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भारत सरकार / **Government of India**
कृषि एवं किसान कल्याण मंत्रालय / **Ministry of Agriculture and Farmers Welfare**
कृषि, सहकारिता एवं किसान कल्याण विभाग / **Department of Agriculture, Cooperation and Farmers Welfare**
उत्तरी क्षेत्र कृषि मशीनरी प्रशिक्षण एवं परीक्षण संस्थान
Northern Region Farm Machinery Training and Testing Institute
ट्रेक्टर नगर, सिरसा रोड, हिसार (हरियाणा)-1250 001
Tractor Nagar, Sirsa Road, Hisar (Haryana)- 125 001
[ISO 9001:2008 COMPLIANT INSTITUTION]

No. 10-11/1992-Misc.- II

Dated the: 5th December, 2016

NOTICE FOR INVITING TENDER FOR RUNNING A STAFF CANTEEN

Northern Region Farm Machinery Training and Testing Institute, Sirsa Road, Hisar invites tenders from the interested and eligible tenders for running a staff canteen in NRFMTTI, Hisar for the period from 01.01.2017 to 31.12.2017 which can be extended for a further period of two years as per the requirement and if the services are found satisfactory.

Name of Work	Earnest Money Deposit(EMD)	Security Deposit (SD)	Last date of Receiving of sealed tender bids	Date of Tender Opening
Running a staff canteen in NRFMTTI, Hisar	Rs. 20,000/-	Rs. 50000/- In the form of Bank Guarantee	22.12.2016 01:00 PM	22.12.2016 02:00 PM

The detailed Tender Document and other relevant information can be downloaded from **Website: <http://nrfmtti.gov.in/>**. A demand draft of Rs.500/- (Five hundred rupees) payable at State Bank of India, Main Branch, Hisar, Code: 0652, drawn in favour of "**Director, NRFMTTI, Hisar** should be enclosed as the fee " of tender document.

(A.K. Singh)

SAE/HOO

Phone No. 01662-276824

TENDER DOCUMENT

Tender No: 10-11/1992-Misc. -II

Dated 05.12.2016

Total No. of Pages -15

Price Rs. 500/-

SECTION – I

CHECK LIST FOR BIDDERS

Sr. No.	Documents	Yes/No/ (N/A)
1.	Cost of Tender documents. DD No. Amt. Date	
2.	EMD DD No. Amt. Date	
3.	Whether all the Pages are signed & properly tagged with all documents and enveloped properly sealed?	
4.	Whether Bid form is filled up and signed?	
5.	Whether Bidder's Bio-Data is filled up? (As per Annexure-I)	
6.	Attested copy of PAN Card	
7.	Attested copy of Adhar Card	
8.	Attested copy of Bank Pass -Book	
9.	Declaration towards Non-tampering of tender document. (format enclosed) (As per Annexure- IV)	
10.	Technical Bid to be submitted in separate sealed envelope. (format enclosed)	
11.	Financial Bid to be submitted in separate sealed envelope. (format enclosed)	
12.	Declaration that canteen service would be available from 08:00AM to 08:00PM in all seven days of a week	
13.	Experience certificate from any Central Government/State Government office of more than 60 staff strength, for having run the staff canteen for a minimum 5 years.	

SECTION – II

1. Eligibility Conditions

- a) The bidder should give an undertaking that canteen service would be available from 08:00AM to 08:00PM in all seven days of a week (NOT NEGOTIABLE)
- b) The bidder shall have minimum 5 years experience of running a staff canteen in any Central Government/State Government office of more than 60 staff strength. (NOT NEGOTIABLE)
- c) The successful bidder shall deposit Rs. 50,000/- (Rupees Fifty Thousand only) in the form of bank guarantee as performance guarantee.

2. Documents required to be submitted along with the bid

The bidder shall furnish the following documents along with the bid:

Sr. No.	Documents	Yes/No/ (N/A)
1.	Cost of Tender documents. DD No. Amt. Date	
2.	EMD DD No. Amt. Date	
3.	Whether all the Pages are signed & properly tagged with all documents and enveloped properly sealed?	
4.	Whether Bid form is filled up and signed?	
5.	Whether Bidder's Bio-Data is filled up?	
6.	Attested copy of PAN Card	
7.	Attested copy of Adhar Card	
8.	Attested copy of Bank Pass -Book	
9.	Declaration towards Non-tampering of tender document. (format enclosed)	
10.	Technical Bid to be submitted in separate sealed envelope. (format enclosed)	
11.	Financial Bid to be submitted in separate sealed envelope. (format enclosed)	
12.	Declaration that canteen service would be available from 08:00AM to 08:00PM in all seven days of a week	
13.	Experience certificate from any Central Government/State Government office of more than 60 staff strength, for having run the staff canteen for a minimum 5 years.	

Failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to the Bid Documents in any respect may result in rejection of the Bid. **All the pages of the tender document and certificates shall be duly signed by the bidder.**

3. Packing Bid Documents:

- a) Tender should be submitted in **two covers; One** super scribed Technical Bid (**As per Section-IV**) and the **Second** Financial Bid (**As per Section-V**) and both the envelopes are in turn be put in another envelope and this envelope should be superscripted prominently as **"TENDER FOR RUNNING THE STAFF CANTEEN "**. All the three envelopes are to be duly sealed. Technical Bid and Financial Bid shall be opened separately. No indication of the prices will be made in the Technical Bid. Tenders received without proper sealing are liable to be rejected.
- b) Tenders will be opened in the presence of Bidders present on the due date of opening.. Incomplete Tender or Tender in which both technical Bid and Financial Bid are found in the same envelope will be summarily rejected. All Columns should be furnished with relevant details and no column should be left blank.
- c) Financial Bid of only selected bidders will be opened.
- d) Bidder shall furnish the documents as per **Technical Bid Form**.
- e) Rates should be quoted as per the format of Financial Bid Form. It should not be changed **in any manner**. Addition/ deletion/ alteration of the text will automatically render the tender invalid and therefore, will be summarily rejected.
- f) Unsigned Technical Bid (format enclosed) and Financial Bid (format enclosed) will be considered as invalid Bid.

4. Prescribed Format

Tender offers shall be submitted in the prescribed format **along with the original tender document** and enclosed Price bid. Price bids offers not adhering to the prescribed format will be rejected summarily.

5. Bid Price

- i. The prices quoted by the bidder shall remain firm during the period of contract and shall not be subject variation on any account.
- ii. Rate quoted in any other format/sheet will not be considered. Rate should be quoted in enclosed sheet in English figures & words without any overwriting, corrections, errors, omissions etc. Any corrections in bid or rate sheet are required to be signed by the bidder otherwise tender will be rejected summarily.

6. Bid Security (EMD):

6.1 The bidder must deposit Rs. 20,000/- (Rupees Twenty thousand only) as Bid security (Non-Interest Bearing). The Bid Security shall be in the form of DD payable at State Bank of India, Main Branch Hisar, Code- 0652 in favour of **"Director, NRFMT&TI, Hisar"**.

6.2 The bid security may be forfeited

- a) If the bidder withdraws his bid during the period of validity specified in the bid form.
- b) If the successful bidder fails to furnish performance security within a week time from award of the contract.

6.3 .The bid security of the unsuccessful bidder will be discharged/ returned as early as possible,

7. Submission of Bid:

- a. The bids should be duly sealed and addressed to NRFMT&TI, Hisar, should be sent so as to reach this office on or before 01:00 PM of the due date i.e. 22.12.2016, OR dropped in the

Tender Box provided in the Northern Region Farm Machinery Training & Testing Institute, Sirsa Road, Hisar-125001 on or before 01:00 PM of the due date i.e. 22.12.2016

- b. Any bid received after the specified time and date for submission of bids shall be rejected and returned to the bidder unopened.

8. Tender Opening

- a. The bids shall be opened in the presence of the bidder or their authorized representative, who wish to be present at the time of opening of bids on due date at their own cost. (Format of Authorization enclosed as **Annexure-II**)
- b. In case the date fixed for the opening of the bids is declared as holiday by the Government of India, the revised schedule will be notified. However, in the absence of such notification, bids will be opened on the next working day, time and venue remaining unaltered.

9. Performance Security

- a. The successful bidder shall be required to deposit an amount Rs. 50,000/- (Rupees Fifty thousand only) as Performance Security within a week time of issue of letter conveying O/o NRFMT&TI, Hisar's intention of accepting the bid. The failure to deposit the security deposit within prescribed time may result in cancellation of bid/ offer. In this regard the decision of NRFMTTI, Hisar will be final.
- b. Performance Security shall either be submitted in the form of Bank Guarantee issued by a scheduled bank (format enclosed as **Annexure -III**)
- c. If the contractor fails or neglects any of his obligations under the contract it shall be lawful for NRFMTTI, Hisar to forfeit whole amount of performance security furnished by the bidder as compensation for any loss resulting in such failure.

10. Rights of acceptance:

NRFMTTI, Hisar reserves all rights to reject any tender or whole tendering process without assigning any reason.

11. Contract Period

Under normal circumstances the contract shall be valid for a period of 1 year from the date of acceptance of the tender. However, contract may be extended for further period of upto two year on the same rate, terms and conditions.

SECTION –III

Terms and Conditions specific to the contract

- 1.) The bidder should give an undertaking that canteen service would be available from 08:00AM to 08:00PM in all seven days of a week (NOT NEGOTIABLE)
- 2.) The bidder shall have minimum 5 years experience of running a staff canteen in any Central Government/State Government office of more than 60 staff strength. (NOT NEGOTIABLE)
- 3.) The successful bidder shall deposit Rs. 50,000/- (Rupees Fifty Thousand only) in the form of bank guarantee as performance guarantee.
- 4.) Contractor shall sell other eatables/cold drink etc., only after the approval of the Institute and only in the approved rate. The approved rate list shall have to be displayed in the canteen.
- 5.) In case of breach of any condition of contract; the contract may be terminated at any time without assigning any reason thereof and Institute's decision shall be final and binding.
- 6.) The contractor shall be levied Rs.5000/- (Five Thousand rupees) per month as rent for canteen, which shall have to be paid latest by 5th working day of the month, otherwise Rs. 500/- per day penalty would be charged. In case of failure to deposit the rent by 7th working day, the contract is liable to be terminated with performance security forfeited.
- 7.) The licensee shall also provide room service to the staff.
- 8.) The licensee shall be responsible for compliance under various statutory enactments i.e. labour laws, wages Act, Sales/Income Tax etc. as applicable from time to time.
- 9.) The furniture and fixtures i.e. chairs & tables, premises, water, electricity for lighting, N.R.F.M.T&T.I, Hisar office ,will be returned by licensor in good condition at the time of vacation of premises at the expiry/termination of the contract. If any loss is found to any inventory, the licensee shall make good of such loss, failing which cost of the same shall be recovered from the security deposit.
- 10.)The licensee shall bear all the expenses for running the said canteen and that the office shall not in any manner be liable or reimburse the expenses Director, N.R.F.M.T&T.I, Hisar so incurred.
- 11.)The licensee shall himself provide the crockery and cutlery of standard quality for use in the Canteen.
- 12.)The licensee shall run the canteen only for the benefit and use of the employees, attendants and bonafide visitors of Director, N.R.F.M.T&T.I, Hisar office exclusively in the aforesaid premises.
- 13.)The licensee shall engage the requisite number of employees required for catering services. Engagement of children less than 14 years shall not be permissible. The employees of the canteen shall at all time maintain high order at sanitation and wear smart and clean uniforms and free from infectious diseases.
- 14.)The licensee shall use standard raw material i.e. conforming to Ag-mark, F.P.O. etc., as applicable for preparation of eatables. Such material shall be open to inspection by the Institute authorities from time to time.
- 15.)N.R.F.M.T&T.I, Hisar office shall not be responsible for any dues of such parties and for any labour or other charges whatsoever as may be incurred by the licensee in running and maintaining the canteen.
- 16.)The licensee shall run the canteen on lease and license basis. In the event of services found

unsatisfactory by the Director, N.R.F.M.T&T.I, Hisar office, the license will be terminated and the same shall be final.

- 17.)The licensee shall display the rate-list of eatables at the prominent visible place and shall charge only such rates as approved and displayed. In any instance of over charging a penalty of Rs. 500/- shall be levied for every instance.
- 18.)The Contractor shall maintain hygienic conditions in Kitchen. Sufficient number of covered dustbins shall be provided by the licensor. If unhygienic conditions are observed in the kitchen premises or dining Hall, a penalty of Rs. 500/- can be imposed by the licensor on each occasion.
- 19.)Any officer authorized by the licensor will make surprise visit of canteen at any time to check the quality of eatable items & cleanliness , if not found upto the mark then licensor has the right to impose a penalty upto 5% of the Security money each time.
- 20.)A penalty of Rs. 500/- will be imposed for closing of canteen for each day. If canteen remains closed for a period of 3 days continuously, in addition to penalty the contract is liable to be cancelled and the security money will be forfeited.
- 21.)The Director, N.R.F.M.T&T.I, Hisar will not be bound to award the contract to the lowest bidder considering the cost factor & quality products factor.
- 22.)The decision of the Director, N.R.F.M.T&T.I, Hisar shall be final.
- 23.)The contractor shall submit his two passport size photographs and one attested photocopy of the voter identity card or other proof of residential address.
- 24.)NRFMT&TI will not be responsible for any injury or loss of life of personnel deputed by the contractor which may take place in course of their employment.
- 25.)If any personnel engaged by the licensee is found to have indulged/indulging in illegal and he is to be handed over to the police or any other administrative action as deemed fit against the licensee will be taken including termination of the contract with immediate effect.
- 26.)Director, N.R.F.M.T&T.I, Hisar reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

SECTION-V

FINANCIAL BID

1. Subject: Notice inviting Tender for running staff canteen in NRFMTTI, HISAR.

TO BE QUOTED BY BIDDER

Sl. No	Name of Items	Menu	Qty.	Unit Rate (Rs.)
1	Standard Tea	Disposal cups used should be of 100 ml capacity	1 Cup	
2	Milk Tea	Disposal cups used should be of 100 ml capacity	1 Cup	
3	Coffee with instant coffee powder	Disposal cups used should be of 130 ml capacity	1 Cup	
4	Samosa	Aaloo Samosa - 1 Pc.	100 gms.	

Dated.....at.....

(Dated signature of Tenderer with Stamp of Firm)

Annexure-I

BIO DATA OF THE BIDDER

1) Name & Address of Firm /Party: _____

Telephone Number (O) _____

(R) _____

(Mobile) _____

2) Whether it is Proprietorship or Partnership _____

3) Full Name(s) of Proprietor or Partners _____

(Attested copies of partnership deed
Should invariably be attached along
With Authorizations) _____

4) Permanent Account Number (Income Tax) _____

5) Sales Tax Registration Number of the Firm/Party _____

Annexure-II

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach O/o NRFMTTI, Hisar on or before date of bid opening)

To

The Director,

Northern Region Farm Machinery

Training & Testing Institute,

Sirsa Road, Hisar-125001

Sub: Authorization for attending bid opening on _____(date) in the
tender of _____

Following person is authorized to attend the bid opening for the tender mentioned above on
behalf of _____(Bidder)

Name of the Representative

Specimen Signature

1. _____

Signature of the Bidder

NOTE: Maximum one representative will be permitted to attend the bid opening. Permission for entry to the venue of bid opening may be refused in case authorization as prescribed above is not received.

Annexure-III

PROFORMA OF PERFORMANCE SECURITY BOND

1. In consideration of The Director, NRFMTTI, Hisar (hereinafter called , NRFMTTI, Hisar) having agreed to exempt _____ (hereinafter called the said Service Provider (s) from the demand of security deposit of Rs. ____/- on production of Bank Guarantee for Rs. ____/- for the due fulfillment by the said service provider of the terms and conditions to be contained in an Agreement in connection with the contract for the supply of _____ We, (name of the bank) _____ (hereinafter referred to as “the bank”) at the request of _____ service provider do hereby undertake to pay to Director, NRFMTTI, Hisar, an amount of not exceeding _____ against any loss or damage caused to or suffered or would be caused to or suffered by the Director, NRFMTTI, Hisar, by reason of any breach by the said service provider of any terms & conditions contained in the said agreement.
2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Director, NRFMTTI, Hisar stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the Director, NRFMTTI, Hisar, reason of breach by the said service provider of any of the terms & conditions contained in the said agreement or by reason of the service provider’s failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the Director, NRFMTTI, Hisar in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. ____/-
3. We undertake to pay to the Director, NRFMTTI, Hisar, any money so demanded notwithstanding any disputes raised by the service provider/supplier in any suit or proceeding pending before any court or tribunal relating thereto our liability under the present being absolute and equivocal. The Payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Service Provider/supplier shall have no claims against us for making such payment.
4. We (Name of the bank) _____ further agree that the guarantee therein contained shall remain in force and effect immediately for a period of one year from date herein and further agree to extend the same from time to time (one year after) so that it shall continue to be enforceable till all the dues of the Director, NRFMTTI, Hisar under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Director, NRFMTTI, Hisar certifies that the terms & conditions of the said agreement have been fully and properly Carried out by the said service provider(s) and accordingly discharges this guarantee.
5. We (name of the bank) _____ further agree with the _____ Director, NRFMTTI, Hisar that the Director, NRFMTTI, Hisar shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by the Director, NRFMTTI, Hisar, against the said service provider and to forbear or enforce any of the terms & conditions relating to

the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said service provider(s) or for any forbearance, and or any omission on the part of Director, NRFMTTI, Hisar, or any indulgence by the Director, NRFMTTI, Hisar, to the said service provider or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the bank or the service provider/supplier.
7. This guarantee shall be irrevocable and the obligations of the bank herein shall not be conditional to any prior notice by the Director, NRFMTTI, Hisar.

Dated: _____

For _____

(Indicating the name of the Bank)

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the Stamp Act.

Annexure-IV

DECLARATION

I/ We declare that :-

Proprietor/ Partner(s)/ Director(s) of M/S. -----

Hereby declare that I/ We have not tampered the tender document vide

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Dated: 05-12-2016

Signature -----

Name -----

Name & address of the firm: -----
