



NATIONAL INSTITUTE OF DESIGN, ASSAM
Tocklai, Rajabari, Jorhat-785014 Assam

(NIDJ/2026-27/CAFETERIA/0183 dated 16.06.2026)

एनआईडी असम में ऑन-कैंपस कैफेटेरिया चलाने के लिए फर्म/एजेंसी को
नियुक्त करने" के लिए प्रस्ताव का अनुरोध

Request for Proposal For

“Engagement of a firm/agency for Operating the On-campus Cafeteria at NID Assam”

विषय: एनआईडी असम में ऑन-कैंपस कैफेटेरिया चलाने के लिए फर्म/एजेंसी को नियुक्त करने के लिए प्रस्ताव का अनुरोध।

Subject: Request for Proposal for Engagement of a firm/agency for Operating the On-campus Cafeteria at NIDJ.

1. परिचय/INTRODUCTION:

National Institute of Design, Assam is an institution of National Importance established under the *Department for Promotion of Industry and Internal Trade (DPIIT)*, Ministry of Commerce & Industry, Govt. of India, with its mandate to provide world-class design education.

NID, Assam invites Sealed proposal in two bid systems (**Technical & Financial Bid separately in master envelope**) for Engagement of a firm/agency having competence in this field for Operating the On-campus Cafeteria at National Institute of Design, Assam. Sealed Documents are to be submitted Offline to **Chief Administrator Officer I/c, NID Assam, Vill- Tocklai, PO-Rajabari, Jorhat, Assam-785014** before the prescribed date and time: -

Date & Time For:	Date and Time
Date & Time of Pre-bid Meeting	22-06-2026 at 02:30 PM
RFP Publishing Date	16-06-2026 at 01:00 PM
Proposal Submission Start Date	16-06-2026 from 01:30 PM
Proposal Submission End Date	07-07-2026 till 02:00 PM
Last date of sending query through email related to the RFP document	25-06-2026 till 02:30 PM
Last date of physical submission of documents as specified in the RFP document (Super scribing Name of Proposal, RFP No., and Date/Time of Opening) in a separate sealed envelope with a complete postal address.	07-07-2026 up-to 02:00 PM
Date of Opening of Proposal	07-07-2026 at 03:00 PM
Address for submission of Hard Copies	In-physical: Drop in the Tender Box at Main Gate of NID Assam. By Post: Chief Administrator Officer I/c , National Institute of Design, Assam, Tocklai, Rajabari, Jorhat-785014 Assam.

Detailed Terms and conditions, Scope of work, various formats, and proforma for submitting the proposal are described in this RFP document and its Annexures. For any query, please send an email to tenders@nidj.ac.in or contact on Phone No. 0376-231-0108.

2. योग्यता के मानदंड / ELIGIBILITY CRITERIA:

- a. The bidder should be a registered entity i.e. a proprietorship firm/partnership firm/Pvt Company/LLP etc.
- b. The bidder should be experienced in operating at least one food & beverage selling outlet/Restaurant/cafe in any of the Northeastern states for the last 1 year. (Submit Documentary evidence like Incorporation-Certificate/Trade License/Shop & Establishment License to establish experience/presence in similar service)
- c. The bidder should have a valid GST Registration Certificate & Trade License at the Consignee location i.e the consignee's district.
- d. **The bidder should have a valid FSSAI License.**
- e. Bidder should not have been debarred/ blacklisted by any State Government or Central Government Organization or their instrumentalities. And there should not be any criminal case pending before any court of competent jurisdiction. Bidder to submit undertaking (Notarized/Self Declaration) to this effect with the proposal.

3. काम का दायरा / SCOPE OF WORK:

- a) The selected bidder shall be responsible for Operating the On-campus Cafeteria at National Institute of Design, Assam for catering the Food & Beverage needs of Students and Staffs of the Institute. The bidder shall be responsible for engaging manpower and maintaining all necessary infrastructure and resources as its own cost, no assistance from the Institute shall be provided in this regard.
- b) The selected bidder shall be responsible for collecting payments from the students and staff for the services/purchases rendered to them. National Institute of Design Assam shall not make any payments against the services/purchases rendered to the students. However, certain catering/Fooding services might be required by the Institute, in that scenario formal intimation certified by Chief Administrative Officer/Administrative Officer shall be issued to the successful bidder and payments against such requisitions shall be made within 15 days of the date of receipt of such invoices.
- c) The selected bidder should keep the cafeteria open from 08.30 a.m. to 6:30 p.m. for the use of the students & staff.
- d) Door delivery service facility in the administrative and academic building should be provided without any additional cost.
- e) Intending agencies are to inspect and examine the site and its surroundings and satisfy themselves before submitting the tenders. An agency should be deemed to have full knowledge of the site whether they inspect it or not and no extra charges consequent to any misunderstanding or otherwise shall be allowed. Submission of a proposal by an agency implies that it has read this notice and all other contract documents and has made itself aware of the scope and specifications of the work to be done.

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4. प्रस्ताव जमा करना / SUBMISSION OF PROPOSAL:

The interested firms meeting the pre-qualification criteria are required to submit their proposal in sealed envelopes. The quotation should contain the following documents:

1. Pre-qualification Criteria sheet in **PART-A (TECHNICAL)** along with all supporting documents
2. Financial Quote as per the format in **PART-B (FINANCIAL)**

All the pages of the RFP documents including the annexure and copy of certificates should be signed by the authorized person of the Firm, along with the seal of the firm. **The envelopes (both Technical & Financial bid) should be super scribed:**

“Proposal for Engagement of a firm/agency for Operating the On-campus Cafeteria at NID Assam”

Submitted by: (Name, Address, E-mail and Telephone Number of the Firm)

Submitted to: **The Chief Administrative Officer, NID Assam, Jorhat – 785014**

The Applicant can submit the proposal by registered post /courier/Speed post or submit the same in person, to reach the designated address by the time and date stipulated. No delay in the submission of the Quotation for any reason will be entertained. **Any Quotation received by the Institute after the deadline or without super scribing shall not be opened.**

5. प्रस्ताव का मूल्यांकन / EVALUATION OF PROPOSAL:

The quotation will be evaluated by the NID Assam’s tender evaluation committee constituted by the Director, NID Assam. The committee shall evaluate and compare the quotations determined to be substantially responsive, i.e. which,

- a. The Proposals fulfilling all eligibility criteria (Technical bid) will only be further evaluated as per the evaluation criteria specified in this RFP at **Annexure-V**. The bidders are required to submit all necessary documents (signed and stamped) in support of their eligibility and evaluation criteria to participate in this selection process.
- b. The Selection Committee shall evaluate the Proposal by allotting different weightage to the Evaluation Criteria as stated at **Annexure-V**.
- c. **The Proposal with maximum Avg. offered discount rate and Maximum space rent above the base rent of Rs 1000/month will be allotted the maximum score as stated in Annexure-V.**
- d. **The Proposal with the Highest score will be selected as the H1 successful bidder. In the case of a tie i.e. more than one proposal scoring the same highest score, proposal with the highest offered rent will be treated as the successful H1 bidder.**
- e. National Institute of Design, Assam reserves all the right to reject or accept any Proposal without assigning any reason, whatsoever. NIDJ takes no responsibility for the delay, loss or non-receipt of any submission or letter sent by post, within the prescribed period.
- f. The Standstill period 2 (two) working days after the date on which the Letter of Intent is sent to the selected bidder.
- g. The decision of the institute will be final in this regard.

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6. स्पष्टीकरण / CLARIFICATIONS:

After opening of the Proposal, if it becomes necessary for NID, Assam to seek clarifications from the bidders, the same will be sought for from the bidders.

7. छुट्टियाँ / HOLIDAYS:

If the date specified for the opening of the tenders is declared as a holiday by the competent authority due to any reasons, then the date for opening of RFP will get postponed automatically to the next working day.

8. ऑफ़र की वैधता / VALIDITY OF OFFERS:

Offers shall be kept valid for acceptance for a period of 6 months from the date of opening of the Proposals and may be increased with mutual consent.

9. अनुबंध की अवधि / PERIOD OF CONTRACT:

The contract period is for 12 months i.e. 1 year (Extendable for another one year upon satisfactory performance on mutual agreement and on same terms and conditions)

10. टेंडर के बारे में स्पष्टीकरण / CLARIFICATION OF TENDER

10.1 Clarification of any doubts of the intending tenderers related to Bid document and scope of work can be mailed to **tenders@nidj.ac.in**. Name of the tenderer with details of the Tender should be mentioned with the clarification sought without which no response shall be provided to that query.

10.2 The response to the query/ clarification raised by any tenderer will be uploaded on the website along with queries/clarifications raised or mailed to them. Accordingly, corrigendum shall be published (if required).

10.3 No Queries shall be entertained **in-person and after the last date for raising of query!**

11. प्रदर्शन / PERFORMANCE:

In case the performance of the bidder is not found to be satisfactory with regard to quality, delivery, service obligation and non-fulfilment of terms and conditions of the contract, their offer is liable to be rejected by NID, Assam.

12. प्रस्ताव की स्वीकृति / ACCEPTANCE OF PROPOSAL:

The acceptance of offer shall be communicated to the successful bidder through a letter of intent followed by Award of Contract.

13. समझौते का निष्पादन / EXECUTION OF AGREEMENT:

The bidder(s) whose Proposal(s) is/are accepted shall be required to be present at the office of the Chief Administrative Officer of the Institute in person or if a firm or company by their authorized representative to execute an agreement on non-judicial stamp paper of Rs. 100/- for satisfactory

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completion of the job incorporating the conditions mentioned in the tender document and conditions if any subsequently agreed/modified, within 15 days from date of issuance of the letter of intent.

14. अनुबंध की समाप्ति / TERMINATION OF CONTRACT:

The contract shall stand terminated on account of

- i. Unsatisfactory performance during the **three-month trial period or extended trial period.**
- ii. On expiry of the contract period if not extended further.
- iii. In case of unsatisfactory performance or for any other reason, the contract can be terminated at any time during the tenure of the contract at the sole direction of NID, Assam by giving one month notice to the contractor.
- iv. The contract shall stand terminated in the event of filing any legal petition against NID, Assam by the H1 Bidder or any of his employees with regards to labour/ laws/ rules or in case of any agitation/ strike initiated by the H1 Bidder 's employees.
- v. In case, the H1 Bidder wants to discontinue the contract, he has to serve 3 (three) months advance notice to NID, Assam in writing narrating the reason for discontinuation.
- vi. If the H1 Bidder suspends the services without any notice to NID, Assam, the whole amount of security deposit shall be forfeited in addition to the loss incurred in making alternate arrangements during the shortfall in the notice period.

15. सब-कॉन्ट्रैक्ट / SUB-CONTRACT:

The firm shall not unilaterally transfer or assign or sublet any part of this agreement wholly or partially or otherwise the conduct of said proposal to any other person, firm or company or any other institution/ organization.

16. रद्द करने का अधिकार / RIGHT FOR CANCELLATION:

The Competent Authority NID, Assam reserves the right to accept or reject any offer in part or full thereof without assigning any reason at any stage of the process.

17. सिक्क्योरिटी डिपॉजिट / SECURITY DEPOSIT:

The successful firm/company shall deposit with NID, Assam an amount of **Rs 20,000/- as security deposit within 15 days** from the date of issue of letter of intent **valid for 26 months** in the form of **Pledge FD/Demand draft/Bank guarantee from SBI/Nationalized banks or any one of the scheduled banks** issued in favour of “National Institute of Design, Assam” payable at Jorhat.

or through online transfer to the following account.

Account Holder Name: National Institute of Design, Assam

A/C No.: 40153013234

IFSC: SBIN0004460

Bank Name SBI, Branch: Gar Ali, Jorhat

- i. Upon the successful completion of the Contract Tenure, the Security Deposit shall be refunded,

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and no interest shall be paid thereon. The security deposit shall be refunded to the firm after 3 months from the date of expiry of the contract after adjusting of any dues to be recovered from the firm.

- ii. The whole amount of the Security Deposit will be liable to forfeiture in case of breach of any of the terms agreed upon by the firm. The security deposit shall also be liable to appropriation against dues payable to NID, Assam under the agreement or damage or expenses that may be sustained by NID, Assam because of negligence or such acts and omissions on the part of the firm or the persons deployed by him at NID, Assam.

In the event of such adjustment of security deposit fully or partly, the firm shall immediately make good the amount so appropriated from the security deposit in the form of demand draft failing which it shall be adjusted from the amount payable to the firm.

- iii. The Security Deposit shall be held by NID, Assam as security for the due performance of the firm's obligations under the Contract, provided that nothing herein stated shall make it incumbent upon NID, Assam to utilize the Security Deposit in preference to any other remedy which NID, Assam may have, nor shall be construed as confining the claims of NID, Assam against the firm to the quantum of the Security Deposit.

18. परमिट और लाइसेंस / PERMIT AND LICENSES:

The firm shall secure and pay for all licenses and permits at his end which he may be required to comply with all laws, ordinances and regulations of the public authorities in connection with the performance of his obligations under the contract. The firm shall be responsible for all damages and shall indemnify and keep NID, Assam harmless against all claims for damages and liability which may arise out of the failure of the firm to secure and pay for any such licenses and permits or to comply fully with any applicable laws, ordinances, and regulations.

19. जगह के किराए और बिजली का भुगतान / PAYMENT OF SPACE RENT & ELECTRICITY:

Space Rent (Base Rate @ Rs 1000 + Quoted Rent above base rate), Electricity (as per Meter) & Maintenance support charges of Rs 300/month shall be made quarterly (at the end of each quarter) to the NID, Assam during the Contract period.

The Institute may consider exemption of rent if the cafeteria remains un-operational for a complete month on account of vacation of students or any other reason with prior permission of the institute.

The amount shall be directly paid to the Institute bank account by means of NEFT/RTGS or other mode of online transfer, physical cash shall not be acceptable under any scenario. And the same Proof of payment shall be submitted to the Administrative Section of NIDJ. The selected bidder shall be required to pay the electricity bill as per actuals to the Institute, a separate sub-meter shall be installed at the allotted space and the selected bidder will reimburse the amount to the Institute bank account as per actual consumption and after joint inspection by the representative of the bidder and Institute.

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The selected bidder shall be responsible for any damage made to the Institute property while executing their scope of work or to the damages caused by his/her representative/employee. In that scenario the selected bidder shall be responsible for restoration/repair of the same.

20. विवादों का निपटारा / SETTLEMENT OF DISPUTES:

- i. NID, Assam and the Firm shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- ii. If the parties have failed to resolve their dispute or differences by such mutual consultation, then either the Institute or the Vendor may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or differences in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration.

21. मध्यस्थता / ARBITRATION:

- i. If dispute or difference of any kind arises between NID Assam and the vendor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
- ii. If the parties fail to resolve their dispute or difference by such mutual consultation, the same shall be referred to the sole arbitrator, to be appointed by the Director, NID Assam as per provisions of the Indian Arbitration and Conciliation Act, 1996 and the rules framed thereunder. His/ her/its decision will be final & binding on both the parties.
The venue of arbitration shall be Jorhat Assam, India. Subject as aforesaid, the provision of the Arbitration and Constitution Act 1996 and any statutory modifications or re-enactment thereof rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

22. कानूनी अधिकार-क्षेत्र / LEGAL JURISDICTION:

The agreement shall be deemed to have been concluded in Jorhat and all obligations hereunder shall be deemed to be located at Jorhat and the Court within Jorhat will have jurisdiction to the exclusion of all other Courts.

23. अप्रत्याशित घटना खंड / FORCE MAJEURE

Standard force majeure clauses shall be applicable.

24. सामान्य नियम और शर्तें / GENERAL TERMS & CONDITIONS

1. The space for cafeteria will be allotted on “as is where is” condition with electrical power points, water and drainage pipeline connection. NID Assam will offer space measuring approx. 1345 sq. ft. The cafeteria service will be provided at least from **08.30 AM to 06.30 PM from Monday to Saturday.**

2. NID Assam will not bear any expenditure for the setting up of additional stall / infrastructure.

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3. The successful bidder shall take at his/her own cost, if required, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the aforementioned services provided to NID Assam and shall indemnify NID Assam against all acts of omissions, fault, breaches and or any claim or demand, loss injury and expenses to which NID Assam may be a party or involved as a result of the agency's failure to comply with.
4. The contractor shall display the list of items & rates thereof. Also, the contractor must ensure that the displayed items are available with the date of expiry mentioned. Selling of expired items shall be punishable as per penalty clause.
5. Optimum usage of water and electricity must be ensured. Fine will be levied on any intentional wastage of water and electricity.
6. A complaint register is to be maintained in the cafeteria at a visible place. The institute administration shall have access for checking the same at any time.
7. Maintaining cleanliness, hygiene and proper upkeeping of the cafeteria will be under the scope of the contractor. Cleaning of the cooking space, floor, ceiling, dining area, cleaning of dustbins shall have to be ensured regularly. No manpower will be provided by the institute for the purpose.
8. The contractor will make his own arrangement for cooking gas, crockery, cutlery, and any other kitchen equipment.
9. Free drinking water should be available in the cafeteria during operational hours.
10. The contractor shall be responsible for ensuring safety and maintenance of all the equipment / fixtures installed / provided by the Institute, during the entire period of the contract. If any damage / loss of equipment / fixtures is found, then the same will be recovered from the agency or equivalent amount of the Security Deposit may be forfeited. The contractor shall take adequate fire safety measures and train their staff on the same.
11. The contractor may be allowed to do their brand promotion at the cafeteria premises with prior permission of the competent authority.
12. The contractor shall not sub-let the contract either in whole or in part. The premises shall not be used for residential purposes even for the staff employed by the contractor. No additions or alterations to the premises will be made without prior permission of the institute.
13. The contractor and his employees would be governed by the discipline rules as may be laid down by the Institute while they are inside the NID, Assam Campus.
14. **The institute administration reserves the right to ensure the quality and quantity of food / services provided and make surprise check and if found unsatisfactory the contract may be terminated with / without any prior notice.** The Institute reserves the right to impose a fine, if

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deemed necessary. Any raise in the price of the items available in the cafeteria menu must be mutually agreed upon and with due approval of the competent authority.

15. The conduct / characters / antecedents and proper Bonafide of the workers in the cafeteria shall be the sole responsibility of the contractor. However, the contractor should provide the details of all its employees to the Institute administration. If at any stage during the currency of contract, in any case involving moral turpitude, the contractor or its employees is / are convicted, NID, Assam reserves the exclusive and special right to terminate the Contract and, in such event, the successful bidder shall not be entitled to any compensation from NID, Assam.

16. The contractor will use commercial cylinders and ISI marked gas stove only for the purpose of cooking. Considering safety, the gas cylinder is to be kept in the gas chamber only.

17. Cafeteria employees may be issued with proper uniform (Toque, Gloves, Apron, etc.) from the contractor. The cafeteria employees should be medically fit and should have a clean / tidy appearance & maintain hygiene.

18. The waste material and unused / leftover food from Cafeteria will be removed every day. The contractor may dispose the waste food into the institute composter machine whereas the non-biodegradable waste must be disposed of by the contractor separately.

19. Cleaning and Housekeeping of cooking and dining area will be the sole responsibility of the contractor.

20. **Trial Period:** An initial three-month's trial period will be applicable for the selected contractor during which the performance will be monitored and only upon satisfactory completion of the trial period the actual period of contract will be enforceable (Inclusive of the 3 months trial).

21. MSME/Startup exemption: Exemption has been provided to the registered MSME / Startups for EMD and Minimum average annual turnover only. Bidder should submit bid category specific MSME certificate.

25. नियमों के उल्लंघन के लिए दंड / PENALTIES FOR VIOLATION OR RULES

The contractor shall be warned against any wrong done during the contract. However, repeating the same offence more than two times will attract penalty as mentioned below:

- | | | |
|----|--|------------|
| 1. | Any complaints of insects and / or foreign object in the food provided | ₹ 500/- |
| 2. | Food poisoning | ₹ 1000/- * |
| 3. | Unclean utensils | ₹ 500/- |
| 4. | Using of sub-standard cooking material | ₹ 500/- |
| 5. | Serving expired food | ₹ 1000/- |
| 6. | Intentional wastage of electricity and water | ₹ 1000/- |
| 7. | Misconduct (theft / pilferage) of cafeteria staff | ₹ 1000/- * |

*** Along with cancellation of contract and possible blacklisting of the Contractor.**

ANNEXURE I
PROPOSAL PROFORMA
COMPANY PROFILE

Sl.No	Firm Details	Particulars/Details
1	Firm Name	
2	Registered Address	
3	Contact Person with phone numbers	
4	Email ID	
5	Name & designation of the person authorized to make commitments	
6	Type of Company	
7	Year of Establishment	
8	Certificate of Registration	
9	FSSAI License No	
10	GST Registration details	
11	Trade License/Shop & Establishment License details	
12	Name and Addresses of List of Outlets/Restaurant/Cafe operational in the NE Region	
13	Additional information, if any (Attach separate sheet, if required)	

Note: This Performa shall be filled in by the bidder without which the bid may not be considered for evaluation. Documentary proof must be enclosed for all the particulars mentioned in the Proposal Performa.

Authorized Signature and seal of the bidder

ANNEXURE II

CHECKLIST-TECHNICAL BID

CHECKLIST TO BE SUBMITTED BY THE BIDDER ALONG WITH THE PROPOSAL AND ARRANGED ACCORDINGLY

Mention YES/NO with the details required i.e page nos.

Sl.No	Documents	Yes/No
1	A forwarding letter duly signed by the authorized signatory	
2	RFP document signed in all the pages	
3	Trade License/ Company Registration Certificate as a proof of valid registered entity.	
4	GST Registration with last three-month GST return	
5	FSSAI License of the Firm/Company	
6	Notarized /Self Declaration that the firm/company is not blacklisted/debarred by any Institute/Department/PSU/University/Organization etc for this deficiency in service in complying with the orders/contracts entrusted to the firm/company & there is no Vigilance /other case pending against the firm.	
7	Documentary Proof of Past experience in operating at least one Food & Beverage Selling Outlet/Café/Restaurant in any of the North-eastern state for the last 1 year. (Trade License/Shop & Establishment License/MSME Registration Certificate etc)	
8	Declaration of compliance to the all Terms and conditions of the RFP by the bidder	
9	Filled Annexure-VI (A & B)	

ANNEXURE III
DECLARATION

We solemnly declare that we have attached all the documents mentioned above and in the Proposal. We also understand that non-compliance of any document will be treated as non-respective RFP, and we will lose our claim to participate in the RFP enquiry automatically and our Proposal will be liable to be rejected.

Signature of Authorised Person:

Name of the Authorised Person:

Seal of the Company/firm

ANNEXURE-IV

(COVERING LETTER) (on BIDDER'S letterhead)

To

Director, NID Assam

Sub: Proposal for Engagement of a firm/agency for Operating the On-campus Cafeteria at NIDJ.

Sir/Ma'am,

I submit herewith the Proposal for Engagement of a firm/agency for Operating the On-campus Cafeteria at NID Assam in accordance with your RFP no: _____ dated.....

We attach hereto the response as required by the RFP, which constitutes our proposal.

The details of the Contact Person on behalf of the applicant are given below:

Name	
Designation	
Name of the Organization and Address	
Contact Details	
Email	

This is to declare that all the information and statements made in the proposal are true and correct. It is understood that any misrepresentation of facts or figures contained in the proposal may lead to disqualification of the agency for consideration for the said proposal.

Signature: _____

(In the capacity of):

Authorized signature for and on behalf of the agency

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ANNEXURE V

SCORING METHODOLOGY

The detailed breakup for the criteria for evaluation for RFP will be as follows:

Sl.	Proposal Evaluation Criteria	Max. Marks
1	Avg. Rate of Discount offered on the items as listed at Annex-VI B (Discount up-to 10%- 15 marks Discount above 10%- 25 marks)	25
2	Space Rent (Amount above Fixed Rate of Rs 1000/month) (Rent up to Rs 1000- 15 marks Rent above Rs 1000- 25 marks)	25
	Total	50

Note: Minimum qualification mark is 30 i.e. a firm/agency shall score equal or more than 30 marks to be considered as a Qualified bidder.

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ANNEXURE VI-A

Financial Quote

Sl	Particulars	Quoted Percentage/Rate
1	Offered Avg. Discount rate on Items in Annexure- VI B	
2	Rent offered above the base rent of Rs 1000/month	

Signature: _____

(In the capacity of):

Authorized signature for and on behalf of the agency

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ANNEXURE VI-B

List for quoting offered Rates of Items for the Cafeteria at NIDJ

Sl. No.	Item	Qty (Aprx)	Standard Price ₹ (incl. of all taxes)	Offered discount %	Offered Price (incl. of all taxes)
1.	Poori Sabji/ Paratha Sabji/Roti Sabji	200 gm	40.00		
2.	Poha	200 gm	40.00		
3.	Burger (Veg)	200 gm	40.00		
4.	Burger (non-Veg)	200 gm	50.00		
5.	Sandwich (Veg)	150gm	40.00		
6.	Sandwich (non-Veg)	150gm	60.00		
7.	Samosa	150gm	10.00		
8.	Kachori	150 gm	10.00		
9.	French Fries	100 gm	40.00		
10.	Veg Pakora (6 pieces)	100 gm	25.00		
11.	Veg. Maggi	100 gm	25.00		
12.	Non-Veg. Maggi	100 gm	35.00		
13.	Veg Roll	200 gm	40.00		
14.	Paneer Roll	200 gm	60.00		
15.	Egg Roll	200 gm	50.00		
16.	Chicken Roll	200 gm	60.00		
17.	Veg Fried Rice	200 gm	40.00		
18.	Egg Fried Rice	200 gm	50.00		
19.	Chicken Fried Rice	200 gm	60.00		
20.	Aloo paratha/Gobi paratha	200 gm	30.00		
21.	Cutlet (Veg)	100 gm	10.00		
22.	Cutlet (non-Veg)	100 gm	20.00		
23.	Veg. Thali (Rice, Daal, Dry Sabji, Veg Fry, Salad, Papar & Chutney)	300 gm	60.00		
24.	Chicken. Thali (Chichen Curry, Rice, Daal, Dry Sabji, Veg Fry, Salad, Papar & Chutney)	300 gm	100.00		
25.	Egg. Thali (Chichen Curry, Rice, Daal, Dry Sabji, Veg Fry, Salad, Papar & Chutney)	300 gm	90.00		
26.	Special Veg. Thali (Paneer, Rice, Daal, Dry Sabji, Veg Fry, Salad, Papar, Chutney, Curd & Sweet)	300 gm	120.00		
27.	Tea	125 ml	10.00		
28.	Standard Coffee	125 ml	10.00		
29.	Lime Juice	150 ml	20.00		

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30.	Fresh Lime Soda	150 ml	30.00		
31.	Lassi/Butter Milk	150 ml	40.00		
32.	Pastries	100 gm	50.00		
33.	Cup Cake	100 gm	30.00		
34.	Packaged drinks/juice/water		M.R.P		
Avg. discount rate= (Sum of Discount rate% of SI no:1 to SI no: 34)/34					

Note: Any new items may be added by the successful bidder after contract signing with prior consultation with the institute for rates.

Signature: _____

(In the capacity of):

Authorized signature for and on behalf of the agency

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CONTRACT AGREEMENT (DRAFT)

THIS AGREEMENT made the(Date) day of (Month) 2025. Between **National Institute of Design Assam**, Address- Shankarpur, Rajabari, Toklai, Jorhat – 785014 (hereinafter called “First Party”) of the one part and **M/S.....**, Address.....of (Hereinafter called “Second party”) of the other part .

WHEREAS the First Party is desirous that the service of **Operating the On-campus Cafeteria at NID Assam** by first Party and has accepted the proposal by the Second party for the rendering service of **Operating the On-campus Cafeteria at NIDJ** as stated.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1) In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to
- 2) The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - a) The Proposal and the Price Schedule (Annexure-VI(A) & (B)) submitted by the Bidder
 - b) The Scope of work as Stated in the Published RFP
 - c) The RFP Document (Ref: NIDJ/2026-27/CAFETERIA/0183 dated 16.06.2026); and
 - d) NID Asam’s Letter of Acceptance no: NIDJ/2026-27/.....
- 3) In consideration of the payments to be made by the Second party to the First Party as hereinafter mentioned, the Second party hereby covenants with the First Party to provide the services therein in conformity in all respects with the provisions of the Contract.
- 4) The Second party hereby covenants to pay the First Party in consideration of the provision of the agreed space for the store therein, the Monthly Space rent and any other sum as may become payable under the provisions of the Contract Agreement at the times and in the manner prescribed by the RFP.
- 5) Brief details of the Services and Charges which shall be provided by the Second party against the allotted space for the CAFETERIA of approximate area 1345 sq. ft. are as under:

Brief description services	Rent/Month	Electricity Charges	Maintenance Charges
Engagement of a firm/agency for Operating the On-campus Cafeteria at NID Assam	Rs	As per meter readings	Rs 300/Month

CONTRACT PERIOD: 12 MONTHS (Extendable for another 12 months based on satisfactory performance on mutual agreement)

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

Signed, Sealed and Delivered by the

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M/s

(For First Party)

Registrar, National Institute of Design Assam

(For Second Party)

In the presence of.....

In the presence of