

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT) CALICUT


 रा.इ.सू.प्रौ.सं
NIELIT

NIT Campus P.O., CALICUT - 673 601
 Ph: 0495 2287266, Website: <http://nielit.gov.in/calicut>

കാര്യാലയം കോൺട്രാക്ട് ആവശ്യമാണ്

ഈ ഇൻസ്റ്റിറ്റ്യൂട്ടിലെ കാര്യാലയം ഒരു വർഷത്തേക്ക് നടത്തുന്നതിന് ദർശനങ്ങൾ ക്ഷണിക്കുന്നു. ദർശനം ഫോറം (വില 500 രൂപ, നികുതി ഉൾപ്പെടെ) നീലിറ്റ് കാലിക്കറ്റ് ഓഫീസിൽ നിന്നും 19.05.2017, 3.00 pm വരെ ലഭിക്കുന്നതായിരിക്കും. ഫോറം ഈ സെന്ററിന്റെ വെബ്സൈറ്റിൽ (<http://nielit.gov.in/calicut>) നിന്നും ഡൗൺലോഡ് ചെയ്തും എടുക്കാവുന്നതാണ്. പുരിഷ്ചി ദർശനങ്ങൾ (20000 രൂപ) സഹിതം ദർശനം ഫോറമിന്റെ വില നൽകാത്തവർ അതും ചേർത്ത് നീലിറ്റ് കാലിക്കറ്റ്, എൻ ഐ ടി കാമ്പസ് പോസ്റ്റ്, കോഴിക്കോട് - 673 601 എന്ന വിലാസത്തിൽ 22.05.2017, 5.00 pm നു മുമ്പായി സീൽ ചെയ്ത കവറിൽ നൽകേണ്ടതാണ്. ദർശനത്തിന്റെ മറ്റു വിവരങ്ങൾ <http://nielit.gov.in/calicut> എന്ന വെബ്സൈറ്റിൽ ലഭ്യമാണ്. (ഫോൺ 0495 - 2287266)

12x6

(Handwritten Signature)





**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION
TECHNOLOGY (NIELIT), CALICUT**

(An Autonomous Scientific Society of Ministry of Electronics and
Information Technology, Govt. of India)

**P.B. No. 5, NIT CAMPUS POST, CALICUT-673 601,
KERALA**

Phone: 0495-2287266, 7; Fax: 0495-2287168;
Email: abr@nielit.gov.in; Web: <http://nielit.gov.in/calicut/>



Tender No.3(60)99/CTN.

03 May 2017

To

Sub: Tender for Running of Canteen at NIELIT, Calicut

Sir/Madam,

On behalf of the Executive Director, NIELIT, Calicut, PB No. 5, NIT Campus Post, Calicut-673601, Sealed Tenders are invited for running NIELIT Canteen, as detailed in the Tender Documents enclosed.

If you are in a position to quote for the Canteen services strictly conforming to the Instructions, Terms and Conditions and in accordance with the requirements detailed in the tender documents, please submit your Tender in two parts, i.e., Part-I containing the General Terms & Conditions and Part-II being the Price Bid separately in two sealed envelopes, exactly as detailed in the enclosed General Instructions.

The Tenderer have the option to make payment of cost of tender form, EMD/Security deposit etc either by Demand draft in favour of "Director, NIELIT Calicut" payable at Calicut or by NEFT to Bank Account Number: 10401158037 (IFSC: SBIN0002207) or by using credit/debit card swiping facility (charges extra) at NIELIT Calicut. **No amount will be accepted/deposited in CASH. Proof of Payment should be attached wherever required.**

Please read carefully the Instructions, Terms and Conditions given in the Tender Documents before submitting tender.

Thanking you,

yours faithfully,

Joint Director (F&A)

Encl: Tender Documents



**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY
CALICUT**

TENDER DOCUMENTS FOR PROVIDING CANTEEN SERVICES

GENERAL INSTRUCTIONS

1. The tender shall be submitted in **TWO PARTS (Part-I and Part-II)** in two separate sealed envelopes. Part-I shall contain the Technical Bid, i.e., General terms and conditions (except the Price Bid), supporting documents etc. and Earnest Money Deposit (EMD) and Part-II shall contain only the Price Bid.
2. The separate envelopes containing **Part-I** and **Part-II** should be sealed and superscribed in bold letters as follows:

"PART-I (TECHNICAL BID) OF TENDER No.3(60)99/CTN DATED 03 May 2017 FOR RUNNING OF NIELIT CENTRE CANTEEN - DUE DATE : 22 May 2017 5:00 PM"

"PART-II (PRICE BID) OF TENDER No.3(60)99/CTN DATED 03 May 2017 FOR RUNNING OF NIELIT CENTRE CANTEEN - DUE DATE : 22 May 2017 5:00 PM"

3. Cost of the Tender Form is Rs.500/- (including ST) (Non-refundable)
4. NIELIT's requirements

A Reputed contractor having an experience of at least 3 years of running Canteen in Government Sector/PSUs/Educational Institutes/Private institutions of repute, who can cater to the needs of students and staff as details given below is eligible to apply:

- | | | | |
|------|-----------|---|---|
| i) | Breakfast | : | Indian, South Indian |
| ii) | Lunch | : | Standard Meals (south Indian)/Special Meals |
| iii) | Snacks | : | Standard Snacks |
| iv) | Beverage | : | Tea, coffee, Soft Drinks, Fruit Juices etc. |

Catering arrangements for meetings and on other occasions as and when required, which may include High Tea, Buffet/Packed Lunch etc.

Approximately 200 persons connected with Institute require the Canteen facility. There is a likelihood of increase or decrease in number due to number of student enrollment for various programmes. Detailed list of items with approved rates is Annexure 1 to Part 1.

Signature of Tenderer



NIELIT



5. Facilities provided by NIELIT, Calicut

Canteen premises comprise area of about 150 Sq. Mts. along with kitchen facilities, space for cooking, store room and dining facilities. Furniture and other infrastructure facility shall be provided by the Institute. However, raw materials, food articles, cooking gas, cleaning and washing materials/tools and manpower shall be arranged by the Contractor.

The Institute may provide Tea/coffee vending machines for the Canteen and the same has to be operated with mutually agreeable terms and conditions.

Electricity and Water supply are available which are chargeable. Rate chargeable for the same is Rs.1000/- per month, based on the present requirement (subject to upward revision based on increased requirement).

6. Requirements from the contractor

- i) The contractor shall procure food articles and vegetables of good quality to the satisfaction of Canteen Committee. The Canteen Committee/Authorized Officials of NIELIT 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.
- ii) The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served and 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 and Ten hours in other months, shall deemed to be stale and unfit for consumption.
- iii) Food shall be tasty and neither too spicy nor too oily. The food preparation shall be wholesome and shall generally cater to the taste of students and staff of NIELIT. (Students can be from all over India).
- iv) The oil that remains from the deep frying at the end of the day shall have to be destroyed and shall not be allowed to be recycled or reused for the purpose of cooking again.

Signature of Tenderer



- v) 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 times.
- vi) The contractor shall pay special attention to maintain the Canteen in neat and tidy condition at all times. For this purpose Canteen and utensils, equipment etc shall be cleaned thoroughly after each meal regularly.
- vii) The contractor shall ensure that only freshly prepared hot food is served to students/employees. Complaint, if any, in this regard shall be dealt with severely.
- viii) Contractor shall implement all instructions as provided by the Canteen Committee or any authorized official of NIELIT, Calicut
- ix) Contractor shall ensure that sufficient manpower is deployed for preparation and services of each meal including cleaning, washing and overall upkeep of Canteen assets and premises.
- x) Contractor should supply the items at the rates mentioned in the Rate list and as per the menu decided for each day.
- xi) Assets and infrastructure provided by the Institute to the Contractor should be maintained properly and any damage/breakage/loss should be compensated by the Contractor.
- xii) No additional facilities/materials other than what are presently available in the Canteen will be provided to the Contractor.
- xiii) The Quality/Brands of materials to be used in the preparation of food shall be of quality approved by FSSAI as suggested below:
- | | | |
|------------------|---|--|
| i. Milk | : | Milma |
| ii. Tea | : | Brooke Bond/TATA/AVT/LIPTON |
| iii. Boiled Rice | : | Matta/White Kuruva/Ponni |
| iv. Raw Rice | : | Sona Masoori/BT |
| v. Cooking Oil | : | Sunflower/Coconut Oil or any other cooking oil (Except Mustard Oil/Palmoline Oil) of reputed Brand |
| vi. Salt | : | Iodized (Branded) |
| vii. Atta | : | Any Reputed Brand |
| viii. Bread | : | Any Reputed Brand |

The above are subject to the modification by the Canteen Committee.

Signature of Tenderer



7. Eligibility Criteria of the Contractor

A Reputed contractor having an experience of at least 3 years of running Canteen in Government Sector/PSUs/Educational Institutes/Private institutions of repute who can cater to the needs of students and officers/staff of NIELIT, Calicut as per their requirement (Minimum Pre-qualification criteria mentioned in Clause 14) is eligible to apply.

8. The tender, prepared in two parts as above, duly signed and sealed, should be addressed to the **Executive Director, National Institute of Electronics and Information Technology, P.B.No.5, NIT Campus Post, Calicut – 673 601**, so as to reach his office at or before **5 PM on 22.May.2017**. The full name, postal address, Mobilephone/Telephone no./fax no./e-mail address of the Tenderer shall be written on the bottom left corner of the sealed envelopes. NIELIT, Calicut will not be responsible for any delay, loss or non-receipt of tender sent by post/speed post/courier etc.
9. The person signing the Tender should be duly authorized therefor by the Tenderer and a confirmation in writing in this regard should be submitted along with the tender.
10. Monthly Maintenance Charge should be quoted for the services. Further, No deviation to the rates specified in ANNEXURE-I to PART-I is acceptable. The Service Tax as applicable, if any, may be separately indicated.
11. The rates quoted shall be valid for a period of 120 days from the date of opening of Price Bid. Once quoted, the tenderer shall not make any subsequent price changes, whether consequent to or arising out of any technical/commercial clarifications sought regarding the tender, even if any deviation or exclusion may be specifically stated in the tender. Such price changes shall render the tender liable for rejection.
12. **Part-I** of the tender will be opened on **23 May 2017 at 2.00 PM** and eligibility of the tenderers for consideration of their Price Bid ascertained. Upon scrutiny of Part-I of the tenders, the **Price Bids (Part-II)** of only those tenderers who meet the minimum eligibility criteria, laid down hereinafter, shall be opened on the specified date, which will be intimated separately.

Signature of Tenderer

13. Part-I of the tender should be accompanied by a **Demand Draft or proof of remittance for Rs.20,000/-** (Rupees twenty thousand only) towards Earnest Money Deposit (**EMD**), drawn in favour of Director, National Institute of Electronics and Information Technology, Calicut, payable at State Bank of India, NIT Calicut Branch, Calicut. The EMD will not carry any interest thereon.

Cost of the Tender Form should be paid either directly at office with credit/debit cards of nationalized banks or to be included along with the EMD in the form of Demand Draft/Proof of Remittance, if Tender Form is downloaded. Tenders without EMD and Cost of Tender will be summarily rejected.

The EMD shall be liable to be forfeited if:

- i) the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of his tender;
- ii) the prices/rates are increased unilaterally by the tenderer after the tender opening and during validity period of the tender;
- iii) the successful tenderer fails to furnish the required performance security deposit within the specified period;
- iv) In case the tenderer quoting highest Monthly Maintenance charges is not in agreement with the rates quoted by NIELIT for supply of few items, he will be given a counter offer to accept the rates of NIELIT for those items also.
- v) the tenderer refuses –
 - a) to execute the order/work after placement of order/award of work;
 - b) to enter into a contract after the award of contract/work/order;
 - c) to comply with the obligations under contract/order after award of the contract/placement of order.

14. The tenderer should fulfill the following minimum pre-qualification criteria and should enclose attested copies of relevant documents along with Part-I of the tender in order to ascertain their eligibility for consideration of their Price Bids (Part-II of tender):

Signature of Tenderer





Minimum Pre-qualification Criteria

- i) Tenderer offers a Minimum Reserve Rate of Rs.15,000/- (including Electricity and Water Charges and Service Tax) per month towards Maintenance Charge
 - ii) The tenderer should have experience of at least 3 years of running Canteen in Government Sector/PSU/Educational Institutes/Private institutions of repute;
 - iii) Remittance EMD in the form of Bank Demand Draft/Proof of Payment for Rs.20,000/- paid
 - iv) Remittance of Cost of Tender Document Rs.500/- to be paid along with EMD in case the Tender Document has been downloaded from website.
 - v) Compliance of all conditions mentioned in the Tender Document
 - vi) The tenderer must have Permanent Account Number (PAN) provided under the Income Tax Act;
 - vii) The tenderer must have the Financial Capacity to run a canteen - proof to be provided;
 - viii) The tenderer should have a valid current Account number in a nationalized bank and should also provide the facility to users of the canteen/mess for making payment by swiping debit/credit cards or by mobile banking or by online banking.
 - ix) The tenderer should maintain details of users of canteen/mess members and their usage and dues records up-to-date and there should not be any dispute with users of canteen/mess members
15. The tenderer shall attach a list of clients currently being serviced by him/them along with Part-I of the tender.
16. A copy of the Registration Certificate, and the Memorandum and Articles of Association etc. of the firm if it is a Registered Company, OR partnership deed in case of partnership firm, or Ownership Certificate in case of proprietorship shall be attached with Part-I of the tender.
17. The tenderers may make a physical inspection of the canteen, with prior appointment, if required, before quoting (both Campus I and Campus II). Tenderer should make himself/themselves acquaint himself/themselves with the actual location, kitchen, equipment, facilities available with NIELIT, before submitting the Tender under Two Bid System.
18. The tenderer shall declare in writing that none of its/his promoters/ directors/employees are in any way related to any of the officials of NIELIT, Calicut and/or NIELIT, New Delhi including the Centres under its control.

Signature of Tenderer



19. There will be **no revision** of the tendered rate on any ground during the entire tenure of the contract. The tenderers shall, therefore, make sufficient provisions for all statutory liabilities applicable to them and eventual increases, if any, while quoting. Income Tax/Service Tax/or any other tax as applicable will be deducted from the bill.
20. Canteen should remain open on all days including Saturdays, Sundays and holidays.
21. (a) Incomplete tenders, (b) tenders not fulfilling the above Minimum Pre-qualification criteria fully/partially, and (c) tenders without the prescribed EMD and cost of Tender Form, (d) tenders deviating materially from the conditions mentioned in the Tender Document, (e) conditional tenders, and/or (d) tenders received after the scheduled time and date for submission will not be considered for further processing.
22. The tender shall be submitted in English or Hindi language.
23. During the technical evaluation of the tender, NIELIT, Calicut may seek clarification(s) on the tender in writing. The response by the tenderers should also be in writing. No other correspondence/communication/enquiry regarding the status of the tender will be entertained.
24. The qualified tenderers shall be intimated the date and time of opening of the Price Bid, i.e., Part-II of the tender, separately.
25. The Executive Director, NIELIT, Calicut reserves the right to accept or reject any or all tenders in whole or in part without assigning any reason therefor, without incurring any liability to the affected tenderer(s). **The Executive Director, NIELIT, Calicut is not bound himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.**
26. The Tenderer whose tender is not accepted shall not be entitled to claim any costs, charges and expenses incidental to or incurred by him through or in connection with his submission of tender or its consideration by NIELIT, Calicut, even though NIELIT, Calicut may elect to modify / withdraw the Invitation to Tender or does not accept the tender.

Signature of Tenderer



PART – I

TERMS & CONDITIONS OF TENDER FOR PROVIDING CANTEEN SERVICES

DEFINITION

1. The term "Institute" shall mean National Institute of Electronics and Information Technology (NIELIT), Calicut, which is a Centre of NIELIT, New Delhi, an Autonomous Scientific Society of Department of Information Technology, Ministry of Communications & Information Technology, Govt. of India, and the term "Contractor" shall mean the Agency selected for award of the contract.

SCOPE OF SERVICES

2. NIELIT Calicut Centre's canteen is meant for the employees, students and people directly connected to the functioning of the Centre. The service should be in two places, one in the Main Campus and another in the Campus II where dinner should be served on all days and Breakfast, Lunch and snacks on all holidays. Additionally Morning Coffee/Tea alongwith biscuits/snacks should be served between 6:30 AM to 7:30 AM at Campus II on all days including Saturdays, Sundays and closed holidays. Cooking facility is available only in Main Campus, only dining facility is available in the Campus II.

Transporting cooked food, if necessary, to Dining Hall/Campus II is the responsibility of the Contractor. Such transportation of cooked food should strictly be done in closed containers only.

3. Duly appointed canteen committee will supervise the canteen services and will provide instructions to the contractor from time to time.

CREDENTIALS

4. The Contractor should take valid registration under FSSAI
5. The Contractor shall declare in writing that none of his partners/associates/employees are in any way related to any of the officials of NIELIT, Calicut and/or NIELIT, New Delhi including the Centres under its control.
6. The Contractor must be available in the Canteen during working hours and in case of his absence an authorized person duly appointed by him should be available at all time. Contractor should be accessible round the clock.

Signature of Tenderer



7. The Contractor should fulfil the minimum pre-qualification criteria enumerated under Clause 14 of the 'General Instructions' and should furnish attested copies of relevant documents and also submit other documents specified in "General Instructions".
8. All credentials of the Contractor including financial standing, registration with Govt., having support or connection with Govt. Dept/Organisations, Non-Govt. Autonomous Body, Public Body, Local Govt., Civil Body and Public Institutions/Organisations etc. together with records of past performance with such Institutions, Departments, Organisations etc. are to be produced for verification whenever demanded by the Institute.

RESPONSIBILITIES/LIABILITIES OF CONTRACTOR

9. The contract for canteen services will be as per the agreement to be executed between the Institute and the Contractor. The contract is liable to be terminated by either side on three month's notice in writing. Abrupt termination or breach of the contract by the Contractor will entail forfeiture of the Security Deposit of the Contractor.
10. The Rules and Regulations for the canteen services framed by the Institute shall be binding on and are to be strictly adhered to by the Contractor.
11. A detailed menu for the items to be served in the canteen by the canteen committee should be strictly adhered to.
12. The Contractor shall ensure that the personnel deployed by them at the Institute are covered under ESI and EPF, if applicable, and shall furnish documentary evidence to that effect, including proof of remittance of monthly contributions specifically in respect of the personnel deployed at the Institute.
13. It is the responsibility of the Contractor to comply with the provisions of Minimum Wages Act, Payment of Wages Act, Payment of Bonus Act, Payment of Gratuity Act, Workmen's Compensation Act or any other Act, Rule, Order etc applicable in respect of his deployment and the Contractor shall be solely liable for any contravention thereof.
14. It shall be the exclusive responsibility of the Contractor to comply with various statutory regulations including the statutory liabilities under various industrial and labour laws.
15. The Contractor shall follow and abide by all the legal formalities including the employment, age and working conditions of the personnel engaged by them.
16. The Contractor shall ensure compliance of all Acts, Rules and statutory orders in force with regard to supply of food items (Cooked as well as packaged items) for the purpose of this contract and shall keep the Institute indemnified against any liabilities arising out of non-compliance of any of the Acts, Rules or Orders on their part.

Signature of Tenderer



17. The Contractor shall deploy personnel in the canteen in such a way that they get weekly rest.

18. A Security Deposit of Rs.50,000/- [Rupees Fifty Thousand only] need to be deposited while entering into a contract with NIELIT
19. The Contractor shall make the payment of wages etc. to the personnel deployed by him before as per the terms of their engagement with him.
20. The Contractor shall deploy only such persons having the required qualifications, skills, knowledge, temperament, discipline etc. to render the services at the Institute. Contractor should ensure that they are properly dressed while working at Canteen
21. The personnel deployed by the Contractor shall not take part in any strike, demonstration, agitation, bandh, harthal etc. They should be well mannered and should be courteous to the students and staff of NIELIT
22. In case of any misbehaviour or negligence of duty on the part of any of the personnel deployed by him, the Contractor shall immediately remove such person(s) from deployment at the Institute.
23. The Contractor shall compensate fully the Institute any amount of payment made and/or loss incurred, and/or caused to be made/incurred, by the Institute on account of the negligence/failure on the part of the Contractor to comply with any of the statutory liabilities/third party/public liability.
24. The Contractor must issue proper uniform with head cap, apron and identity cards to his employees deployed at any time under this contract in order to facilitate verification of their identity by the Institute. Before the deployment of staff at Canteen, contractor should verify the character and antecedents and Medical Certificate of the individuals, proper records of the personnel should be made available to NIELIT. Any changes in the deployment of personnel should invariably be notified to NIELIT.
25. The Contractor shall be liable to comply with the directions of the Institute to remove within 24 hours of receipt of such direction any of the personnel deployed by him under this contract and shall make immediate arrangements for posting the substitute to ensure proper, adequate and continuous services.
26. The Institute shall have no responsibility for providing living accommodation to the Contractor or to the Canteen personnel deployed by the Contractor.

Signature of Tenderer



27. Contractor should ensure that canteen personnel deployed by him are physically and medically fit and do not have any communicable disease. Periodical Medical Check-up of staff deployed at canteen should be done by Contractor at his cost and staff deployed should be medically fit for canteen work.
28. The canteen personnel deployed at the Institute for the various services should not smoke/use tobacco products or use alcoholic drinks in the campus. Canteen Staff should be courteous and maintain good relation with all users of the canteen/mess.
29. Canteen Contractor is liable to run the Canteen for a year as per the agreement. However, if the party wishes to discontinue the service, he has to serve 90 days advance notice in writing. This can be done only after completion of 6 months' period. If the contractor discontinues the service without notice or before the completion of 6 months' term, his/their Security Deposit will be forfeited.
30. The Canteen Contract should not be sub-contracted.
31. It will be the sole responsibility of the Contractor to maintain canteen premises neat and tidy and Contractor has to make necessary arrangements to dispose of Kitchen and other waste suitably. Garbage collected from the Kitchen, Dining Hall and dish washing area should be disposed off right away. Maintenance of drainage, waste water, plastic disposal etc. related to Canteen should be done by the contractor at his own expense.

PAYMENT

32. The Contractor shall pay the Monthly Maintenance Charges and Water & Electricity Charges every month in advance latest by 5th day of the Month. (for example the rent for the month of June should be paid by 5th of June itself)
33. The payment for the services rendered by the Contractor to the students or employees of the Institute should be collected directly from them.

PENALTY

34. In the event of any deficiency in the service rendered by the Contractor or any damages attributable to the performance or non performance clauses of the contract, any time during the currency of the contract, or on failure on the part of the Contractor to implement the instructions issued by Authorized Officials/Canteen Committee, the Institute shall impose a penalty of minimum Rs.1000/- (Rupees One Thousand only) per occasion or any higher amount as may be decided by the Institute, which shall be payable by the Contractor forthwith, failing which the same may be recovered from his Security Deposit. The decision of the Institute in this regard shall be final and binding on the Contractor.

Signature of Tenderer :

TENURE

35. Selected Tenderer should be prepared to the Canteen Services from 01.June .2017.
36. The tenure of the contract would be one year initially. The contract may be renewed/extended at the discretion of the Institute on a year-to-year basis for a maximum period of three years without revision of the Maintenance Charge.
37. The contract can be terminated by the Institute at any time **without notice** in the event of unsatisfactory service from the contractor and Contractor's failure to provide necessary service to Students and Staff of NIELIT as per the terms and conditions agreed upon.

LEGAL JURISDICTION

38. All disputes or differences arising out of the contract shall be subject to the jurisdiction of the courts at Calicut only, to the exclusion of all other courts.

I/We have read (a) the 'General Instructions' and (b) the above Terms and Conditions of Tender, and the same are acceptable to me/us.

Signature of Tenderer

Dated

Name of Tenderer

Address of Tenderer with Seal





ITEMS TO BE SERVED AND ITS RATE (PRICE)

ANNEXURE-I to PART-I

Sl. No	Item	Item Details and Quantity	Rate Rs. Ps including all taxes
1.	Break fast	1. Idly (4) with Vada (Chattini+ Sambar) OR 2. Puri (4) + veg Masala currey OR 3. Plain Dosa (4) with (Chattini+ Sambar) OR 4. Puttu (2) + Curry (Cherupayar/ Kadala) OR 5. Atta Parotta (3) with suitable currey OR 6. Upma + One Big full banana – boiled and Or equivalent approved by the competent authority	40
2.	Lunch	1. Rice (White rice - north Indian/ Boiled Rice South India) 2. 2 Roti OR Two Pooris 3. Daal (Curry) 4. Sambar / Pulisery 5. Vegetable Thoran / Upperi 6. Salad 7. Pickle 8. Papad 9. Fish curry 10.Rasam 11. Butter milk Or equivalent approved by the competent authority	40
3.	Snacks	1. Samosa – 1 No. OR 2. Cutlet – 1 No. OR 3. Ada - 1 No. OR 4. Puffs (Veg.) – 1 No. OR 5. Unni Appam – 2 Nos) OR 6. Vegetable Bonda – 1 No. OR 7. Banana Fry – 1 No. OR 8. Fried Pathiri – 1 No. OR 9. Boiled Banana - Half piece – 1 No. Or equivalent approved by the competent authority	10
4.	Tea (150 ml)	With milk	07
5.	Tea(150 ml)	Without milk	06
6.	Coffee (150 ml)	With milk	10
7.	Coffee(150 ml)	Without milk	7
8.	Biriyani Full - Chicken	With one Egg + 2 Chicken Piece	90
9.	Biriyani Half - Chicken	With One Chicken Piece	60
10.	Fish Fry	1. Sardine (Mathy) 1 Full	15
11.	Fish Fry	1. Mackerel (Ayala) 1 Full	20
12.	Fish Fry	1. Black Pomfret / Wahoo or Indo Pacific King Mackerel(avolo/ayakoora)	40
13.	Chicken Fry	1 plate 4 medium pieces	40
14.	Egg Omelet / Burgi	Single	10
15.	Egg Omelet / Burgi	Double	15
16.	Dinner	1. Chapatti/Roti - maximum 5 per person / Appam with maximum 5 nos 2. Mixed Vegetable / Chicken Curry(One chicken piece) / Egg Masala Or equivalent approved by the competent authority.	40
17.	Juice	Fresh Fruit Juice	20
<p><i>Daily Rate for persons who opt for monthly mess, covers the following menu: Breakfast with Tea or Coffee+ Lunch + Dinner +Evening Tea with Snacks + 1 special item every Wednesday (Biriyani / Fish Fry/ayala/2 Mathi)/ Egg Omelet(double) / Chicken Fry/Paneer/Gopi Manjurian).+Sweets at dinner on weekends (Saturday and Sunday) Monthly Mess/Canteen off – Last Sunday evening of every month (No dinner will be served on that day), Instead special feast lunch will be served on that day. The Canteen contractor should undertake cleaning work of canteen on the last Sunday evening every month. More than two days mess off/leave may be allowed once in a month with advance intimation only. Tenderer should not change the rates of items mentioned above. No Change in menu or rate will be permitted.</i></p>			Rs. 130/- per day (including all taxes)
<p>Tenderer can provide additional food items not mentioned above only at a price below MRP after approval of competent authority in writing.</p>			

Date:

Signature, Name & Seal of Tenderer



ANNEXURE-II to PART-I

Terms and conditions for the award of Canteen contract

1. The contract will be awarded on the following basis:
 - I. Based on evaluation of Technical Bid
 - II. Highest Monthly Maintenance Charges (including electricity and water charges) offered by the tenderer for use of NIELIT Canteen
 - III. Past performance in running canteen contracts.
 - IV. Due weightage will be given to those having experience (number of years) in running of Canteen in Educational Institutions of similar nature, in case of a tie on Monthly Maintenance Charges
 - V. In Agreement with the terms and conditions mentioned in the Tender Form and also in Agreement with the rates mentioned in the Tender Document for all/majority of items to be supplied at NIELIT
 - VI. Tenderer will have to enclose Demand Draft or payment proof of earnest money with the Technical Bid which will be refunded only case of non-acceptance of the offer and additionally the tenderer should attach proof of payment of cost of tender documents, if the documents were downloaded from website of NIELIT Calicut
2. Tenders shall be submitted in the Tender Form prescribed for the purpose.
3. Tenders received without Earnest Money Deposit (EMD)/Cost of Tender Document shall not be considered
4. All pages of the tender document should be signed by the Tenderer and agreed upon.
5. Incomplete and unsigned Tender Forms will be not be considered
6. Individual signing the tender or other documents connected with the tender must specify whether he signs as:
 - i) A sole proprietor of the concern or constituted attorney of such sole proprietor
 - ii) A partner of the firm it is a partnership form, in which case he must have authority to execute contracts on behalf of the firm and refer to arbitration dispute concerning the business of the partnership either by virtue of partnership agreement or by a power of attorney duly executed by the partners of the firm.
 - iii) Director or Principal Officer duly authorized by the Board of Directors of the Company
7. Corrections, if any, in the Tender should be duly attested.
8. Late Tenders will not be considered

Date:

Signature, Name & Seal of Tenderer



PART - I (TECHNICAL BID)

Name of the Individual/Firm					
Address of the Firm with Phone Number and Mobile Number of the authorised persons.					
Details of previous experience					
Sl. No.	Period		Organisation/Agency	Copies of experience Certificate Attached (Yes/No) Address and Phone Number of Firm(s).	Performance during the period as per experience Certificate.
	From	To			

Date:

Signature, Name & Seal of Tenderer



PART - I (TECHNICAL BID)

Nature of present business	
Income Tax Returns (Copy of last 3 Years) Indicate whether enclosed: Yes/No	
Details of Registration with Service Tax, FSSAI and Sales Tax etc. Copies must be enclosed Indicate whether enclosed: Yes/No	
Copies of Financial Statements duly audited by a Chartered Accountant for the last three years Indicate whether enclosed: Yes/No	
Details of PAN, TAN, etc. with copies of such documents Indicate whether enclosed: Yes/No	
Any other information you wish to add	

Date:

Signature, Name & Seal of Tenderer



PART - I (TECHNICAL BID)

DETAILS OF PRESENT CLIENTS					
Name and address of Client	Telephone Number	Tenure of contract		No. of users	Contract value Rs.
		From	To		

Date:

Signature, Name & Seal of Tenderer



PART - I (TECHNICAL BID)

LIST OF PAST CLIENTS					
Name and address of Client	Telephone Number	Tenure of contract		No. of users	Contract value
		From	To		

I/We certify that I/We have already attached Payment Proof/Demand Draft No.....dated.....for Rs 20,000/- (Rupees twenty thousand only) drawn in favour of the Director, National Institute of Electronics and Information Technology, Calicut, payable at SBI, NIT Calicut Branch, towards EMD (please see General Instructions for details) along with Part-I of the Tender. I/We also certify that we have already paid/included the cost of Tender Document along with EMD.

Date:

Signature, Name & Seal of Tenderer



DECLARATION

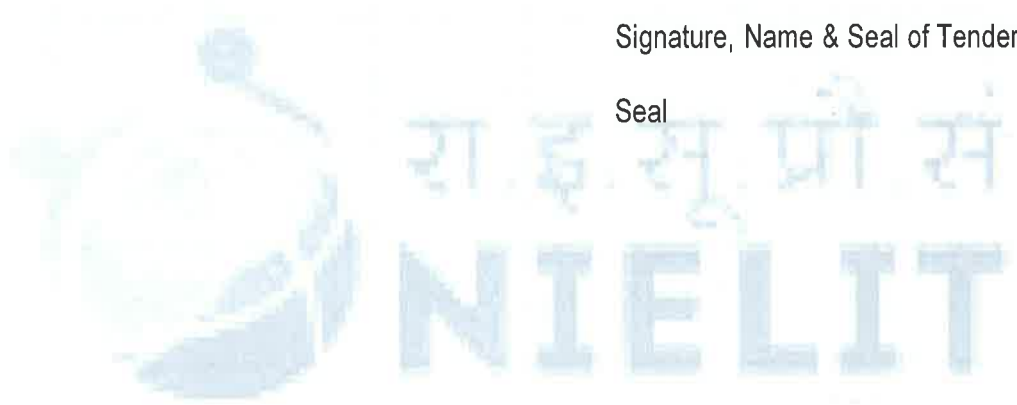
1. I son/daughter of Shri.....
Proprietor/partner/Director/Authorized Signatory of am
competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my
acceptance of the same.
3. The information /documents finished 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 the furnishing of any false information /
fabricated document would lead to rejection of tender at any stage besides liabilities towards prosecution
under appropriate law.

Date:

Signature, Name & Seal of Tenderer

Place:

Seal





UNDERTAKING

To

The Executive Director
NIELIT, PB No 5
NIT Campus Post
Calicut – 673 601

Sub: Tender for providing of Running of Canteen Services for NIELIT

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document
2. I/We have gone through all terms and conditions and also the instructions and confirm my/our commitment to abide by them. In case of any discrepancy/dispute or wrong/incorrect nomenclature in the schedule, the decision of NIELIT, Calicut shall be final.
3. I/We abide by the provisions of Income Tax /and other statutory provisions like Service Tax/VAT/GST/FSSAI etc from time to time.
4. I/we also confirm my/our commitment to prove the materials as enlisted in schedule of items with your Notice Inviting Tender No.3(60)99/CTN.
5. I/We have paid Rs.500/- towards the cost of tender document and EMD of Rs.20000/- attached as Paymet Proof/Demand Draft/Payment Proof along with Tender Document. I/We also understand that the amount will be forfeited, if the applicant who is awarded the contract refuses to accept the contract.
6. I/We also understand that I/We shall have to deposit a Security Deposit of Rs.50,000/- as refundable security deposit before signing of agreement in case I am/We are awarded the contract. The deposit will not bear any interest and shall be refunded on termination of contract after adjusting dues, if any.
7. In case the contract is awarded to me/us, I/we shall sign an agreement within 3 days (on non-judicial stamp paper of prescribed value) of receipt of the letter awarding the contract.

Date:

Signature, Name & Seal of Tenderer

Seal



**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY
(NIELIT), CALICUT**

PART – II (PRICE BID)

SCHEDULE TO INVITATION OF TENDER No. : **No.3(60)99/CTN**
 LAST DATE AND TIME FOR RECEIPT OF TENDER (Parts 1 & II) **22 May 2017, 17.00 Hours**
 TIME AND DATE OF OPENING OF PART-I OF TENDER **23 May 2017, 14.00 Hours**

In the event of the date of opening of tender being declared a closed holiday for the Institute, the DUE DATE for opening will be the following working day.

The tender shall remain open for acceptance till : 120 days from the date of opening of Price Bid

Item No.	Description	Rate offered
01	Monthly Maintenance Charge (Minimum Reserve rate is Rs.15,000/- per month)	Rs.
(Rupees (on words)		

I/We confirm that the rates quoted are all-inclusive and firm and there will not be any rate escalation during the supply period. We also confirm that we will abide by all the terms and conditions and we do not have any counter conditions.

I/We certify that I/We have already attached Proof of Remittance/Demand Draft No.....dated.....for Rs. 20,000/- (Rupees twenty thousand only) drawn in favour of the Director, National Institute of Electronics and Information Technology, Calicut, payable at SBI, NIT Calicut Branch, towards EMD as well as Payment Proof/Demand Draft for Rs.500/- towards the cost of Tender Form (if downloaded from website), if not already paid (please see General Instructions for details) along with Part-I of the Tender.

Date:

Signature, Name & Seal of Tenderer

Seal