Biryani + Paner side dish / Chicken side dish	1	
4	Base Thali + Egg with curry	4	
5	Base Thali + Fish with curry	2	
6	Base Thali + Chicken with curry	2	

**Note:**

1. **Item size/volume/pieces should be mentioned wherever applicable.**
2. **The items at table B to be served at two hostels namely, boys & girls.**

**Declaration**

It is certified that I/we before signing this RFP document have read and fully understood all the terms and conditions contained in the RFP Document and undertake myself/ourselves to abide by them. I/We fully agree and accept with the present rate and the changed rate from time to time and all taxes as per government norms with terms and conditions mentioned in the RFP documents.

Date: .....

Place: .....

Signature of the bidder

Name:

Designation:

Seal: