

**National Institute of Electronics and Information Technology (NIELIT),
Kohima Centre
An Autonomous Scientific Body of Ministry of Electronics and IT,
Govt. of India, New High Court Road, Meriema, Kohima Nagaland 797001**

SHORT-TERM TENDER NOTICE

Ref: NIELIT/KMA/01/07/05-ADMN

Dated, 22nd January 2019

Sub:- Tender Notice for running canteen at NIELIT Kohima

Sealed tender are invited from interested firm/individual to run the canteen of NIELIT Kohima. Following are the terms and conditions.

1. The rate quotation should be addressed to the Director, NIELIT, Kohima Centre.
2. The price quoted should be F.O.R. Canteen at NIELIT, Kohima.
3. The envelope containing the bids should be in sealed cover and must be marked "Quotation for providing Canteen service".
4. Interested firm/individual must submit the details and quote the most competitive price in the Performa enclosed at Appendix-I
5. The Sealed Quotations must reach NIELIT office on or before 31st Jan. 2019 before 12:00 Noon. And will open the same day at 1:00 pm.in the presence of any bidder if present
6. The canteen should provide such food items as listed at Annexure-I. Any additions or changes may be made according to the need and requirement of the institute.
7. The rates of eatable items are required to be displayed in the canteen hall as approved by the "NIELIT authority".
8. Safe and nutritious food should be provided.
9. The canteen is normally meant for catering to the needs of the institute. At no time should the canteen give preference to serving outsiders by compromising the interest of students and staff of NIELIT Kohima.
10. The Contractor should take responsibility not to allow any indecent acts and behaviour inside the canteen premises.
11. Canteen should be open on all weekdays from 08:30 AM to 05:00 PM. Canteen timing will be adhered to. For any changes, permission must be obtained.
12. Depending on the requirement of the Institute, the authority may request the Contractor who shall have to make all necessary catering arrangements (Tea, Lunch, Dinner, etc) from time to time at various institute functions at lowest market rate.

13. The canteen may also be asked to open during holidays or weekends on occasions.

14. Monthly rental

The rent for the seating and kitchen area is fixed as Rs. 2,000/- (Rupees Two Thousand only) per month. The Contractor will deposit the rent by 07th of each month, otherwise Rs. 10/- per day will be charged as fine.

15. Electricity will be supplied by NIELIT Kohima but Rs. 1,000/- (Rupees One Thousand only) monthly will be paid by the Contractor towards water & electricity charges.

16. Electricity will not be used for normal cooking purposes.

17. LPG connection for the canteen should be arranged by the Contractor.

18. The Contractor will make security deposit of Rs. 10,000/- (Ten Thousand only) refundable through DD/RTGS/Cheque in favour of Director NIELIT, on termination of agreement.

19. NIELIT Kohima shall have the right to forfeit, deduct out of the above deposit, any amount which the Contractor may become liable hereunder and shall refund the balance money to the Contractor on the termination of this Agreement.

20. If the Contractor leaves before expiry of the contract, Security Amount will be forfeited.

21. Furniture & equipment, etc.

Kitchen equipments like fridges, ovens, utensils, etc will be arranged by the Contractor. Furniture such as chairs and tables for the seating area will be provided by the Institute for which the Contractor will be responsible for its safe custody. In case of any damage or breakage, the repairs will be done and its payment will have to be borne by the Contractor. Further, any damage to the building should be repaired by the Contractor.

Food safety

22. Due to health and safety reasons, no food brought from home/outside will be reheated in the canteen.

23. Proper pest and insect control measures should be taken.

24. Food handlers have responsibilities related to their health and personal hygiene.

25. Soap for hand-washing and quality cleanliness and sanitation agents must be provided by the Contractor.

26. Regular testing of food and water should be done.

27. Cleanliness

Inspection of kitchen and canteen premises will be made on regular basis. The Contractor is responsible for the daily cleaning of floors, sinks, seats/chairs, etc.

28. Proper garbage disposal

The Contractor must ensure proper disposal of waste matters so that a healthy and neat environment is maintained in and around the canteen.

29. The approval of running the canteen may be withdrawn without assigning any reasons by giving two weeks' notice.
30. In the event of the Contractor committing a breach of any of the terms and conditions of this Agreement, NIELIT Kohima shall be entitled to terminate this agreement immediately without notice without assigning any reasons.

Duration of Contract

The contract will be valid for one year commencing from the date of signing of this agreement after which it may be **extended further** on the recommendations of the Institute Contract Committee provided that the services rendered by the Contractor are satisfactory and he/she will be required to pay rent, etc for the extended period as fixed by the Institute Contract Committee.

Annexure-I

The Contractor may include such items as mentioned below and change or add more items to the menu depending on the demand and requirement of the staff and students of the institute and provide the minimum rates for the said items.

- i) Samosa
- ii) Pakora
- iii) Tea
- iv) Coffee
- v) Lemon Tea
- vi) Noodles (Half and Full plate)
- vii) Sandwich
- viii) Puri (veg and non veg)
- ix) Aloo paratha
- x) Momo
- xi) Bread toast with butter
- xii) Any other