

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

Corrigendum to Advertisement No.8/2017

TENDER NOTICE

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** in the Institute on prescribed tender document. The tenders will be received up to **3.00 p.m on 30.05.2017** and opened on same day at 4.30 pm. The tender document can be downloaded from the Institute website www.nitkr.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:

Name of Canteen	Earnest Money in the form of FDR	Last date for receipt of tender document	Date & time of opening of EMD & Eligibility/ Technical Bid
Senate Hall Canteen	50,000/-	30.05.2017 at 3.00 pm	30.05.2017 at 4.30 pm

Before submitting the tender, the service provider is advised to visit the Institute to apprise himself of the logistics of the prospective assignment

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

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 2 (two) 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.5.00 lakh from the relevant business (running canteens, catering and supplying food etc.) during the last two consecutive years ending **31st March 2016**.
- 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 license of FSSAI for catering/canteen services, issued by appropriate authority.
- v) Persons who are currently running business in NIT, Kurukshetra are also allowed to participate in tender for the advertised shop/business but only one member from a family shall be eligible to run shop/business concurrently in the campus. Here family means self, wife, husband, father, mother, Brother, Sister, son, unmarried daughter and daughter-in-law.
- vi) The firm has to submit the attested copies of TIN/VAT Registration certificate, PAN and Income Tax Return for last two financial years. In case any or all the provisions mentioned above are not applicable, the party should give a declaration to that effect from a practicing Chartered Accountant.
- vii) The Bidder must have EPF Registration number as per the rules to contribute to EPF.
- viii) 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.nitkr.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 two parts:

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

All two 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 30.05.2017 upto 3.00 pm. The envelope 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 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-viii).
- 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 subsequent assessment of the quality of the items.

Table-1

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

2. Financial Evaluation:

The financial bid will be evaluated on the basis of net rates offered on the items listed as Annexure "A" and discount in percentage offered on items sold on MRP basis. Bidder offering lowest net price on items except MRP based items and maximum discount in percentage offered on MRP based items will be awarded 50 Marks (full marks) and next will be awarded 45 marks and so on. All financial bids will then be evaluated as shown in Table-2.

Table-2

S.No.	Bidder Name	Net lowest rates of items except MRP based items	Maximum discount in percentage on MRP based items	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 selected persons will deposit the advance rent for three months and respective security amount as stated in the terms and conditions. However, they will make their own arrangement for energy meter through UHBVN Ltd., Kurukshetra directly /NIT, Kurukshetra as applicable. For any clarification and detailed terms and conditions, please contact Estate Office on any working day. Decision of the Director in all matters relating to the selection of licenses for above canteen shall be final and binding.

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.
- vi) The applicants are required to visit the Institute website regularly as any subsequent corrigendum/addendum etc. in this regard shall be published on the Institute Website only.

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. 50,000/- (Rupees Fifty thousand only) in favour of Director, NIT, Kurukshetra
FDR No. & Date.....
Issuing Bank Branch.....

1	Name of Applicant/ Firm (In BLOCK LETTERS)	
2	Father's name (In case of an Individual and proprietor's name in case of firm/ company)	
3	Complete address of the applicant/ Firm/ Company	
	Telephone Nos. (Office)	
	Contact person (s) (Mobile)	
4	Permanent Residential Address & Tel. No., if any	
5	Since how long you are in this business? Give details. Please attach extra sheet of your experience with certificate of performance, if any.	
6	Do you have any other business? If yes, please give details.	
7	Document of proof i.e. certificate of performance.	
8	Are you running Canteen/ Cafeteria elsewhere? If yes, please give details of your business set up & turnover.	
9	Whether the relative/family member already doing any other business in the Institute. If yes, please give details.	
10	What is the annual turn-over of the firm for the past two years and enclose the balance sheet for respective year.	Rs. _____ 2014-2015 Rs. _____ 2015-2016
11	Name of your banker. Please attach certificate of your financial soundness from your banker.	
12	Are you Income Tax payee? If yes, please attach copies of PAN and Income Tax Returns for last three years.	
13	Copy of TIN/VAT Registration certificate, Service tax registration certificate	
14	Copy of License of FSSAI Certification	

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

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 two 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 **30.05.2017 at 3.00 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

Business for which license will be given is as under:

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

1. 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.
2. The License fee @ **Rs.7500/- + 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.
3. On selection, the licensee shall pay a security amount of Rs.50,000/-. 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 10th 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.
4. The Licensee will have to execute and sign a licensee deed on 100/- rupees non-judicial stamp paper as per the Institute format.
5. If at any stage the Licensee 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.
6. The Licensee 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.
7. The Licensee/ his servants(s)/ his nominee will not be permitted night stay in the allotted premises.
8. 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.
9. The Licensee will not be permitted to franchise the canteen for any commercial activity.
10. a) Opening hours of the Canteen: 8.00 am to 10.00 pm everyday.
b) Only NIT students, faculty, staff members and their families and their accompanying guests are allowed in the canteen.
c) The Licensee will be responsible to renovate, furnish & maintain the given area.

11. An affidavit duly certified by a notary that the partners of the firm or sole proprietor or Company as the case may be, has never been black listed or changed the name of the firm and that there is no police Case/Vigilance enquiry pending against the partners of the firm or sole proprietor or company as the case may be, and has never been punished by Hon'ble Court.
12. No Commercial Vehicles of the Licensee will be allowed to be parked in the premises and these will have to leave the Campus after loading/ unloading.
13. Licensee will ensure all safety measures including Fire Risk/Fire due to equipment /oven /fridge etc. The electricity load of the canteen occupied should be specified by the vendor clearly at the time of acceptance of the license of the Canteen and the copy of the sanctioned letter of the load/bill should be submitted in the Estate Section as a proof within one month. Fire Extinguishers are mandatory for the premises at the Licensees'cost.
14. It will be the sole responsibility of the Licensee to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract.
 - a. Minimum Wages Act 1948.
 - b. Employee Provident Fund Act 1952
 - c. Employee State Insurance Act 1948
 - d. Contract Labour (Abolition & Regulation) Act 1970.
 - e. Industrial Employment (standing orders) Act and rules 1946.
 - f. Prohibition of Child Labour Act 1986.
 - g. Payment of Bonus Act and Rules 1965.
 - h. Workmen compensation Act 1923.
15. A police verification report in respect of all the personnel of Licensee from the concerned police station of concerned residential areas should be submitted and also list of employees with bio-data of each employee posted to the Institute along with photo and thumb impression should be handed over to the Establishment Section, NIT Kurukshetra. Any changes should be informed immediately.
16. 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.
17. Appropriate number of dustbins must be provided by the Licensee to maintain the cleanliness.
18. All required Licenses for running the canteen will be obtained from the Local Bodies by the Licensee at his own expenses.
19. Arrangement for lifting of left- over food and all waste material will be made by the Licensee and he/she will be responsible to dispose them outside the Campus.
20. Items as per list specified in 'ANNEXURE A ' (enclosed) will be on Rate Contract basis. Additional items can be sold by the Licensee with prior permission of Competent Authority.
21. The **Canteen Committee** of the Institute can check the rate list, Quantity and Quality of items served by the canteen and cleanliness in kitchen and surrounding the premises etc. at any time.
22. 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.

23. That the licensee shall take the electricity connection from UHBVN Ltd. Kurukshetra directly / NIT Kurukshetra as applicable 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.
24. The licensee shall not cause any damage to the Canteen/ Restaurant, the electrical fittings or any other structure/ fixtures around the shop.
25. The license 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.
26. In case of any dispute between the licensee or his employee and the customers, the decision of the competent authority of the Institute shall be final and binding on the licensee.
27. 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.
28. 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.
29. 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.
30. The Institute shall not be responsible for any dispute between the licensee & customers in respect of any business dealing.
31. 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.
32. Prices are to be displayed on the Rate List at a prominent place in the Canteen, failing which strict action will be taken by the competent authority.
33. Any tax imposed by any Govt. Agency will be borne by the Licensee.
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 Licensee. All local laws of contract labour should be followed by Licensee.
35. All the workers shall be in proper uniform during Canteen timings as approved by the Competent Authority.
36. The Licensee should provide an automated billing service with facility of the swipe cards as well as cash payments.
37. The Licensee 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 rates are inclusive of applicable taxes.

41. All matters of disputes shall be referred to the competent authority, 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.
44. Plastic disposal like poly bags, plates, cutlery is not allowed in the premises.
45. The Licensee will issue identity cards to his workers/supervisors after getting them verified by the Establishment Section, NIT Kurukshetra. Any worker found without identity card will not be permitted to enter the premises. He will post a supervisor to receive & manage complaints & instructions.
46. If necessary, revision of rates of items will be considered after one year by the competent authority on running the business satisfactorily.
47. Headgear and gloves (at caterer's own cost) to be worn by all cooks and servers at all times while preparing and serving food.
48. Items such as sandwiches, burgers, French Fry which can be consumed outside the cafeteria premises shall be service in appropriate and convenient packing.
49. The Licensee should not sell or serve nor permit anyone to sell or serve Tobacco products, liquor intoxication preparations, narcotics or other banned products etc. in canteen. Breaching of this term would imply a breach of contract and immediate termination of contract along with confiscation of security deposit and initiation of legal proceedings.
50. Gas Cylinders (Battery of cylinders) including spare cylinders shall be kept outside the building in well bottom-ventilated enclosures.
51. The Licensee shall maintain a complaint book in a prominent place in the premises and in such a way that it is easily accessible to any person who wishes to record any complaint and the said book shall be open for inspection by the canteen Committee.
52. The Licensee should have sufficient utensils, crockery and other infrastructure to provide the service and Buffet Lunch/ Dinner/ Tea Party.
53. The Licensee needs to ensure pest control (rats/ mice/ flying insects. Crawling insects), but not with aerosol based anti-pest sprays that could get in the food.
54. The Licensee shall provide a portable weighting machine in order to check the weight of item supplied, as per approved rate list.

Table – 1

Evaluation Sheet

Technical Evaluation (50 marks)

Bidder Name.....

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

Table -2

Financial Evaluation (50 marks)

S.No.	Bidder Name	Net lowest rates of items except MRP based items	Maximum discount in percentage on MRP based items	Marks obtained
1.				
2.				
3.				
4.				
5.				
6.				
7.				

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

S.No.	Name of Articles	Quantity	Items without MRP	Item with MRP
			Net Rates	Discount in %
(A)	HOT DRINKS			
1	Tea	125 ml		
2	High milk Tea	125 ml		
3	Dip Tea	125 ml		
4	Coffee	150 ml		
5	Hot Milk	200 ml		
(B)	COLD DRINKS			
6	Cold drinks	M.R.P.		
7	Cold coffee	250 ml		
8	Juice Tetra packets	M.R.P.		
9	Lassi Sweet	200 ml		
10	Lassi salt	200 ml		
(C)	SNACKS			
11	Samosa	75 gm		
12	Bread Pakora	75 gm		
13	Cholle Bhathura (2 Bhaturo + 1 katori channa)	300 gm		
14	Veg. Burger	130 gm		
15	Paneer Pakora	75 gm		
(D)	CHOWMEIN			
16	Veg. chowmein	225 gm		
17	Veg. fried rice	300 gm		
18	Maggie	200 gm		
(E)	SOUTH INDIAN			
19	Masala dosa	250 gm		
20	Plain dosa	220 gm		
21	Onion Uttapam	250 gm		
22	Sambar vada (2 pcs.)	200 gm		
(F)	TAWA PRANTHA			
23	Plain Parantha	1pc		
24	Alloo Parantha	1pc		
25	Alloo onion parantha	1pc		
26	Onion parantha	1pc		
(G)	TANDOORI ROTI			
27	Roti	1 pc		
28	Plain parantha	1 pc		
29	Naan	1 pc		
30	Allo parantha	1 pc		
31	Alloo nan	1 pc		

32	Butter nan	1 pc		
(H)	SABZI RICE & DAL			
33	Plain dal	150 gm		
34	Dal fry	150 gm		
35	Aloo Palak	150 gm		
36	Allo jeera	150 gm		
37	Allo gobhi	150 gm		
38	Mutter paneer	150 gm		
39	Palak paneer	150 gm		
40	Shahi paneer	150 gm		
41	Dal makhani	150 gm		
42	Malai kofta	150 gm		
43	Plain rice	200 gm		
44	Jeera rice	200 gm		
45	Veg. Pulao	250 gm		
46	Veg. biryani	300 gm		
(I)	SOUP, CURD & SALADS			
47	Tomato soup	200 ml		
48	Sweet corn soup	200 m		
49	Curd	150 gm		
50	Salad	150 gm		
51	Butter	25 gm		
(J)	THALI / PLATE			
52	Veg. thali	-		
	1.Khadai/ Shahi/ Masala/ Palak paneer	150 gm		
	2. Dal fry/ Dal makhni/ chhole/ rajma	150 gm		
	3. Seasonal veg./ Mixed veg.	150 gm		
	4. 2 roti/one naan	200 gm		
	5. Plain rice Raita & Salad	150 gm		
53	Rajma rice plate	600 gm		
54	Kadhi rice plate	600 gm		
55	Paneer rice plate	600 gm		

Any other items: