

## NATIONAL INSTITUTE OF TECHNOLOGY GOA

Enquiry No: NITGOA/CONV 2024/PUR/OW/ 349

Date: 30/08/2024

### Important Dates

To	
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Event	Date	Time
Pre-bid Conference	-	-
Last Date of submission of quotation	10-09-2024	10:00 am
Technical Bid Opening date	10-09-2024	10:30 AM
Financial Bid Opening date	10-09-2024	02:30 PM

Dear Sir,

We intend to procure the **Catering service for the 10<sup>th</sup> Convocation** at NIT Goa on 22<sup>nd</sup> September 2024, Kottamoll Plateau, Cuncolim Municipal Area, Salcete Taluka, South Goa District, – Goa - 403703 specified below and invite quotations in accordance with the terms and conditions detailed in the bid document. If you are interested, kindly send your offer with prices and complete terms within the time mentioned above.

Please send your quotation to:

To,	The Director NATIONAL INSTITUTE OF TECHNOLOGY GOA - 403703
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Yours sincerely,

  
for Registrar

National Institute of Technology Goa

Encl:

- (1) Schedule of requirement, specifications, dates etc.
- (2) Bid document containing detail terms and conditions.

1. **Schedule of requirements**

Sl. No.	Name of Service	No's Required
1.	Catering Service for 10th Convocation at NIT Goa Kottamoll Plateau, Cuncolim Municipal Area, Salcete Taluka, South Goa- Goa - 403703	Refer Annexure- I

2. **Specifications and allied Technical Details**

**Enclosed at Annexure – I**

3. **Format of Quotation (tick appropriate box)**

It is a Single bid; please give all technical specifications and price bid in one envelope.

OR

It is a two-part bid with separate techno-commercial and price bids. Please see item 1.12 of instructions for method of bidding.

4. The bid envelope should be super-scribed with

Bid for **Catering service for 10th Convocation at NIT Goa Campus, Cuncolim – Goa**  
Enquiry No. NITGOA/CONV 2024/PUR/OW/ 349 dt: 30/08/2024.

5. Quotations should be valid for a period of 45 days from the closing date of the bid.

6. **Some important dates:**

i.	Pre-bid Conference:	Date: _____ - _____	Time: ____ - ____
ii.	Last date for receipt of quotation:	Date: <u>10/09/2024</u>	Time: <u>10:00 AM</u>
iii.	Opening of techno-commercial bid:	Date: <u>10/09/2024</u>	Time: <u>10:30 AM</u>
iv.	Opening of Financial bid:	Date: <u>10/09/2024</u>	Time: <u>02:30 PM</u>

7. **Warranty: N A.**

8(a) **GST & Taxes:** The Institute is not authorized to give any forms related to tax. GST should be charged according to applicable rates.

(b) Any other applicable taxes or Charges

9. **Bid Security (See Item 2.8 of instructions): Rs. 30,000/-**

10. **Performance Security: N A**

11. **FSSAI certification if any**

12. Service provider must have a minimum of ONE CLIENT experience of having successfully completed such Services to any Central Or State Government Establishments / CFTIs/ Institute of National Importance during the last **Three years (01-04-2021 till 31-03-2024)** for the value of Rs.4,00,000/- Or above as a value of the food tender for the event.

13. Please go through the enclosed "bid document" carefully for other bidding instructions.

14(a) Please send your quotations by Registered/Speed Post to:

To,  
The Director  
National Institute of Technology Goa  
Kottamoll Plateau, Cuncolim Municipal Area  
Salcete Taluka, South Goa District,  
Goa - 403703

(b) Drop the quotation in the office of the normal working hours of the Institute.

14. For clarifications if any, please mail to [anandg@nitgoa.ac.in](mailto:anandg@nitgoa.ac.in)

(Contd.)

Form PPIM-1B


[ Para 1.17 (ii) ]



**NATIONAL INSTITUTE OF TECHNOLOGY GOA**  
**BID DOCUMENT**

**1. Instructions to the bidders**

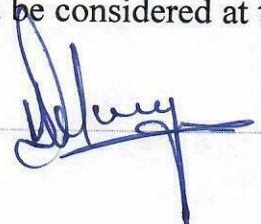
- 1.1 Sealed bids are invited on behalf of the Director, National Institute of Technology Goa, Kottamoll Plateau, Cuncolim Municipal Area, Salcete Taluk , South Goa District, Goa – 403703, from the intending bidders for supply of the goods/stores/ equipments/ services for the Institute as detailed in the enquiry letter.
- 1.2 The bidders should quote the technical and financial bid **separately** in two separate envelopes duly superscripted on the envelope as **Catering Service 10th Convocation at NIT Goa, Cuncolim – Goa** and their offer/rates in clear terms without ambiguity and EMD should be enclosed in separate envelope super scribed as **“EMD- For Catering Service 10th Convocation at NIT Goa”**.
- 1.3 The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature. However, no over-writing is permissible. Manufacturer’s price-list, where applicable, should be submitted along with the bid.
- 1.4 In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
- 1.5 The last date for receipt of the bid is marked in the enquiry. In case the above date is declared a holiday for NIT Goa, and the bids will be received up to the appointed time on the next working day.
- 1.6 There may be a **pre-bid conference** in the office of the Department as per schedule given under at the top of the document. NIT Goa for clarifying issues and clearing doubts, if any, about the specification and other allied technical details of equipment and machinery projected in the bidding document. The prospecting bidders may attend this pre-bid conference at the appointed date, time and place. In case the said date is declared a holiday for the NIT Goa, the pre-bid conference shall be held at the appointed time and place on the next working day.
- 1.7 The bids may be sent by registered or speed post, so as to reach the office NIT Goa before the last date of receipt, or alternatively, be dropped in the office of the normal working hours of the Institute.



- 1.8 If a prospective bidder requires any clarification in regard to the bidding documents, he may mail to [anandg@nitgoa.ac.in](mailto:anandg@nitgoa.ac.in) at least 03 days before the last date for receipt of bids.
- 1.9 Bids received after the last date of receipt indicated in para 1.5 above, shall not be taken in to consideration.
- 1.10 Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive.
- 1.11 The cover containing the bid must be sealed and super-scribed "Bid for Catering Service for 10th Convocation at NIT Goa Campus, Cuncolim – Goa vide Enquiry No. NITGOA/CONV 2024/PUR/OW/349 dated 30/08/2024 as given under item of the enquiry.
- 1.12 The bids shall be opened in the office at the date and time given on the top of the document. The bidders may send their authorized representatives to attend the bid opening, if they so desire. In the event of the above bid opening date being declared holiday for the NIT Goa, and then the bids will be opened at the appointed time and place on the next working day.
- 1.13 The bidder has to certify all the pages of the bidding document including all annexures and price bid failing which the bidder will be disqualified.
- 1.14 The Director NIT GOA and its successors reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.

## 2. Conditions of the bid

- 2.1 The rates quoted should preferably be net and applicable taxes specifically.
- 2.2 The Service provider must ensure the serving of food is served at the venue as per the schedule date and time mentioned in the document.
- 2.3 The bid should remain valid for a period of 45 days from the date of opening. In case your offer has a different validity period that should be clearly mentioned in the quotation.
- 2.4 Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.



- 2.5 The service offered should strictly conform to the specification and technical details mentioned in Annexure-I.
- 2.6 The Institute may conduct pre- inspection of Caterer prepared by the successful bidder, where applicable.
- 2.7 The bid is to be accompanied with "Bid Security" (*Earnest Money*) for an amount stated in the enquiry, in the form of Account Payee Demand Draft, in favour of Director, NIT Goa Fees Account from any Commercial Bank with validity period of 30 days beyond the final bid validity period. The bid security shall be forfeited, if the bidder withdraws during the bid validity period.
- 2.8 Any Liability regarding GST will be of supplier of products.
- 2.9 Period of guarantee/warranty, where applicable, should be specified in the bid.
- 2.10 If the successful bidder, on receipt of the service order, fails to execute the order the bid security will be forfeited.
- 2.11 The successful bidder may be required to execute a contract, where applicable.
- 2.12 Payment (*100 percent*) will be made by Account Payee Cheque/Bank Draft/Wire-Transfer, within 30 days from the installation or receipt of the goods/service in good condition or receipt of the bill, commissioning of the equipment, where applicable, whichever is later/latest.
- 2.13 In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, NIT Goa shall be final.
- 2.14 The Director NIT GOA and its successors reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.
- 2.15 The bid document/resultant contract will be interpreted under Indian Laws.
- 2.16 Any disputes arising out of this enquiry shall be dealt in the Goa jurisdiction.



- 2.17 Service provider should deploy sufficient Manpower required for catering service and other allied activities.
- 2.18 The service provider shall serve the healthy food, prepared with the standard reputed brands and ingredient, the substandard/unbranded ingredients may tantamount to imposition of fine.
- 2.19 The crockery used shall be standard and of good quality which should be neat and clean, not old, and faulty (cracked, scratched); and the cloth and paper napkins/tissue papers provided should be clean.
- 2.20 Service provider should bring own utensil for preparing and serving of food.
- 2.21 Essential Crockery (Essential Crockery refers to the basic serving utensils, which includes forks, spoons, all kinds of plates – quarter, half and full, bowls, cups, glasses, etc.) to be arranged by Contractor/Service Provider at his own cost.
- 2.22 The Service provider will take all necessary precautions against fire hazards and comply with rules and regulations as laid down by Govt. of Goa/concerned local authorities and to the satisfaction of the Institute.
- 2.23 In case of any lapses with respect to quality cleanliness, hygienic the Institute may be impose of suitable penalty with approval of Competent authority
- 2.24 The Service provider will be responsible for compliance of all Central Laws /State Laws/Local Laws pertaining to this Tender/Contract.
- 2.25 In case of any exemption as provided by the GoI the bidder must submit the substantial documents and records for the evaluation of bid document.



## **2.26 Criteria for Evaluation in Technical Bid**

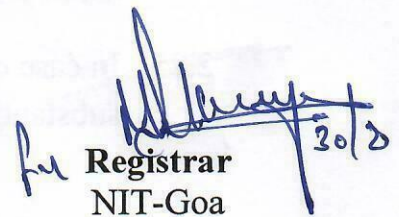
- a) Proof of establishment of Firms/shop/business/ manufacturing unit etc.
- b) Valid EMD (Valid MSE certificate should be submitted in case of exemption for EMD).
- c) PAN No: ..... (With photo copy) of firms/proprietor.
- d) Photocopy of GST Registration Certificate.
- e) The bidder must have completed similar type of service. The bidder has to submit relevant certificate/service completion certificate /Proof of service conducted/Any other document which proves that the bidder has completed similar type of service.
- f) Technical Specification- The bidder will qualify technically if the bidder meets technical specifications of all the items. The committee reserves the right to look into the compatibility issues with respect to the technical specifications quoted.
- g) Stamp and sign on all the pages of the tender document.
- h) PFMS Form should be duly stamped and signed by the bidder.
- i) Signed Annexure I on the letter head of the bidder.
- j) The bidder must submit the FSSAI certificate

## **2.27 Criteria for Evaluation in Financial Bid**

The financial bid(s) shall be evaluated on the basis of the total lowest rates quoted for all the services mentioned in annexure I.

The words in price bid such as extra will entitle for disqualification of bidders.

Conditional bids will not be accepted and will be liable for disqualification.

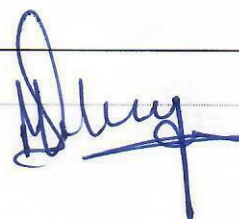
  
for Registrar  
NIT-Goa



## Specification (Annexure-I)

### Catering service for 10<sup>th</sup> Convocation at NIT Goa Campus, Cuncolim – Goa

Sr. No	Description	Quantity	Rate per plate
1.	<b>BREAKFAST</b> Idly (2) ,Wada (1), Chutney, Sambar, Tea, Coffee, and Sheera	200 Nos	
2.	<b>WELCOME DRINK</b> Real/Tropicana,Fruit juice of 200 ml	700 Nos	
3.	<b>VIP_SNACKS</b> Dry fruits: Roasted salted Cashew nuts(12g), Pista (12g), Badam(12g), Cookies(2), Sandwich, Juice (200ml), Tender Coconut Water	20 Nos	
4.	<b>LUNCH</b> Puri(live), Tandoori roti, Phulka,Sprouts, Fruits Salad, Payasam, Seasonal Fruits, Salad( Chopped Onions,Chopped Beetroot, Chopped Cucumber, Chopped Lemons, Chopped carrots), Plain Rice (steamed), Vegetable pulao(Basmati), Boondi raita, Dal fry, Chole Masala, Paneer Khadai, Baby Corn Chilly (Dry), Gobi Manchurian (Dry), Vegetable Chutney,Chilli pickle and Mango Pickle, Papad, Curd, Kokum Juice/Solkadi. <b>Desert:</b> Ice-cream (Vanila & Butterscotch), & Gulab Jamun & Jalebi (live) with Rabadi 20 Litre water cans with a stand to fill cup: 20 Water bottles (250ml): 1000 qty	1000 Nos	
5.	<b>HIGH-TEA</b> Mix Veg Pakoda (live), White chutney, cookies (2) , Veg Cutlet, Tea and Coffee.	1000 Nos	
6.	<b>SPL_HIGH TEA (VIPs)</b> Dry fruits, Roasted salted cashew nuts (12g), Pista (12g), Fruits, Badam(12g), Real/Tropicana Juice (200ml) , cookies (2), Potato chips (20g) , Paneer Patties, Tea and Coffee,	100 Nos	
Total in Rs. (excluding taxes)			
Other charges (if any), please specify			
Taxes in Rs.			
Grand Total in Rs. (In figures)			
Grand Total (In words)			



**Terms and Conditions: -**

1. *The above service should be provided on 22<sup>nd</sup> September 2024 at NIT Goa Cuncolim Campus.*
2. *Your Payment will be released only after receiving the desired quantity and quality of the above mentioned items as per requirement of NIT Goa*
3. *The service provided will be subject to performance and inspection. The Director NIT Goa or his representative(s) reserve the right to levy a penalty up-to 75,000/- for any shortfall in the service provide / any breach of tender terms & conditions.*
4. *Taxes and transportation charges are included in the above mentioned cost.*
5. *The above quantity may increase (for lunch, +/-20%) as the requirement on the day of convocation, the caterer should provide the food and the additional payment will be made accordingly.*
6. *The caterer should arrange to set-up six (06) serving counters serving all food items as per the menu.*
7. *The caterer should ensure the proper hygiene before and during serving the food as per the schedule.*
8. *The caterer should also deploy some cleaning staff in uniform to remove the soiled plates or spilled food in the dining area.*
9. *The caterer should ensure all of his staff members are properly dressed in uniform.*
10. *The food counter number is not less than 6 and caterer should arrange food service persons.*
11. *The bidders should ensure to keep, maintain and leave the surrounding area neat and clean.*
12. *In addition the bidder is requested to follow the terms and conditions mentioned in the tender.*
13. *Separate counter and arrangements for VIP Guests (100 approx.) has to be made as per the requirement of the institute.*
14. *The caterer should remove/dispose the waste from the campus as per the applicable rules in place.*
15. *The contract should not be sub-contracted to any, if it is found a suitable penalty up-to 50 of ordered value will be levied.*

Note: The above format should be on letter head of the firm with the signature of Authorized Signatory



Date:-

**PFMS Mandate Form**

Sr. No	Details Required	Information
1	Name of Vendor/Supplier	
2	Date Of Birth / Date of Incorporation	
3	Father/Husband Name	
4	Aadhaar Number	
5	GST No.	
6	PAN No.	
7	Complete Address	
8	City	
9	Country	
10	State	
11	District	
12	PIN Code	
13	Mobile No.	
14	Telephone No.	
15	E Mail Address	
16	Account Holder Name	
17	Bank Name	
18	Bank (Branch)	
19	Bank Address	
20	Account No.	
21	IFSC Code	
22	Swift Code	

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I/we would not hold the user Institution responsible.

Name:

Stamp/Seal & Signature of Vendor/Supplier:



## Vendor Information Sheet

1	Company Name	
2	Company Registration Number	
3	Registered Address	
4	Name of Partners / Directors	
5	Bidder Type (Indian/Foreign)	
6	City	
7	State	
8	Postal Code	
9	PAN/TAN Number	
10	Company's Establishment Year	
11	Company's Nature of Business	
12	Company's Legal Status ( <i>Limited Company, Undertaking, Joint venture, Partnership and others</i> )	
13	Company Category ( <i>micro unit as per MSME, Small unit as per MSME, Medium unit as per MSME, Ancillary unit, Project Affected person of this company, SSI, Others</i> )	
14	Contact Person Name	
15	Date Of Birth (DD/MM/YYYY)	
16	Correspondence Email	
17	Designation	
18	Phone	
19	Mobile	

Note: If the information is not pertaining to the bidder, in third column he should specify as "Not Applicable". The information sheet should be sealed and signed.

