

**NATIONAL INSTITUTE OF TECHNOLOGY  
(Under the Ministry of HRD, Govt. of India)  
KURUKSHETRA-136 119 (Haryana)**

**TENDER NOTICE**

**Advertisement No.1/2014**

Sealed tenders addressed to Dean (Estate) are invited by the Registrar for and on behalf of Director, NIT, Kurukshetra from the reputed firms for running the **Senate Hall Canteen/ Restaurant** in the Institute on prescribed tender document. The tenders will be received up to **2.30 pm on 31.01.2014** and opened on same day at 4.30 pm. The tender document can be downloaded from the Institute website [www.nitkkr.ac.in](http://www.nitkkr.ac.in). The downloaded tender document must accompany a Demand Draft of Rs.1000/- in favour of Director, NIT, Kurukshetra, otherwise it will be rejected:

<b>Name of Canteen</b>	<b>Earnest Money in Rs.</b>	<b>Pre-bid meeting in the office of Dean(Estate)</b>	<b>Last date for receipt of tender document</b>	<b>Date &amp; time of opening of EMD &amp; Eligibility/ Technical Bid</b>
Senate Hall Canteen	20,000/-	20.01.2014 at 3.00 pm	31.01.2014 at 2.30 pm	31.01.2014 at 4.30 pm

**Note:** The tenders received after stipulated date and time shall not be entertained.

**Registrar**

**NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA-136 119**

**Notice inviting Tender for running the Senate Hall Canteen**

No. EO/

Dated:

Sealed tenders addressed to Dean (Estate) are invited from the reputed firms for running the Senate Hall Canteen in the Institute on contract basis at NIT, Kurukshetra for two years (extendable further based on satisfactory performance).

Only reputed firms which fulfill the following criteria shall be **eligible to apply**:

- i) The firm should have a minimum of 5 years experience in running cafeteria/canteen/catering in large Institutions/MNCs/Industrial units. The experience of running large food outlets by reputed firms can also be considered.
- ii) The firm should have an average annual financial turnover of Rs.10.00 lakh from the relevant business (running canteens, catering and supplying food etc.) during the last three consecutive years ending 31<sup>st</sup> March 2013.
- iii) The firm should produce a solvency certificate from a scheduled bank for an amount not less than Rs.5.00 lakh.
- iv) The firm should produce Health food license for catering/canteen services, issued by appropriate authority.
- v) Persons or their dependent family members who are currently running business in the premises of NIT, Kurukshetra shall not be allowed to participate in tender. For this purpose, family would include self, spouse, son, daughter-in-law and unmarried daughter.
- vi) Employees of Central or State Government or Government Undertaking, Autonomous Bodies are not eligible to apply. A minor is also not eligible to apply.

The tender form along with terms and conditions may be downloaded from Institute website [www.nitkkr.ac.in](http://www.nitkkr.ac.in). The downloaded form shall accompany a demand draft of Rs.1000/- (Rupees One thousand only) (non-refundable) in favour of Director, NIT, Kurukshetra, payable at Kurukshetra.

The tender should be submitted in three parts:

- i) Envelope containing Earnest Money
- ii) Envelope containing Eligibility/Technical Bid
- iii) Envelope containing Financial Bid

All three envelopes shall be duly sealed and superscribed with respect to their contents and shall be placed in a large envelope which shall be superscribed with name of business and its content.

The last date for receipt of tender document is 30.01.2014 upto 2.30 pm. The envelopes marked "Earnest Money" and "Eligibility/ Technical Bid" shall be opened at 4.30 pm on the same day in the office of Dean (Estate).

The eligible bidders will be asked to make a power point presentation **and/or** to prepare food items listed in Annexure "A" before the committee. The details of presentation/ food preparation along with the date, time and place will be communicated to each eligible bidder separately.

The envelope marked "Financial Bid" shall be opened for those bidders only who qualify in Technical Evaluation. The financial bid shall be opened at notified time, date and place in the presence of bidders or their representatives.

**Tender Evaluation Procedure:** 50% marks will be given based on technical evaluation of bid and remaining 50% marks will be based on financial evaluation of bid.

### 1. Technical Evaluation:

The **Technical Bid** should be accompanied by following:

- a. Proof of fulfilling all the essential criteria (i-vi).
- b. A detailed Report on the manner in which the Senate Hall Canteen is proposed to be run including procurement, storage and waste management of the waste generated from the Senate Hall Canteen.

The technical bid will be evaluated based on four criteria as shown in **Table-1**. The presentation before the committee will consist of face to face discussion, and a cooking test, where the cooks of the firm will be invited to prepare selected food items at NIT, Kurukshetra and subsequent assessment of the quality of the preparation of these items.

**Table-1**

<b>SNo.</b>	<b>Subject</b>	<b>Maximum marks</b>
1.	Presentation before Committee	25
2.	Quality of operation being run currently and was/were run( <b>Form A</b> )	10
3.	Existing Infrastructure ( <b>Form B</b> )	10
4.	Workers Satisfaction/ Detailed Report	5
	Total	50

## 2. Financial Evaluation:

The financial bid will be evaluated on the basis of maximum discount (in percentage) offered on price of the items listed in Annexure "A" and items sold 'on MRP basis'. Bidder offering highest discount will be awarded 50 Marks (full marks) next highest discount bidder will be awarded 45 marks followed by 40 marks and so on. All financial bids will then be evaluated as shown in **Table-2**.

**Table-2**

S.No.	Bidder Name	Discount in percentage	Total Marks
1.			
2.			
3.			
4.			
5.			
6.			
7.			

The marks obtained in Technical and Financial bids will be added to decide the award of the tender.

**THE INSTITUTE RESERVES RIGHT TO ACCEPT OR REJECT ANY TENDER/APPLICATION WITHOUT ASSIGNING ANY REASON.**

Note:

- i) Please go through the detailed terms and conditions attached herewith.
- ii) Each page of the tender document is to be signed by Proprietor or Authorized Representative of company with date and company's stamp.
- iii) Late, incomplete and conditional tenders shall be summarily rejected.
- iv) The food items are to be served from 8.00 AM to 10.00 PM at the rates approved by the competent authority.
- v) The firm **must** be able to serve 100% of items as per (Annexure "A") in the canteen.

**Registrar**

**Encl: Terms & Conditions**

**NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA-136 119**

**TENDER FORM FOR OPERATION OF SENATE HALL CANTEEN**

Form No. ( )

Details of Earnest Money Rs. 20,000/- (Rs. Twenty thousand only) in favour of Director, NIT, Kurukshetra  
Demand Draft No. & Date .....  
Issuing Bank Branch .....

1	<b>Name of Applicant/ Firm (In BLOCK LETTERS)</b>	
2	<b>Father's name (In case of an Individual and proprietor's name in case of firm/ company)</b>	
3	<b>Complete address of the applicant/ Firm/ Company</b>	
	<b>Telephone Nos. (Office)</b>	
	<b>Contact person (s) (Mobile)</b>	
4	<b>Permanent Residential Address &amp; Tel. No., if any</b>	
5	<b>Since how long you are in this business? Give details. Please attach extra sheet of your experience with certificate of performance, if any.</b>	
6	<b>Do you have any other business? If yes, please give details.</b>	
7	<b>Document of proof i.e. certificate of performance.</b>	
8	<b>Are you running Canteen/ Cafeteria elsewhere? If yes, please give details of your business set up &amp; turnover.</b>	
9	<b>Whether the relative/family member already doing any other business in the Institute. If yes, please give details.</b>	
10	<b>What is the annual turn-over of the firm for the past three years and enclose the balance sheet for respective year.</b>	Rs. _____ 2010-2011 Rs. _____ 2011-2012 Rs. _____ 2012-2013
11	<b>Name of your banker. Please attach certificate of your financial soundness from your banker.</b>	
12	<b>Are you Income Tax payee? If yes, please attach copies of PAN and Income Tax Returns for last three years.</b>	

13. <b>Name of three responsible persons whom reference could be made about your business with their addresses Mobile and Telephone Nos.</b>		
<b>Ref.1</b>	<b>Ref. 2</b>	<b>Ref. 3</b>

I/We have gone through the contents of the application form carefully. The information supplied by me/ us is true to the best of my/ our knowledge and belief and nothing has been concealed therefrom. I/ we further confirm that.

- a. I/ we shall abide by the terms and conditions of the Institute.
- b. Neither my/our blood relation nor I/we have been allotted any Commercial Establishment at present at NIT, Kurukshetra.
- c. Neither I/we nor any of my/our blood relations is/are presently holding any license of Commercial Establishment at NIT, Kurukshetra.

**(Signature of the Applicant(s))**  
**(Seal, if any)**

**Dated** .....

**Note:-**

- I. The applicants are advised to see the space available at site in their own interest.
- II. The tender should be submitted in a bigger sealed envelope superscribed with "Application for running of Senate Hall Canteen" containing within it three envelopes duly sealed and superscribed with respect to its contents viz. "Earnest Money", "Eligibility/Technical Bid" and "Financial Bid."
- III. The tender form duly filled under sealed cover should reach the Estate Office, National Institute of Technology, Kurukshetra by **31.01.2014 at 2.30 pm**.  
The eligibility/ technical bids & EMD shall be opened on the **same day at 4.30 pm** in the presence of the Committee. The financial bids will be opened for those firms only who qualify the technical bid.
- IV. Each page of tender must be signed by the **authorized signatory**.
- V. In case of applicant being a partnership firm, a copy of the partnership deed should be enclosed with the application form.
- VI. The institute reserves right to accept or reject any tender/ application without assigning any reason therefore.
- VII. Late, incomplete and conditional tender shall not be accepted.

## TERMS AND CONDITIONS

### FOR RUNNING THE SENATE HALL CANTEEN IN NIT KURUKSHETRA

1. Business for which license will be given is as under:

Location of canteen	Covered Area (Sq. ft.)
Senate Hall Canteen	4000 (approximate)

- a) The License fee @ Rs.12000/- + service tax as per Govt. notification amended from time to time will be charged per month. License fee shall be enhanced @ 25% after every two years from the date of allotment, subject to satisfactory performance, if given an extension.
  - b) Opening hours of the Canteen: 8.00 am to 10.00 pm everyday.
  - c) Only NIT students, faculty, staff members and their families and their accompanying guests are allowed in the canteen.
  - d) Disposal of wastes should be done by contractor outside the premises of the Institute.
  - e) The contractor will be responsible to renovate, furnish & maintain the given area.
2. Initially the contract will be awarded for two years, renewable on yearly basis subject to satisfactory performance. The performance of the establishment will be continuously judged by the Competent Authority of the Institute. If the performance is not found satisfactory at any stage, a notice to improve the performance would be issued. If even after that the performance continues to be unsatisfactory, the license may be cancelled after giving one month notice.
3. If at any stage the Contractor or his employee (s) is/ are found to be involved in any unwanted activity inside or outside the premises of the Institute, the agreement is liable to be terminated by the Competent Authority by giving one month notice. In case of non- payment of dues and in the event of breach of any of terms and conditions contained herein, the allotment of the Canteen is liable to cancel by giving three month notice as provided in the agreement.
4. The contractor once allotted for running canteen in the campus, will not be considered to participate in allotment of another commercial establishment in the campus during the entire period of stay in the campus.
5. The contractor/ his servants(s)/ his nominee will not be permitted night stay in the allotted premises.
6. On selection, the licensee shall pay a security amount of Rs.20,000/-. In addition to security, the licensee shall pay three months rent in advance which will remain with the Institute along with security deposit. The licensee shall pay the monthly rent by 10<sup>th</sup> of every month and copy of the receipt to be deposited with the Estate Office failing which late fine @ Rs.50/- per day will be charged till the deposit of rent for that month. In the event of the default on the part of the licensee in making payment on or before the dates as mentioned above the Institute shall have the right to cancel the license aforesaid forthwith and licensee shall not be allowed to carry on his business and the licensee shall have no claim or right to claim for any compensation or damage from the Institute.

7. The premises of the Canteen will be used only for the purpose for which the allotment is made and not for any other purpose without the written permission of the competent authority of the Institute.
8. The Contractor will not be permitted to franchise the canteen for any commercial activity.
9. No person with any adverse record with the police will be allowed to be associated with the Canteen(s).
10. The Contractor will have to execute and sign a License Deed on one hundred rupees Non- Judicial Stamp Paper as per the Institute format.
11. Late / conditional tenders will be summarily rejected.
12. No Commercial Vehicles of the Contractor will be allowed to be parked in the premises and these will have to leave the Campus after loading/ unloading.
13. Contractor will ensure all safety measures including Fire Risk due to equipment / oven /fridge etc. The cleanliness and hygienic conditions shall be maintained using the latest methods.
14. No child below 18 years of age will be employed by the Contractor.
15. The modern, state of the art equipment should be in use in running canteen, cafeteria, kitchen, etc. The cleanliness and hygienic conditions shall be maintained using the latest methods.
16. All required Licenses for running the canteen will be obtained from the Local Bodies by the contractor at his own expenses.
17. Arrangement for lifting of left- over food and all waste material will be made by the contractor and will be responsible to dispose them outside the Campus.
18. Items as per list specified in 'ANNEXURE A ' (enclosed) will be on Rate Contract basis. Additional items can not be sold by the contractor without prior permission of Competent Authority.
19. The Licensing Committee of the Institute can check the rate list etc. at any time.
20. The licensee or his employee(s) shall deal courteously with the customers and shall not indulge in any such act which shall spoil the peaceful atmosphere in the Institute Campus.
21. That the licensee shall take the electricity connection from UHBVN Ltd. directly and show the proof of payment of bills to Estate Section every month. Further, the licensee shall be responsible for doing routine maintenance of his premises and to protect the Public Health and Electrical fittings/fixtures provided in canteen, kitchen & toilets.
22. The licensee shall not cause any damage to the Canteen/ Restaurant, the electrical fittings or any other structure/ fixtures around the shop.
23. The licensee may be renewed at the discretion of the Institute. However, in the event of expiry of the license, the licensee shall close his business and shall vacate the Canteen / Restaurant forthwith.
24. In case of any dispute between the licensee or his employee and the customers the decision of the Director of the Institute shall be final and binding on the licensee.
25. After the expiry of the license period or in the event of cancellation of the license under any clause of the License Deed, the licensee shall hand over the possession of the said Canteen/Restaurant shall automatically become the property of the Institute and the licensee shall have no right or claim over them.



26. The licensee shall be liable for payment of penalty equivalent to monthly rent for a default period of one week or part thereof in the event of his failure to hand over the possession of the said canteen/Restaurant to the Institute on cancellation of the license or expiry of the license period or with in the period specified by the Institute under any clause of this License Deed.
27. In case the licensee fails to render satisfactory service/maintains quality/adhere to business timings etc. the license shall be liable to be cancelled at the discretion of the Institute.
28. The Institute shall not be responsible for any dispute between the licensee & customers in respect of any business dealing.
29. Any notice to the licensee in respect of the grant of license/request demand or otherwise whatsoever may be given by the Institute by leaving the same or sending the same by post at the address of the licensee given below, which shall be considered as sufficient notice delivered to the licensee.
30. All Firms applying for the Canteen must have valid STCC, VAT/ TIN No. etc.
31. Prices are to be displayed on the Rate List at a conspicuous place in the Canteen.
32. Any tax imposed by any Govt. Agency due to this Canteen will be borne by the contractor.
33. All the workers need to have their police verification before start of business at NIT, Kurukshetra. A Certificate to this effect should be deposited to NIT, Kurukshetra by the contractor.
34. There will be no liability for any occupational medical emergency. The health of workers shall be the responsibility of the Licensee. Labour employed shall not have any communicable diseases. A certificate to this effect shall be submitted annually by the contractor. All local laws of contract labour should be followed by Contractor.
35. All the workers shall be properly dressed during Canteen timings.
36. Proper computerized & itemized bills should be generated for all the orders placed.
37. The contractor cannot occupy any outside space without prior permission of the Institute.
38. Authorities of NIT, Kurukshetra reserve the right to reject any or all the Tenders/ Applications without assigning any reason therefore.
39. Earnest money will be forfeited on non-acceptance of the specified premises allotted.
40. All food items are inclusive of applicable taxes.
41. All matters of disputes shall be referred to the Director, whose decision shall be final and binding and shall not be challengeable in any court of law.
42. Any legal dispute will fall under Kurukshetra Jurisdiction.
43. Besides the above terms and conditions the relevant law of the land will prevail.

**Table – 1**

**Evaluation Sheet**

**Technical Evaluation (50 marks)**

**Bidder Name.....**

<b>Sr. No.</b>	<b>Evaluation System</b>	<b>Maximum marks</b>	<b>Marks obtained</b>
1.	Presentation before committee	25	
2.	Quality of operation being run currently	10	
3.	Existing Infrastructure	10	
4.	Workers Satisfaction/ Detailed Report	05	
<b>Total</b>			

**Table -2**

**Financial Evaluation (50 marks)**

<b>Sr. No.</b>	<b>Bidder Name</b>	<b>Discount in percentage</b>	<b>Marks obtained</b>
1.			
2.			
3.			
4.			
5.			

**Quality of operation being run currently and was/were run (Form A)**

**Performance Report of Canteen/Cafeteria**

(Furnish this information from each employer)

1. Name of Canteen & Location :
2. Date of Start :
3. Date of completion :
4. Performance report :
5. (a) Quality of items : Excellent/Very Good/Good/Fair  
(b) Resourcefulness : Excellent/Very Good/Good/Fair

Date:

(Signature &  
Seal of the Organization)

**Existing Infrastructure (Form B)**

**List of Furniture & Equipment**

**(Signature of the Applicant)**

**Annexure - A**

<b>Sr. No.</b>	<b>Items</b>	<b>Quantity Weight/ Volume</b>	<b>Rates Rs.</b>
<b>Hot Drinks</b>			
1.	Tea ready made	125 ml	6.00
2.	High Milk Tea	125 ml	10.00
3.	Dip Tea	125 ml	7.00
4.	Coffee (Espresso)	150 ml	10.00
5.	Hot Milk	200 ml	15.00
6.	Milk with Bournvita	200 ml	20.00
<b>Cold Drinks</b>			
7.	Cold drinks	M.R.P.	
8.	Cold coffee	250 ml	20.00
9.	Juice Tetra packets	M.R.P.	
10.	Lassi Sweet	200 ml	20.00
11.	Lassi salt	200 ml	20.00
<b>Snacks</b>			
12.	Cholle Bhathura (2 Bhature + 1 katori channa )	300 gm	25.00
13.	Veg. Burger	130 gm	20.00
14.	Samosa	75 gm	7.00
15.	Bread Pakora	75 gm	8.00
16.	Paneer Pakora	75 gm	15.00
<b>Egg. Preparations</b>			
17.	Omellete	2 eggs	25.00
18.	Egg bhurji	2 eggs	25.00
19.	Half fried	1 egg	10.00
20.	French toast sweet	2 pcs	20.00
21.	French toast salty	2 pcs	20.00
<b>Chowmein</b>			
22.	Veg. chowmein	225 gm	35.00
23.	Egg. Chowmein	225 gm	40.00
24.	Veg. fried rice	300 gm	35.00
25.	Egg. Fried rice	300 gm	45.00
26.	Maggie	200 gm	20.00
<b>South Indian</b>			
27.	Masala dosa	250 gm	30.00
28.	Plain dosa	220 gm	25.00
29.	Onion Uttapam	250 gm	30.00
30.	Sambar vada (2 pcs.)	200 gm	25.00
<b>Tawa Parantha</b>			
31.	Plain Parantha	1pc	10.00
32.	Alloo Parantha	1pc	12.00
33.	Alloo anion parantha	1pc	15.00
34.	Onion parantha	1pc	12.00
35.	Egg. Parantha	1pc	20.00

<b>Tandoori Roti</b>			
36.	Roti	1 pc	5.00
37.	Plain parantha	1 pc	10.00
38.	Naan	1 pc	10.00
39.	Allo parantha	1 pc	12.00
40.	Alloo nan	1 pc	12.00
41.	Butter nan	1 pc	15.00
<b>Subzi rice &amp; Dal</b>			
42.	Plain dal	150 gm	20.00
43.	Dal fry	150 gm	30.00
44.	Aloo Palak	150 gm	20.00
45.	Allo jeera	150 gm	20.00
46.	Allo gobhi	150 gm	20.00
47.	Mutter paneer	150 gm	30.00
48.	Palak paneer	150 gm	30.00
49.	Shahi paneer	150 gm	35.00
50.	Dal makhani	150 gm	25.00
51.	Malai kofta	150 gm	30.00
52.	Plain rice	200 gm	20.00
53.	Jeera rice	200 gm	25.00
54.	Veg. Pulao	250 gm	35.00
55.	Egg. Pulao	350 gm	40.00
56.	Veg. biryani	300 gm	35.00
<b>SOUP, CURD &amp; SALADS</b>			
57.	Tomato soup	200 ml	20.00
58.	Sweet corn soup	200 m	20.00
59.	Curd	150 gm	15.00
60.	Salad	150 gm	20.00
61.	Butter	25 gm	10.00
<b>Thali/ plate</b>			
62.	Veg. thali 1. Khadai/ Shahi/ Masala/ Palak paneer (150 gm) 2. Pal fry/ Dal makhni/ chhole/ rajma (150 gm) 3. Seasonal veg./ Mixed veg. (150 gm) 4. 2 roti/one naan (200 gm) 5. Plain rice (150 gm) Raita & Salad	-	75.00
63.	Rajma rice plate	600 gm	40.00
64.	Kadhi rice plate	600 gm	40.00
65.	Paneer rice plate	600 gm	50.00