

NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA, SOHRA CAMPUS

TENDER DOCUMENT

Notice Expression of Interest (EOI) for

Running of Snacks & Fast Food Corner

Tender No.: **NITMGH/PS/EOI/FOOD OUTLET/PC/ 2024-25/.15.9.9.** Dated: 21.10.24

Tender Schedule

Particulars	Date & Time
Security Deposit from Successful bidder.	Rs. 10,000.00 (Rupees Ten Thousand only)
Date of publication of Tender	21.10.2024 at 5.00 PM
Pre-bid meeting	06.11.2024 at 3.30 PM at NIT Meghalaya Shillong
Bid submission start date	21.10.2024 at 5.00 PM
Last date and time for submission of tenders	08.11.2024 till 5.00 PM
Date and time of opening of tenders	11.11.2024 at 11: 00 AM

Registrar

National Institute of Technology Meghalaya, Saitsohpen Sohra, Meghalaya, (INDIA)

www.nitm.ac.in, registrar@nitm.ac.in

NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA, SAITSOHPEN, SOHRA CAMPUS

Tender Notice No.			NITMGH/PS/EOI/FOOD OUTLET/PC/2024-25/.15.9.9.. dated:21.10.24	
Name of Work / Service			Snacks & Fast Food Corner	
Number of Shops			At present 01 (Details are as under), May be increased in other locations of NITM Sohra campus.	
Sl. No.	Shop No.	Location of Shop	Approx. Area (In sq.ft)	Approx. License Fee
1.	01	Block C	100	To be recommended by Chairman, OCB
Tenure of the contract (maximum)			Initially for one year (said to be the probation period) further extendable up to two years on successful/ satisfactory performance during the probation period.	
Monthly License Fee for Closed Space Area			To be recommended by Chairman, OCB	
Enhancement of License fee after every one year			10%	
Electricity charges per month			As per the actuals	
Water Charges			As per the actuals	
EMD Amount			Rs. 10,000/-	
Last date & time of receipt of tender			08.11.2024 till 5.00 PM	
Date & time of opening of technical bids			11.11.2024 at 11: 00 AM	
Timing of the Outlet / Shop			08:00 AM to 8:00 PM (Tentative) or as decided by the Competent Authority of NIT Meghalaya.	
Place of Pre-Bid Meeting			06.11.2024 at 3.30 PM NIT Meghalaya, Shillong	
Place of submission of Tender			The Registrar, National Institute of Technology Meghalaya, Bijni Complex, Shillong, Meghalaya	
Place of opening of tenders			National Institute of Technology Meghalaya, Bijni Complex, Shillong, Meghalaya	
Link to download the tender document			https://www.nitm.ac.in/	

National Institute of Technology Meghalaya, Sohra

NOTICE INVITING EOI

TENDER NOTICE No. NITMGH/PS/EOI/FOOD OUTLET/PC/2024-2025/.....

Dated:21.10.24

Subject: Tender for Allotment of space for opening the Snacks & Fast Food Corner/outlet.

National Institute of Technology Meghalaya, Sohra (here in after referred to as the 'Institute') established by the Parliament and incorporated as a body corporate, is an Institute of National Importance declared as such under the Institutes of Technology Act, 1961. The Institute is engaged in imparting education and research of the highest standards in the area of Technology and Science. The campus is fully residential, and 1,200 (approx.) residents reside on the campus during monsoon and winter semesters.

The Institute intends to allot space on a license basis to the willing bidders, for opening a Snacks & Fast-Food Corner, having the experience to operate such an outlet under its ownership/proprietorship to cater to the needs of the campus community. The item-wise details of work are given in the financial bid. The requirement is only indicative and can be changed on the recommendation of the Registrar and Competent Authority of NITM. The tenderer should have a sufficient pool of men and machines to cater to the needs.

Bids are accordingly invited on behalf of the National Institute of Technology Meghalaya, Sohra from the interested parties for running a Snacks & Fast-Food Corner with the items as detailed in **Table 1** of Annexure-I. After technical evaluation the vendors will be called for interview.

Technical bid - First sealed envelope: Should contain the technical offer along with all annexures/forms and EMD as asked in the tender document. All the above-mentioned documents should be signed & stamped and submitted as technical bid as acceptance of the terms and conditions.

Financial bid - Second sealed envelope: Should contain the financial offer as per items listed in **Table 1 below.**

All bids / correspondences should be sent to the following address only: "Registrar, NIT Meghalaya, Bijni Complex, Laitumkhrah, Shillong, Meghalaya – 793003, India". All bids/EOI must be submitted before the last date for submission of bids. All the bid document(s) and enclosures must be signed by the bidder.

Tender documents can be downloaded from the Institute web site www.nitm.ac.in.

Table 1 List of Items for the proposed Snacks & Fast-Food Corner

Sl. No.	Item		Quantity
1.	Noodles	Veg Noodles	200 gm
		Egg Noodles	200 gm
		Chicken Noodles	200 gm
2.	Momos	Veg Momos (6 pieces)	200 gm
		Paneer Momos (6 pieces)	200 gm
		Chicken Momos (6 pieces)	200 gm
3.	Manchurian	Veg Manchurian	200 gm
		Paneer Manchurian	200 gm
		Chicken Manchurian	200 gm
4.	Rolls	Veg Spring Rolls	200 gm
		Egg Rolls	200 gm
		Chicken Rolls	200 gm
5.	Soups	Tomato Soup	200 ml
		Vegetable Soup	200 ml
		Mushroom Soup	200 ml
		Chicken Soup	200 ml
6.	Sandwich	Veg Sandwich	Per Piece
		Veg Cheese Sandwich	Per Piece
		Chicken Sandwich	Per Piece
		Grilled Veg Sandwich	Per Piece
		Grilled Veg Cheese Sandwich	Per Piece
		Grilled Chicken Sandwich	Per Piece
7.	Burger	Veg Burger	Per Piece
		Veg Cheese Burger	Per Piece
		Chicken Burger	Per Piece
8	Tea	Red Tea	100 ml
		Milk Tea	100 ml
		Special Milk Tea	100 ml
9	Coffee	Milk Coffee	100 ml
		Black Coffee	100 ml
		Special Coffee	100 ml
10	Omelet	Single Omelet	Per Piece
		Double Omelet	Per Piece
		Bread Omelet	Per Piece
	Pakora	Veg Pakora	100 gm
		Chicken Pakora	130 gm
		Paneer Pakora	130 gm
11	Samosa	Veg samosa	Per Piece

GUIDELINES FOR BIDDERS

1. The prescribed bid form shall be duly filled in by the bidder in all respects and should be sent to the Registrar, NIT Meghalaya.
2. The tenders will be opened on the prescribed date and time in the presence of authorized representative(s) of the bidding parties (if any).
3. The Financial bids of technically qualified bidder shall only be opened.
4. The tenderer shall quote the rate in English Language and international numerals.
5. The Institute reserves the right to cancel the tender process at any time without assigning any reasons.
6. The bidder must quote the rate for each items.
7. Every page of the bid must be duly signed by the bidder. Any bid without the bidder's signature on each page and without a valid authorization certificate may/shall be rejected without assigning any reason.
8. If the bidder is a dealer/agency, there must be a valid authorization certificate from the competent authority/Board resolution, authorizing the person to sign and file the bid on behalf of the Company.
9. The bidder shall give his/her complete permanent and correspondence address in Annexure-I and shall also furnish/attach proof thereof.
10. The bidder must submit their official contact number and valid e-mail ID.
11. On acceptance of the Tender, the name of the accredited representative(s) of the bidder, who would be responsible for taking instruction from the Employer, shall be communicated to the Employer.
12. The party whose tender is accepted will have to sign an agreement within 30 days from the award of the tender. This is the sole responsibility of the bidder to submit the signed agreement between both parties, as per the consultation of the Office of the Registrar, within 30 days from the date of award of the contract to the Purchase section.
13. The Prices/Discounts of all items must be in Indian rupees and must be inclusive of GST and all other taxes as applicable.
14. **Pre-Bid Meeting:** A Pre-bid meeting will be held on the date and time as mentioned in the Tender Schedule. The venue for the Pre-Bid meeting shall be informed to the bidders in due time.
15. The bidders are advised to inspect and examine the location of the shops before submitting their bids.

16. **Eligibility Criteria:**

- a) Must have experience of running Snacks & Fast-Food Corner for a period of minimum of 02 years. Relevant Registration (Under Shops & Establishment Act.)/Agreement documents/Work Order/should be attached as a proof with the bid document.
- b) The bidder/agency must have FSSAI license, or he / she have to submit an undertaking mentioning that within two months after allotment will produce the same to the Competent Authority.
- c) The bidder/agency should have its own Bank Account.
- d) The bidder/agency must have valid PAN No. / Income Tax Registration Certificate.
- e) The bidder must have a residential address proof from East Khasi Hills, Shillong, Meghalaya, India.

17. **Documents to be attached with the tender:**

The bidder must attach self-attested copies of the following documents along with the technical bid. Any bid not accompanied by these documents would be liable for rejection:

- a) Registration certificate of the firm/shop/establishment.
- b) Income Tax Registration Certificate / PAN No.
- c) GST Registration Certificate. (if applicable).
- d) Details/particulars of the firm submitting the bid in Annexure-I
- e) Trade license for Non-Tribal and ST certificate for Tribal.
- f) Address proof along with Aadhaar Card.
- g) Copy of FSSAI license. (If not, a undertaking should be provided that within two months after allotment he/she must submit the certificate to the Competent Authority.
- h) A copy of experience (any relevant document) of running a Snacks & Fast-Food Corner for a period of minimum two (02) years.

18. **Submission of Bid:**

The bid shall be submitted in two parts, i.e. **(i) Technical bid and (ii) Financial Bid.**

(i) Technical Bid:

The technical bid shall consist of the entire tender document, i.e. Appendix-A and Annexure-I, along with all the supporting documents as detailed above should be attached.

(ii) Financial Bid:

The Financial bid shall be submitted separately.

19. **Bid Evaluation and Criteria for award of tender:**

(i) Technical Bids shall be evaluated first. Bids without supporting documents and signature of the bidder shall be rejected.

(ii) Financial Bid of the technically qualified bidder shall only be open.

Note: The L1 bidder shall be allotted only one shop.

NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

EOI

TECHNICAL EVALUATION OF COMPLIANCE SHEET

S.No.	Eligibility Criteria	Bidder will mention the Page No. (as per Tender document)	Document Submitted (Yes/No)
1.	Must have experience of running similar outlet(s) for at least a period of minimum 02 years.	Page No. _____	
2.	Registration certificate of the firm / shop / establishment.	Page No. _____	
3.	Copy of FSSAI license.	Page No. _____	
4.	PAN No. / Income Tax Registration Certificate.	Page No. _____	
5.	EMD	Page No. _____	
6.	Aadhaar Number	Page No. _____	
7.	Bank Account Number	Page No. _____	
8.	The total number of existing Snacks & Fast Food Corners and their details.	Page No. _____	
9.	Trading License for Non-Tribal and ST Certificate for Tribal.	Page No. _____	
10.	Any other documents.	Page No. _____	

Annexure-I

Part-I

APPLICATION FOR RUNNING SNACKS & FAST-FOOD CORNER IN NITM SOHRA

Name of the Applicant (If individual)/Firm: _____

Father's Name: _____

Address of self and Firm: _____

Phone No. /Mobile No. _____

Email ID: _____

Aadhar No: _____

GST No.: _____

PAN No.: _____

Experience, if any (in years): _____

Name and address of two responsible persons as guarantors:

Name:	Name:
Aadhar No:	Aadhar No:
Address:	Address:

Declaration:

I hereby undertake –

1. That I shall bear all the expenses if there is any damage to the said premises.
2. That I shall vacate the outlet premises and handover it to the Institute whenever any notice will be served.
3. That I have read all the terms and conditions of the tender document and I bind myself to the terms and conditions of this tender document.

Date: _____

Signature of the Bidder _____

Seal:

INSTITUTE OF TECHNOLOGY

FINANCIAL / PRICE BID

Bidder will fill only the minimum quoted rate

To be submitted separately as price bid not to be submitted along with Technical Bid.

SCHEDULE I

Sl. No.	Item	Quantity	Quoted Rate (INR)
1.	Noodles	Veg Noodles	200 gm
		Egg Noodles	200 gm
		Chicken Noodles	200 gm
2.	Momos	Veg Momos (6 pieces)	200 gm
		Paneer Momos (6 pieces)	200 gm
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		Mushroom Soup	200 ml
		Chicken Soup	200 ml
6.	Sandwich	Veg Sandwich	Per Piece
		Veg Cheese Sandwich	Per Piece
		Chicken Sandwich	Per Piece
		Grilled Veg Sandwich	Per Piece
		Grilled Veg Cheese Sandwich	Per Piece
		Grilled Chicken Sandwich	Per Piece
7.	Burger	Veg Burger	Per Piece
		Veg Cheese Burger	Per Piece
		Chicken Burger	Per Piece

Note: The bidder who shall quote the maximum number of items at the lowest rate shall be declared as L1 bidder.