



Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY
GT Road By Pass, Jalandhar-144011, Punjab (India)
EPABX-0181-2690301, 2690453, 2690932 E-mail registrar@nitj.ac.in

Tender Notice No. NITJ/EO/EE/RM/CA/Tender No.11/2022

Last date & time for receipt of Tender : 24.06.2022 at 03:00 PM

Date of opening of Technical Bids : 24.06.2022 at 03:30 PM

Sealed Tenders are invited for Licensing out of the Canteen/cafe as mentioned below in the table:

Sr. No.	Name of Shops/Canteens/Kiosks	location	Area (Sft) (approx.)	Reserve Price/Rent (permonth) (in Rs.)
1.	Canteen Cum Restaurant	Students Welfare Centre (SWC-GF)	Kitchen-2900 Dinning=5700 Total= 8600	Rs. 25,000 /-
2.	Cafe Shop	Lecture theater (back side)	Kitchen-21'x 9'=189 Store-10'x 30'=300 Dinning-21'x38'=798 Total=1287	Rs. 10,000 /-

Application-cum-Tender documents along with terms and conditions for the above said Canteens can be obtained from the Purchase Section of the institute on any working day or can be downloaded from the Institute Website www.nitj.ac.in and [CPP Portal](#).

Registrar



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Tender Document
For
Annual Contract for providing Canteen Services

Tenders are invited from reputed Vendors / Contractors / Firms / Proprietorships /
Cooperative Societies / Companies / Individuals
for providing Canteen/cafe services at the Campus of the
Institute

For details visit: www.nitj.ac.in

Last date to apply: 24.06.2022 by 03:00 PM



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Tender Information

Contract for providing Canteen services at Dr B R Ambedkar National Institute of Technology
G T Road Bye Pass, Jalandhar-144011, Punjab (India)

Dr B R Ambedkar National Institute of Technology, Jalandhar intends to enter into contract for providing Canteen services in its premises. The contractor is expected to provide Canteen service to students, faculty, staff, residents and guests of the Institute.

Interested vendors / contractors / firms / proprietorships / co-operative societies / companies / individuals with the same kind of objectives can submit bids duly completed in two bid system i.e. Technical Bid and Financial Bid on or before 24.06.2022b by 03:00 PM. The technical bid and the financial bid should be placed by the bidder in separate sealed envelopes duly super scribed and both these sealed envelopes are to be put in a bigger envelope which should also be sealed and duly super scribed and addressed to: The Registrar, Dr B R Ambedkar National Institute of Technology, Jalandhar (144011).

- Technical Bid shall contain duly sealed and signed tender document; Technical Bid Format, Undertaking **(Annexure-I)**, Self-Attested Copy **(Annexure-II)**, **Performance Certification(s) (Annexure-III)**, Layout plan of canteen **(Annexure-IV)** and duly filled and signed with all supporting documents as mentioned in the tender document.
- Financial Bid **(Annexure-V)** shall contain the quoted monthly License Fee payable to the Institute.

Quotation documents containing detailed terms and conditions can be downloaded from the Institute website www.nitj.ac.in or may be obtained from the office of the Purchase Section, Dr B R Ambedkar National Institute of Technology, Jalandhar on payment of **Tender fee Rs. (500)/- (non-refundable) in cash or in the form of Demand Draft in favour of Director, NIT Jalandhar.**

In case the document is downloaded from the Institute website, the requisite Tender fee must be submitted along with the application form in the form of Demand Draft in favour of Director, NIT Jalandhar.

A demand draft of Rs. 20,000/- as earnest money deposit (EMD), in favour of Security-A/c, NIT Jalandhar is to be submitted along with the Technical Bid and must be in the envelope of Technical bid. The Technical Bids will be opened at 03:30 PM in the Institute campus on the last date of the receipt of tender document.

Financial Bids of only those bidders will be opened whose technical bids qualify the Technical bid eligibility criteria and are found suitable. Date of opening of Financial Bids will be decided after technical bids have been evaluated by the Institute and successful bidders (technical bid) will be informed



accordingly, The Institute reserves the right to accept or reject any or all of the bids without assigning any reason. The Institute shall not be responsible for any loss or postal delay of the document in transit.

Technical Eligibility Criteria: -

- 1 The bidder should have experience of satisfactorily running canteen(s) continuously for last three financial years in reputed educational institutes/Government Sector/similar organizations. The documentary proof regarding satisfactory performance/experience must be submitted along with technical bid.
1. The bidder should have on their rolls sufficient number of cooks to prepare good quality snacks/meals.
2. The allotted vendor inside NITJ, need **not** to apply and their application will not be entertained.
3. The bidder should possess license as per Food Safety and Standards Act, 2006 (Attested copies of FSSAI License to be attached).

Note: Copies of the documents in support of each of the Eligibility conditions should be enclosed with the Technical Bid.

- a) The bidder's average annual financial turnover (gross) in catering services/similar establishments during the last three financial years should not be less than Rs. 25 Lacs and Rs.10 Lacs for licensing Lecture theater canteen (Back side). Annual financial statement for the last 3 (three) years should be supported by audited balance sheets and profit and loss accounts, duly certified by a Chartered Accountant, as submitted by the applicant to the Income Tax Department.
4. The bidder's performance, as per format at **(Annexure-III)** for each work completed in last three years and in hand should be certified by a responsible person from the certifying organization.

General instructions for the bidder before filling of Technical and Financial Bids:

1. All the pages of the tender document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the terms and conditions of this tender.
2. All the documents as mentioned must be submitted otherwise application will be treated as incomplete.
3. An application without Tender Fee & Earnest Money Deposit (EMD) will not be accepted and no correspondence shall be entertained thereafter.
4. For any queries and visit to the site, please contact Er. Akshay Choudhary, Executive Engineer (Civil)-R&M/ Convener Campus Amenities.



Brief Scope of Work

1. Institute intends to run this Canteen and has approximately 5000 Students, along with faculty, staff, residents and guests visiting the institute.
2. The list of Items to be served in the Restaurant cum Canteen should be approved by the institute. The rates can be revised every financial year after following the due procedure.
 - The timings for serving shall be 8.00 am in the morning to 10.00 pm in the evening.
 - The timings and the working days of Canteen services will be regulated by the Institute.
 - Menu items should be decided and approved by the Institute from time to time and shall be followed.

Although, the Institute shall provide the following facilities, however, their maintenance and upkeep will be ensured by the Contractor to the satisfaction of the competent authority of the Institute or body responsible to keep check on such issues.

- A Kitchen with serving counter and office(s)/ store room(s) etc.
- Customer seating area/Dinning Area.
- Lights, fans and electricity supply (Electricity bill to be paid by the Contractor as per actual).

The following arrangements will be made by the Contractor:

- Furniture for the seating arrangement for itself & customers
(for minimum 100 customers in the beginning and for full capacity within one year).
- Refrigeration facilities.
- Cooking and serving utensils.
- Cooking gas and cooking range.
- Crockery etc.
- Adequate work force.
- Any other facility needed to ensure smooth functioning of the canteen.

(Note - In case of any additional requirement to run the Canteen smoothly, the same will be arranged by the contractor at his own expenses).



Terms and Conditions

1. The allotment of Canteen on the campus is being done on contract basis. An agreement on a non-judicial stamp paper of appropriate value is to be entered into, at the time of taking possession of allotment.
2. It is the sole liability of the contractor to maintain and keep all the equipments and infrastructural facilities provided to him in good working condition and hand over the same back to Institute in good working condition on completion/revocation of the contract.
3. Electricity Charges per month for kitchen area & seating area on actual consumption basis shall be borne by the Contractor.
4. The Contractor will have to furnish a bank guarantee of Rs.2.0 Lacs for Licensing of canteen at SWC/Rs. 0.50 Lacs for licensing of canteen at Lecture theater (back side) at the time of taking possession of the site. The bank guarantee shall be **returned** to the contractor on the expiry of the contract or termination of the contract under normal circumstances. In the event of breach of any of the terms and conditions of this agreement, the said bank guarantee shall be encashed by the Institute. Amount recoverable (if any) shall be adjusted from the Bank Guarantee and the rest of the amount shall be refunded to the Contractor.
5. Water charges will be Rs. 500.00 per month.
6. The successful contractor is required to have the following licenses / registration and other mandatory licenses (as applicable), for running of the canteen.
 - a) Valid labour License number
 - b) ESI and EPF Code number
 - c) GST Registration
 - d) FSSAI Registration number
7. The Contract would be for a duration of Five years with first block of 3 years (this period will start from the date of signing of the agreement) with 2 renewable/extendable options (on every 01 year) on found satisfactory work after completing first 3 years. The license fee shall be enhanced @ 10% per year. The allottee shall ensure to start operation of the canteen services within 30 days from the date of issuance of allotment letter. Further the renewal shall be the discretion of the Director by raising the license fee as applicable at the time of renewal
8. The Contractor shall vacate the premises on the expiry of the period of contract unless the contract is extended/renewed for another term/period as decided by the competent authority of



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the Institute. The duration of the contract would be extendable subject to the satisfaction of Institute administration and stakeholders. The application for the same should reach the concerned office of the Institute two months prior to the expiration of the contract.

9. The contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
10. Either party to the contract may terminate the contract on one month's notice.
11. The Contractor shall display a rate list for items of sale in the canteen, duly approved by the Institute.
12. The eatables served by the Contractor should be wholesome and clean. Only fresh vegetables on daily basis are to be procured. Quality stores provisions are to be procured for preparing eatables. In case of any rotten or substandard eatables are found, penalty can be imposed by the competent authority.
13. The Cooks should know the preparation of North, South Indian and Continental foods.
14. The Contractor should provide sufficient number of cooks, waiters and other servants for delivering proficient services and would be liable for their misbehavior, misconduct or any other act of disobedience. The staff employed by the Contractor shall not be below the Government of India prescribed working age.
15. The Contractor will make his own arrangement for good quality kitchenware, serving utensils and furniture for seating of customers etc.
16. The Contractor must ensure that the waiters wear neat and clean uniform while on duty.
17. In the allotted portion of the Canteen, the fire safety equipment shall be installed and maintained by Contractor as required under the Fire Safety Act.
18. The Canteen Contractor shall use only commercial LPG gas Cylinders.
19. The Institute will not be responsible for any due payment of the users of Canteen. The Contractor shall be required to provide bill/invoice to customers.
20. The Contractor shall be responsible for the reasonable care, maintenance, and safety of the premises, accommodation and other items provided by the Institute.
21. The Contractor shall be bound to keep the premises neat, clean and tidy at all times in accordance with the bye-laws of the Municipal Corporation/Regulatory Authority.
22. Canteen premises and storage units may be inspected by the committee constituted by the competent authority of the Institute at any time for checking hygiene, cleanliness and quality of eatables etc.
23. The Institute may call for the advice of the Institute Medical Officer on matters of hygiene in the



canteen.

24. It is the sole responsibility of the Contractor for disposal of all waste materials (like food waste, vegetable waste etc.) generated in the Canteen. The Contractor shall provide adequate number of dustbins (for Bio Degradable Waste and non-Bio Degradable Waste) for cleanliness in their areas of operation. Contractor shall be responsible for emptying/disposal of the Dust Bins in the common bigger garbage box.
25. On the request of the Contractor, the competent authority or his representative may revise the rates of eatables items, if justified with reason, to be given in writing (applicable only once in a financial year under normal circumstances).
26. The Contractor shall not make any additions or alterations in the premises without the prior permission of the competent authority.
27. The Contractor shall not be allowed to open multiple shop outlets or to put up any serving counter in the seating area.
28. The license fee should be quoted in figures and words and are to be typed legibly without any correction. No over-writing is allowed/acceptable.
29. The sealed offers shall be submitted on or before due date. Late quotations will not be acceptable on any account.
30. The Contractor shall be responsible for fulfilling the requirement of all the statutory liability pertaining to various Labour Laws and must be registered with EPF, ESI or any other Government regulating agencies (as applicable) in respect of the workers assigned to duty at Institute.
31. The Contractor has to give his Mobile Number and other Telephone number for emergency contact.
32. The Institute will not be responsible for any type of compensation, if any canteen worker is injured while on duty. Personal Insurance of each worker has to be borne by the Contractor.
33. In case of failure or breach of any term and condition of the contract, the Institute shall have-
 - a) The authority to rescind the contract and
 - b) The right to forfeit the bank guarantee.
34. It will be the responsibility of the Canteen Contractor to register their worker(s) with Institute Security Office.
35. The Contractor will not transfer or assign the license to any other party.
36. The Contractor and his staff will make their own residential arrangement outside the premises of the Institute.
37. If the canteen remains closed without information, it may be declared as vacant and bank guarantee may be forfeited.



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38. The licensee shall not encroach upon the rights of the other licensees running their business in the Institute.
39. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract. Subcontracting will lead to immediate termination of contract.
40. In case of failure to adhere to the terms and conditions by the Contractor, the Institute shall have the authority to lock the premises and/or take the possession of the premises.
41. All disputes shall be referred to the Director, Dr B R Ambedkar, National Institute of Technology, Jalandhar, who shall be the sole Arbitrator & his decision shall be final & binding.
42. This tendering process can be terminated at any stage (even without giving contract to any of the applicants) without assigning any reason.
43. Dispute, if any, shall be subject to the jurisdictions of Jalandhar Courts only.



Penalties for violation of rules, terms and conditions

Failure to supply food in terms of quality, quantity and as per the menu indicated will attract penalty. For not adhering to contractual conditions, Institute shall be free to impose monetary fine as deemed fit on the Contractor. If any fines are imposed the same shall be deposited by the Contractor to the Institute. The Contractor may be fined in case of violation of the following:

1. If the Contractor fails to pay license fee and other charges by the due date, he/she shall have to pay a penalty of 5% per month of the monthly license fee for the overdue period.
2. Vegetables used should be fresh and of good quality. If vegetables kept for use are found to be rotten or of poor quality, then a fine of Rs. 1,000/- for each occasion will be imposed.
3. Each complaint of unclean utensils would lead to a fine of Rs. 1,000/- on the Contractor.
4. If poor quality raw material is used for preparation of food items, a penalty of Rs. 1,000/- for each occasion will be imposed.
5. Oil once used should not be reused. If reuse of oil is noticed, penalty of Rs. 1,000/- for each occasion would be levied.
6. If it is found that food items are not cooked properly or if quality of any item served is not up to the mark (decided by Committee) the fine of Rs 1,000/- would be imposed on the contractor.
7. If there is any deviation in the approved menu, a fine of Rs. 1,000/- for each occasion will be imposed.
8. Change in the menu without permission of the Institute would result in a fine of Rs. 2000/-
9. In case eatables are sold by the Licensee after the expiry date as mentioned by the manufacturer, a penalty of Rs. 2,000/- will be imposed for each default.



Performa for Technical Bid

Photograph of
tenderer

1.	NAME OF TENDERER (as per Registration Certificate)					
2.	Complete Postal Address of the tenderer (as per Registration Certificate) with contact (Phone/Mobile No)					
3.	Earnest Money is to be paid In favour of "Director, NIT Jalandhar" EMD money is to be deposited in the form of Demand Draft only; otherwise, application will not be treated as valid.			Amount: Rs. 20,000/- Demand Draft No: Name of the Bank: Dated:		
Bidder Profile						
4.	Name of the Company/ Firm with complete registered address					
5.	Legal Status (Individual/Proprietary Firm/Partnership Firm/ Limited Company/Corporation)					
6.	Year of Commencement of Business					
7.	Statutory details (attach photocopy of each) Registration No - Validity of Registration Number (up to)- PAN Card No - Aadhar Card No of the tenderer - GST Reg. No -					
8.	Food Safety (FSSAI) Reg. No. -					
9.	Income tax Assessment Completion Certificates for last three financial years					
10.	Use the format below to provide list of past and present clients (May use table/separate sheet for three years as per the following format. The information provided will facilitate evaluation of your Technical Bid).					
	Sr No	Name of the Organization/Firm with complete postal address	Name & Designation of the contact person with Tele/ Mobile No	Dates for which contract awarded and till when	No of persons deployed by your firm	Annual sales turnover during last three financial years
	Note: Above information should be certified by authorized representative of client on his/her letter head					
11.	Volume of business done during the last three years (please submit documentary evidence like audited balance sheets and Profit & loss accounts etc.					
	Details of Annual financial turnover for financial years	2018-19	2019-20	2020-21		
12.	Educational Qualification, if any and any other relevant information					
13.	Current/Saving Account No with Bank name and Branch name (attach attested copy by the Manager of the mentioned branch)					

(Name & Signature of Bidder-cum-Applicant)



Annexure- I

UNDERTAKING BY THE APPLICANT

(To be submitted along with the Technical Bid)

I,

_____ S/o _____

resident of _____

_____ hereby

solemnly agree to abide by the Terms & Conditions of the Tender.

Any breach of the Clause/Clauses will render my contract null and void.

I have understood completely this tender document and the terms and conditions therein. I

agree to serve the eatables on the rates as decided from time to time and pay the license fee

and other related charges on time. I have also understood that I have to maintain the high

standard, quality and hygiene of all the eatables.

Signature of the Bidder with date

Stamp (if, any)



Annexure II

SELF ATTESTED COPY

(To be submitted along with the Technical Bid)

I/We (Name) _____

Contractor/Firm/individual _____ do hereby
solemnly affirm and declare that the individual/firm are not black listed by any Govt./Semi Govt.
/Public Sector/ Corporation/office or any other entity.

DEPONENT

DATE & TIME

THE ADDRESS _____

VERIFICATION

Verified that the content of above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed therefrom.

DATE & TIME

DEPONENT



Annexure-III

FORMAT FOR PERFORMANCE CERTIFICATION* REFERRED

(To be submitted along with the Technical Bid)

(Please furnish the information for each individual work from the employer for whom the work was executed)

1. Name of the Contract/Establishment & Location: _____

2. Name & Designation of the contact person with Tele/ Mobile No:
3. Agreement No. (if applicable):
4. Scope of Contract/Establishment:
5. Contract Cost:
6. Date of start:
7. Period (from-to):
8. No. of persons deployed by your firm
9. Performance Report:
 - i. Quality of Food – Excellent/Very Good/Good/Fair
 - ii. Quality of Service - Excellent/Very Good/Good/Fair
 - iii. Resourcefulness - Excellent/Very Good/Good/Fair
10. Compliance of all Statutory Requirements – Yes/No:

(Seal of the Organization)

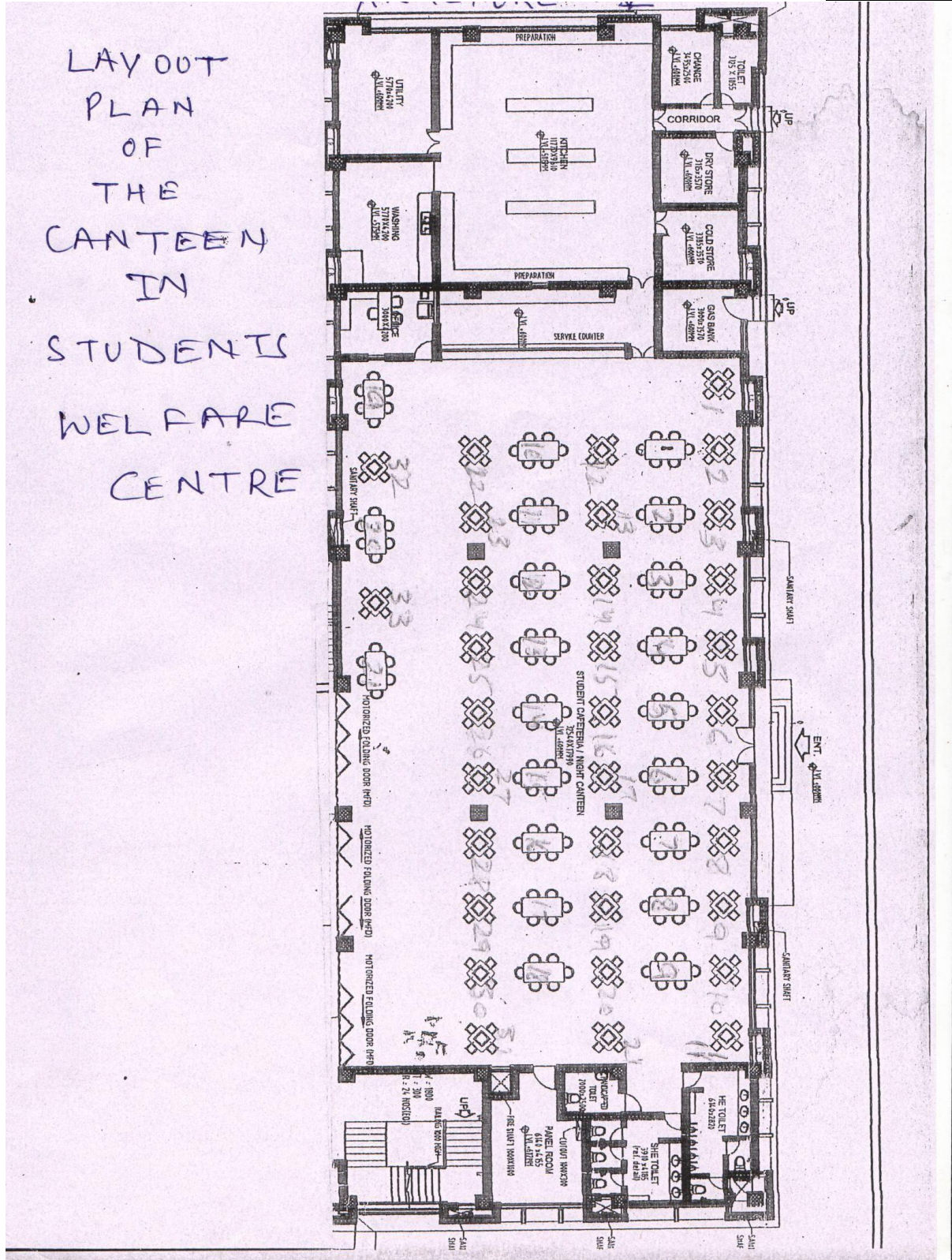
(Signature with date of the Authorized Representative)

*Self-certification by bidder/tenderer is permitted only in case bidder is providing similar kind of services to general public and the nature of establishment being run by the bidder has no direct affiliation to any organization for issuing of Certificate.



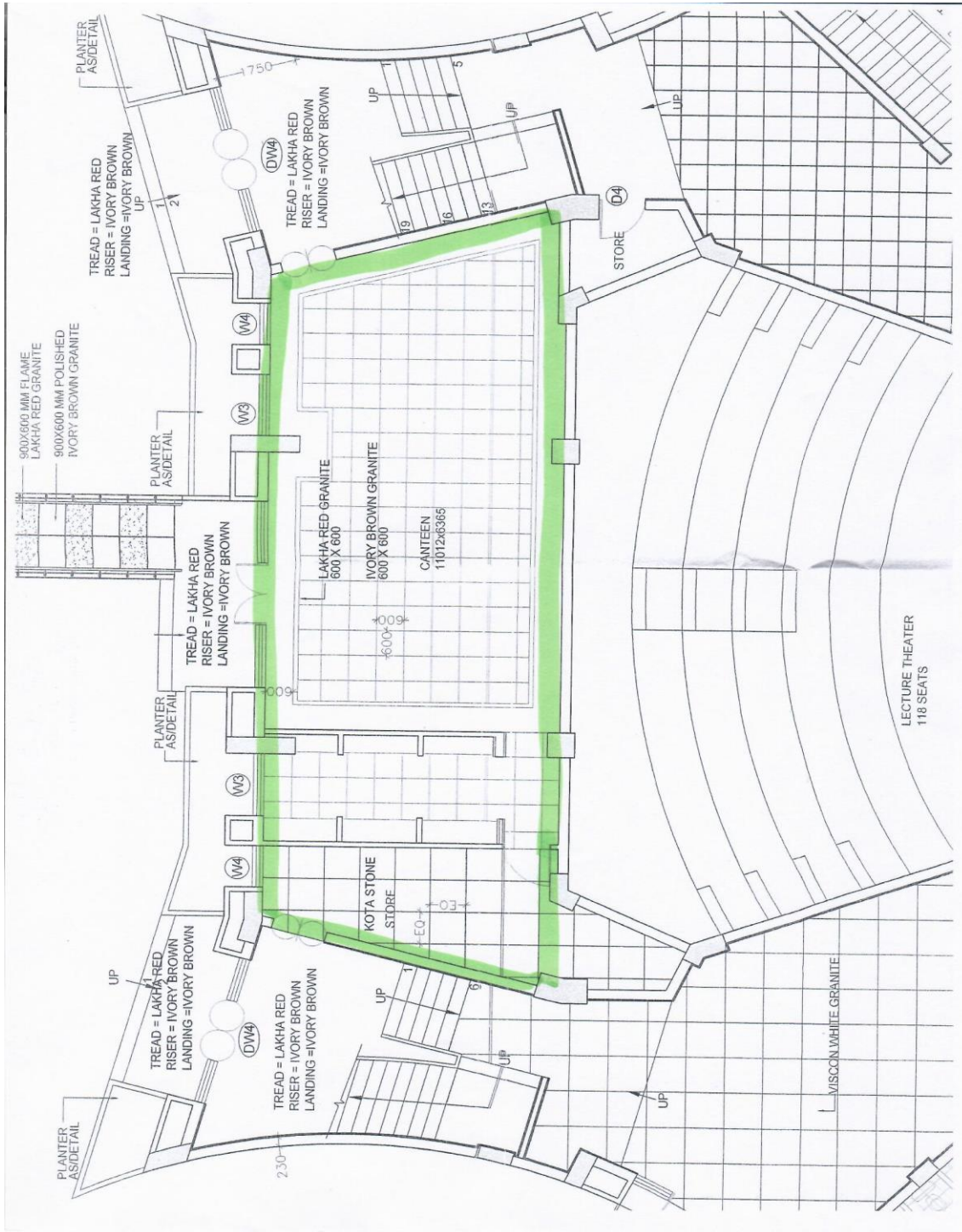
1 Layout plan of canteen in SWC

Annexure-IV





2 Layout plan of canteen in Lecture theater (backside)





Annexure-V

Financial Bid

(To submitted in a sealed envelope)

I/We (Name) _____

Contractor/Firm/individual _____ do hereby

quote the monthly License Fee of Rs.

(please mention both in figures & words) to be paid to the Dr B R Ambedkar National Institute of Technology, Jalandhar for the running Canteen in the Students Welfare Center/Lecture theater (Back side) at NIT Jalandhar.

Signature of the Bidder with date

Stamp (if, any)

Address & Mobile Number:

