

NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

DEPARTMENT OF WATER RESOURCES AND OCEAN ENGINEERING

POST SRINIVASNAGAR, MANGALORE – 575 025 (D K)

Phone: (0824) 2474000.

Fax: (0824) 2474033

E- mail: info@nitk.ac.in

Website: <http://www.nitk.ac.in>



TENDER DOCUMENT

Tender Notification. No. NITK/WROE/HR/NGP-DST/FOOD/04

Dated 18/04/2022

Name of Goods : **Supply of food (breakfast, snacks, lunch and dinner) for maximum 35 persons or actual number for 21 days**

Estimated amount put to Tender : Rs.3,30,000.00 lakhs

E M D Amount : Rs 6600.00 (2% of estimated).

Time for Supply of item after the release of a Purchase order : Starts from 11th May to 31st May 2022 (21 Days).

Last Date for submission of tender : 25/04/2022 **before 3.00 PM**

Address for Submission of Tender : Dr. Ramesh, H
Associate Professor,
Dept. of water resources and ocean engineering,
National Institute of Technology Karnataka,
Surathkal, Mangaluru-575025,
Mob:9880173290

Date of opening of technical bid : 27/04/2022 at 3.30 PM (if possible)



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Date: 18/04/2022.

NOTICE INVITING TENDER (NIT)

The National Institute of Technology Karnataka, Surathkal (in short – NITK, Surathkal) is an autonomous Institute Ministry of HRD Govt. of India, a Deemed University, imparting Technical Education and engaged in Research Activities. It is proposed to procure the items for the departmental academic/research activities.

Sealed Tenders are invited for the following items in **two cover system** (i.e., Technical bid and financial bid) subject to the following terms and conditions, from the reputed manufacturers or it's authorised dealers so as to reach this office on or before scheduled date and time. The tender (Technical bid) will be opened on the same day if possible in the presence of bidders or their authorized agents who may choose to be present. The financial bid of only such bidders whose technical bid is accepted shall be opened on the same day or later pre-informed date.

1.Name of Goods/Service: Supply of food (breakfast, snacks, lunch and dinner) for maximum 35 persons or actual number for 21 days

2. Estimated Cost : Rs 3,30,000.00 (Rupees three lakh thirty thousand only)

3. E M D : Rs 6600.00 (Rupees six thousand six hundred only)

4. Time for completion of Supply after Placing Purchase Order: Starts from 11th May to 31st May 2022 (21 Days)

5. Last date at time for submission of Tender : 25/04/2022 before 03:00 PM

6. Tender to be submitted at the following address: Dr. Ramesh, H
Associate Professor,
Dept. of water resources and ocean
engineering,
National Institute of Technology Karnataka,
Surathkal, Mangaluru-575025,
Mob:9880173290

7. Place, Date and Time of opening of technical bid:
Date: 27/04/2022 Time : 3.30PM VENUE: Board Room, NITK

Note: Institute shall not be responsible for any postal delay about non-receipt /nondelivery of the bids or due to the wrong addressee.

**Sd/-
HOD**

SECTION 1: INSTRUCTION TO BIDDER (ITB)

1. The bid should be submitted in two covers System-Technical Bid and Financial Bid:

1.1 Envelope No.1 – Technical Bid: The agencies should give details of their technical soundness and provide a list of customers of previous supply of similar items to Universities, Institutes or Government Departments/ Undertakings/ public sectors with contact details. The details of the Bidder/ profile should be furnished along with the copy of all related documents. This envelope should be sealed and duly super-scribed as “**Envelope No. 1 – Technical Bid**”. Full name and address of the Bidder should also be mentioned on the envelope and should be addressed to The Director, NITK, Surathkal.

1.2. Documents to be submitted in the technical bid:

- a) The Bidder should possess Licence certificate for manufacture /supply of the item.
- b) List of Owner/partners of the firm and their contact numbers
- c) The Bidder should possess Income tax PAN Number.
- d) The Bidder should possess GST registration and TIN number.
- e) Catalogue of the Product with detailed product specifications.
- f) List Service Centres
- g) List of customers with contact details.
- h) The average annual turnover should not be less than 30% of the estimated cost put to tender/Tender for the job work. The copy of the Balance sheet, Profit & Loss A/c., Trade or Manufacturing A/c for the last 3 years should be enclosed
- i) **Warranty Period Offered for the tendered item to be specified. If the Warranty period is not conforming to the schedule of requirements given in section 3 of the document, the bid is liable to be treated as non-responsive and rejected.**
- j) **EMD in an original form valid for minimum six months, through Bank Guarantee drew on any scheduled bank in favour of “Director NITK, Surathkal”, payable at Surathkal should be submitted. EMD shall bear no interest. Any bid not accompanying with EMD is liable to be treated as non-responsive and rejected.**
- k) **Contract form given in section 5 needs to be submitted.**

The above documents should be furnished in the technical bid envelope.

2. Envelope No.2 – Financial bid: The agencies should submit their financial bid as per the format is given in Section 4 of the Notice Inviting Tender in this cover. The rate should be quoted both in words and figures. All the pages of the financial bid should be signed affixing the seal. All corrections and overwriting should be initialled. This envelope should be duly superscribed as “**Envelope No. 2 – Financial bid**”. Full name and address of the Bidder should also be mentioned on the envelope and should be addressed to The Director, NITK, Surathkal.

Both the Envelope No. 1 and 2 should be kept in another separate envelope duly superscribed with the following details.

**(i) Tender Notification Number (ii) “Tender for the supply of.....” (iii) Not to Open before
(Date and Time)**

Mention “Kind Attention: Contact Person’s Name and Phone Number”, and submit at the address given in the Notice Inviting Tender.

3 The tender will be accepted only from the manufacturers or its authorised supplier.

4. The Institute **reserves the right to visit the factory** before or after the issue of supply order to satisfy itself regarding the quality of production. In case of any remarks /default noted, the EMD will be forfeited even if pre-qualified.
5. **The Financial Bid shall be in the format of Price Schedule given in Section 4. The Contract form as per format is given in section 5 shall be submitted. The incomplete or conditional tender will be rejected.**
6. Details of the item to be carried out, approximate quantity and the specifications are mentioned in “**Section 3**” appended to this Notice Inviting Tender.
7. **The item to be used is strictly according to the specification and subject to test by the Institute/concerned authorities. It must be delivered and installed in good working condition.**
8. The Institute **reserves the right to cancel or reduce the quantity** included in the schedule of requirements at any time after acceptance of the tender with a notice. The Contractor/Supplier shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work/supply in full but he did not derive in consequence of the foreclosure of the whole or part of the works.
9. **Performance Security of 5 % of contract value in terms of Bank Guarantee by scheduled banks shall be given by the successful bidder for the total period of Warranty.**
- 11 **The release of EMD:** The EMD shall be released after receipt of performance security from the successful bidder.
- 12 **The validity of bids:** The rate quoted should be valid for a minimum of 90 days. No claim for escalation of the rate will be considered after opening the Tender.
- 13 **Imports: In case, Goods are to be Imported, the Indian agent should furnish authorisation certificate by the principles abroad for submission of the bid in response to this Notice Inviting Tender.**
- 14 Clarification of Tender Document:
A prospective bidder requiring any clarification of the Tender Document may communicate to the contact person given in this notice inviting tender. The contact person will respond to any request for clarification for the Tender Document received not later than 5 working days prior to the last date for the receipt of bids
- 15 Amendment of Tender document: At any time prior to the last date for receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Tender document by an amendment.
- 16 **Institute may at its own discretion extend the last date for the receipt of bids.**
- 17 The bids shall be written in English language and any information printed in another language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.
- 18 The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids. The decision of the Institute Purchase Committee is final in all matters of tender and purchase.

19 The bidder should give the following declaration while submitting the Tender.

DECLARATION

I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I /we understand that my/our tender will be summarily rejected and full Earnest money deposit will be forfeited and I /we are/are liable to be banned from doing business with NITK, Surathkal and/or prosecuted.

Signature of the Bidder : _____

Name and Designation : _____

Business Address : _____

Place :

Seal of the Bidder's Firm

Date :

19. Any other details required may be obtained from the contact person given in the notice inviting tender during the office hours.

SECTION 2: CONDITIONS OF CONTRACT.

1. In the case of import, both CIF and/ or FOB rate should be quoted. All components of expenditure to arrive at Bangalore need to be explicitly specified.
2. The bidder shall indicate the excise duty exemption for the goods if applicable.
3. The rates should be quoted for preferably FOR destination from supply within India.
4. The institute is eligible for customs duty & GST exemption
5. The rate quoted should be on a unit basis. Taxes and other charges should be quoted separately, considering exemptions if any.
6. Rate quoted should be inclusive of Testing, commissioning and Installation of equipment and Training.
7. Payment: No advance payment will be made. Payment will be made only after the supply of the item in good and satisfactory condition and receipt of performance security by the supplier. **In the case of Imports, the payment will be made through LC / Sight Draft / After Installation, and performance security need to be submitted at the time of LC commitment/issue of sight draft.**
8. Guarantee and Warranty period should be specified for the complete period conforming to section 3 of this tender document.
9. The period required for the supply and installation of the item should be specified conforming to section 3 of this tender document.
10. In case of dispute, the matter will be subject to Mangalore Jurisdiction only.

SECTION 3: SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS

[To be filled up by the Department / Center of NITK, Surathkal]

Item(s) Name to be Procured : **Supply of food (breakfast, morning snacks, lunch, evening snacks and dinner) for maximum 35 persons or actual number for 21 days**

Type (Equipment / Software / Furniture / Others) : Others

Brief Specifications of the Item(s) : attached
(Attach Additional Sheet if necessary)

Quantity : 35 persons with breakfast, morning snacks, lunch, evening snacks and dinner for 21 days

Any other details / requirement : Dinner includes non-vegetarian dish along vegetarian for 5 days within 21 days

Warranty Period required : Nil

Delivery Schedule expected after release of Purchase order (in Weeks) : Supply of food starts from 11th May 2022 till 21st <May 2022. Food should be served in hot and good quality at the venue and NITK Guest house by the supplier along with drinking water

EMD (in Rupees) :6600.00

Performance Security to be given by Successful Bidder after release of Purchase Order (in Rupees) : Nil

Day-wise food specification

Date		Specification of items	Qty
11-05-2022 Wednesday	Breakfast	Coffee/Tea +2Idli+Sambar+Chetney+Kesari bath	35
	Snack	Dry fruits+Coffee/Tea+Cutlet	60
	Lunch	2-Chapathi+ Veg Kurma+ 1 type veg sabji+Rice+ Sambar+pickle+1 cup buttermilk	35
	Snack	Coffee/Tea+ wada	35
	Dinner	2 Chapathi+ Veg Kurma+ Pullav+Rice+Sambar+pickle+curd	35
12-05-2022 Thursday	Breakfast	Coffee/Tea +2 Dosa +Chetney+Upma	35
	Snack	coffee/Tea+1 slice dry cake	35
	Lunch	2-Chapathi+ Veg Kurma+ 1 type veg sabji+Rice+ Sambar+pickle	35
	Snack	coffee/Tea+1 chattam wada	35
	Dinner	2 Chapathi+ Veg Kurma+ Pullav+Rice+Sambar+pickle+curd	35
13-05-2022 Friday	Breakfast	Coffee/tea+Lemon rice+ kesar bath	35
	Snack	Coffee/Tea+4 piece of dry fruits	35
	Lunch	2-Chapathi+ Veg Kurma+ 1 type veg sabji+Rice+ Sambar+pickle+1 cup buttermilk	35
	Snack	Coffee/Tea+Goodday Buscite	35
	Dinner	2 Chapathi+ Veg Kurma+ Pullav+Rice+Sambar+1 Boiled egg+pickle	35
14-05-2022 Saturday	Breakfast	Coffee/Tea+ 4 Paddu+1dosa	35
	Snack	Coffee/Tea+Buisccites	35
	Lunch	2-Chapathi+ Veg Kurma+ 1 type veg sabji+Rice+ Sambar+1cup payasam+1 cup buttermilk	35
	Snack	Coffee/Tea+1 samosa	35
	Dinner	2 Chapathi+ Veg Kurma+ Pullav+Rice+Sambar++pickle+curd	35
15-05-2022 Sunday	Breakfast	coffee/Tea+Upma+Kesar bath	35
	Snack	Coffee/tea+ Biscuits	35
	Lunch	2-Chapathi+ Veg Kurma+ 1 type veg sabji+Rice+ Sambar+2 PIECE OF CHICKEN+pickle+1 cup buttermilk	35
	Snack	Coffee/Tea+Wada	35
	Dinner	2 Chapathi+ Veg Kurma+ Pullav+Rice+Sambar+Payasam+pickle+curd	35
16-05-2022 Monday	Breakfast	Coffee/Tea +2Idli+Sambar+Chetney+Kesari bath	35
	Snack	Coffee/Tea+Cutlet	35
	Lunch	2-Chapathi+ Veg Kurma+ 1 type veg sabji+Rice+ Sambar+pickle+1 cup buttermilk	35
	Snack	Coffee/Tea+ wada	35
	Dinner	2 Chapathi+ Veg Kurma+ Pullav+Rice+Sambar+pickle+Payasam	35

17-05-2022 Tuesday	Breakfast	Coffee/Tea +2 Dosa +Chutney+Upma	35
	Snack	coffee/Tea+1 slice dry cake	35
	Lunch	2-Chapathi+ Veg Kurma+ 1 type veg sabji+Rice+ Sambar+pickle+payasam+1 cup buttermilk	35
	Snack	coffee/Tea+1 chattam wada	35
	Dinner	2 Chapathi+ Veg Kurma+ Pullav+Rice+Sambar+pickle+curd	35
18-05-2022 Wednesday	Breakfast	Coffee/tea+Lemon rice+ kesar bath	35
	Snack	Coffee/Tea+4 piece of dry fruits	35
	Lunch	2-Chapathi+ Veg Kurma+ 1 type veg sabji+Rice+ Sambar+pickle+1 cup buttermilk	35
	Snack	Coffee/Tea+Goodday Buscite	35
	Dinner	2 Chapathi+ Veg Kurma+ Pullav+Rice+Sambar+2 PICE CHICKEN+pickle	35
19-05-2022 Thursday	Breakfast	Coffee/Tea+ 4 Paddu+1dosa	35
	Snack	Coffee/Tea+Buisccites	35
	Lunch	2-Chapathi+ Veg Kurma+ 1 type veg sabji+Rice+ Sambar+1cup payasam+pickle+1 cup buttermilk	35
	Snack	Coffee/Tea+1 samosa	35
	Dinner	2 Chapathi+ Veg Kurma+ Pullav+Rice+Sambar++pickle+curd	35
20-05-2022 Friday	Breakfast	coffee/Tea+Upma+Kesar bath	35
	Snack	Coffee/tea+ Buisccites	35
	Lunch	2-Chapathi+ Veg Kurma+ 1 type veg sabji+Rice+ Sambar+2 PIECE OF CHICKEN+pickle+1 cup buttermilk	35
	Snack	Coffee/Tea+Wada	35
	Dinner	2 Chapathi+ Veg Kurma+ Pullav+Rice+Sambar+Payasam+1 Boiled egg	35
21-05-2022 Saturday	Breakfast	Coffee/Tea +2Idli+Sambar+Chetney+Kesari bath	35
	Snack	Coffee/Tea+Cutlet	35
	Lunch	2-Chapathi+ Veg Kurma+ 1 type veg sabji+Rice+ Sambar+pickle+1 cup buttermilk	35
	Snack	Coffee/Tea+ wada	35
	Dinner	2 Chapathi+ Veg Kurma+ Pullav+Rice+Sambar+Payasam+pickle+curd	35
22-05-2022 Sunday	Breakfast	Coffee/Tea +2 Dosa +Chetney+Upma	35
	Snack	coffee/Tea+1 slice dry cake	35
	Lunch	2-Chapathi+ Veg Kurma+ 1 type veg sabji+Rice+ Sambar+pickle+1 cup buttermilk	35
	Snack	coffee/Tea+1 chattam wada	35
	Dinner	2 Chapathi+ Veg Kurma+ Pullav+Rice+Sambar+pickle+Payasam+curd	35
23-05-2022	Breakfast	Coffee/tea+Lemon rice+ kesar bath	35

Monday	Snack	Coffee/Tea+4 piece of dry fruits	35
	Lunch	2-Chapathi+ Veg Kurma+ 1 type veg sabji+Rice+ Sambar+pickle+1 cup buttermilk	35
	Snack	Coffee/Tea+Goodday Buscite	35
	Dinner	2 Chapathi+ Veg Kurma+ Pullav+Rice+Sambar+Payasam+pickle	35
24-05-2022 Tuesday	Breakfast	Coffee/Tea+ 4 Paddu+1dosa	35
	Snack	Coffee/Tea+Buisccites	35
	Lunch	2-Chapathi+ Veg Kurma+ 1 type veg sabji+Rice+ Sambar+1cup payasam+1 cup buttermilk+curd	35
	Snack	Coffee/Tea+1 samosa	35
	Dinner	2 Chapathi+ Veg Kurma+ Pullav+Rice+Sambar+pickle+Payasam	35
25-05-2022 Wednesday	Breakfast	coffee/Tea+Upma+Kesar bath	35
	Snack	Coffee/tea+ Buisccites	35
	Lunch	2-Chapathi+ Veg Kurma+ 1 type veg sabji+Rice+ Sambar+2 PIECE OF CHICKEN+++pickle+1 cup buttermilk+curd	35
	Snack	Coffee/Tea+Wada	35
	Dinner	2 Chapathi+ Veg Kurma+ Pullav+Rice+Sambar+Payasam+pickle	35
26-05-2022 Thursday	Breakfast	Coffee/Tea +2Idli+Sambar+Chetney+Kesari bath	35
	Snack	Coffee/Tea+Cutlet	35
	Lunch	2-Chapathi+ Veg Kurma+ 1 type veg sabji+Rice+ Sambar+Pickle+1 cup buttermilk+curd	35
	Snack	Coffee/Tea+ wada	35
	Dinner	2 Chapathi+ Veg Kurma+ Pullav+Rice+Sambar+Pickle	35
27-05-2022 Friday	Breakfast	Coffee/Tea +2 Dosa +Chetney+Upma+1 Boiled egg	35
	Snack	coffee/Tea+1 slice dry cake	35
	Lunch	2-Chapathi+ Veg Kurma+ 1 type veg sabji+Rice+ Sambar+Pickle+1 cup buttermilk+curd	35
	Snack	coffee/Tea+1 chattam wada	35
	Dinner	2 Chapathi+ Veg Kurma+ Pullav+Rice+Sambar+Payasam	35
28-05-2022 Saturday	Breakfast	Coffee/tea+Lemon rice+ kesar bath	35
	Snack	Coffee/Tea+4 piece of dry fruits	35
	Lunch	2-Chapathi+ Veg Kurma+ 1 type veg sabji+Rice+ Sambar+Pickle+1 cup buttermilk+curd	35
	Snack	Coffee/Tea+Goodday Buscite	35
	Dinner	2 Chapathi+ Veg Kurma+ Pullav+Rice+Sambar+Payasam	35
29-05-2022 Sunday	Breakfast	Coffee/Tea+ 4 Paddu+1dosa	35
	Snack	Coffee/Tea+Buisccites	35
	Lunch	2-Chapathi+ Veg Kurma+ 1 type veg sabji+Rice+ Sambar+2 PIECE OF CHICKEN+Payasam+pickle+1 cup buttermilk+curd	35

	Snack	Coffee/Tea+1 samosa	35
	Dinner	2 Chapathi+ Veg Kurma+ Pullav+Rice+Sambar+Payasam+Pickle+Chicken Biryani	35
30-05-2022 Monday	Breakfast	coffee/Tea+Upma+Kesar bath	35
	Snack	Coffee/tea+ Biscuits	35
	Lunch	2-Chapathi+ Veg Kurma+ 1 type veg subji+Rice+ Sambar+1cup payasam+pickle+1 cup buttermilk+curd	35
	Snack	Coffee/Tea+Wada	35
	Dinner	2 Chapathi+ Veg Kurma+ Pullav+Rice+Sambar+Payasam	35
31-05-2022 Tuesday	Breakfast	Coffee/Tea +2Idli+Sambar+Chetney+Kesari bath	35
	Snack	Coffee/Tea+Cutlet	35
	Lunch	2-Chapathi+ Veg Kurma+ 1 type veg sabji+Rice+ Sambar+1 cup buttermilk+ curd	35
	Snack	Coffee/Tea+ wada+Dry fruits, + 1 Samosa	35
	Dinner	2 Chapathi+ Veg Kurma+ Pullav+Rice+Sambar	35

Note:

1. The food is of good quality prepared with tasty and hygienic.
2. Refined sunflower oil, Sonamasuri rice, fresh vegetables, KMF Nandini milk and curd, and good quality of tea or coffee powder is to be used in all days.
3. One idli of 100 gram and on cup of upma/kesar bath 100 gram, 100 ml of payasam, 200 gram of Rice, 200 gam of Pullav, 100 gram of sabji or veg kurma is to be served. 1 Dosa is of 100 gram.
4. 100 gram chicken with fresh cut and cooked dry/gravy
5. Curd of 100 ml for rice.
6. The food to be served at prescribed venue at the suppliers cost in hot condition.
7. Drinking water is to be supplied by the supplier.
8. The supplier has to take care of waste generated and properly disposed by the supplier.
9. A proper COVID-19 SOP is to followed during preparation, and serving. Face mask, hand gloves, for server is a must.
10. Maximum number of 35 but actual on count if goes below 35 nos.



NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

SECTION 4 - PRICE BID (for indigenous Supplies)

[To be used by the bidder for submission of the bid]

Reference Number:

Date:

Sr. No.	Description of the Item and Specification	Qty. in Units	Unit Price (Rs.)	Discount %	GST (%)	Other charges if any (please specify details)	Total Price (Rs.)

1. Delivery Mode: Delivery at NITK Surathkal, at the site only.

Total Bid Price in the above column should be inclusive of all taxes and levies transport, loading, unloading etc.

Delivery Period:..... days.

Validity Date: Minimum 90 days from the date of submission of Tender/Tender.

2. Payment Term: Payment within 30 days from the date submission of bill Acceptance Certificate to concerned Dept./ Sect.

PAN No. :

GST Registration No. :

Seal and Signature:.....

Name & Business Address:.....

Note: Price Bid should be submitted in given format only. For additional information/extra items above format may be typed and used.

Place:

Date:



NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

SECTION 4 - PRICE BID (for Imported Supplies)

[To be used by the bidder for submission of the bid]

Reference Number:

Date:

S. No.	Description of Items & Specifications	HSN/SAC Code	Quantity in Units	IGST %	Price basis (CIF)	Total Bid Price
	Installation and Commissioning Charges (if any, quote in INR)					
	Bidder Commission (if any quote in %)					
	Other Charges (please specify details)					
Grand Total						

HSN Code: Harmonised System of Nomenclature Code no. and # SAC Code: Service Accounting Code no.

1. Delivery Period:..... days.
2. Validity Date: Minimum 90 days from the date of submission of Tender.
3. The validity of the bid: 90 days from the date of submission of the Tender or Tender.
4. Mode of Shipment: _____
5. Port of Shipment: _____

Place:

Date:

SECTION 5 : CONTRACT FORM

[To be provided by the bidder in the business letter head]

1. (Name of the Supplier's Firm) hereby abide to deliver them by the delivery schedule mentioned in section 3 tender document for the supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in the tender document without any defect and deviations.
3. Warranty will be given for the period mentioned in the tender document and service will be rendered to the satisfaction of NITK, Surathkal during this period.

Signature of the Bidder : _____

Name and Designation : _____

Business Address : _____

Place :

Seal of the Bidder's Firm

Date :