



Date: 21-05-2025

National Institute of Technology Goa
Salcete, Cuncolim, Goa 403703

Expression of Interest for running Cafeteria at the National Institute of Technology Goa Campus

Tender Schedule

Particulars	Details
Date of publication of Tender	22/05/2025
Date of Pre-Bid meeting	02/06/2025 11:00 AM at Admin Building
Bid submission start date	22/05/2025
Last date and time for Submission of tenders	12/06/2025 by 04.00 P.M
Date and time of opening of technical bid	13/06/2025 at 03:00 PM
Date and time of opening of financial bid	Will be intimated accordingly
EMD	₹5,000/-
Bid Validity days or period	90 days (From the date of opening financial bid)
Email Address for any clarification	asd.fm@nitgoa.ac.in

14 June
REGISTRAR
NATIONAL INSTITUTE OF
TECHNOLOGY GOA 21/5

Expression of Interest for Running Cafeteria at the National Institute of Technology Goa Campus

The National Institute of Technology Goa (NIT Goa), Cuncolim, is an "Institute of National Importance" functioning under the Ministry of Education, Govt. of India. NIT Goa is willing to run a cafeteria with standard quality food to improve food variety for students, staff, and faculty members at Cuncolim, Goa.

NIT Goa wish to open a Cafeteria with all facilities, including food, tea & coffee, soft drinks, etc., from reputed national and international brands and stakeholders/ authorized agencies/franchises. Sealed Expression of Interest (EOI) is hereby invited from the interested bidders for **"Operation of Cafeteria" at NIT Goa, Cuncolim, South Goa – 403703, Goa**. Bidders can also download this document from the Institute's Website (www.nitgoa.ac.in) and submit their EOI in the format duly filled out and signed with company seal with required enclosures and documents.

The EOI is to be submitted in a sealed envelope super scribed **"EOI for Operation of Cafeteria at NIT Goa"** addressed to the Registrar, NIT Goa or may be submitted directly to the dispatch section, administrative building, NIT Goa Campus.

Name of Services	Area & Location	Period of Contract
Cafeteria (food, Juices, tea & coffee,	14' X 14' approx. (Open space)	01 year (extendable up to 5 years)

All interested service providers/authorized agencies are requested to submit their bids through the CPP portal for the above service as per the details of the technical specification given and the Price Bid.

Interested agencies should submit their Application / Expression of Interest in the prescribed format only on or before 12/06/2025 by 04.00 pm at NITGOA.

Address for Submission of hard copies:

To

The Registrar

Administrative Building

National Institute of Technology Goa

Kottamol Plateau, Cuncolim

South Goa-403703

Goa

12/06/25

The bid contains four sections:

Section I: Instruction to bidders/terms and conditions

Section II: Scope of Work

Section III: Eligibility Criteria

Section IV: Miscellaneous Condition

Section I

INSTRUCTION TO BIDDERS /TERMS & CONDITIONS:

BID-SECURITY/EMD:

“BID SECURITY” (also known as Earnest Money Deposit (EMD)) as a Demand Draft should be submitted safeguarding the purchaser’s interest in all respects.

The bidder shall submit an EMD of ₹5,000/-. Non-compliance to this term leads to rejection of the bid.

The EMD will be forfeited if the bidder is not in a position to accept the service order/Work order issued as a result of this tender/deliver the services after the award of the service order/Work order as per the stipulated terms and conditions of the tender document.

EMD of unsuccessful bidders will be returned after the tender process is completed upon receipt of a request to release the same.

EMD of the successful bidder is to be returned after the submission performance guarantee only.

PERFORMANCE GUARANTEE:

“PERFORMANCE SECURITY” (also known as Performance Bank Guarantee (PBG)) shall mean Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee (including e-Bank Guarantee) from a Commercial Bank in an acceptable form safeguarding the purchaser’s interest in all respects.

PBG shall be four (4) months’ rent (e.g. If the monthly is ₹10,000, then PBG shall be 4*10,000 = ₹40,000/-). The successful bidder should submit PBG within 20 days from the issuance of the work order.

The Performance Bank Guarantee so deposited shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Contractor and/or loss/damage if any sustained by the Institute on account of failure or negligence of worker deployed by the Vendor or in the event breach of the agreement by the Contractor.

The Performance Bank Guarantee will be refunded to the Contractor within two months of contract expiry only on satisfactory contract performance and settlement of all dues whichever is late upon submitting a request to release the same.

Other Instructions:

This EOI invitation document is not a Tender or Request for Proposal in any form and would not be binding on NIT Goa in any manner whatsoever.

The Interested parties must submit a presentation showcasing the range of foods/products/items sold, along with price list, existing ventures, if any, at other educational institutions, residential campuses, etc. This will be one of the shortlisting criteria, among others, as mentioned in Section III, point number 33.1.5 (Also, see, SNo. 9, Annexure II)

NIT Goa reserves the right to cancel the EOI invitation as a whole or in part without assigning any



reason whatsoever.

The interested parties are encouraged to conduct their own independent survey, assessment, and analysis and check the reliability, accuracy, feasibility, and completeness before submitting their interest/ proposal.

NIT Goa reserves the right to update, amend, and supplement the information given in this document at its sole discretion before the last date and time of Submission of the interest/proposal.

The following facilities are to be extended by the Institute:

The Institute will provide space (As mentioned in EOI) to run the facilities at a designated location.

The Institute will provide metered Electricity and Water Connections. If the meter is unavailable, a fixed amount should be deposited into the institute account after mutual consultation with the Commercial Establishment Monitoring and Management Committee (CEMMC). After the meter installation, the actual amount will be calculated on a pro-rata basis.

The service provider shall use only the space earmarked to operate the facility and shall not use any other space for any other purpose.

The rent will be charged based on the successful bidders' quoting.

The services shall be open to the Institute beneficiaries only. As such, the vendors (service providers) shall neither invite/entertain any users from outside at or around the allotted space. Violation of this expressed condition shall automatically result in termination of the contract.

No child labourers shall be employed for servicing as per the law.

If found quarrelling or misbehaving with anyone or involved in any anti-social activity, the Institute will cancel the contract agreement. In such a situation, the agency has to vacate the premises within 3 days.

The service provider shall raise a proper invoice for every service rendered.

No item shall be sold above MRP.

Bidders should submit their responses in Annexure-I format. The Institute shall reject the EOI if it does not conform to the instructions or prescribed formats.

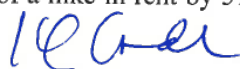
Bidders should equip themselves with all the permits, licenses, etc. required to operate the Cafeteria.

Bidders should adhere to all the safety guidelines and norms when running the Cafeteria.

The bidder will be responsible for cleaning and regular upkeep of the premises.

The contract term will be initially for one (01) year, renewable annually for another four (04) years, and the same may be extended on satisfactory performance. On expiry of the contract term, the Bidder shall vacate the premises immediately. However, the existing operator may Bid fresh if not prohibited otherwise due to unsatisfactory performance.

The extension as stated above will be subject to the acceptance of a hike in rent by 5% annually,



among other things.

The Service Provider shall start operating the work/services within Six weeks from the date of the sanction order and shall not carry its business in any other part of the premises.

A committee constituted by the Institute, the Commercial Establishment Monitoring & Management Committee (CEMMC), will make surprise visits/ monitoring of the services rendered by the agency/service provider.

The Service Provider shall obtain permission from CEMMC before modifying structures/ installing counters and fixtures/ revising the menu etc...

If the Service Provider does not vacate the allotted space/building after the expiry of the license period or after one month of notice period of termination of the Agreement, the agency is liable to pay a daily penal rent of Rs. 1000/- in addition to the other charges as applicable.

No liquor/smoking/any other items intoxicating or prohibited by law shall be provided/ served in the Cafeteria.

The selected Bidder will have to sign an Agreement with NIT Goa before starting the operation of the Cafeteria.

NIT Goa reserves the right to call limited/shortlisted or all parties to make a presentation based on their experience and technical Submission made in the EOI. Mere fulfilment of EOI criteria does not entail the parties being called to present.

In support of the credentials submitted by the parties, NIT Goa reserves the right to solicit information from the organizations by telephonic verification / personal visits / in writing.

Interested bidders may attend a Pre-Bid meeting on the date and time mentioned in the schedule.

Termination of Contract: The Contract can be terminated on serving notice by either party. The notice period is as below:

29.1 The service provider/contractor may terminate his contract with NIT Goa for any reason by issuing a notice. The notice period for termination of the contract shall be four months by the service provider.

29.2. The National Institute of Technology, Goa reserves the right to terminate the contract at any point of time during the tenure of the contract, if the services are not found satisfactory or for other reasons. The notice period for termination of the contract shall be Two months by NIT Goa.

29.3. In case of misbehaving with anyone or being involved in any anti-social activity, the Institute will cancel the contract agreement immediately. In such a situation, the agency has to vacate the premises within 3 days.

Section II

SCOPE OF WORK:

Preliminary Work

30.1. To prepare and provide Tea, Snacks, Juices and other Food products, in the Cafeteria from **8.30 am to 6.30 pm (can be extended up to 10.30 pm) on all days**, including Sundays and Holidays.

30.2. To provide good quality food, products and services to all customers/consumers promptly and efficiently.



30.3. To undertake catering & supply of Tea/Snacks, juices and other foods **on an order** basis for various programmes/events of the Institute as and when required.

30.4. To ensure the cleanliness of the Cafeteria and its premises.

Mandatory Requirements:

31.1. The contractor /agency shall place specialized and trained staff for cooking and supervision, service, catering, helping jobs, etc.

31.2. To ensure **Self-service in the Cafeteria** for all Customers, except when catering for meetings/conferences, etc.

31.3. Ensure that Cook(s), Waiters and Helpers are dressed in proper uniform and trained to be courteous and provide quality service.

31.4. **Ensures that Cafeteria/Catering Managers behave promptly and efficiently.**

31.5. Avoid overpricing and escalation, fix and display the Rate per item of Food & Snacks, Lunch/Dinner, Combo meals, beverages, etc., in consultation with CEMMC.

31.6. Provide cooking utensils, cutlery, crockery, commercial gas cylinders, stove, refrigerator, etc., as necessary for running and maintaining the Cafeteria.

31.7. Ensure that single-use plastic items are not provided in the Cafeteria.

31.8. Maintaining the cafeteria premises and keeping them clean at their own cost.

31.9. Ensure proper maintenance of the Cafeteria and all infrastructure, and fixtures.

31.10. Sub-leasing of the Cafeteria after the award of work/Agreement will not be permitted.

31.11. The Bidder/Contractor/Agency will be required to consult CEMMC before advertising anything related to the Cafeteria in the print media.

Section III

Eligibility Criteria :

32.1. The Bidder should have been operating in the hospitality sector for at least three years (Hospitality would include experience in the service industry, including lodging, dining/restaurant, event management, theme parks, and hotels).

32.2. Institutions of national and international repute in hospitality shall be preferred.

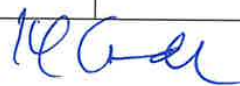
32.3. The Bidder should have experience in catering and maintaining a cafeteria.

32.4. The Bidder should have been operating and managing a similar size and scale project for the last 3 years.

Shortlisting Criteria:

33.1. Shortlisting of the potential contractor(s) shall be based on the following:

SNO	Evaluation criteria	Sub Criteria	Max: Marks
33.1.1	Applicant/firm's strength (Based on a similar kind of educational organization or other large organization)	No of Years in operation* Up to 3 years: 05Marks 03-10 years: 10 Marks Above 10 years: 15 Marks	15
33.1.2		No of the Units in Operation Only 01: 05 Marks 01- 05: 10 Marks Above 05: 15 Marks	15
33.1.3.	Prestigious awards received for similar works from reputed Institutions	01 Award : 05 Marks 01-05 Award :10 Marks Above 05 : 15 Marks	15



33.1.4.	Financial Stability	Annual gross turnover in catering/eatery services in each of the last two financial years, duly audited/certified by the CA.	05
33.1.5.	Suitability	Suitability of proposed services at NIT Goa**	10
		TOTAL	60***

if the firm is operating in more than one organization during a particular time, they need to submit only the longest among them. **NIT Goa reserves the right to restrict the shortlisting of firms/individuals to any number deemed suitable by it. * An applicant should obtain a minimum of 25 marks for shortlisting.*

Disqualification Criteria:

Even though an applicant may satisfy the above requirements, he/she would be liable to disqualification if:

34.1. The services being offered are not suitable to the requirements of the Institute.

34.2. Made misleading or false representations or deliberately suppressed the information in the form.

34.3. Record of poor performance such as abandoning work, not properly completing the contract, financial failures/weaknesses, etc.

While submitting the Expression of Interest for the Cafeteria (on the letterhead of the firm according to the format in Annexure – I), the Bidder must submit the details along with all required supporting documents showing their experience, list of food items etc. (Annexure-II), without which the bid will not be considered.

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Section IV

Miscellaneous Conditions:

Sr. No.	Miscellaneous Conditions:-	Compliance Yes/No
1.	Payment of the rent will be made by the Service provider before the 7 th day of every month through bank drafts payable/online transfer in favour of the Director, NIT Goa Miscellaneous Account payable at Farmagudi, Ponda, Goa.	Yes/No
2.	Payment of the Electricity fee and water charges will be made by the Service provider within the 7th day of the subsequent month through the bank.	Yes/No

36.1. During the Technical Evaluation, the decision of the Technical Evaluation Committee on compliance concerning technical specifications shall be final.

36.2. Installation and operation should be completed within 06 weeks from the date of issuance of the service order. Any delay in installation and operation would/may invite/result in cancellation of the license /imposition of penalty. Further, in this case, the EMD will also be forfeited.

36.3. Tenders will be invited as a two-bid system, as specified below:

Technical Bid: Bidders are required to furnish technical compliance/ specifications as mentioned in Section 33.1 & Annexure II. Complete tender document must be signed and sent along with the application.

Financial Bid: The price bid (Annexure III) must be enclosed separately in a sealed envelope. It should not be submitted in an open format or should not disclose the bid value openly.

All sealed envelopes must be written as “ Expression of interest for running Cafeteria”

All matters are subject to the jurisdiction of the National Institute of Technology Goa.

(Signature of the Tenderer)

Name:

Seal of the Company



ANNEXURE-I

<<Organization Letter Head>>

DECLARATION

I/We, hereby certify that all the information and data furnished by our organization concerning these tender specifications are true and complete to the best of our knowledge. I/We have gone through the specifications, conditions and stipulations in detail and agree to comply with the requirements and intent of the specification. It is certified that our organization has been authorized (Copy attached) to participate in the Tender. We further certify that our organization meets all the conditions of eligibility criteria laid down in this tender document.

I/We, further specifically certify that our organization has not been Black Listed/De Listed by any Institutional Agency/Govt. Department/ Public Sector Undertaking in the last three years.

I/ We certify that all information furnished by our Firm is true & correct and if the information is found to be incorrect/untrue or found to be violating any conditions, then your department/ organization shall without giving any notice or reason therefore summarily reject the bid or terminate the contract.

NAME&ADDRESS OF THE Vendor/Manufacturer/Agent	
Phone	
Fax	
E-mail	
Contact Person Name	
Mobile Number	
TIN Number	
PAN Number	
Fassi certificate no: The expiry date of the Certificate:	
(In case of online payment of Tender Fees) UTR No. (For Tender Fee)	
(In case of online payment of EMD) UTR No. (For EMD)	

(Signature of the Authorized person)

Name:

Seal of the Company

14/11/20

ANNEXURE-II

LIST OF DOCUMENTS TO BE SUBMITTED WITH TENDER

	Description	Submitted Status
	Aadhar	YES/ NO
	Valid GST Registration Certificate	YES/ NO
	PAN	YES/ NO
	Valid FSSAI Licence	YES/ NO
	<i>No of Years in operation</i>	YES/ NO
	<i>No of the Units in Operation</i>	YES/ NO
	<i>Prestigious awards received</i>	YES/NO
	<i>Annual gross turnover in catering/eatery services in each of the last two financial years, duly audited/certified by the CA.</i>	YES/NO
	<i>Product and Rate list of the items*</i>	YES/NO
	EPF Regd.No	YES/NO
	ESI Regd.No	YES/NO
	Any other document	YES/NO

* Appropriate units/weights/size needs to be provided.

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ANNEXURE III

Price BID (To be submitted while tendering)

Provision of the National Institute of Technology Goa (NIT Goa) for the installation of the cafeteria

Particular/Details	
Rental Amount per month in figures and words The minimum amount to be quoted is: _____	

Note:-

1. All the details must be provided as per the prescribed format only.
2. The Service Provider who quoted the highest rental Amount (per square meter) in his Price bid will be considered the H1 Bidder.
3. All the rates must be quoted in Indian Rupees.
4. There will be an increase in rent by 5% on the rent paid in the previous year.
5. The applicable taxes will be charged over and above the Amount quoted for the price bid.

Company Stamp/Seal Signature
(Authorized Signature)



Dated Name

