

Food Craft Institute, Aligarh

University Polytechnic Campus, Aligarh Muslim University, Aligarh

(Affiliated to National Council for Hotel Management & Catering Technology, Noida)

An autonomous body funded by Department of Tourism, Govt. of U.P.

Notice Inviting Tender

NIT No. 228/TFM/FCIA/2024-25 Dated - 28/06/2024

Sealed Tenders are invited in two bid system in the prescribed application form for the supply of Food Materials for the F. Y. 2024-25 so as to reach the undersigned on or before the date given below at the above-mentioned address.

Supply of Food Materials

(Grocery, Provisions, Vegetables, Fruits, Milk & Dairy Products)

Budgeted Cost (Approximately)	-	Rs. 8,00,000/- per annum
Sale of tender form	-	23.07.2024
Pre tender meeting	-	05.08.2024
Last Date of Submission Of Tender	-	13.08.2024 up to 05:00 PM
DATE OF OPENING (Technical/Financial Bid)	-	14.08.2024 at 03:30 PM
COST OF TENDER FORM (Non-refundable)	-	1,000/- (One Thousand Only)
E.M.D. @ 2% (Refundable)	-	Rs. 16,000/- (Sixteen Thousand only) (for all Bidder)
Security Deposit @5 %	-	Rs. 40,000/- (Forty Thousand Only) (Only for successful Bidder)

The tender documents can be obtained from the office of Institute or downloaded from Institute website: www.foodcraftaligarh.com during stipulated time on payment of Rs. 1,000/- (Non-refundable) by demand draft of a scheduled bank in favour of Secretary/Principal, Food Craft Institute, Aligarh or with Cash Receipt. Any addendum/corrigendum or any further details notice shall only be communicated in institute website. Bidders are advised to regularly visit the website.

Secretary/Principal

Food Craft Institute, Aligarh

University Polytechnic Campus, Aligarh Muslim University, Aligarh
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TECHNICAL BID / TENDER FORM

NIT No. 228/TFM/FCIA/2024-25 Dated – 28/06/2024.

Supply of Food Materials (Grocery, Provisions, Vegetables, Fruits, Milk & Dairy Products)

Name of Firm/Tenderer	
Address of Firm/Tenderer	
Mobile No./Phone No.	
Email Address (if any)	
Address of Firm Proprietor/ Partner/Director (copy of Aadhar Card/DL/Domicile Certificate to be attached)	
G.S.T. Registration No. (copy of registration to be attached)	
Date of Purchasing/Downloading Tender Form	
Tender form Fee Details – (Rs.1,000/-) to be filled by Tenderer	
EMD fee Details (Rs.16000/-) to be filled by Tenderer	
Letter of declaration to the effect that the bidder has not been black listed by any State Government/ Central Government or any PSU Annexure – B.	

Proof of past three years' experience in supplying the Food Materials or other items to PSUs/ Govt. Depts/Pvt. Sectors. The total ordered value for each financial year (Three Years) should be more than 5 Lacs.	
Copies of the Income Tax Return Certificate of latest three F.Y. years indicating the permanent account number.	
Date of submission of Tender Form	

(Signature of Tenderer)

TERMS AND CONDITIONS

1. Opening of tenders is 14.08.2024 at 03:30 PM in both conditions of presence/absence of Tenderer/Representative of Tenderer by Purchase Committee of Institute.
2. The bid shall remain valid and open for acceptance for a period of 90 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected as non-responsive.
3. Rates quoted should be valid for one year till 31.08.2025 from the date of signing of the contract agreement. However, upon satisfactory performance, contract term may be further extended for next 2 subsequent years with 5% annual increase on contract rates except MRP quoted items. Bidding period valid less than 31.08.2027 will be considered non responsive.
4. The Institute will not be responsible for late/non receipt of tender documents till last date of submission of tender due to postal delay or whatsoever reason.
5. 2% (Rs.16,000/-) of approximate budgeted cost to be paid as Earnest Money Deposit (refundable) by means of DD/FDR or Bank Guarantee drawn in favour of **“Secretary/Principal, Food Craft Institute, Aligarh”** payable at SBI, AMU Branch along with duly filled in tender form.
6. Tender applications without E.M.D. will stand rejected. E.M.D. Except L1 Tenderer will be refunded within 30 to 45 days succeeding contract with the successful tenderer. EMD deposit of the successful tenderer is refundable/adjustable with Security Deposit.
7. The Successful tenderer will have to pay a **Security deposit adjusting EMD already paid with Tender Document @ 5% of the total estimated Budgeted Cost in form of D.D./TDR or Bank Guarantee within 10 days** from the date of issuing award letter and before entering into agreement for the supply of training food materials etc.

Note: If the Successful Tenderer fails to respond within 10 days, the EMD paid will be forfeited by the Institute. The successful tenderer if after payment of security deposit fails to comply with supply order and other terms & conditions, the security deposit will also be forfeited by the Institute. Security deposit of the successful tenderer is refundable only after the contract period is over.

8. Under any circumstances, Institute will not be liable to pay any interest on the EMD and Security deposit.
9. The Institute does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders without assigning any reason whatsoever and no representation will be entertained in this matter.
10. Tender offers should be sent to the undersigned in sealed cover envelope superscripting as "Tender for Food Materials" in two bids system for financial and technical bid (Two Separate Envelope).
11. No rates are required to be quoted wherever MRP is written in the BOQ. However, other items should be quoted and any items (Except items earmarked as MRP) should not be left blank without rate quoted. If rate for any of the blank item/items is/are not quoted, Tender application will stand cancelled. It is advised in the interest of the Tenderer that the price of all items (Except the items for which MRP is already written) should be carefully filled in as per the given quantity/unit.
12. The final total tender rates and amount for all the items should be calculated and recorded in words & figure in bill of quantity (BOQ). L1 shall be evaluated on the basis of rates recorded in Total. However, L1 shall be further subjected to negotiate the overall discount on MRP items. Minimum 3% discount is reserved for further negotiation on MRP items.
13. No correction without proper authorization will be considered & application will be rejected.
14. Only the tender forms supplied by the Institute must be filled up, signed and submitted. Tender received in other than prescribed format will be summarily rejected.
15. Order for the items will be placed a week before & supply should be delivered by 4:00 PM for next day and by 09:00 AM for perishables on the same day.
16. The items supplied should be of the best quality, correct quantity and standard. Wherever brand names are quoted in the tender form, the same brand should be supplied.

17. The quoted rates should be inclusive of GST, Surcharge, Delivery/Handling or Packing charges etc.
18. The rates once approved will remain same throughout the contract period and no request for increase of rates during the contract period will be entertained in any case. Hence ONCE THE RATES ARE FIXED, ESCALATION IN COST IS NOT PERMISSIBLE.
19. The items ordered for, should be arranged to be delivered at the Institute Premises at the scheduled time with correct specification and quantity, **NO DELIEVERY/FREIGHT CHARGES WILL BE ALLOWED.**
20. If any of the supplies are found to be sub-standard, the same will be rejected and the cost of such sub-standard items will be deducted from the bill.
21. If the ordered items are not supplied against PO, Institute may have to purchase the same items at higher rates inevitably from the open market, the excess (difference) amount paid or loss and the transport charges etc. incurred will be deducted from the bill or be recovered from Security deposit (if there are no sufficient bills for recovery).
22. The Invoice should be prepared and submitted in duplicate/triplicate on their printed bills with GST No within 15 Days immediate after supply is made.
23. All items should be delivered at 4:00 PM in the evening and by 09:00 AM for perishables on the same day from Monday to Thursday with the ordered quantity positively before 8.30 AM or 04:00 PM as the case may be. On Monday there will 2 deliveries, one at 8.30 AM & other at 4:00 PM for smooth running of practical classes. In other cases when the supplies are urgently required either for examination or for special party, the same should be supplied at the required time.
24. Payment of bills will be made through digital payment mode within 15 days from the date of receipt of bills. Payment will be done as per applicable rules.
25. Quantities in the Unit Schedule are given approximately for price fixation & assessing L1 and it may vary as per actual requirement while supply order is placed. Comparative statement shall be prepared collectively for Grocery, Kirana items, Vegetables & Fruits and Milk & Dairy products; accordingly, the award of contract shall be awarded to successful tenderer.
26. If the supplies are not satisfactory/not supplied on time, the contract will be liable to be cancelled without notice with forfeiture of EMD/Security deposit amount.

27. The Tender committee is empowered to buy items from the open market directly if the rates quoted by the L1 designated supplier are arbitrary in nature comparatively to MRP/Market rates and in this case such items will be deleted from the list of items.
28. If in the opinion of Storekeeper/Store-Purchase Incharge that the prices in the market are coming down, renegotiation shall be conducted with successful tenderer at any point of time preferably in every three months of the tender contract.
29. It will be duty of Vendor to arrange & complete all ordered items with correct quantity & quality and same should be delivered to Institute positively within stipulated time. No partial supply shall be accepted without prior approval of undersigned. Partial delivery of the items may be considered with the fine of Rs. 500/- for each Purchase Order.
30. Institute reserve the right to purchase any items that are refused/undelivered by Vendor from open market and price of such items including other expenses (Conveyance, Market Variance etc.) incurred during the process will be charged from Vendor.
31. The prices should be inclusive of taxes and Supply/Delivery charges. Discount if any should be spelt out clearly and separately.
32. The negotiation may be carried out with the L1 Vendor only for the items other than on MRP basis. However, discount on MRP may be offered by tenderer.
33. If it is noticed that the unit rates quoted by the tenderer for any items are unusually high or unusually low, it will be sufficient cause for rejection of the tender unless the tender committee is convinced about the reasonableness of the unit rates.
34. Incomplete and incorrectly filled tenders are liable for rejection and unsigned offers will also be summarily rejected.
35. The Bidder shall furnish a copy of the Income Tax Return Certificate of latest three F.Y. years indicating the permanent account number. Copy of GST registration certificates should also be furnished with tender form.
36. Proof of past three years' experience in supplying the Food Materials or other items to PSUs/Govt. Depts/Pvt. Sectors will be only considered. The total ordered value for each financial year (Three Years) should be more than 5 Lacs.

37. The bidders must have to submit samples of the items for which rates are quoted. The samples will be returned after selection of the successful bidder.
38. Materials without proper packing are liable to be rejected and the cost of Packing is to be borne by the supplier.
39. Letter of declaration to the effect that the bidder has not been black listed by any State Government/Central Government or any PSU are required to submit along with bid, referred to **Annexure – B**.
40. The empowered Committee shall examine the technical bid on the basis of eligibility criteria, requisite documents, terms and conditions contained in tender document and complied with all the instructions contained therein for the purpose of evaluation/finalization of technical bid. Upon successful completion of technical bid, the financial bids shall be subsequently opened and be finalized accordingly.
41. The Tender committee will be at liberty to cancel the tender contract at any point of time if the above terms and conditions are not fulfilled by the Tenderer.

SECRETARY/PRINCIPAL

Details of Annexure which are required to be submitted along with technical bid.

- a) **Annexure - A:** Undertaking/Declaration of Tender Fee & EMD submission.
- b) **Annexure - B:** Undertaking/Declaration against Black Listed for Central / State Govt or PSU.
- c) **Annexure - C:** Declaration Authorized Signatory.
- d) **Annexure - D:** Performa of Bank Guarantee against security deposit.

Details of Annexure which are required to be submitted along with financial bid.

- e) **Annexure-E:** Bill of Quantity/Unit (BOQ) for procurement of Food Materials.

(On letter head of vendor)

To,
The Secretary/Principal
Food Craft Institute Aligarh.

Subject: NIT No. 228/TFM/FCIA/2024-25 Dated – 28/06/2024.

Sir,

I/we hereby accept the terms and conditions mentioned in the tender document for the supply of Food Materials (Grocery, Provisions, Vegetables, Fruits, Milk & Dairy Products) for practical classes of FCIA and all the pages of tender document are signed and attested with seal of authorized person.

I/we have paid Rs. 16,000/- in form of DD/FDR or Banker's Cheque No. _____ Dated _____ for Rs. _____ Payable at Aligarh in favour of "Secretary/Principal FCI Aligarh" towards the Earnest Money Deposit (Bid Security) is enclosed.

I/We understand that the amount of earnest money will not bear interest and shall be liable to be forfeited to the institute if I fail to comply with any instructions issued by Institute and submission of required documents/security deposit.

The amount of earnest money deposited may be adjusted towards the security deposit (in case successful tender) or be refunded to me/us (in case unsuccessful tender) unless the same or any part thereof has not been forfeited.

Date: _____

Name & Full address in block letters.

Telephone Nos. _____

Mob. No. _____

E-mail address: _____

Signature of the vendor along with seal.

(On the letter head of the bidder)

UNDERTAKING

I/We _____ have gone through the terms and conditions of the tender document for supply of **Training Food Materials (Groceries, Provisions, Vegetables, Fruits, Milk & Dairy Products)** vide **NIT No. 228/TFM/FCIA/2024-25 Dated – 28/06/2024** and will abide by them strictly.

I/We further undertake that we/our firm have not been "**Black Listed**" by Central / State Govt. and /or PSU.

Date: _____

Signature of Tenderer with seal

(On the letter head of the bidder)

Declaration - Authorized Signatory

I.....Son/Daughter/Wife of Shri
Proprietor/Authorized signatory of the supplier mentioned above, am competent to sign this declaration and execute this tender document. I have carefully read and understood all the terms and conditions of the NIT No. 228/TFM/FCIA/2024-25 Dated 28/06/2024 and undertake to abide by them. The information/document furnished along with the above application is true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my tender at any stage besides liabilities towards execution under appropriate law.

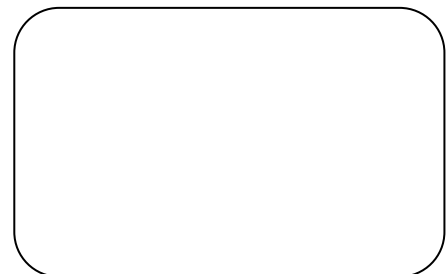
Signature of authorized person

Full Name :.....

Seal

Date:

Place:



Annexure - D

(on the letter head of the Bank)

BANK GUARANTEE (BANK GUARANTEE)

To,

The Secretary/Principal
Food Craft Institute, Aligarh.
University Polytechnic Workshop Campus,
Aligarh Muslim University, Aligarh.

Whereas on behalf of my client Mr. _____
(herein after called "the bidder") we hereby affirm that we are the Guarantor
and responsible to you, on behalf of the bidder, up to a total of
_____ (amount of guarantee) _____ (in
words) such sum being payable in Indian rupees in which the contract Price is
payable, and we undertake to pay you, upon your first written demand without
cavil or argument, any sum or sums within the limits of
_____ (amount of guarantee) as aforesaid
without your needing to prove or to show grounds or reasons for your demand
for the sum specified there in.

We further agree that no change or addition to or other modification or the
terms of the contract or of the supply to be performed there under or of any of
the Contract documents which may be made between you and the bidder shall
in any way release us from any liability under this guarantee, and we hereby
waive notice of any such change, addition or modification.

This guarantee shall remain valid until 31.08.2025 from the date of execution
of agreement of contract.

Signature and seal of the guarantor

Name of Bank _____

Address

Date _____

*An amount shall be inserted by the Guarantor, representing the percentage
of the Contract Price specified in the contract and denominated in Indian
Rupees.