

National Highways & Infrastructure Development Corporation Ltd.
3rd Floor, PTI Building, New Delhi-110001

(A Public Sector Undertaking under the Ministry of Road Transport and Highways,
Govt. of India)

Request for Proposal

for

Supply of Pantry Items at National Highways & Infrastructure Development Corporation Ltd (NHIDCL) HQ at its office at PTI Building, Jeevan Tara Building, New Delhi and any other office space in Delhi/New Delhi

SCHEDULE OF RFP

1.	Name of Work	Request for Proposal for Supply of Pantry Items at National Highways & Infrastructure Development Corporation Ltd (NHIDCL) HQ at its office at PTI Building, Jeevan Tara Building, New Delhi and any other office space in Delhi/New Delhi
2.	Date of issue of tender on CPP portal and NHIDCL's website	20.11.2020
3.	Approx annual cost of tender	Rs. 12 Lakh
4.	Earnest Money	Rs.30,000/- (Rupees Thirty thousand only) in the form of Demand Draft (DD)/Pay Order to be enclosed with Technical Bid.
5.	Pre-Bid Conference	27.11.2020 at 3 PM
6.	Clarification on Pre-bid Conference	02.12.2020 at 5 PM
7.	Last date & time of submission of Bids on CPP Portal	14.12.2020 by 11 AM
8.	Date & time of opening of Technical bids	15.12.2020 at 11 AM
9.	Date & time of opening of Financial bids	Shall be notified later on

National Highways & Infrastructure Development Corporation Limited
(A Public Sector Undertaking under the Ministry of Road Transport and Highways,
Govt. of India)

3rd Floor, PTI Building
4- Parliament Street
New Delhi-110001

F.No.NHIDCL/HQ/Admn/TenderPantryItems/2020

Date: 20.11.2020

Tender Notice

Sub: Tender for Supply of Pantry Items at National Highways & Infrastructure Development Corporation Ltd (NHIDCL) HQ at its office at PTI Building, Jeevan Tara Building, New Delhi and any other office space in Delhi/New Delhi

National Highways & Infrastructure Development Corporation Limited is a Public Sector Undertaking fully owned by the Ministry of Road Transport and Highways, Government of India. National Highways & Infrastructure Development Corporation Ltd. is mandated to promote, survey, establish, design, build, operate, maintain and upgrade National Highways and Strategic Roads including interconnecting roads in parts of the Country which share international boundaries with neighboring countries. Further details about NHIDCL are available on NHIDCL's website www.nhidcl.com.

2. NHIDCL intends to empanel agency for the subject work and invites offers/bids from interested parties and this tender notice has accordingly been issued for this purpose.
3. The complete Tender Document can be downloaded from the website of NHIDCL www.nhidcl.com.
4. NHIDCL invites e-tenders through CPP Portal under Two Bid System: Technical Bid and Financial Bid from reputed, experienced and financially sound companies/firms (henceforth called Agency) for supply of pantry items at NHIDCL Headquarters, New Delhi. **The technical bids are to be submitted by both ways i.e. Online on CPP portal as well as a physical copy on or before 14.12.2020 (by 11.00 AM). The physical sealed copy in respect of technical documents super scribed "Technical bid for selection of agency for Supply of Pantry Items at NHIDCL HQ at its office at PTI Building, Jeevan Tara Building, New Delhi and any other office space in Delhi/New Delhi" should be dropped in the Tender Box kept for the purpose at reception of NHIDCL at 3rd Floor, PTI Building, 4 Parliament Street, New Delhi-110001 on or before the prescribed time and date. **Bids not given through CPP Portal will not be accepted.****
5. MSME registered /NSIC registered agencies for doing similar work are exempted from payment of EMD, as per Govt policy, subject to submission of valid registration certificate with the bid as per the Govt. policy.
6. **The Financial Bid should be submitted only through online process at <https://eprocure.gov.in>. In case of assistance in this regard, please contact Sh. Amit Saini on his mobile number # 9667403278.**

N.B.- Approx. annual cost of the tender is Rs.12,00,000/- (Rupees Twelve Lakh)

7. Interested Companies/ Firms/ Agencies may submit their bids complete in all respects along with **Earnest Money Deposit (EMD) of Rs. 30,000/- (Rupees Thirty Thousand only)**, in the form of Demand Draft / Pay Order from any Indian Scheduled/Nationalized bank drawn in favor of National Highways & Infrastructure Development Corporation Limited, New Delhi, payable at New Delhi along with other requisite documents on CPP Portal on or before 14.12.2020 (by 11.00 AM) **and also send a hard copy of the requisite documents uploaded on the CPP Portal along with the DD/Pay order to DGM (A), National Highways & Infrastructure Development Corporation Limited, 3rd Floor, PTI Building, 4-Parliament Street, New Delhi-110001. No bid shall be entertained after this deadline under any circumstance, whatsoever.**

The Technical Bids will be opened at 11.00 AM on 15.12.2020 and Financial Bids of only technically qualified bidders will be opened on a date to be notified later on, in the presence of authorized representative of the Bidders who wish to be present.

8. NHIDCL reserves the right to amend or withdraw any of the terms & conditions contained in the Tender Document or to reject any or all bids without giving any notice or without assigning any reason thereof. The decision of the National Highways & Infrastructure Development Corporation Limited in this regard shall be final and binding on all the bidders. NHIDCL also reserves the right to call for fresh quotations in the event of non-receipt of requisite number of quotations or non-acceptance of the quotation(s) received.

9. Any corrigendum/addendum shall be issued only on the website of NHIDCL & CPP Portal.

(S.P. Sanwal)
Deputy General Manager (Admin)
NHIDCL, 3rd Floor, PTI Building
4, Parliament Street, New Delhi-110001
Tel: 011-23461636
Email: spsanwalnhidcl@gmail.com

A. GENERAL INSTRUCTIONS FOR BIDDERS

1. National Highways & Infrastructure Development Corporation Limited is a Public Sector Undertaking fully owned by the Ministry of Road Transport and Highways, Government of India. National Highways & Infrastructure Development Corporation Ltd. is mandated to promote, survey, establish, design, build, operate, maintain and upgrade National Highways and Strategic Roads including interconnecting roads in parts of the Country which share international boundaries with neighboring countries. Further details about NHIDCL are available on NHIDCL's website www.nhidcl.com.

2. NHIDCL invites e-tenders through CPP Portal under Two Bid System: Technical Bid and Financial Bid from reputed, experienced and financially sound companies/firms (henceforth called Agency) for supply of pantry items **at NHIDCL HQ at its office at PTI Building, Jeevan Tara Building, New Delhi and any other office space in Delhi/New Delhi.**

3. **The technical bids** are to be submitted by both ways i.e. **Online on CPP portal as well as a physical copy on** or before 14.12.2020 (by 11.00 AM). The physical sealed copy in respect of technical documents super scribed **“Technical bid for selection of agency for Supply of Pantry Items at NHIDCL HQ at its office at PTI Building, Jeevan Tara Building, New Delhi and any other office space in Delhi/New Delhi”** should be dropped in the Tender Box kept for the purpose at reception of NHIDCL at 3rd Floor, PTI Building, 4 Parliament Street, New Delhi-110001 on or before the prescribed time and date and a copy must be uploaded on CPP portal. **Bids not given through CPP Portal will not be accepted.**

4. **The Financial Bid should be submitted only through online process at** <https://eprocure.gov.in>. In case of assistance in this regard, please contact **Sh. Amit Saini on his mobile number # 9667403278.**

5. Interested Companies/ Firms/ Agencies may submit their bids complete in all respect along with a scanned copy of Earnest Money Deposit (EMD) of **Rs. 30,000/- (Rupees Thirty Thousand only)** and other requisite documents on or before 14.12.2020 (by 11.00 AM) **on CPP Portal and hard copy of Tech bid along with EMD of Rs. 30,000/- to DGM (A), National Highways & Infrastructure Development Corporation Limited, 3rd Floor, PTI Building, 4-Parliament Street, New Delhi-110001. No bid shall be entertained after this deadline under any circumstance, whatsoever. Moreover, a bid not uploaded on CP Portal shall be treated as “Invalid Bid”.**

6. The Technical Bids will be opened at 11.00 AM on 15.12.2020 and Financial Bids of only technically qualified bidders will be opened on a date to be notified later on, in the presence of authorized representative of the Bidders who wish to be present.

7. Conditional bids shall **not** be considered and will be summarily rejected in the very first instance.

8. The complete Tender Documents can be downloaded from the website of NHIDCL www.nhidcl.com

9. The contract will be initially for a period of two years from the date of award of contract which may be further extended upon satisfactory performance for another one year on the same terms and conditions or curtailed/terminated at any time before expiry of contract period depending upon requirement and decision of NHIDCL.

10. NHIDCL reserves the right to amend or withdraw any of the terms & conditions contained in the Tender Document or to reject any or all bids without giving any notice or without assigning any reason thereof. The decision of the National Highways & Infrastructure Development Corporation Limited in this regard shall be final and binding on all the bidders. Any corrigendum/addendum shall be issued only on the website of NHIDCL & CPP Portal.

11. The **various crucial dates/ time** related to the tender are as under:

(a)	Date of issue of tender on CPP portal	20.11.2020
(b)	Pre-Bid Conference	27.11.2020 at 3 PM
(c)	Clarification on the Pre-Bid Conference (to be posted on www.nhidcl.com and CPP Portal)	02.12.2020 at 5 PM
(d)	Last date and time for submission of Tender documents	14.12.2020 by 11 AM
(e)	Date and time for opening of Technical Bids	15.12.2020 at 11 AM
(f)	Date and time for opening of Financial Bids	To be notified later on

12. Interested Bidders seeking any clarification about any aspect of the tender may participate in Pre-Bid conference. The written reply, if any, to these clarifications shall be posted on the Company website www.nhidcl.com and CPP Portal as per schedule above. No communication/request for clarification in this respect shall be entertained thereafter.

13. The **Earnest Money Deposit (EMD) of Rs.30,000/- (Rupees Thirty Thousand Only)**, refundable (without interest) should be necessarily kept in the sealed cover containing Technical Bid of the Agency in the form of Demand Draft/ Pay Order drawn separately in favour of “National Highways & Infrastructure Development Corporation Limited, New Delhi, payable at New Delhi” and sent to **DGM (A), National Highways & Infrastructure Development Corporation Limited, 3rd Floor, PTI Building, 4-Parliament Street, New Delhi-110001, failing which the tender shall be rejected summarily.** A scanned copy must be uploaded on CPP portal along with scanned copy of technical bid documents.

N.B. MSME registered /NSIC registered agencies for doing similar work are exempted from payment of EMD, as per Govt policy, subject to submission of valid registration certificate with the bid as per the Govt. policy.

The earnest money shall be forfeited if the contractor does not accept the LoA for any reason, whatsoever. The EMD of all the bidders shall be returned (without interest) immediately after the successful bidder submits the performance security as per the order. If the successful bidder fails to submit the performance security, the EMD of that bidder will be forfeited and the bidder shall be debarred from NHIDCL’s tenders for three years.

14. The successful bidder shall furnish a **Performance Security** of an amount of **Rs.60,000/- (Rupees Sixty Thousand only)** in the form of Demand Draft/ Pay Order drawn separately in favour of “National Highways & Infrastructure Development Corporation Limited, New Delhi, payable at New Delhi” or Fixed Deposit Receipt (FDR) made in the name of the Agency but hypothecated to the **Managing Director, National Highways & Infrastructure Development Corporation Limited, New Delhi** or Bank Guarantee issued in favour of **Managing Director, National Highways & Infrastructure Development Corporation Limited, New Delhi** covering two months in addition to the initial period of contract. On subsequent renewal/ extension of the contract, the FDR/ BG shall accordingly be renewed by the successful bidder for two months in addition to the extended contract period.

This deposit will be interest free and is refundable after the satisfactory execution/ completion of the contract and complete fulfillment of contractual obligations.

In case there any difficulties, FD should be in the name of the bidder with name of the NHIDCL also. The bidder should discharge the FD by affixing the requisite revenue stamp and signature of the authorised signatory in the bank of the bidder. Further, the bidder should provide a certificate from their bank indicating the following:

- FD No..... issued in favour of can be encashed by NHIDCL without any reference to(name of the bidder)
-(name of the bidder) shall not be allowed to encash this FD without NOC from NHIDCL.
- Interest shall accrue to the(Name of the bidder).

15. In case of breach of any of the terms and conditions attached to this contract, the Performance Security Deposit of the Agency will be liable to be forfeited by the National Highways & Infrastructure Development Corporation Limited besides annulment of the contract and the agency become liable for blacklisting.

16. **Termination** of the Contract/Agreement: NHIDCL reserves the right to terminate the contract without assigning any reasons therefore. The NHIDCL and the agencies shall have the right to terminate the contract with a prior written notice of 30 (thirty) days. Such notices shall be served by the registered post or email or by hand at the respective address.

17. **Arbitration:** In the event of any dispute arising after award of work/the execution of the Contract Agreement, the parties hereby agree to resolve the issues through Arbitration and shall follow the procedures as laid down in the Arbitration and Conciliation Act, 1996 (as amended from time to time). It is agreed that the disputes shall be referred to the Sole Arbitrator to be appointed with the consent of the parties. It is also agreed that the seat of Arbitration shall be at Delhi. Except where otherwise provided for in the contract, all questions and disputes, claims, rights, matters or things whatsoever in any way arising out of or relating to the contract thereof shall be referred to the 'Conciliation Committee of Independent Experts' before taking recourse to resolution of dispute through Arbitration. In case dispute is not resolved at Conciliation Committee of Independent Experts and still persists, the same shall be referred to the Sole Arbitrator to be appointed with the consent of the parties. The Arbitrator to whom the matter is originally referred is either transferred or vacates his office or is unable to act for any reason, on occurrence such events, with the consent afresh Arbitrator shall be appointed in accordance with the terms of the contract. Provision of the Arbitration and Conciliation Act, 1996, as amended or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause. It is a term of the contract that the party invoking arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute.

18. **Legal Jurisdiction:** The courts at Delhi/New Delhi shall have exclusive jurisdiction to try and entertain matters arising out of this tender.

19. (i) All entries in the tender form should be legible and filled clearly. If the space for furnishing the information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **Non-adherence to this stipulation shall render the bid as non-responsive.**

(ii) Technical Bid must be Indexed and page numbered.

(iii) All the pages of the tender document must be signed and duly affixed with the rubber-stamp of the firm as an acceptance of all the terms & conditions contained therein.

by an authorized signatory.

(iv) In case the signatures are made by a person other than Proprietor or designated Official of the firm, an authority letter in his/her name must be attached in original. In case the signatures are made by a person other than Proprietor or designated Official of the firm an authority letter or Board Resolution/Power of Attorney thereby in support of his authority to sign in his/her name must be attached in original or certified copy thereof.

20. INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The Instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

REGISTRATION

Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.

As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

Upon enrolment, the bidders will be required to register their valid Digital Signature Certificates (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g.Sify/nCode/eMudhra etc.), with their profile.

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse. Bidder then logs in to the site through the secured log-in by entering their user ID/ Password and the password of the DSC/eToken.

SEARCHING FOR TENDER DOCUMENTS

There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.

The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification /help from the Helpdesk.

PREPARATION OF BIDS

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents- including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option, which helps in reducing size of the scanned document.

To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents(e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” as available.

SUBMISSION OF BIDS

Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues. The bidder has to digitally sign and upload the required bid document one by one as indicated in the tender document.

Bidder has to select the payment option as “Offline” to pay the tender fee/EMD as applicable and enter the details of the instrument.

Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders.

Bidders are required to download the BoQ file, open it and complete the colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

The server time (which is displayed on the bidder’s dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidder should follow this time during bid submission.

All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to asymmetric encryption using buyers/ bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be

displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for tender or the relevant contact person indicated in the tender.

2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk OR Toll Free Number 1800-3070-2232 and **Sh. Amit Saini on his mobile number # 9667403278.**

B. Qualifying / Eligibility Criteria:

An agency, not meeting any one of the following criteria shall be summarily rejected and shall not be considered for evaluation. Documentary evidence in this regard and a certificate duly signed by Chartered Accountant shall be given for correctness of the information. Canvassing in any form will attract disqualification.

i) Agency must be in the business of trading/supplying/delivering of the items as are required by NHIDCL as per details given under 'Scope of Work' and should have an average annual turnover not less than Rs.5,00,000/- (Rupees Five Lakh only), during the financial years 2017-18, 2018-19 and 2019-20 (audited figures). If the Audited Annual Turnover is not available for the year 2019-20, then the AAR for 3 years ending 2018-19 should be provided. A certificate of Average Annual Turnover duly signed by a Chartered Accountant with UDIN No. should be attached. **A certificate not carrying UDIN Number shall not be entertained and such bid shall be treated as invalid.**

ii) The Company's Corporate Office/ Head Office should be in NCT of Delhi. A certificate duly signed by Chartered Accountant shall be attached.

iii) The agency shall be registered with the Competent Authority for GST, etc. A certificate duly attested by Chartered Accountant shall be attached.

iv) The agency should be registered with the appropriate registration authority.

v) The agency shall submit an affidavit of self declaration stating that it has not been black listed by any Central/State Govt. Ministry/Deptt. or PSU/ reputed private organizations during the last three years.

(vi) The agency shall have clients' profile with Government organizations/PSUs/ reputed private organizations etc. with national presence. A list of clients duly attested by the Chartered Accountant shall be attached.

vii) The agency must have successfully executed at least one similar work costing not less than Rs.10 Lakh or two similar works costing not less than Rs.6 Lakh or three similar works costing not less than Rs.5 Lakh during the last 07 years ending 31.10.2020.

viii) The agency must provide PAN No. of firm or proprietor with copy attested by CA.

Attested copies of the documents indicating compliance with the above specifications/ requirements should be kept in a sealed envelope containing Technical Bids and dropped in the tender box along with EMD document and uploaded on CPP Portal.

C. Evaluation Criteria:

1. All the applications will be scrutinized to assess their eligibility based on the “Eligibility Criteria” as mentioned above. The offers not meeting the said criteria shall be summarily rejected.

2. All the eligible applications will be evaluated based on the ‘Parameters’ as per the format given below:

A minimum score for Technical Bid (Tn) of 60 (out of 100) is required for qualifying in technical bid evaluation based on the following criteria:-

Sl. No.	Parameters	Marks
(i)	Length of Experience for similar services in Govt. organizations/PSUs/reputed private organization etc. (Please give details in the prescribed format in the Technical Evaluation Form)	Maximum 20 marks as follows: (year ending 31.10.2020): i. 02 yrs and up to 5 years= 05 marks ii. More than 5 years and up to 7 years= 10 marks iii. More than 7 years and up to 9 years= 15 marks iv. More than 9 years= 20 marks
(ii)	Client Profile — Number of Government organizations/ PSUs/ reputed private organization etc. serving/served for similar services (Please give details in the prescribed format in the Technical Evaluation Form) N.B. Only one Certificate will be entertained from one Client.	5 marks for each client subject to maximum 25 marks
(iii)	Level of Client Satisfaction for completion of works of similar nature, valued not less than Rs.5 lakh, during the last 7 (seven) years up to 31.10.2020 (certificate from client organization to be attached with the technical bids)- (Please give details in the prescribed format in the Technical Evaluation Form) (i) Maximum SIX best works would be considered for evaluation. (ii) A single certificate from a client, whether certifying one or multiple works/contracts, shall be treated as a single certificate. Hence, the bidders are advised to obtain separate performance	5 marks for each client certificate with outstanding/excellent, 4 marks for very good, 3 marks for good 2 marks for satisfactory service (6 best certificates will be taken into consideration subject to maximum 30 marks)

	<p>certificate for separate work orders/contracts from the concerned client.</p> <p>(iii) Only such performance certificates shall be considered in which the value of the contract is mentioned, in addition to level of performance.</p>	
(iv)	<p>Sound financial standing of the tendering firm in terms of average annual turnover, during the last three years i.e. 2017-18, 2018-19, 2019-20 (relevant certificate duly attested from CA with UDIN No. must be appended. A certificate not carrying UDIN Number shall not be entertained and such bid shall be treated as invalid.</p> <p>If the Audited Annual Turnover is not available for the year 2019-20, then the AAR for 3 years ending 2018-19 should be provided.</p>	<p>Maximum 25 Marks</p> <p>i. From Rs.5 Lakh and up to Rs.10 Lakh= 05 marks</p> <p>ii. More than Rs.10 Lakh and up to Rs.15 Lakh= 10 marks</p> <p>iii. More than Rs.15 Lakh and up to Rs.20 Lakh= 15 marks</p> <p>iv. More than Rs.20 Lakh and up to Rs.25 Lakh= 20 marks</p> <p>v. Above Rs.25 Lakh=25 Marks</p>

- a. Financial bids of only technically qualified and eligible bidders would be considered for financial evaluation.
- b. Conditional Bids are liable to be rejected.

D. General Terms and Conditions:

1	<p>Validity: The Contract shall be valid initially for a period of two years from the date of award of the contract and the rates quoted by the agency shall be valid during the period of contract. The management at its sole discretion may extend the validity of the contract for a further period of one year, if the performance of the contract is satisfactory on the same terms and conditions.</p>
2	<p>Payment: Payment shall be made on monthly basis within 15-20 days of submission of correct bill with supporting documents, upon supply of required ordered material</p> <p>No advance payment/s will be allowed and no other payment terms will be considered.</p>
3	<p>Security Deposit: The successful bidder shall furnish a Performance Security of an amount of Rs.60,000/- (Rupees Sixty Thousand only) in the form of Demand Draft/ Pay Order drawn separately in favour of “National Highways & Infrastructure Development Corporation Limited, New Delhi, payable at New Delhi” or Fixed Deposit Receipt (FDR) made in the name of the Agency but <u>hypothecated</u> to the Managing Director, National Highways & Infrastructure Development Corporation Limited, New Delhi or Bank Guarantee issued in favour of Managing Director, National Highways & Infrastructure Development Corporation Limited, New Delhi covering two months in addition to the initial period of contract. On subsequent renewal/ extension of the contract, the FDR/ BG shall accordingly be renewed by the successful bidder for two months in addition to the extended contract period.</p> <p>This deposit will be interest free and is refundable after the satisfactory execution/ completion of the contract and complete fulfillment of contractual obligations.</p> <p>In case of breach of any of the terms and conditions attached to this contract, the Performance Security Deposit of the Agency will be liable to be forfeited by the National Highways & Infrastructure Development Corporation Limited besides annulment of the contract and the agency become liable for blacklisting.</p>
4	<p>Other special conditions :</p> <ul style="list-style-type: none">i) All product supply should be of branded quality and as per the approval of FSSAI and strictly within hygiene norms.ii) The agency shall maintain the Machine(s) in a good condition on a regular basis and shall also replace spares as and when required.iii) The service person of the Machine(s) shall enter and leave the premises during the working hours and business days that are laid down by us and as per our entry and exit procedures that are in force from time to time.

	<p>iv) Name, address and telephone no. of the key personnel of Sales and Service Offices, who shall be responsible for attending various calls for sales and after sales services shall be provided by the agency to NHIDCL.</p> <p>v) NHIDCL does not bind itself to purchase any / all the quantity and to accept the lowest tender and reserves to itself the right to increase or decrease the quantity. NHIDCL further reserves the right to split the order among more than one bidders, if considered necessary.</p> <p>vi) Intending bidders or their authorized representatives will be at liberty to be present at the time of opening of tender on the specified date as given in this Tender Document. If the date fixed for opening of the tender is declared to be a holiday, at a later date the tender will be opened at the same time on the next working day following the holiday or holidays.</p>
5	The Director (A&F), NHIDCL reserves the right to choose, accept or reject the offer, in full or part, at any stage without assigning any reasons therefore.
6.	NHIDCL shall depute staff for operation of Tea/Coffee machine and serving Tea/Coffee to staff.

E. SCOPE OF WORK

Details of item required to be supplied:

S. No.	Item Details	Specification	
1.	Coffee Beans per kg	Nescafe, Tata, Bru, Coffee Day or equivalent brand	
2.	Coffee per 100g	Davidoff, Nestle, Bru or equivalent brand	
3.	Assam Tea/Plain Tea/Assam Gold (per box of 100 Tea bags)	Lipton, Tata, Brooke Bond, Girnar, Organic, India, Coffee Day, Twinings or equivalent brand	
4.	Flavored Tea (Masala, Ginger, Cardamom, etc.) (per box of 100 Tea bags)		
5.	Plain Lemon Tea (per dip/sachet)		
6.	Plain Green Tea (per dip/sachet)		
7.	Flavored Green Tea including Light Green Tea, Tulsi Ginger Tea, Green Tea Lemon & Honey, Tulsi Honey Chamomile Tea, etc. (per dip/sachet)		
8.	Detox Desi Kahwa Green Tea (per sachet)		Girnar or equivalent brand
9.	Ayush Kwath (per sachet)		Girnar, Dabur or equivalent brand
10.	Soups (Tomato, Hot n Sour, etc.) (per sachet)	Coffee Day, Knorr, Maggi or equivalent brand	
11.	Malts (Badam Milk, Hot Chocolate, etc.) (per Sachet)	Coffee Day, or equivalent brand	
12.	Branded Paper cup 150ml (per unit)	Coffee Day or equivalent brand	
13.	Wooden Stirrer (per unit)	Coffee Day or equivalent brand	
14.	Sugar Sachet (5 gm approx.)	Coffee Day, Mawana or equivalent brand	

15.	Tetra Pack milk (per Litre)	Coffee Day, Mother Dairy, Amul or equivalent brand
16.	Milk – Toned (per Litre)	Coffee Day, Mother Dairy, Amul or equivalent brand
17.	Biscuits (per kg) N.B.: Order may be placed for individual packs having different weights like 100g, 50g, etc. but rate for 1 kg	Good Quality, Branded (Sunfeast, Farmlite, Britannia or equivalent brand)
18.	Water Jar (per jar of 20 Ltr)	Bisleri, Kinley or equivalent brand.
19.	Water Bottle (per bottle of 500ml)	Bisleri, Kinley or equivalent brand
20.	Water Bottle (per bottle of 250 ml)	Bisleri, Kinley or equivalent brand

N.B. The bidder should ensure that the material supplied should be compatible with the brand of vending machines to be provided for vending of coffee/tea.

Providing of coffee/tea vending machines and water dispenser

Sr. No	Particular	
1	Coffee/Tea (2 cup) fresh milk vending machine of Café Coffee Day or equivalent brand	Coffee/Tea (2 cup) fresh milk vending machine of Café Coffee Day or equivalent brand having options for preparation of coffee, tea, soup, badam milk, hot chocolate and similar drinks.
2	Water Dispenser	

ACCEPTANCE LETTER (to be put in the cover)

(To be given on Company Letter Head)

The Deputy General Manager (Admin),
NHIDCL,
3rd floor, PTI Building
4-Parliament Street
New Delhi – 110 001

**ACCEPTANCE OF NHIDCL'S TENDER DOCUMENT – Tender for Supply of Pantry
Items at National Highways & Infrastructure Development Corporation Ltd
(NHIDCL) HQ at its office at PTI Building, Jeevan Tara Building, New Delhi and any
other office space in Delhi/New Delhi**

Sir,

1. The tender document for the work for **Supply of Pantry Items at National Highways & Infrastructure Development Corporation Ltd (NHIDCL) HQ at its office at PTI Building, Jeevan Tara Building, New Delhi and any other office space in Delhi/New Delhi** for National Highways & Infrastructure Development have been downloaded from NHIDCL website and I/We hereby certify that I/We have understood the entire terms and conditions of the tender document. I/We shall abide by the conditions/clauses contained therein.

2. I, Son/Daughter/Wife of Shri..... Authorised signatory of the company/ agency/ firm mentioned above, is competent to sign this declaration and execute this tender document.

3. My Company/ Agency/ Firm has not been blacklisted/ debarred from participating in tender of any Ministry/ Department/ PSU/Autonomous Body of Govt. of India/ private organization in the last 3 years.

4. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

5. **I/We hereby unconditionally accept the tender conditions of NHIDCL's tender documents in its entirety for the above work.**

6. The contents of clauses of the tender documents have been noted wherein it is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to put any remarks/conditions (except unconditional rebate on quoted rates, if any) in the tender and the same has been followed in the present case. In case, this provision of the tender is found violated after opening the cover, I /We agree that the tender shall be rejected and NHIDCL shall,

without prejudice to any other right or remedy, be at liberty to forfeit the earnest money absolutely,

7. I undertake that I shall not indulge in any unlawful activities for award of the tender or during execution of the tender.

8. The information/ documents furnished along with the above application are 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 document would lead to rejection of my tender and/or termination of the Contract Agreement at any stages, besides forfeiture of Earnest Money/ Security Deposit and liabilities towards prosecution under appropriate law.

9. I/We understand that in case any deviation is found in the above statement at any stage, my/ our concern/firm/ co. shall be blacklisted and shall not have any dealing with the Department in future.

10. The required Earnest Money (EMD) amounting to Rs.30,000/- (Rupees Thirty Thousand) by way of Demand Draft/Pay Order No.....dated drawn onin favour of National Highways & Infrastructure Development Corporation Limited, New Delhi, payable at New Delhi is enclosed here with.

11. We are complying with all statutory liabilities relating to taxes/GST etc.

Date:

Signature of the authorized Signatory of the Firm/Company/ Organization

Place:

Name:

Office Stamp/ Seal:

TECHNICAL BID

For Tender for Supply of Pantry Items at National Highways & Infrastructure Development Corporation Ltd (NHIDCL) HQ at its office at PTI Building, Jeevan Tara Building, New Delhi and any other office space in Delhi/New Delhi

Sl. No	Particulars	Details to be filled by the Agency	Page No. of Supporting Document
1.	Name of the Tendering Company/ Firm/ Agency		
2.	Name of Proprietor/Director of Tendering Company/ Firm/ Agency		
3.	Corporate Office/Head Office/ Registered office/business address of the Agency		
4.	Telephone/Mobile number, Fax numbers, Email		
5.	Name of Contact Person with Mobile No. & Email ID		
6.	Year of Incorporation/Constitution of the Firm/Agency		
7.	Whether registered with Registrar of Companies, Registration No., Date of Registration (Attach copy of Registration Certificate)		
8.	Income Tax - PAN No. (Attach attested copy of PAN & indicate pg no.)		
9.	GST No. (Attach attested copy of GST No. & indicate pg no.))		
10.	Whether the agency has successfully executed at least 01 (one) similar work costing not less than Rs.10 Lakh or 02 (Two) similar works costing not less than Rs.6 Lakhs or 03 (Three) similar works costing not less than Rs.5 Lakhs during the last 7 years ending 31.10.2020 in Govt. Orgns/PSUs/reputed private organization. (Documentary proof to be enclosed)	YES/NO	

11.	Whether the agency has achieved average annual turnover of Rs. 5 Lakh (Rupees Five Lakh during the last three financial years i.e. 2017-18/2018-19/FY 2019-20 (audited figures) If the Audited Annual Turnover is not available for the year 2019-20, then the AAR for 3 years ending 2018-19 should be provided.	YES/NO Turnover for :- FY 2017-18 Rs FY 2018-19 Rs FY 2019-20 Rs	
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12. Financial turnover of the tendering Company/ Firm/ Agency for the last three Financial Years with documentary proof and certificate of the Chartered Accountant thereof with UDIN No. of the CA. (Attach separate sheet if space provided is insufficient):

Financial Year	Amount (Rs.)	Remarks, if any	Page Nos.
2017-18			
2018-19			
2019-20			

13. Length of experience and client profile for similar services in Govt departments/PSUs/reputed private organization served/ presently being served by the tendering Company/Firm/ Agency (If the space provided is insufficient, a separate sheet may be attached)

S. No.	Details of Client along with telephone number and email	Description of work	Contract Number and Date	Value of Contract	Stipulated date of completion of work order	Actual date of completion	Page number

14. Copy of client satisfaction for completion of works of similar nature valued not less than Rs.5 lakhs each, during the last 7 (seven) years ending 31.10.2020 to Govt Dept/PSUs/ reputed private organizations.

S. No.	Details of Client along with telephone number and	Contract Number and Date	Value of Contract	Stipulated date of completion	Actual date of completion	Date of Performance Certificate with value and Grading	Please indicate whether Excellent/O outstanding, Very Good, Good, Satisfactory	Page Number

	email							

N.B. - Latest Performance Certificate in respect of ongoing service contracts may also be considered provided that the value of such completed period of contract is not less than Rs.5 Lakhs.

15. Additional information, if any (Attach separate sheet, if required)

16. Details of EMD of Rs.30,000/- in favour of National Highways & Infrastructure Development Corporation Limited, New Delhi, payable at New Delhi”

DD/PO No. & Date, Drawn on Bank.....

Date: (Signature of Bidder/Authorized Signatory)

Place: Address of the firm/Seal.....

FINANCIAL BID FORMAT/BoQ

Validate

Print

Help

[Item Rate BoQ](#)

Tender Inviting Authority: NHIDCL

Name of Work: For Tender for Supply of Pantry Items at National Highways & Infrastructure Development Corporation Ltd (NHIDCL) HQ at its office at PTI Building, Jeevan Tara Building, New Delhi and any other office space in Delhi/New Delhi

Contract No: NHIDCL/HQ/Admn/TenderPantryItems/2020

Name of the Bidder/
Bidding Firm /
Company :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Details of items required	Approx. Annual Estimated Quantity	Units	RATE per unit (inclusive of Taxes) In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT (inclusive of Taxes) in Rs. P	TOTAL AMOUNT In Words (inclusive of Taxes)
1	2	4	5	13	53	55
1.01	Coffee Beans per kg (Nescafe, Tata, Bru, Coffee Day or equivalent brand)	400.000	Kg		0.00	INR Zero Only

1.02	Coffee per 100g (Davidoff, Nestle, Bru or equivalent brand)	50.000	Nos.		0.00	INR Zero Only
1.03	Assam Tea/Plain Tea/Assam Gold (per box of 100 Tea bags) (Lipton, Tata, Brooke Bond, Gimar, Organic, India, Coffee Day, Twinings or equivalent brand)	250.000	Boxes		0.00	INR Zero Only
1.04	Flavored Tea (Masala, Ginger, Cardamom, etc.) (per box of 100 Tea bags) (Lipton, Tata, Brooke Bond, Gimar, Organic, India, Coffee Day, Twinings or equivalent brand)	400.000	Boxes		0.00	INR Zero Only
1.05	Plain Lemon Tea (per dip/sachet) (Lipton, Tata, Brooke Bond, Gimar, Organic, India, Coffee Day, Twinings or equivalent brand)	3000.000	Sachets		0.00	INR Zero Only
1.06	Plain Green Tea (per dip/sachet) (Lipton, Tata, Brooke Bond, Gimar, Organic, India, Coffee Day, Twinings or equivalent brand)	10000.000	Sachets		0.00	INR Zero Only
1.07	Flavored Green Tea including Light Green Tea, Tulsi Ginger Tea, Green Tea Lemon & Honey, Tulsi Honey Chamomile Tea, etc. (per dip/sachet) (Lipton, Tata, Brooke Bond, Gimar, Organic, India, Coffee Day, Twinings or equivalent brand)	3000.000	Sachets		0.00	INR Zero Only
1.08	Detox Desi Kahwa Green Tea (per sachet) (Gimar or equivalent brand)	1300.000	Sachets		0.00	INR Zero Only
1.09	Ayush Kwath (per sachet) (Gimar, Dabur or equivalent brand)	600.000	Sachets		0.00	INR Zero Only

1.10	Soups (Tomato, Hot n Sour, etc.) (per sachet) (Coffee Day, Knorr, Maggi or equivalent brand)	6000.000	Sachets		0.00	INR Zero Only
1.11	Malts (Badam Milk, Hot Chocolate, etc.) (per Sachet) (Coffee Day, or equivalent brand)	100.000	Sachets		0.00	INR Zero Only
1.12	Branded Paper cup 150ml (per unit) (Coffee Day or equivalent brand)	60000.000	Nos.		0.00	INR Zero Only
1.13	Wooden Stirrer (per unit) (Coffee Day or equivalent brand)	500.000	Stirrers		0.00	INR Zero Only
1.14	Sugar Sachet (5 gm approx.) (Coffee Day, Mawana or equivalent brand)	120000.000	Sachets		0.00	INR Zero Only
1.15	TetraPack milk (per Litre) (Coffee Day, Mother Dairy, Amul or equivalent brand)	4000.000	Litres		0.00	INR Zero Only
1.16	Milk – Toned (per Litre) (Coffee Day, Mother Dairy, Amul or equivalent brand)	2000.000	Litres		0.00	INR Zero Only
1.17	Biscuits (per kg)N.B.: Order may be placed for individual packs having different weights like 100g, 50g, etc. but rate for 1 kg (Good Quality, Brande d (Sunfeast, Farmlite, Britannia))	1500.000	Packets		0.00	INR Zero Only
1.18	Water Jar (per jar of 20 Ltr) (Bisleri, Kinley or equivalent brand.)	3600.000	Jars		0.00	INR Zero Only
1.19	Water Bottle (per bottle of 500ml) (Bisleri, Kinley or equivalent brand.)	100.000	Bottles		0.00	INR Zero Only
1.20	Water Bottle (per bottle of 250 ml) (Bisleri, Kinley or equivalent brand.)	100.000	Bottles		0.00	INR Zero Only

1.21	Coffee/Tea (2 cup) fresh milk vending machine of Café Coffee Day or equivalent brand having options for preparation of coffee, tea, soup, badam milk, hot chocolate and similar drinks. (Three machines on monthly rent i.e. 12 X 3 = 36 Units)	36.000	Month		0.00	INR Zero Only
1.22	Water Dispenser (Five Dispensers on monthly rent i.e. 12 X 5 = 60 Units)	60.000	Month		0.00	INR Zero Only
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words	INR Zero Only					

N.B.: The quantity of consumables and machines mentioned is tentative and may vary depending upon the requirement.

At present, we require 03 coffee/tea (2 cup)/ fresh milk vending machines and 5 water dispensers in addition to the consumable material.

Note:

1. Financial bids of only technically qualified and eligible bidders would be considered for financial evaluation.
2. Conditional Bids are liable to be rejected.
3. **Final selection shall be based on L-1 basis in Financial Bid. Please note that the work shall be awarded to the agency which stands L-1 in overall quote.**
4. In case L-1 defaults, NHIDCL reserves the right to forfeit the EMD of defaulter and award the work to next lowest bidder till L-3, (i.e. L-2 & L-3 in that order), provided they agree to match the quote(s) of L-1, if their quoted price(s) are higher.
5. In case of tie, technical score will be referred and the agency scoring more marks in technical evaluation will be considered for award of work. And in case of tie again, the award of work will be given to the agency having higher average annual turnover.

I/We hereby declare that all above particulars are correct. I/We have read the terms and conditions of the RFP enclosed with this form duly signed on each page and I/We shall abide the same. I/we accept all the terms and conditions given in the tender.

Date:

(Signature of Bidder/Authorised Signatory)

Place:

Address of the firm/Seal.....

UNDERTAKING

1. I submit the Financial Bid **“For Tender for Supply of Pantry Items at National Highways & Infrastructure Development Corporation Ltd (NHIDCL) HQ at its office at PTI Building, Jeevan Tara Building, New Delhi and any other office space in Delhi/New Delhi”** as envisaged in the Tender document.
2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Tender document and agree to abide by them.
3. I also undertake and understand that my bid shall be liable to be rejected if I/ we violate any of the terms and condition of this contract and any other statutory provisions relating to labour laws/ other statutory provisions in connection with supply of manpower.
4. This undertaking is unconditional, irrevocable and without any demur or protest or without reserving any right.

(Signature and sealed of the Bidder/Authorized representative)

Signature of authorized person(s)

Date:

Name:

Place:

Seal:

Annexure-IV

DETAILS OF BANK ACCOUNT

(RTGS/NEFT facility for receiving payments)

SlNo.	Particulars	To be filled by the bidder
1.	Name(s) of Account Holder(s)	
2.	Address of Account Holder(s)	
3.	Name of the Bank	
4.	Name and Address of Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	

I/We, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I/we would not hold NHIDCL responsible.

(Signature(s) of account holder(s)) Name(s) of
Account holder(s)

SIGNATURE OF BIDDER/ Authorized representative