

NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

Silchar – 788 010 (ASSAM)

No: NITS/PS-155/All Inter NIT faculty & staff cricket and chess competition
/Catering Service/(et)/2024

Date:29.11.2024

NOTICE INVITING TENDER

**CATERING SERVICES AII INTER NIT FACULTY & STAFF CRICKET AND CHESS
COMPETITION AT NIT, SILCHAR**



1	Tender No. & Date	No: NITS/PS-155/All Inter NIT faculty & staff cricket and chess competition /Catering Service/(et)/2024
2	Name of the work	CATERING SERVICES AII INTER NIT FACULTY & STAFF CRICKET AND CHESS COMPETITION
3	Last Date and Time of E-submission of tender	06/12/2024 up to 13.00 HRS
4	Date and Time of E-opening of Technical Bid	07/12/2024 at 13.00HRS
5	Date and Time of E-opening of Financial Bid	To be intimated later
6	Tender Fee	Rs.1000.00(One Thousand Only)(Non-Refundable)
7	EMD	Rs.25,000(Twenty five Thousand Only)(Refundable)
8	E-Tender Processing fee	AS APPLICABLE ONLINE



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR - 788 010

Tel.No. Director: (03842) 224879

Fax: (03842) 224797

NOTICE INVITING TENDER

Adv. No: NITS/PS-155/AII Inter NIT faculty & staff cricket and chess competition /Catering Service/(et)/2024

Subject: Catering Services for AII Inter NIT faculty & staff cricket and chess competition at NIT, Silchar

E-Bids are invited for **Catering Services for AII Inter NIT faculty & staff cricket and chess competition at NIT, Silchar.**

The bid forms and other details can be obtained from the website of the Central Public Procurement Portal (CPPP) as mentioned below:

<https://eprocure.gov.in/eprocure/app>

The Tender Fees and EMD are to be deposited to the following bank account in separate transactions before the tender closing date and time:

Account Number	:	38478849539
Account Name	:	National Institute of Technology Silchar
IFSC	:	SBIN0007061
Bank Name	:	State Bank of India
Bank Branch	:	NIT SILCHAR
Account Type	:	Savings

The tender documents, along with the proof of deposit of applicable Tender Fees and EMD, must be uploaded to the portal. Kindly ensure that the transaction details are submitted strictly in accordance with the attached format (**ANNEXURE-I**). **The exemptions on Tender Fees and Earnest Money Deposit (EMD) will be applicable in accordance with the guidelines of the General Financial Rules (GFR).** For any technical-related queries please call at 24 x 7 Help Desk Number provided on website of the Central Public Procurement Portal (CPPP).

The last date and time for submission of Tender document will be 06/12/2024 up-to 13.00HRS and tender (technical bid) will be opened on 06/12/2024 at 14.00HRS in the Purchase Cell. Price bid of technically qualified bidders only shall be opened in a later date with prior intimation.

- NIT Silchar will evaluate and compare the tender/quotations determined to be substantially responsive i.e. which are **digitally signed**
- The bidder must quote the rate of all item/items in words and figures.

Director, NIT Silchar reserves the right to extend the date or cancel the tender, accept or reject any/all tenders or not to purchase all or any of the items.

Registrar, NIT Silchar

1.1 Overview:

The food items used for lunch and dinner should be well standard with approved food items. Tentative quantity of food plates (buffet) required for **lunch is 550 per day**. Food plates (buffet) required for **Tournament dinner on 13-12-2024 is 600**.

1.2. Scope of the Work:

- a) Cooking and serving meals (Lunch on 14-12-2024, 15-12-2024, 16-12-2024 & 17-12-2024; Dinner on 13-12-2024)
- b) Cleaning of auxiliary areas.
- c) Deployment of required manpower for supervision of the above-mentioned services.
- d) 02 number of buffet sets per item.
- e) Any other activities as may be considered by the institute on merit.

1.3. Firms / Contractors responsibility:

- 1) Managing the entire activity of All Inter NIT competition by providing services of lunch and dinner to the guests/volunteers/invitees at Food court, NIT Silchar.
- 2) Approved food items have to be supplied and served by the awarded contractor/vendor
- 3) Procurement of raw materials and ingredients for preparation of the food. To arrange the cooking fuel, utensils and other materials and infrastructure required for serving. All crockery/cutlery/camper/thermos/cloth napkin/paper napkins etc. as required for providing high class catering services will be provided by the Contractor. Cutlery shall be of a very good quality. The bidder should be equipped to provide catering to approx. 800 persons at one time on a short notice. For this purpose, sufficient stock of crockery and cutlery and other infrastructure have to maintain.
- 4) Engagement of proper qualified / skilled manpower.
- 5) To fulfil the statutory requirements in respect of the persons engaged for catering service.
- 6) All the consumable should be of ISI / reputed brand. Only Iodized Salt shall be used. FSAAI approved Refined oil (Fortune/ Dhara) or mustard oil (Engine/ Dhara/ Fortune) and Atta (Ashirbad/Fortune) are to be used.
- 7) All necessary bins for kitchen waste management need to be arranged.

Note:

- The burning of dry/wet leaves waste material is not permitted in the campus.
- The contractor should not use any plastic/ polythene/ thermocol items, especially plates/glass, as these are non-biodegradable and banned for use. All servicing items should be paper cup or made of biodegradable materials.
- All utensils after washing with soap water should be mopped with dry clean cloth for re-use.

1.4. The Institute will extend following Facilities and items to the Contractor

- Space for operation of lunch and dinner for All Inter NIT faculty & staff cricket and chess competition.
- Electricity (not for cooking).
- Raw Water for washing purpose.
- Infrastructure

1.5. Financial bid is to be submitted in form of Price Bid Form by considering above scope of services and manpower required to manage the contract. The rate should be inclusiveness of all taxes. Nothing extra will be paid by the institution during the contract period.

Key Deliverables/ Operative Terms and Conditions:

- The catering services shall be operated by the awarded firm(s) as decided by the competent authority, failing which the work shall be awarded to next eligible bidder. Optimum efforts should be made to satisfy the customer's requirement.
- The caterer shall engage and provide requisite number of well-trained cooks and service personnel.
- Meals should be supplied at all the times for all the guests without fail at the designated time.
- The caterer should be financially sound to run.
- The caterer should be familiar with the modern kitchen equipment.
- The caterer should arrange utensils and furniture and make necessary arrangements for buffet counter for serving of foods which should be cleaned and maintained daily.
- The Caterer shall serve only specified foods as per the contract document or sometimes as approved by the competent authorities for special cases
- The Caterer must display the menu/ list of food items to be served in consultation with competent authority.
- **The Caterer has to provide uniform to his employees during the service hours. He has to ensure that his staffs are always dressed in clean and tidy uniforms including shoes while on duty. The caterer should also issue Photo Identity Card to its staff.**
- The Caterer's employees should be free from any contagious disease or sickness or any other kind of disease that is considered unacceptable for handling food. In such case the Caterer should give them leave and arrange treatment as deemed fit and should make alternative arrangement at his own cost. Whatever circumstance it may be, the caterer must ensure that the facility is not hampered, and serving standard is maintained.
- The Caterer shall be solely responsible to provide safe and hygienic food to the guests at all times. Food and hospitality committee constituted by the institute will monitor the same including hygiene from time to time. persons authorized by the Institute must have full access to all facilities and documents. Any preparation not found to be wholesome or hygienic is liable to be rejected without any compensation. Further punitive action, as deemed fit shall be taken against the caterer, including cancellation of contract.
- Only packaged drinking water (500 ml bottle) has to be served during meal.
- The caterer shall maintain the neatness and cleanliness of the premises at all times.
- The Caterer shall maintain neat and cleanliness of the premises at all times. No trash is to be thrown inside the premises except in properly covered bins supplied by the Institute.
- Burning of any other fuels except cooking gas is forbidden. Use of electricity for cooking is strongly prohibited.
- The assets and non-consumable articles provided by the Institute shall be property of the Institute and the caterer shall be merely the custodian of such assets and articles. On termination of the contract, all such property shall be handed over to the Institute in good condition.
- The Caterer shall maintain the cooking and dinning space in clean & hygienic condition.
- In the event of loss/theft/damage of property/utensils/ fittings caused due to negligence of the any of its employees of the Caterer, the Institute shall be entitled to get compensation from the Catering Agency. Compensation amount as decided by the institute will be final.

Statutory Obligations:

- The staff engaged by the catering agency shall draw their remuneration from their Caterer and shall not claim any employment benefit from the Institute at any time. The agency shall also be responsible for the statutory obligations of such personnel and shall indemnify the Institute in this matter. It is the duty of the caterer to explain these terms to his employees.

- The Caterer shall be directly responsible for payment of wages as per Govt. rules amended from time to time (including other benefits like E.P.F. & E.S.I. & other bonus) to his employees engaged for the services. Minimum wage act and compensation act should be strictly followed.
- The institute shall have no responsibility towards payment of wages, social security, medical care, safety or any benefit to the personnel engaged by the caterer. Any incident occurring during the contract period is the sole responsibility of the caterer and the institute is in no way liable for any such incident.
- **The Caterer shall not employ any minor for the above contract work as prohibited under Labour Act and shall comply with all the clauses of the Act.**
- All safety measures must be taken care of, in order to avoid any accident, fire and other safety hazards. Any type of loss/damage of assets due to any such incident is the sole responsibility of the Caterer. The Institute shall in no way be liable for any such incident occurring during the contract period or in connection with the services.
- If there is damage to building or other institute property because of willful or negligent act or poor maintenance, the institute will repair it at its own cost and shall recover the amount from the caterer.
- The staff employed by the agency will not join or form any union associated with the Institute or otherwise any political party.
- If the rates of two or more bidders are found to be same, preference will be given to the firm having better credentials. Decision taken by NITS shall be final and binding.
- The quality of meals served shall be checked by the food committee.
- **Penalty Clause :** In case of violation of any of the clauses as specified in this tender notice or in case of damage caused to the Institute property by any act of the successful bidder to whom the award of work has been made, necessary recovery as deemed fit by NITS shall be made from the performance security. In severe cases, the work order of the successful bidder may be cancelled and the firm may be blacklisted.

The scope of work detailed above, including key deliverables, is only broad and the institute would appreciate innovative proposals concerning the services sought for. The prospective firms are required to submit their proposals preferably upon performing detailed site survey.

Abnormally lowest price considering the prevailing market price of raw-materials/commodities does not guarantee the sanction of tender. Decision taken by NIT Silchar authority in all cases shall be final and binding upon the bidder.

Testimonials to be furnished:

The bidders should enclose the following documents, duly self-certified, in support of their bid. In case of failure to furnish any of the documents or comply with the provisions, the bid submitted by the firm is liable to be rejected.

SN	Documents to be furnished
1	Cost of Tender for Rs. 1000.00 (non-refundable) to be submitted.
2	Bid Declaration must be submitted in lieu of EMD
3	Copy of Certificate of Registration/Trade License for Catering Services
4	Copy of PAN and GST in the name of firm/proprietor
5	Copy of Labour License from Competent Authority
6	Copy of valid EPF& ESI Registration Number (proof of payment in supporting to past experience)
7	Copy of valid FSSAI registration
8	Details of the bidder on the letter head of the firm (As per Annexure-I)
9	Firm should have an experience of providing and running catering service or hotels/ food plaza/ canteens/ restaurants of repute may apply. Detailed supporting documents of experience of last 3 years to be submitted. (As per Annexure – II). Documentary evidence to be furnished.
10	Details of required menu (As per Annexure III)
11	Declaration duly sealed and signed. (As per Annexure-IV)
12	No Deviation Certificate (As per Annexure-V)
13	Bidders Detail (As per Annexure-VI)

Eligibility criteria are broad guidelines and the Director, NIT Silchar has the exclusive right to relax/ alter/ modify/ add any or all the criteria mentioned above.

Validity of Contract:

1. The validity of the contract, if awarded, would be for All Inter NIT faculty & staff cricket and chess competition only.

Jurisdiction and Right to Amend Rules:

1. The institute reserves the right to amend the rules of operation whenever and wherever considered necessary and appropriate. The same shall be intimated to the vendor in due course.
2. The Institute rules shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director, NIT, Silchar is the sole arbitrator to decide the same and his decision is final and binding on both the contractor and the institute as per the provisions of the Arbitration and Conciliation Act 1996. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of Silchar only.
3. Quoted rate should be inclusive of all taxes. Nothing extra will be paid by the Institution. If there is any increase / decrease of statutory taxes will be reimbursed accordingly. Rate should be quoted through online only,

4. Evaluation of Quotations:

- a) NIT Silchar will evaluate and compare the tender/quotations determined to be substantially responsive i.e. which are digitally signed

b) Confirm to the terms and conditions, and specifications.

5. Award of contract:

- NIT Silchar will award the contract to the bidder whose tender/quotation has been determined to be substantially responsive and who fulfill other conditions as mentioned and who has offered the **lowest evaluated quotation price cumulatively**.
- If the rates of two or more bidders are found to be same, preference will be given to the firm based on their reputation and as per the decision of the bid evaluation committee.
- Decision taken by NITS shall be final and binding. In that case, no claim will be entertained.

6. The bidder whose bid is accepted will be notified of the award of contract by the NIT Silchar prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

7. No alternations in tender forms shall be made by the bidder and if any such alteration is made, the tender is liable to be rejected.

8. All legal disputes shall be under the jurisdiction of the Silchar Courts of Cachar District in the state of Assam.



Registrar, NIT Silchar

ON THE LETTER HEAD OF THE FIRM

PROPOSAL FOR PROVIDING CATERING SERVICES FOR All INTER NIT FACULTY & STAFF CRICKET AND CHESS COMPETITION AT NIT, SILCHAR

1.	Name of the Firm/Agency/Individual	:	_____
2.	Address with Telephone/Mobile Number/ e-mail	:	_____
3.	PAN/SERVICE TAX/GST Registration No.	:	_____
4.	EPF& ESI Registration Number (proof of payment in supporting to past experience)	:	_____
5.	FSSAI Registration Number	:	_____
6.	Valid Labour License Number	:	_____
7.	Name and Address of the Banker	:	_____
8.	Name & address of the person responsible for Management with telephone Number	:	_____ _____

Date:
Place:

Name and Signature of the Authorized Person

ON THE LETTER HEAD OF THE FIRM
Experience of the firm in providing Catering Services

a) Details of all completed/ongoing contracts

Sl. No.	Name of the organization with address, phone nos., email ids etc.	Period of Contract		Nature of work undertaken	Remarks (Completed / Ongoing)
		From	To		
1					
2					
3					
...	

Date:
Place:

Name and Signature of the Authorized Person

N.B. (Please enclose the following documents along with the form)

1. Attach ongoing and previous work order details as a proof.

Annexure-III

The items as per the following food menu is to be provided at NIT Silchar

Lunch menu for 14-12-2024, 15-12-2024, 16-12-2024 & 17-12-2024

1	Salad (cucumber, onion, carrot, beet, lettuce)
2	Papad
3	Chutney: (1) sweet (2) achar
4	Roti (tandoori on 14-12-24 & 17-12-24; Naan on 15-12-24 and tawa on 16-12-24)
5	Chole
6	Rice (plain rice and light fried rice)
7	Daal (mixed daal on 14-12-24; yellow daal on 15-12-24 & 17-12-24; Razma on 16-12-24)
8	Mixed sabji
9	Paneer butter masala
10	Chicken curry
11	Sweet Dahi
12	Sweets (rasgulla or gulabjamun or ghee jalebi)
13	Water bottle

Tournament Dinner menu on 13-12-2024 from 7 PM onwards

1	starter	Baby corn fry
		Paneer tikka
		Chicken tikka
		Veg soup
		Tea & coffee
		Ghee jalebi
2	Main course	Salad (cucumber, onion, carrot, beet, lettuce)
		papad
		Chutney (1-sweet; 2-achar)
		Rice (Plain rice & fried rice or Kashmiri pulao
		Thick mixed dal
		Alu jhuri bhaja
		Mixed sabji
		Paneer butter masala
		Chicken butter masala
		Local katla fish kalia
		Sweet dahi
		Gulab jamun
		Water bottle

*Size of each raw fish piece should be 80-90 gm. The committee will ensure the quality and quantity.

* Quantity of total uncooked paneer/chicken should be @70-80 gm per plate. The committee will ensure the quality and quantity.

ON THE LETTER HEAD OF THE FIRM

DECLARATION-I

It is hereby declared that I/We agree to all the terms/clauses mentioned in this tender notice vide Tender No. dt

I/We shall be liable to disqualification in case of any violation of the terms/clauses and I/We shall abide by the decision of National Institute of Technology Silchar (NITS).

Further, it is also declared that the firm has not been blacklisted/ terminated/ suspended by any organization and that no case has ever been contemplated or lying pending in any court of law.

Name and Signature of Authorised Person

Date

ON THE LETTER HEAD OF THE FIRM

DECLARATION-II

I / We hereby declare that no case is pending with the police/ court against the proprietor/ firm/ partner or the company (Agency). Also I /We have not been suspended / blacklisted by any PSU / Government Department / Financial Institution / Court.

(Signature & seal of the bidder)

Place:

Date:

Annexure-V

ON THE LETTER HEAD OF THE FIRM

NO DEVIATION CERTIFICATE

Notwithstanding anything mentioned in our bid, we hereby accept all the terms and conditions of this tender and we do not have any deviation to this tender enquiry. We hereby undertake and confirm that we have understood the scope of work properly and shall be carried out as mentioned in this tender enquiry.

(Signature & seal of the bidder)

Place:

Date:

ON THE LETTER HEAD OF THE FIRM

BIDDERS DETAILS

Name of the Contractor /Party/ Firm	:	
Name of Authorized Representative	:	
Phone Nos.	:	
Mobile Nos.	:	
Fax No.	:	
E-Mail Address	:	
Web Site Address (If Any)	:	

(Signature & seal of the Contractor/bidder)

Place:

Date:

Note: Bidders Bank details regarding return Transaction (if any/as per applicability).

Account Number	:
Account Name	:
IFSC	:
Bank Name	:
Bank Branch	:
Account Type	:

Place:

Date:

Signature of the contractor

Transaction Details of EMD and Tender Fees

Note: Amount to be deposited to the following bank account in two separate transactions for Tender Fees & EMD.

Account Number : 38478849539
Account Name : National Institute of Technology Silchar
IFSC : SBIN0007061
Bank Name : State Bank of India
Bank Branch : NIT SILCHAR
Account Type : Savings

Transaction Details of EMD Deposit:

Amount (in ₹)	
Date	
UTR	
Remarks (if any)	

Transaction Details of Tender Fees:

Amount (in ₹)	
Date	
UTR	
Remarks (if any)	

Note: Bidders Bank details regarding return Transaction (if any/as per applicability).

Account Number :
Account Name :
IFSC :
Bank Name :
Bank Branch :
Account Type:

Signature of Vendor

Financial Bid

Please Note: Financial Bid shall be opened only for those technically qualified firms.

Sl.	Type	Quantity	Per Plate rate (in Figures)	Per plate rate (in Words)
1	Lunch for 4 days (i.e. on 14-12-2024; 15-12-2024; 16-12-2024 and 17-12-2024)	550 per day	Rs..... (figure)	Rupees (in words)
2	Dinner for 01 day (i.e. on 13-12-2024)	600	Rs..... (figure)	Rupees (in words)

Date:

Place:

Signature of the Authorized Person

Note: Please write the figures and words carefully.

(SAMPLE ONLY PLEASE SUBMIT ONLINE)