

NOTICE INVITING TENDERS

(Box Tenders/Open Tenders)

(FOR RUNNING OF TEA POINT IN THE INSTITUTE CAMPUS OF NIT ANDHRA
PRADESH, TADEPALLIGUDEM)



National Institute of Technology- Andhra Pradesh,
Sri Vasavi Engineering college campus, Pedatadepalli, Tadepalligudem-534102,
West Godavari District, Andhra Pradesh.
Phone No:08818-284710

PREMEABLE:

National Institute of Technology, Andhra Pradesh, is the 31st NIT among the chain of NITs started by the Government of India. NIT Andhra Pradesh is established in the state of Andhra Pradesh in the academic year 2015 – 2016.

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Newspaper Advertisement

Tender Notice:



NIT Andhra Pradesh, Tadepalligudem

Ref. No.: NIT-ANDHRA/ESTATE/EE/TEA POINT/2019

Box Tenders/Open Tenders are hereby invited from reputed Registered Vendors for providing the following services at NIT-Andhra Pradesh, Tadepalligudem, West Godavari district.

“For running of tea point in the Institute campus of NIT Andhra Pradesh, Tadepalligudem”

Tender Schedules can be downloaded from NIT-Andhra Pradesh website from 11.11.2019 onwards. Bidders need to submit hard copy with relevant documents attested by gazetted officer.

The last date for submission of tenders is 11.12.2019 up to 11:00AM.

For further details regarding Tender notification & specifications, please visit www.nitandhra.ac.in.

Date: 11.11.2019

NIT Andhra Pradesh,

Tadepalligudem.

TENDER NOTICE

Last date for submission of Tender: 11.00 a.m. on 11th Dec 2019.

The Office of the Registrar (I/C), NIT Andhra Pradesh, Tadepalligudem, invites Vendors for **06 months** contract for **Establishment, Operation, Maintenance of Tea point** at Institute campus, conforming to the specifications given in the schedules here. Those having experience in **running such a Tea point**, or possess the necessary professional expertise and are looking for such an opportunity, are eligible to apply. The Tender document can be obtained either:

(a) In person from the Office of the Registrar (I/C), NIT Andhra Pradesh, Tadepalligudem, 534102

(or)

(b) By downloading from <http://www.nitandhra.ac.in>

The proposals/offers should be submitted under the two-bid system, i.e., Technical bid and financial bid (in separate sealed covers indicating clearly the specific bid on the cover). The duly signed tender documents (Technical and Financial bids in separate covers) shall be sent to the Office of the Registrar (I/C) NIT Andhra Pradesh, Tadepalligudem, 534 102 by speed/registered post.

(or)

(a) Dropped in the tender box kept in the said Office, **by 11.00 a.m. on 11th Dec 2019.**

The offers /bids will be evaluated by a duly constituted Committee. The technical bids will be opened first. The Committee will examine the technical bids and decide upon the suitability of each bid as per the requirements, terms and conditions. Inspection committees / may carry out surprise visit(s) to the bidder's / clients' places and their report(s) will form a valuable input for the short-listing process.

Opening of the Technical bid: 11.30 a.m. on 11th Dec 2019

Venue: Conference Hall, NIT Andhra Pradesh, Tadepalligudem.

Technical bids with any explicit or implicit price indications will be rejected. The financial bids/offers will be opened only for the technical bids which meet the specifications. The schedule for opening the financial bids will be intimated only to the shortlisted bidders. The final selection from among the bidders will be based on the **factual** assessment and rates Quoted by the parties.

The decision of the Tender Committee shall be final and binding.

-Sd/-
I/C REGISTRAR
NIT ANDHRA PRADESH

Time Schedule of various tender related events

(For running of tea point in the Institute campus of NIT Andhra Pradesh, Tadepalligudem)

Bid Document downloading Start date/ Time	11.11.2019 at 10.00am
Bid Document downloading End Date/ Time	11.12.2019 at 10.00am
Prebid meeting	27.11.2019 at 10.00am
Last Date and Time for the receipt of Bids	11.12.2019 at 11.00am
Technical Bid Opening Date /Time	11.12.2019 at 11.30am
Financial Bid Opening Date / Time	Will be intimated later
Contact Person	The Registrar, NIT Andhra Pradesh, Tadepalligudem.
Reference No:	NIT-ANDHRA/ESTATE/EE/TEA POINT/2019

Signature of the Bidder with stamp

CLARIFICATIONS

Queries, if any, can be made through e-mail only to registrar@nitandhra.ac.in on or before 27.11.2019. Queries received via any mode other than e-mail id mentioned above shall not be entertained. The queries should only be sent in the following format on the official letter head of the company.

S. No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

If there is any addendum/corrigendum related to tender, it shall only be published on NIT Andhra Pradesh website (www.nitandhra.ac.in). The Bidders are advised to check NIT Andhra Pradesh website regularly. No other mode of notice will be given.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued, if any, during pre-bid meeting in their bid.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.

The Technical Bid along with relevant documents should be attached with original EMD and Tender processing fee. Physical submission of Price bid only shall be considered.

-SD/-

**I/C REGISTRAR
NIT ANDHRA PRADESH**

For any clarification and further details on the above tender, please contact.

Office Phone Number:08818-284710

Also contact:

For Technical queries estate@nitandhra.ac.in

For non-technical queries purchase@nitandhra.ac.in

TENDER SCHEDULE

(To be read along with Schedules A, B and C)

Important Conditions of the tender to be strictly adhered to by the bidders

Eligibility to participate in the tender:

1. The bidders should have at least **two years** of experience in Establishment, Operation and Maintenance of a similar nature of work/service in Govt./Semi Govt. Organizations /autonomous bodies/ Educational Institutions. The bidder should submit the copies of work orders along with the relevant satisfactory performance certificate(s) for the work/service rendered from the same organization.
2. The bidder(s) shall declare that he/she (they), including partners if any, was (were)/is (are) not involved in any criminal proceedings as per Indian law.
3. Average financial turnover **for the last 2 years** ending 31st March 2019 should be at least **Rs. 1 Lakh** (Rupees one lakh only).

Submission of Bid:

The bid can be submitted on all working days (Monday to Friday) between 10.00 a.m. and 05.00 p.m. The due date for submission of the bid is on or before 11.00 a.m., **11th Dec, 2019**. In the event of this day being declared as a holiday, the bids can be submitted up to 05:00 p.m., on the following working day.

Two bid system: The proposals/offers/bids should be submitted under the two-bid system, namely:

(a) Technical bid; and (b) Financial bid.

The Technical Bid should consist of all the details, along with general terms and conditions, as specified in the Schedule A. There should be no specific cost/financial indication in the Technical Bid. **The Financial bid should indicate price information for the Tea point items** mentioned in the Annexure I.

The Technical bid and Financial bid should be put in separate covers and super scribed as "Technical Bid" and "Financial Bid" respectively; the covers should be sealed properly. These two sealed covers should be put into another **Master envelope**, along with a **covering letter** and **tender processing fee** (non-refundable) of **Rs. 1,000/-** (Rupees one thousand only) and **Earnest Money Deposit** (see below), and sealed. The words "Tender for Establishment, Operation, Maintenance and Comprehensive **Management of Tea point at** NIT-ANDHRA, Tadepalligudem" should be super scribed on the Master cover.

Date:

Authorized signature with Seal

Earnest Money Deposit (EMD): The bidder(s) should submit a refundable EMD amount of **Rs. 10,000/-** (Rupees ten thousand only) along with the bid in the form of Demand Draft or Banker's pay order drawn in favor of "The Director, NIT Andhra Pradesh" payable at Tadepalligudem. Any bid without the said Tender processing fee and EMD will be considered INVALID and hence summarily REJECTED. Photo/Fax copies of the Demand Draft/Banker's pay orders will not be accepted. No interest will be paid on the refundable EMD, which shall be converted as a part of the Security Deposit in the case of the successful bidder(s). For unsuccessful bidders, their EMD will be returned within one month from the date of opening the Financial Bid. The EMD of the successful bidders shall be returned only after obtaining satisfactory report from competent authority of NIT Andhra Pradesh **after tender agreement period.**

Authority to Sign: All documents must be duly signed by authorized representative(s) of the respective bidders. If an individual or a proprietor / proprietress of a firm is a signatory, he/she should sign above the printed full name and current address (to be presented in block letters). In case of a partnership firm, all the Partners of the firm or a Partner holding Power of Attorney for the firm should sign. A certified copy of the Power of Attorney document must accompany the full set of Documents. In both cases, a certified copy of the Partnership Deed and current address of all the partners of the firm must be furnished. In the case of a limited Company or a Corporation, the documents shall be signed by a duly authorized person holding Power of Attorney for signing them, and accompanied by copies of the Power of Attorney and the Memorandum of Articles of Association duly attested by a Notary Public.

Compliance/acceptance: Compliance or acceptance with reference to the Basic Technical Details (Schedule-A), Terms & Conditions for providing General Facilities for Students (Schedule-B) and Scope of Work (Schedule-C), must be included in the Technical bid.

Opening of the bids: The bids will be opened at the appointed place, time and date by a duly constituted Committee in the presence of the bidders or their authorized representatives who choose to be present. The Master envelope (containing the covering letter, tender processing fee, EMD and the said two separate envelopes indicated as Technical bid and Financial bid) will be opened first. Offers found without the Tender processing fee and EMD or an invalid EMD (or the EMD presumably kept inside one of the two envelopes containing the Technical/Financial bids) will be summarily rejected; unopened bids will be returned to the respective bidders. On verifying the EMD, the respective Technical bids will be opened. The Committee will examine the Technical bids and decide upon their suitability as per the Schedules. The bidders whose Technical bids are not found acceptable will be advised of the same and their sealed cover containing their Financial Bids will not be opened; their EMD will be returned to them promptly.

Visit to Bidder's Business Outlet(s): Complete details of Tea point being operated presently by the bidders must be enclosed with their respective Technical bids; Inspection committees may carry out visits to the Tea point run by the bidders and their reports will form a valuable input for the short-listing process.

Quote Price: **The bidder will be selected by considering the Highest average % discount on individual specified prices of all the items mentioned in the Financial Bid.** The prices mentioned shall be fixed and remain valid for a period of six months.

Alternative Proposals: Each bidder shall submit offers that strictly comply with the requirements of the Tender Document. Any alternatives or modifications shall render the corresponding bid invalid; offers with conditional rebate will also be held invalid.

Validity of Offer: Each bidder shall agree to keep the bid open for 90 days from the due date of submission thereof and not make any modifications in the terms and conditions.

Late offer: The offers received after the due date and time will not be considered and the same will be returned unopened to the respective bidders.

Acceptance and Rejection: The Tender Committee reserves the right to shortlist/reject any or all bids and accept the whole or any part of a bid without assigning any reason.

Final Selection: Final selection shall be based on the submitted bid documents and inspection reports and the rates quoted by the party. Various factors, namely, availability of items; quality of service; reliability of services, apart from the quote, shall be considered during the finalization process.

The Tender Committee reserves the right to negotiate the price(s) quoted by the bidder(s); services can be stripped off or awarded partly to a selected bidder by the Tender Committee on the basis of evaluation.

Disputes and Jurisdiction: The Courts of Tadepalligudem alone will have jurisdiction to try any matter/dispute/reference between the parties arising out of this agreement/contract.

Indemnity clause: The Tea point shall indemnify NIT Andhra Pradesh, Tadepalligudem of any legal issues that may arise out of the activities of the shop and/or its employees whether within the premises or outside the campus.

Acknowledgement:

It is hereby acknowledged that we have gone through all the Schedules as well as the conditions mentioned above and we agree to strictly adhere to them.

Date:

Signature of Bidder(s) along with official seal and address

Place:

Schedule – A: Basic Technical Details

S NO.	DESCRIPTION	INFORMATION
1 A	Name of the Bidder	
	Complete Address	
	Phone No:	Email Id:
1 B	Contact Person / Representative of firm: Name Designation	
	Phone:	Mobile No:
2 A	GST:	Registration No:
	PAN:	
	(Enclosed copies of the above)	YES/NO
2 B*	Submit the copies of last two years Income Tax Saral form>Returns	Submitted/ Not submitted
3*	No. of shops/facilities operated elsewhere (Enclose list of shops/facilities handled up to 2019, and ongoing work separately with all the relevant documents) (list to be included with name and the duration, type of service provided etc.)	

4*	Average annual turnover for the last 2 years ending 31st March 2019 i.e. for the years 2017-18, 18-19	Rs.
5	Criminal proceedings, if any, against the bidder	Yes/No (if yes, details to be furnished)

(Enclose all documentary proofs for the support of the above)

Date:

Authorized signature with Seal

Schedule – B: Terms & Conditions for providing General Facilities for Students

- 1 Institute shall provide the Electricity (on chargeable basis) for the purpose of running the facilities (excluding decorative purposes). Every effort must be exercised by the Vendor to minimize electricity and water usage and desist from unnecessary usage.

Note:

1. **Electricity bill should be paid as per norms.**
2. The water supply should be borne by the vendor only.
- 2 The Tea point which holds the license for the operation of the facility, shall fulfill the following responsibilities regarding cleanliness and sanitation:
 - Hygiene and sanitation standards should be strictly compliant with FSSAI regulations and/or prevalent norms. Compliance to the hygiene standards will be checked periodically. Noncompliance to hygiene standards will be sufficient reason to terminate the contract.
 - cleaning and washing of plates, cutleries and utensils.
 - cleaning and maintenance of kitchen equipment.
 - keeping the premises and surroundings neat, clean and hygienic. Periodic fumigation as per laid down norms.
- 3 The vendor's performance will be monitored on a regular basis.
- 4 The rates stipulated during the award of the contract may be changed according to the mutual agreement after negotiations. The rates referenced to MRP shall change according to market variations.
- 5 The vendor shall not assign, sublet or part with the possession of the licensed premises and properties of the Institute therein or any part thereof under any circumstances.
- 6 On expiry/termination of the contract, the Vendor must vacate the allotted premises promptly. All fixtures, furniture, etc. which are properties of NIT-ANDHRA, Tadepalligudem, should be handed over to the Institute in good and tenable conditions. The cost of repair charges incurred following mishandling and/or willful damage (except normal wear and tear) will be deducted from the caution deposit.
- 7 The vendor shall not construct or make any structural/electrical alterations or install additional fittings inside the premises of the work place without prior approval from the Institute.
8. Employment of child labor, defined as per relevant laws is strictly prohibited. The contract will be terminated with immediate effect if those laws are violated.
9. The vendor shall maintain a register with name, age and address of all their employees working at NIT-ANDHRA, Tadepalligudem premises and submit the same to Registrar (I/C) in a prescribed format after the award of contract. The vendor must report any changes in their list. of employees.

10. No employee must stay in the premises of NIT-ANDHRA, Tadepalligudem after working hours. The vendor must obtain the necessary written permission from the competent authority to enable overnight stay of their employees in the campus at times of exigencies. The facility cannot also be used for the accommodation of staff when they are not on duty.
11. The vendor shall be responsible for the proper conduct and behavior of the employees engaged by them.
12. Smoking, consumption/distribution of alcohol, use of pan and gutka, and drug/substance abuse by the employees is strictly prohibited.
13. All expenses related to the employees engaged by the vendor shall be borne by the Contractor/ Vendor. In case of any accident or mishap to any employee of the vendor, the Institute and its functionaries shall not be held responsible/liable in any manner whatsoever.
14. The vendor is solely responsible for the payment of minimum wages, ESI and EPF for their employees as per the Government of Andhra Pradesh and Government of India norms as applicable and should meet any other statutory and non-statutory benefits/obligations. The vendor shall not pay differential wages based on gender, caste, community or on linguistic basis. The record of duty hours and pay structure must be maintained as per rules for inspection by the government authorities.
15. The vendor shall carry out periodic cleaning of fixtures (including lights, fans, etc.). The maintenance of the tools and equipment provided by NIT-ANDHRA, Tadepalligudem shall be taken care of by the vendor and return in the same condition as received.
16. The vendor shall be required to display the price list of all the items. The prices of the items given in NIT-ANDHRA, Tadepalligudem, shall not be more than the local market rate and shall be approved by NIT-ANDHRA, Tadepalligudem, every year. The vendor shall display the approved rate list at a prominent location within the allotted premises.
17. There should be complete adherence to the approved menu, price and quantity. In case the Vendor is to supply extra items on demand, they may do so, provided the request is placed by the customer(s) for a bulk order. The Vendor shall promptly inform the competent authority if anyone from outside or inside the campus uses compulsion or coerce them or in any way obstructs the functioning of the facility.
18. All the items are required to be made available during the working hours.
19. NIT-ANDHRA, Tadepalligudem, shall have free access to inspect the facility used and items/ services provided by the vendor at any time during the working hours of the facility and beyond, if needed. If any substandard or unauthorized items/services are

found to be provided, the vendor shall be penalized by the. NIT-ANDHRA, Tadepalligudem. The vendor shall have to abide by the corresponding rules.

20. A “Suggestions Book” must be kept at the billing counter, visible to all the customers, so that the customers may record comments about any item. A copy of the complaint/suggestion should be given to the customer after obtaining signature from the tea point in-charge. NIT-ANDHRA, Tadepalligudem shall have the right to check the complaint book at any time.
21. While accepting the offer, the vendor shall execute a bond accepting the terms and conditions for serving the general facilities, as listed in the schedules given here. The agreement can be terminated by either side with a notice of one month. NIT-ANDHRA, Tadepalligudem reserves the right to review and modify the terms and conditions, periodically.
22. All the tea point **items** should be made inside the shop premises. However, exceptions will be provided for branded items (FSSAI approved).
23. The bidder(s) shall declare that he/she (they), including partners if any, was (were)/ is (are) not involved in any criminal proceedings as per Indian Law.

Date:

Signature with Seal

STATEMENT RELATED TO BIDS

Name of the Work	Running of Tea point in the Institute campus of NIT-ANDHRA, Tadepalligudem.
Tender Processing fee (non-refundable)	Rs. 1,000/- (by way of Demand draft from any nationalized bank drawn in favour of The Director, NIT Andhra Pradesh, Payable at Tadepalligudem. DD from other than nationalized banks will not be accepted).
EMD	Rs. 10,000/- (by way of Demand draft from any nationalized bank drawn in favour of The Director, NIT Andhra Pradesh, Payable at Tadepalligudem. DD from other than nationalized banks will not be accepted).
EMD validity period	180 days from the date of opening of financial bid.
Period of contract	The contract is initially for a period of 06 months . The contract may be extended for another 06 months or for a shorter period of time based on the performance of the vendor and/or institute needs.
Period for signing the order of acceptance	Within 7 days from date of receipt of Letter of award
Payment Terms	
Area earmarked for Tea point	<ul style="list-style-type: none">• Sufficient area will be earmarked in the Institute. Vendor shall make his/her own arrangements for temporary shop.
Monthly fixed license fee needs to pay	<ul style="list-style-type: none">• Rs. 2,000/- (Rupees two thousand only)

Date:

Signature with Seal

1. RATES, TAXES AND DUTIES

- 1.1. The vendor should quote comprehensive discount by consideration of item rates listed in annexure, quality of material and by bidding to all terms and conditions in this document.
- 1.2. The Tenderer/vendor quoting the highest comprehensive discount will be the successful Tenderer by adhere to the item rates & item quantity fixed in annexure and binding to Terms and conditions of the Tender document. The highest comprehensive discount tender by itself will not confer any right to get a lease. Such tender may be considered subject to acceptance and confirmation from the NIT-ANDHRA, Tadepalligudem which depend on the tender amount quoted.

2. SPECIAL CONDITIONS

- 2.1. The Vendor should enclose the copies of the following certificates and furnish the particulars.
 - a. Legal status of the firm
 - b. Firm Registration
 - c. GST
 - d. Pan card
 - e. Aadhar card
 - f. Work orders
 - g. Satisfactory certificates
 - h. 2 years income tax returns for the years 2017-18, 2018-19
 - i. Average Annual Turnover of Rs. 1 lakh for the years 2017-18, 2018-19 issued by Competent authority.
- 2.2. The vendor shall provide and maintain in good condition sufficient sanitary dust bins of approved pattern with lids. These dustbins should be daily used for the storage of waste food and sweepings of the floor, dust etc., and the contents/garbage should be disposed regularly, outside without fail at his/her own cost.
- 2.3. The vendor should provide receptacles of a standard pattern for the storage of sufficient drinking water, these receptacles should be fixed in a definite position approved by the NIT-ANDHRA, Tadepalligudem administration.
- 2.4. The milk and other articles of food should not be allowed to be exposed to dust and flies, but should be stored in a proper neat safes or cupboards to protect from cockroaches etc., Insecticides should be sprayed so as to prevent flies and other insects but not to contaminate food stuffs.
- 2.5. The vendor should provide a separate proper washing place enclosed with Thotties and Bamboos for cleaning dishes, cups etc. used in the business.
- 2.6. Dining rooms or kitchen rooms, verandas etc should not be used as sleeping apartments for those employed in business or any other persons.
- 2.7. The vendor shall not employ any person suffering from any contagious or infectious disease in the premises in any capacity.
- 2.8. The vendor shall not put up, nor shall be allowed to be put up any "Pan shop" at the entrance of the tea point or near the premises or inside the premises allotted to him.

- 2.9. A complaint and suggestions book should always be kept with a copy of the terms and conditions of the contract at the seat of the Vendor or his clerk or Manager to enable the customers to note their complaints and suggestions therein.
- 2.10. The vendor should provide door mat of proper size made of galvanized wire coir-mate at each entrance of the dining hall or rooms.
- 2.11. It is responsibility of vendor to maintain the floors, walls, tables and chairs clean ever and hygiene all the time.
- 2.12. Every night after 8.00 P.M. all the floors and cabins of the **tea point** should be washed and cleaned with disinfectants.
- 2.13. Sufficient spittoons with sand should be provided at the veranda corners.
- 2.14. The vendor should use stainless steel plates and stainless-steel spoons, cups, saucers.
- 2.15. The Vendor shall run the tea point as self-service system, and token system.
- 2.16. Arrangements should be made by the Vendor to keep the drinking water in jugs/glasses for the use of customers.
- 2.17. The Vendor shall not make use of Husk chullahs/ovens or smoke producing coals/cokes in kitchen of the tea point for preparation of food items/eatables etc., **Vendor must use only the gas stoves** and make necessary arrangements for removal of fumes, hot gases etc by providing Exhaust fans and / or ventilation system as required at his own cost, as per the directions of the NIT-ANDHRA, Tadepalligudem Administration.
- 2.18. On sufficient advance notice from the NIT-ANDHRA, Tadepalligudem Administration, the Vendor shall prepare and make available any item or items in sufficient quantity/quantities for a particular occasion/purpose of group of persons as per agreed rates.
- 2.19. Apart from the items schedule in annexure, the vendor can supply other special items at prevailing market rate. But it should be with prior approval of the NIT-ANDHRA, Tadepalligudem, authorities in writing, on record.
- 2.20. The vendor should provide a separate enclosure for faculty at his own cost with decent furniture.
- 2.21. The quoted rates may be increased/decreased, in this regard the decision of NIT-ANDHRA, Tadepalligudem, and it is binding on the contract.
- 2.22. The vendor shall maintain neat and hygienic environment in and outside premises of the tea point and the NIT-ANDHRA, Tadepalligudem authorities will check the tea point premises periodically. If the committee feels that the premises is not neatly maintained by the vendor, a penalty to a tune of Rs.10,000/- may be levied on the vendor.
- 2.23. In the event of unsatisfactory services rendered by the Contractor/vendor, a monetary fine as penalty @Rs. 100/- per day will be imposed for every default during the period of contract. If the services do not improve subsequently, a monetary fine as penalty of Rs. 200/- per day will be imposed for the defaults this will have to be paid by the Contractor within a week on communication from the NIT-ANDHRA, Tadepalligudem failing which it will be adjusted against the Security Deposit.
- 2.24. If any short fall or misconduct or have not provided sufficient quality of food to the students at stall points, the vendor/tender will be terminated and SD also forfeited.
- 2.25. In the event of refusal to carry out work by the successful Vendor on any grounds during the contract tenure, it's security deposit shall be forfeited.
- 2.26. Sales tax or any other tax on material or labour in respect of this contract shall be payable by the contractor and NIT-ANDHRA, Tadepalligudem, will not entertain any such claim whatsoever. The taxes which are applicable from time to time by the Govt. of AP/GOI are applicable at no additional cost to the institute.

2.27. All the work given in the tender shall be treated as one unit for execution and these shall be awarded to one party alone who would be overall lowest.

3. PERIOD OF CONTRACT

The work/service shall begin within 10 days of issue of Work Order/agreement. The contract is initially for a period of 06 months and may be extended for another 06 months or for a shorter period of time based on satisfactory report obtained from the Institute. The decision of the NIT Andhra Pradesh, Tadepalligudem is final and binding.

Signature of Bidder(s)

Official seal and address

SCHEDULE – C: SCOPE OF WORK AND PREVAILING CHARGES FOR ITEMS / SERVICES

(SUBJECT TO REVISION)

NIT ANDHRA PRADESH, TADEPALLIGUDEM

Scope of Work:

Subject:

Contract for running of tea point in the Institute campus of NIT Andhra Pradesh, Tadepalligudem.

The “Tea point” will function, in the specified area of NIT Andhra Pradesh campus, Tadepalligudem. The bidder(s) shall visit this facility and ascertain the available infrastructure before submitting the bid. Any additional requirements, necessary for efficient services, shall be taken care of by the bidder(s). The rates quoted by the bidder(s) shall include the overall operational costs related to the rendering of the items / services as well as all taxes.

Area and Rent:

Sufficient area will be earmarked in the Institute. Rent of Rs. 2,000/- is payable per month.

Note:

1. Successful vendor should pay 3 months advance rent.
2. The rent should be paid on or before the 5th of every month. In case of delay fine will be imposed as per norms.
3. Working Hours will be intimated later after finalization of the contract.

I/We agree to the above terms and conditions specified.

Signature of Bidder(s)

Official seal and address

List of Items

PERISHABLE AND NON-PERISHABLE ITEMS

S.No.	Item	Brand
1	Elachi	Grade – I
2	Sugar	Grade – I
3	Jaggery	Grade – I
4	Tea Powder	Red Label/Taj Mahal/Lipton
5	Coffee Powder	Brook Bond/Green Label
6	Cooking Gas	HP Gas/19 Kg. Commercial.
7	Black Pepper	Grade – I
8	Mint	Fresh
9	Honey	Grade – I
10	Ginger	Fresh
11	Lemon	Fresh

Note:

1. The above commodities should be used before the expiry date.

Annexure – I - FINANCIAL BID

NIT ANDHRA PRADESH, TADEPALLIGUDEM TEA POINT ITEMS LIST					
S.No	Item Name	Weight (in Grms/ml)	Quantity in (Nos)	Price (Rs.)	Discount as % on specified price
Tea items					
1	Tea	100 ml	01 cup	10	
2	Coffee	100 ml	01 cup	20	
3	Milk	100 ml	01 cup	10	
4	Milk with boost/bournivita	100 ml	01 cup	12	
5	Masala Tea	100 ml	01 cup	12	
6	Ginger Tea	100 ml	01 cup	15	
7	Lemon Tea	100 ml	01 cup	15	
8	Ginger Lemon Tea	100 ml	01 cup	20	
9	Green Tea	100 ml	01 cup	20	
10	Badam Tea	100 ml	01 cup	20	
11	Black pepper milk	100 ml	01 cup	20	
12	Sugar less Tea	100 ml	01 cup	20	
13	Jaggery Tea	100 ml	01 cup	20	
14	Dum Tea	100 ml	01 cup	10	
16	Black short Tea	100 ml	01 cup	20	
17	Kullad chai	100 ml	01 cup	20	
Snacks					
1	Samosa	-	2 no. s	15	
2	Rusk	-	2 no. s	5	
4	Osmania Biscuit	-	2 no. s	6	
5	Dry Fruit Biscuit	-	2 no. s	15	
<p>The average % discount on individual specified prices of all the items is _____</p>					

NOTE:

- The prices mentioned above are including parcel charges.
- All the packed items on MRP with discounts wherever applicable.
- Apart from the above, the vendor should not sell any item available in other stalls and shops in NIT Andhra Pradesh, Tadepalligudem. Otherwise, a fine of Rs. 10,000/- will be imposed.

I/We agree to the above terms and conditions specified.

Signature of Bidder(s)

Official seal and address

CHECKLIST

The Bidder may use the checklist below, to ensure that the tender submitted is complete in all respects.

Cover (a) **“Technical Bid”** should contain the following documents:

S. No	Particulars	Yes	No
1	The original tender schedule downloaded from the NIT Andhra Pradesh website.		
2	Crossed Demand Draft from National Bank towards Tender Processing Fee		
3	Crossed Demand Draft from National Bank towards EMD		
4	Previous work orders		
5	Satisfactory certificates		
6	Financial turnover certificates issued from competent authority		
7	Copy of registration of firm		
8	Copy of PAN card		
9	latest Income Tax Saral form>Returns		
10	Copy of GST registration		
11	Copy of Aadhar card		
12	Signed undertaking by the Bidder/Vendor (declaration)		

Note: All the pages of the original bid document may be serially numbered and signed by the Bidder.

Signature of the Bidder with stamp

(on the official letterhead of the firm)

Ref: _____

Declaration by the Bidder

I/We hereby declare that all the terms and conditions of the tender document has/have been read by me/us and I/we accept all the terms and conditions mentioned in the tender document and shall comply with them strictly.

Further I/We hereby declare the following:

1. I/We never been blacklisted by any institution/department due to any reason.
2. I/We are ready to get our capabilities inspected by the Officer/Committee of the University, to judge the level of competency for undertaking the work.

If our bid is accepted, we undertake to:

1. Not to object our disqualification on the basis of above declaration, if found wrong and misrepresented at any point of time during contract.
2. The workers deployed will be more than 18 years and shall comply all the statutory requirements.

Place:

Bidders signature

Date:

Official Seal

(ADDRESS SLIP)

Please paste this on your envelope)

Tender No. & Date: _____

Name of the item(s): _____

(as mentioned in the tender)

Due Date: _____

To,

TENDER BOX

C/o. Director

National Institute of Technology Andhra Pradesh

Sri Vasavi Engineering College Campus

Pedatadepalli, Tadepalligudem-534102,

West Godavari District

From: _____
