

E-TENDER DOCUMENT

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR JAMSHEDPUR (JHARKHAND)- 831014

(An Institution of National Importance under Ministry of HRD, Govt. of India)



E- TENDER NOTICE

Tender Notice No. : NITJSR/DSW/CAFE/2016/60 Date: 01/11/2016

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RUNNING OF ANNAPURNA CAFETERIA NIT JAMSHEDPUR
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LAST DATE OF SUBMISSION OF TENDER: 02 /12/2016 UPTO 17.00 Hrs

DATE OF OPENING OF TENDER: 05/12/2016 AT 11.00 Hrs

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**KIND ATTENTION FOR TAKING ASSISTANCE, IF ANY,
CPP Portal web site: www.eprocure.gov.in
CPP Portal Help Desk Toll Free No.: 18002337315, 180030702232
Mobile: 07878007972, 07878007973**

**NIT Jamshedpur web site :www.nitjsr.ac.in
NIT Jamshedpur Help No.: 0657-2373629,2374026, 2374249**

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Prepared by: CENTRAL STORE AND PROCUREMENT SECTION, NIT JAMSHEDPUR

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

Tender Notice No.: NITJSR/DSW/CAFE/2016/60

Date: 01/11/2016

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RUNNING OF ANNAPURNA CAFETERIA AT NIT JAMSHEDPUR

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TENDER SYNOPSIS

Name of Organization	National Institute of Technology Jamshedpur
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work/Supply/Auction/Service/Buy/Empanelment/ Sell)	Services
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	CAFETERIA SERVICE
Is Multi Currency Allowed	No
Date of Issue/Publishing	01/11/2016 (17:00Hrs)
Document Download/Sale Start Date	01/11/2016 (17:30Hrs)
Document Download/Sale End Date	02/12/2016 (17:00Hrs)
Date for Pre-Bid Conference	21/11/2016 (11:00Hrs)
Venue of Pre-Bid Conference	Conference Hall of Computer Centre NIT Jamshedpur
Last Date and Time for Uploading of Bids	02/12/2016 (17:30Hrs)
Date and Time of Opening of Technical Bids	05/12/2016 (11:00Hrs)
Date and Time of Opening of financial Bids	07/12/2016 (11:00Hrs)
Tender Fee	NIL
EMD (Earnest Monet Deposit)	Rs.50,000/- (EMD to be paid through NEFT/RTGS). NIT Jamshedpur Bank details are as under: Name of the Bank A/C : NIT Jamshedpur SBI A/C No. : 10678396019 Name of the Bank : State Bank of India, NIT Branch, Jamshedpur-831014 IFSC Code : SBIN0001882 MICR Code : 831002004 (This is mandatory that UTR Number is provided in the on-line quotation/bid. (Ref. UTR Column of the Declaration Sheet at Annexure-II))
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	90 days (From date of opening of tender)
Address for Communication	Registrar, NIT Jamshedpur-831 014
Contact No.	0657-2373629
Fax No.	0657-2373246
Email Address	registrar@nitjsr.ac.in

**NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
JAMSHEDPUR, (JHARKHAND) - 831014**

(An Institution of National Importance under Ministry of HRD, Govt. of India)

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RUNNING OF ANNAPURNA CAFETERIA AT NIT JAMSHEDPUR
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National Institute of Technology Jamshedpur invites on-line tender from reputed & experienced firms for running of **ANNAPURNA CAFETERIA** in Institute premises as specified in the Tender document.

This Contract is for three years, subject to assessment of annual performance and mutual agreement on rate and discount on annual basis.

The complete Tender document containing prescribed form for Empanelment/registration and terms- conditions is available on CPP Portal site (www.eprocure.gov.in/eprocure/app) against Tender reference number: **Tender Notice No.:** NITJSR/DSW/CAFE/2016/60 Date: 01/11/2016

The tenderers can download the tender set from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. The details of tender are also available at NIT Jamshedpur web-site <http://www.nitjsr.ac.in>. Tender must be submitted through CPP Portal site (www.eprocure.gov.in/eprocure/app). Only on-line bids through the e-procurement portal of NIC will be accepted. Last date of submission of tender is 02/12/2016 at 17:30 Hrs.

Registrar (I/C)
NIT Jamshedpur

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

RUNNING OF ANNAPURNA CAFETERIA AT NIT JAMSHEDPUR

IMPORTANT INFORMATION TO THE BIDDERS

Any bidder may search the tender through the following process:

1. Go to the www.eprocure.gov.in
2. Click on e-procurement
3. Click on tender search
4. Search with "NITJSR"
5. Click on Go
6. Tenders will appear

Detailed Process to search/Submission/Registration/Preparation/ the tender through the following process

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enrol / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at "Instructions for online Bid Submission".

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'National Institute of Technology Jamshedpur'. Thereafter, Click on "GO" button to view all NIT Jamshedpur tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

No manual bids will be accepted. All quotation (both Technical and Financial) should be submitted in the e-procurement portal.

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement (CPP) Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>

REGISTRATION

1. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enrol". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (DSC) (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / e Mudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document

that need to be submitted. Any deviations from these may lead to rejection of the bid.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "on-line" to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD/Tender fees is sought, bidders need to pay the tender fee and EMD separately on-line through NEFT/RTGS (Refer to Schedule).
4. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

OR

In some cases Financial Bids can be submitted in PDF format as well (in lieu of BOQ).

5. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot

be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
9. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

General Instructions to the Bidders

1. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all the documents in pdf format.
2. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
3. Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>

KIND ATTENTION FOR TAKING ASSISTANCE, IF ANY.

CPP Portal web site: www.eprocure.gov.in

CPP Portal Help Desk Toll Free No.: 18002337315, 180030702232

Mobile:91+ 7878007972, 91+7878007973

NIT Jamshedpur web site:www.nitjsr.ac.in

NIT Jamshedpur Help No.: 0657-2373629, 2374025, 2374249

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

.....
RUNNING OF FOR ANNAPURNA CAFETERIA AT NIT JAMSHEDPUR
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IMPORTANT INFORMATION FOR THE BIDDER

1. The tender can be downloaded and submitted only online through CPP Portal.
2. This Contract is for three years, subject to assessment of annual performance and mutual agreement on rate and discount on annual basis.
3. **Two-bid system:** The offers/bids should be submitted in two-bid system i.e. Technical bid and Financial bid. The Technical bid should consist of all the details as specified in the schedules along with commercial terms and conditions. There should be no cost indication in the Technical bid. Financial bid should indicate only "Percentage of rebate to be provided" for menu mentioned in the technical bid.
4. **Tender Documents Fee: NIL**
5. **Earnest Money Deposit (EMD):-** Earnest Money Deposit (EMD) of Rs.50,000/-(Rupees Fifty Thousand only) is to be deposited by bidder submitting their bids through NEFT/RTGS in favour of National Institute of Technology Jamshedpur, failing which their bids will be rejected. The money has to be deposited only in Institute Bank Account as mentioned above.
6. The bid without EMD shall be treated as UNRESPONSIVE and REJECTED. **However, EMD exemption is allowed only who are registered with the NSIC (National Small Industries Corporation) & Central Purchase Organization. The relevant document has to be attached for EMD exemption.**
7. The EMD of the unsuccessful bidder will be released after the finalization of the contract. No interest will be paid on EMD. The EMD of the Contractor, whose tender is accepted/approved, will be released only after the Contractor concerned deposits the **Security amount** of Rs. **5,00,000 (Rupees Five lakh only)** in the form of Bank Guarantee from any nationalized bank in favour of NIT Jamshedpur, and sign the agreement within 15 days from the date of issuance of work order. The EMD shall stand forfeited in the event of premature withdrawal or amendment of the bid/tender, or if the bidder impairs or derogates from the tender in any respect during the period of bid, or in case successful bidder fails to deposit security amount.
8. **Authority to sign:** - All the documents must be duly signed by the bidder. If an individual or a proprietor of a firm is a signatory, he/she should sign above in full and furnish current address. In case of a partnership firm, all the partners of the firm or a partner holding Power of Attorney for the firm (a certified copy of the Power of Attorney should accompany the Documents) should sign in this case. In both cases, a certified copy of the partnership deed and current address of all the partners of the firm should be furnished. In case of a limited Company or a Corporation, the Documents shall be

signed by a duly authorized person holding Power of Attorney for signing the Documents, accompanied by copies of the Power of Attorney and the Memorandum of Articles of Association duly attested by a Notary Public.

The bidder should sign and stamp each page of the tender document as a token of having read and understood the terms & conditions contained therein and submit the same along with the bid.

9. **Compliance/Confirmation:** Compliance or Confirmation report with reference to general terms & conditions and requirement for running the cafeteria should also be included in the Technical bid.
10. **The agency/firm awarded the work must engage sufficient number of various categories of personnel for smooth running of cafeteria. All the payment including statutory payment has to be made as per Central Government rate i.e. minimum wage, ESI, EPF, etc. as applicable to their engaged personnel at NIT Jamshedpur cafeteria. The firm/agency has to submit documentary proof for the same i.e. statutory payment to the designated officer of the institute by the second week of the every month failing which, the contract will be cancelled. The institute will not be responsible for default of statutory payment by the agency/firm as prescribed by the Government.**
11. Institute is exempted from service tax being Government of India Educational Institution.
12. Bidder must specify the overall percentage rebate on the items listed in Annexure II in the financial bid only. Further, the percentage rebate on all the confectioneries items, cold drinks and all packaged items with M.R.P. has to be specified separately in the financial bid only. Items may be added with the consent of Committee for Campus Retail Services on the negotiated rate. The bid will be evaluated on the basis of overall percentage of rebates considering 90 % weight-age of the rebate on the items listed in Annexure II (sl. no. 01-60) and 10 % weight-age of the rebate on all the confectioneries items, cold drinks and all packaged items with M.R.P.
13. **Validity of offer:** Bidder shall agree to keep the tender open for ninety (90) days from the due date of submission thereof and not to make any modifications in its terms and conditions.
14. **Opening of the tender:** Bids will be opened **online from CPP Portal** by a committee duly constituted for this purpose at the appointed date, time and place in the presence of bidders or their authorized representatives who choose to be physically present.
15. After verifying the EMD, the committee will examine the technical bids and decide the suitability as per the specifications and requirements. The bidders, whose Technical Bids are not found acceptable will be informed through CPP portal and their financial bid will not be opened and EMD will be returned to them.

CRITERIA OF TECHNICAL BID EVALUATION

The agency/firm will be finalized based on their experience, contracts executed earlier and capacity to prepare food, managerial abilities and other relevant factors as considered appropriate by the competent committee. The tenders will be evaluated on following parameter.

1. The company should be registered under the companies act or it should be a partnership firm or a proprietorship firm duly evidenced by statutory documents. In case of Society, it must be a registered under society act (documentary proof to be submitted).
2. Tender document should consist of PAN No., Service Tax No., EPF Registration No., ESI Registration No., VAT No./TIN No. Documentary proof of each must be submitted.
3. The prospective bidders should have similar type of establishment/services/business since last three (03) years
4. The annual turnover of the bidder for the last three financial years should be at least 15 lakh (Fifteen lakh only).
5. The bid will be evaluated on the basis of overall percentage of rebates considering 90 % weight-age of the rebate on the items listed in Annexure II (sl. no. 01-78) and 10 % weight-age of the rebate on all the confectioneries items, cold drinks and all packaged items with M.R.P. In case of tie between bidders, contract will be awarded to the bidder, who has given maximum rebate on the items listed in Annexure II (sl. no. 01-78).
6. The rate of each item will be applicable after deduction of offered discount and rate has to be round up near to Rupees (\pm 50 paisa).
7. Firm should submit a declaration stating that the firm or its subsidiaries has not been blacklisted by any academic institutions/reputed organizations or institutions.
8. Firm should attach a signed copy of List of Menu as specified in technical bid
9. **Acceptance and Rejection:** Committee constituted for this purpose reserve the right to shortlist/reject any or all tenders without assigning any reason with the approval of Director.
10. **Disputes and Jurisdiction:** Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the Court of Seraikella-Kharsawan.

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

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RUNNING OF ANNAPURNACAFETERIA AT NIT JAMSHEDPUR
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GENERAL TERMS & CONDITIONS

1. The Institute will provide furnished space (approx. 320 sq. Mt.) for ANNAPURNA cafeteria, which houses all new facilities i.e. dining tables, chairs, kitchen space, cooking appliances, water purifier cum cooler, freezer. Maintenance of all the appliances/accessories, furniture, fixtures & fittings, etc. will be the sole responsibility of agency/firm. At the end of contract period, all appliances/accessories, furniture, fixtures & fittings, etc. provided to the firm/agency must be returned in good and working condition to institute. Appropriate damage charges will be recovered from the bidder against damaged/broken/misplaced items as above, if any.
2. The above facility will be provided at a nominal license fee of rupees two thousand only per month.
3. The institute will provide electricity to the CAFETERIA for the exclusive purpose of running the facilities at prevalent rates of the Institute, which is at present approximately @ Rs. 5.50/- per unit.
4. Water will be provided by the Institute for which Institute will charge rupees five hundred only per month. The ANNAPURNA CAFETERIA should adopt better conservancy measures as water is ELIXIR of human life. The agency/firm should use purified water for cooking purposes.
5. The Selected Agency/firm should be solely responsible for the arrangements of gas connection and their safety.
6. The agency/firm has to arrange all utensils for cooking and service purposes at their own.
7. At most attention has to be given to provide wholesome quality dishes and render good acceptable services besides maintaining punctuality in services without any complaint from students & Staff which is equally important.
8. Proprietor of the firm/agency or his representative manager is required to remain present in the CAFETERIA during cafeteria timing.
9. TENTATIVE TIMING OF CAFETERIA: 07.00 A.M to 09.00 P.M.
10. The food, raw materials, ingredients, etc. are to be used of superior quality, clean, fresh, nutritious, hygienic and edible. COOKED FOOD shall not be stored /preserved after the closing time of the day.
11. Procurement of other items like raw materials, ingredients, vegetables, milk, cooking gas etc. will be the responsibility of the Agency/firm.
12. Keeping the kitchens, dining halls and cafeteria premises neat, clean and hygienic are the responsibilities of the agency/firm. Strict adherence of the hygiene of cafeteria and its surrounding is essential. Disposal of waste material will be responsibility of agency/firm.

13. Committee for Campus Retail Services will monitor the performance of the cafeteria and suggestions of the Committee have to be followed by the agency/firm. Any violation on the part of agency / firm is liable for appropriate penalty as decided by the Committee for Campus Retail Services.
14. Agency/firm shall be solely responsible for cases of incidences of food poisoning and shall bear the complete expenditure arising out of this for medical treatment of the users. In addition, penalty may be imposed on the agency/firm as decided by the Committee for Campus Retail Services for such incidences.
15. Personnel employed including cook should be healthy and medically fit. The agency/firm should ensure that all the personnel are free from communicable diseases. Medical certificates to this effect should be available for inspection by the authorities. If any cafeteria worker is found medically unfit, he/she may not be given permission to continue his/her duties and the agency/firm has to replace him/her immediately without fail.
16. Financial credibility, Past performance, Quality assurance, Reliability, hygiene and the rates quoted for items are major factors based on which the agency/firm will be selected.
17. Employment of Child Labour below the age of 18 year is totally prohibited. It is the responsibility of the agency/firm to comply with all the statutory requirements of labour law and other connected laws in force.
18. The employees of the cafeteria should wear uniform along with name tag, cap, gloves etc. Personnel employed for the cafeteria will not reside/sleep in the cafeteria after cafeteria timing. The agency/firm is required to maintain/display the details of all the personnel engaged. This information along with their photographs shall be submitted to the Committee for Campus Retail Services in the prescribed format.
19. The agency/firm shall be responsible for the proper conduct and behaviour of the personnel engaged. The agency/firm along with his workers has to behave politely with users. If it is found that any worker has misbehaved with any of the users, the agency/firm has to take action as suggested by the competent committee.
20. Storage/consumption of any type of alcoholic drink/liquor are strictly prohibited. The cafeteria shall not serve any of such substance/drink in cafeteria/ hostel. Smoking and consuming tobacco, narcotics, etc. are also prohibited in CAFETERIA premises.
21. Liability/ responsibility in case of any accident causing injury/ death to cafeteria workers or any of their staff shall be of the agency/firm. The Institute authority will not be responsible in any means in such cases.
22. The agency/firm will not engage any worker whose track record (any crime /offence / police case) is not good.
23. The agency/firm has to follow all labour laws / government laws in regard of engaging personnel for the cafeteria workers. The agency/firm shall be solely responsible for any dispute / violation of labour laws.

24. The items of food served will be checked by the Committee for Campus Retail Services. Such quality audit may be a test audit or random audit. In case of dispute on quality between agency/firm and the Committee for Campus Retail Services, Institute will be the sole arbitrator and their decision shall be final and binding.
25. Since the services include food and eatable, the provisions of Prevention of Food Adulteration Act, 1954 are binding on the agency/firm.
26. The Committee for Campus Retail Services reserves the right to review and modify the terms and conditions based on necessity with the consent of the agency/firm.
27. The agency/firm may appeal to the Director of the Institute against any action/penalty imposed by the Committee for Campus Retail Services. The decision of the Director shall be final and binding to the agency/firm.

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

RUNNING OF ANNAPURNA CAFETERIA AT NIT JAMSHEDPUR

SCOPE & LIMITATION OF THE WORK

The National Institute of Technology Jamshedpur is a fully residential campus having approximately 4000 students and 500 faculty & staff.

In addition to mess facility available in all Hostels, Institute has two Food Courts within the premises.

Institute wishes to outsource the catering service of **ANNAPURNA CAFETERIA**, where Breakfast, Lunch, Snacks and Dinner are to be served by the agency/firm on approved fixed rate as per the prescribed menu indicated in Annexure- II.

CAFETERIA Operational timing will be: 07.00 AM to 09.00 PM

Limitation:

1. The agency/firm shall use only branded raw materials and best quality for preparing the food. Permissible list of Brand for CAFETERIA Services are given below.

Sl. No.	ITEM	BRAND
1	Atta	Aashirvad, Nature Fresh, Annapurna, ShaktiBhog, Patanjali, Ganesh, Twenty Four Mantra
2	Besan, Dal	Rajdhani, Shakti Bhog, Tata-I Shakti, Patanjali
3	Biscuits, Cookies	Britannia, Parle, Good Day, Sunfeast, Dukes, Patanjali
4	Bread, Bun	Nasta, Modern, Patanjali
5	Butter, Cheese	Amul, Britannia, Mother Dairy, Neutrolite
6	Coffee	Nescafe, Bru
7	Cold Drinks	Pepsi, Coca-Cola, Slice, Patanjali etc.
8	Chocolates	Amul, Cadbury, Nestle etc
9	Ice Cream, Lassi, Curd, buttered milk	Amul, Rollick, Mother Dairy, Vice, Patanjali
10	Jam	Kissan, Nafed, Tops, Drucks, Patanjali
11	Juices	Real, Tropicana, Patanjali
12	Ketchup	Maggi, Kissan, Heinz, Tops
13	Lemon Water	Hello
14	Milk	Toned milk of Amul, Sudha etc.
15	Mineral water	ISI marked preferably Kinley/Bisleri/Ganga
16	Mixture/Chips	Haldiram/Bikaner, Lays, Everest
17	Nodules, Soup, Pasta	Maggi, Knorr, MTR, Patanjali
18	Oil	Sundrop, fortune, Nature fresh, Goderej

		Saffola, Patanjali
19	Paneer	Amul, Sudha, Mother Dairy
20	Papad	Lijjat, Nilons, MTR. Patanjali
21	Pickles	Mother's, Priya, Patanjali
22	Rice	Basmati, Patanjali
23	Salt	Iodized Salt, Tata, Annapurna, Nature fresh, Captain cook, Patanjali
24	Soya Chunks	Nutrela
25	Spices	MDH, MTR, Catch, Tops, Tata
26	Sauce	Maggi Kissan, Heinz, Top
27	Sweet	Bikaner, Haldiram
28	Tea	Brook Bond, Lipton, Tata
29	Wafers	Lays, Haldiram, Parle

The agency/firm may use any other approved brands only if, permitted by the Institute Committee, in writing. In such case the agency/firm will submit two or three brands for each item and the Committee will select the brands for cooking.

2. Gas cylinders and Gas for commercial use will be managed by the agency/firm. It is the sole responsibility of the agency/firm to get the refills from the Gas Company to run the cafeteria on his own cost.
3. Vendors must follow the guidelines of Food Safety and Standards Authority of India (fssai)

Annexure-I

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

RUNNING OF ANNAPURNA CAFETERIA AT NIT JAMSHEDPUR

Technical Bid

(To be utilized as technical bid for prequalification)

Tender Notice No.: NITJSR/DSW/CAFE/2016/60

Date: 01/11/2016

BASIC TECHNICAL DETAILS OF BIDDER

SI No.	Information require	Compliance by Bidder
1	Name of the Agency/Firm	
2	Complete Address	
3	Phone No. and e-mail ID:	
4	Name of the owner(s) / Partners:	
5	Name of the Contact Person/ Representative of firm	
6	Telephone numbers of the Contact Person/Representative of firm:	
7	Details of Fee deposited (Proof of RTGS/NEFT must be attached in Technical Bid)	EMD Fee: UTR No.: Date:
8	Details of Bank Account:	Name of Account Holder: Name of Bank: Branch: Account

		No.: IFSC Code: MICR Code.:
9	Details of Registration:	PAN: TAN ESI EPF PF
10	Experience: Proof for similar type of establishment / services/business since last three (03) years	
11	Total Year of Experience	
12	Annual Turn Over in last three years (2013-2016)	2013-14 2014-15 2015-16
13	Other Information, if any.	

(Signature of Bidder)

Place: _____

Name & Designation

Date: _____

Seal of the firm

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

RUNNING OF ANNAPURNA CAFETERIA AT NIT JAMSHEDPUR

LIST OF MENU

Sl. No.	NAME	PRICE (Rs)	Weight
1.	SAMOSA	16.00	2 Nos.75gms each
2.	DHOKLA	18.00	02 pce 100 gms
3.	SPRING ROLL	25.00	100 gms
4.	CHAUMEEN	30.00	200 gms veg Noodles + Branded tomato sauce Sachet
5.	CHHACH	10.00	200 ml
6.	DAHI	12.00	100 gms
7.	LASSI	15.00	200 ml
8.	THALI	50.00	Boiled Rice of fine quality(150 gms), Chapatti 4 nos. (100 gms), Dal or sambhar (150 gms), Vegetable (200 gms), Curd(100 gms) & Pickle
9.	TAVA ROTI	4.00	30 gms/ Each piece
10	TAVA ROTI WITH BUTTER	5.00	30gms/ Each piece
11	CHHOLE BHATURA	40.00	2 Piece Bhature 100 gms each + 120gms Chole
12	EXTRA BHATURA	10.00	100 gms each
13	EXTRA CHHOLE	10.00	100 gms
14	POORI SABJI	20.00	5 Puri 30 gms each + 150 gms of sabji
15	EXTRA PURI	3.00	30 gms
16	EXTRA ALU SABJI	10.00	100 gms
17	EXTRA Seasonal SABJI	20.00	100 gms
18	ALU PARATHA (ALU, GOBHI, MOOLI, ONION)	30.00	02 pce 150 gm each+ Branded tomato sauce Sachet/pickles
19	PLAIN PARATHA	8.00	100 gm each
20	BREAD PAKORA	20.00	100 gms of Pakora + Branded Tomato Sauce Sachet or 30 gms + Chutney
21	PAAV BHAAJI	40.00	2 Nos. of Pav weighing 30gms +100gms Bhaji.
22	EXTRA PAV	10.00	15 gms
23	PIZZA	80.00	200 gm stuffed with tomato, capsicum cheese, onion etc.
24	POHA	15.00	150 gms. Of Poha with Namkeen Garnish

25	CHAAT PAPDI	20.00	150 gm
26	POTATO TIKKI CHAT	20.00	150 gm
27	SAHIDAHIKACHORI CHAT	40.00	250 gm
28	PLAIN DOSA	30.00	110 gmsDosa 40 gms Chutney/Sambar
29	MASALA DOSA	50.00	70 gmsDosa + 80 gms Potato Masala 40 gms Chutney/Sambar
30	PANEER DOSA	50.00	70 gmsDosa + 20 gmsPaneer +80 gm potato Masala 40 gms Chutney/Sambar
31	MASALA RAWA DOSA	50.00	70 gmsDosa + 80 gms Potato Masala 40 gms Chutney (two types) &Sambar
32	PLAIN RAWA DOSA	40.00	70 gmsDosa + 40 gms Chutney (two types) &Sambar
33	IDLY	20.00	Idly (02 nos.) 150 gms, Chutney 50 gms
34	Vada	20.00	Urad Vada (2 nos.) 150 gms, Chutney 50 gms
35	SINGLE IDLY	10.00	
36	Special Thali	80.00	Rice of fine quality (150 gms), Chapatti 4 nos. (100 gms), Dal or sambhar (150 gms), Vegetable(200 gms), Curd (100 gms) & Pickle+ One Paneersabzi 75 gm + One sweet of std size
37	PLAIN UTTAPAM	40.00	01 pce 150 gm + Chutney + sambhar
38	MASALA VEG UTTAPAM	50.00	01 pce 150 gm + Chutney + sambhar
39	BANANA SHAKE	30.00	150 ml
40	PINE APPLE Shake	40.00	150 ml
41	PAPAYA SHAKE	30.00	150 ml
42	MANGO JUICE	30.00	150 ml
43	WATER MELON	20.00	150 ml
44	PINEAPPLE JUICE	30.00	150 ml
45	ORANGE JUICE	30.00	150 ml
46	SWEET LIME	30.00	150 ml
47	MANGO SHAKE	30.00	150 ml
48	Mixed fruit JUICE	30.00	150 ml
49	Mixed fruit JUICE with pomgranate	30.00	150 ml
50	BESAN LADDU	10.00	01 pce 50 gm
51	Masala KACHORI	15.00	02 pce 100 gm +Chutney
52	GAJAR HALVA	30.00	75 gms
53	REGULAR COFFEE	10.00	100 ml
54	TEA	7.00	100 ml

55	CAPPUCHINO COFFE	25.00	100 ml
56	CAFE LATTE	25.00	100 ml
57	AMERI CANO COFFEE	15.00	100 ml
58	ESPRESSO COFFEE	15.00	100 ml
59	COLD COFFEE	20.00	150 ml
60	COLD COFFEE	30.00	250 ml
61	EGG BIRYANI	60.00	200 gms of cooked Basmati Rice + 02 Eggs, 100 gms Raita
62	CHICKEN BIRYANI	95.00	200 gms of cooked Basmati Rice + 150 gms of Chicken, 100 gms Raita
63	CHICKEN FRIED RICE	75.00	200 gms of Fried Basmati Rice + 100 gm Chicken (boneless)
64	EGG FRIED RICE	50.00	200 gms of Fried Basmati rice + 02 Egg
65	FISH CURRY RICE	70.00	200 gms rice with 200 gms of fish of popular variety without head and tail
66	CHICKEN CURRY WITH RICE	70.00	Rice (200 gms) + 150 gms Chicken
67	CHILLY CHICKEN BONELESS	90.00	150 gms of Chilly chicken (Bone less)
68	FISH CUTLET	60.00	02 pcs of Fish Cutlet of 50 gms each + One Branded tomato sauce Sachet
69	OMLET	22.00	02 Eggs Omlet + One Branded Tomato Sauce Sachet
70	BOILED EGG	08.00	01 Egg
71	EGG CURRY	30.00	02 nos. of Egg
72	CHICKEN CURRY	55.00	150 gms of Chicken + 125 gms Gravy
73	FISH CURRY	55.00	02 pcs of Fish of popular variety without head and tail (weighing 200 gms)
74	EGG ROLL	30.00	Rolls of 1 Nos of Eggs
75	CHICKEN ROLL	40.00	Rolls of 50 gms Chicken + Branded Sauce
76	CHICKEN EGG ROLL	50.00	1 No of Egg +chicken
77	CHICKEN NOODLES	60.00	200 gm Noodles + 100 gm Chicken
78	EGG NOODLES	50.00	200gm Noodles + 02 No of Egg
Weight mentioned against chicken, fish, paneer etc. is in uncooked (raw) stage.			
The percentage of rebate on all the confectioneries items, cold drinks and all packaged items with M.R.P. has to be mentioned separately.			

The rate of each item will be applicable after deduction of offered discount and item rate has to be round up near to Rupees (\pm 50 paisa).

Table for Financial Bid

Sl No.	Description	Percentage of rebate to be provided
1	For items No. 01 to 78 as specified in list of menu under Technical Bid.	
2	All the confectioneries items, cold drinks and all packaged items in M.R.P.	

The bid will be evaluated on the basis of overall percentage of rebates considering 90 % weight-age of the rebate on the items listed in Annexure II (sl. no. 01-78) and 10 % weight-age of the rebate on all the confectioneries items, cold drinks and all packaged items with M.R.P. In case of tie between bidders, contract will be awarded to the bidder, who has given maximum rebate on the items listed in Annexure II (sl. no. 01-78). The rate of each item will be applicable after deduction of offered discount and item rate has to be round up near to Rupees (\pm 50 paisa).

I hereby agree to provide and serve the items mentioned as per the rates quoted above by me and as per the terms and conditions mentioned in Tender document.

(Signature of Bidder)

Place: _____

Date: _____

Name & Designation

Seal of the firm

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

.....
RUNNING OF ANNAPURNA CAFETERIA AT NIT JAMSHEDPUR
.....

(To be typed on the letterhead of firm)

DECLARATION

Re-Tender Notice No.: NITJSR/DSW/CAFE/2016/60 **Date:** 01/11/2016

1. I _____
hereby certify that all the information and data furnished by me with regard to this tender specification are true and complete to the best of my knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification. If at any time, I am found to have concealed /suppressed any materials/information or given any false details, my contract shall be summarily terminated without any notice and performance security may be forfeited.
2. I, further certify that I am the duly authorized representative of the under mentioned bidder.
3. I, further certify that my company meets all the conditions of eligibility criteria laid down to take part in the tender.
4. I, further specifically certify that my company has not been Black Listed/Debarred or put to any Hold by any academic Institutions/reputed organizations or institutions in the last three years.
5. I hereby agree to provide and serve the items mentioned in Annexure II as per the rates quoted by me and as per the terms and conditions mentioned in Tender document.

(Signature of Bidder)

Place: _____

Name & Designation

Date: _____

Seal of the firm

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

RUNNING OF ANNAPURNACAFETERIA AT NIT JAMSHEDPUR

Sub. : Compliance Report

Sl. No.	Description of Item(s)/Parameters/Information	Submitted by bidder as Yes or No
1.	We have gone through the terms & conditions of the tender document and agreed to abide by the same.	
PERFORMANCE OF THE ORGANISATION		
2.	Bidder is registered Catering Firm with proof of document	
3.	Proof of similar type of establishment/services/business since last three (03) years	
4.		
5.	PAN No. with proof of document and Income tax return of last three years with proof of document	
6.	VAT No./TIN No. with proof of document.	
7.	Service Tax No. as applicable with proof of document.	
8.	EPF, ESI and other statutory certificates	
9.	Annual Turnover of last three years (2012-16) as specified with proof of document.	
10.	CRISIL, ISO or any other equivalent certificates in terms of quality with proof of document*	
11.	Solvency certificate as specified with proof.	
12.	Is organization/any of its subsidiaries, blacklisted by any Academic Institutions/reputed organizations or institutions with proof of document.	
TECHNICAL SPECIFICATION		
13.	Is bid valid for 90 days/or as specified	
14.	Is Bid document duly signed	
15.	Agree to start the work as specified	
16.	No. of man power of various category to be provided	
17.	Payment (statutory payment to engaged personnel) agreed as Specified	
OTHER REQUIREMENT		
18.	EMD of Rs.50,000/- (Rs. Fifty thousand) only through transaction UTR No. _____ in favour of NIT Jamshedpur. Copy of UTR is attached.	
19.	Agreed to provide performance security as specified	
20.	Signed Copy of List of Menu of technical Bid is attached.	
21.	Agreed to sign contract as per Terms & Conditions	
22.	Name and Address of contact person nearest from NIT Jamshedpur	

*CMEPC may consider to include above parameter as compulsory or optional as per institute requirement

(Signature of authorized person)

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

RUNNING OF ANNAPURNACAFETERIA AT NIT JAMSHEDPUR

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in **Two Envelops** as explained below:

Envelope – 1			
(Following documents to be provided as single PDF file)			
Sl. No.	Documents	Content	File Types
1.	Technical Bid	Basic Technical Details Of Bidder as per Annexure-I	PDF
2.		Declaration sheet as per Annexure- III	PDF
3.		Compliance Report as per Annexure - IV	PDF
4.		Technical supporting documents in support of all claims made at Annexures-I, III and IV	PDF
Envelope – 2			
Sl. No.	TYPES	Content	
1.	Financial Bid	Price bid should be submitted in PDF format as per Annexure-II	PDF