

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

Request for Proposal

for

Supply of Pantry Items

SCHEDULE OF RFP

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|----|--|--|
| 1. | Name of Work | Request for Proposal for Supply of Pantry Items. |
| 2. | Cost of Tender Document | Rs.1000/- in the form of Demand Draft (DD) from Scheduled / Nationalized Bank to be enclosed with Technical Bid |
| 3. | Earnest Money | Rs.25,000/- (Rupees Twenty Five thousand only) in the form of Demand Draft (DD) from Scheduled/Nationalized Bank to be enclosed with Technical Bid |
| 4. | Pre-bid Conference | 04.06.2018 (1500 hours) |
| 5. | Clarification on Pre-bid Conference | (to be posted on NHIDCL website) |
| 6. | Last date & time of submission of Bids | 12.06.2018 (1500 hours) |
| 7. | Date & time of opening of Technical bids | 12.06.2018 (1600 hours) |
| 8. | Date & time of opening of Financial bids | Shall be notified later on |

1. Introduction:

National Highways & Infrastructure Development Corporation Limited, a Public Sector Undertaking fully owned by the Ministry of Road Transport and Highways, Government of India proposes to empanel the advertising agencies. 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 website www.nhidcl.com.

The vender/supplier fulfilling the eligibility criteria may download the Tender document from NHIDCL website. The cost of Tender document is **Rs.1000.00** which is to be remitted along with Technical Bid in the form of a Demand Draft in favour of National Highways & Infrastructure Development Corporation Ltd. payable at New Delhi. The applications shall be supported with Earnest Money Deposit of **Rs.25,000/- (Rupees Twenty Five Thousand only)** in the form of a Demand Draft/Pay Order on a Nationalized Bank/Scheduled Indian Bank payable in favour of National Highways & Infrastructure Development Corporation Ltd. payable at New Delhi.

2.0 Qualifying / Eligibility Criteria:

The 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. The agency must submit
 - a. Bid in the prescribed format ONLY along with the acceptance of general terms and conditions of NHIDCL, failing which the offer will be rejected.
 - b. Cost of the Tender Document
 - c. Earnest Money Deposit (EMD).
 - d. Copies of GST registration and PAN.
- ii. Agency must be in business for the last 3 years, having average annual turnover of not less than Rupees Seven Lakh, during the financial year 2014-15, 2015-16 and 2016-17 (audited figures) duly signed by the Chartered Accountant. (A certificate from CA to be enclosed).
- iii. The agency shall be registered for GST and PAN. A certificate shall be attached. (Documentary proof to be enclosed).
- iv. The agency should have successfully executed at least 01 (one) work of Five Lakhs or 02 (Two) works of Four Lakhs or 03 (Three) works of Three Lakhs of similar nature during the last three years. (Documentary proof to be enclosed).

3.0 Technical Terms & Conditions:

1. Financial Bid should consist of Price information in the prescribed price bid format and should be submitted separately.
2. Tenders not in the prescribed format and not containing the desired information will be rejected without any notice.
3. NHIDCL reserves the right to reject/cancel the tender at any time without assigning any reason. No correspondence in this regard shall be entertained.
4. The draft agreement is only indicative and may undergo changes as per the absolute discretion of the NHIDCL. However, no clarifications will be issued on the draft agreement.
5. The tender documents should be submitted along with relevant support sheets on A4 Size, properly spiral bound, each page duly serial numbered and duly signed by the authorized signatory with company's seal. No loose / separate sheets will be accepted. Information flow should be strictly as per the prescribed forms provided in the tender document. Deviation may attract rejection of the application without assigning any reason.

4.0 Scope of Work:-

| Sl. | Item | Unit | Specification |
|-----|------------------------------------|--|--|
| 1 | Coffee | Per Kg. | Nescafe, Tata, Bru or equivalent brand |
| 2 | Assam Tea | Per Pkt. | Lipton, Tata, Brooke Bond or equivalent brand |
| 3 | Green Tea | Per Sachet | |
| 4 | Lemon Tea | Per Sachet | |
| 5 | Sugar Sachets | Per Sachet | --- |
| 6 | Paper Cup | Number | (Branded paper cup of 150 mg) |
| 7 | Stirrers | Per piece | Good Quality |
| 8 | Biscuits | Per Pkt of 60 gm, 94.5 gm, 120 gm etc | Krack Jack, Hide & Seek, Bour Bon, Sunfeast or equivalent brand |
| 9 | Namkeen | Per Pkt of Aloo Bhujia (100 gm), Bhujia Sev (100 gm), Channa Crack (40 gm), Chidawa Mixture (100 gm) | Halidram/ Bikaner or equivalent brand |
| 10 | Chips | Per Pkt of Halke Fulke - Chilli (100 gm), Halke Fulke- Tomato (100 gm) | Halidram/ Bikaner or equivalent brand |
| 11 | Cake | Fruit Bar Cake (100 gm), Vegetable Cake (100 gm) | Britannia or equivalent brand |
| 12 | Water Bottle | Per bottle of 20 Ltr | Bisleri or equivalent brand |
| 13 | Water Bottle | Per bottle of 200 ml | Bisleri or equivalent brand |
| 14 | Milk-Tond | Per Kg. | Amul or Mother Dairy |
| 15 | Chhach | Per Pkt | Amul or Mother Dairy |
| 16 | Coffee/Tea (2 cup) vending Machine | Numbers | To be provided free of cost including maintenance thereof. (Three machines at the moment) |
| 17 | Water Dispenser | Numbers | To be provided free of cost including maintenance thereof. (Three machines at the moment) |

Please note:

- The items and the quantity mentioned above is tentative and may vary depending upon the requirement.
- The yearly procurement of above items is around Rs. Seven Lakhs which may vary depending upon of the requirement.

6. General Terms and Conditions:

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|----|---|
| 1 | Validity: The Contract shall be valid initially for a period of one year from the date of contract and the rates quoted by the agency shall be valid during the period of contract. Locking period shall be one year. 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. |
| 2 | Payment: Payment shall be made on monthly basis within 15-20 days of submission of bill. No advance payment/s will be allowed and no other payment terms will be considered. |
| 3 | Security Deposit: The EMD submitted by the successful bidder will be converted as Security Deposit. This deposit will be interest free and is refundable after the satisfactory execution/ completion of the contract and complete fulfillment of contractual obligations. |
| 4 | Other special conditions: <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.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.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 tenderer, if considered necessary.vi) Intending tenderer 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. |
| 5 | The Director, 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. The agency shall also arrange to procure/preparation/sale of snacks & sandwiches. |

Annexure "A"

Technical information for qualifying / eligibility criteria for RFP for Supply of Pantry Items

| Sl. No | Particulars | Details to be filled by the Agency |
|--------|--|--|
| 1. | Name of the Firm/ Agency | |
| 2. | Registered office/business address of the Agency | |
| 3. | Telephone/Mobile number, Fax numbers, Email | |
| 4. | Name of Contact Person with Mobile No. & Email ID | |
| 5. | Year of Incorporation/Constitution of the Firm/Agency | |
| 6. | Whether registered with Registrar of Companies. Date of Registration (Attach copy of Registration Certificate) | |
| 7. | Income Tax - PAN No. (Attach copy of PAN) | |
| 8. | GST No. (Attach copy of GST No.) | |
| 9. | Length of Experience of providing similar services/ Work of similar nature executed during the last three years (Attach copy of orders/any other documentary proof) | |
| 10. | Names, address & telephone numbers of minimum four big corporate clients may be provided for obtaining necessary confirmation Regarding the standard of service and other relevant detail and copies certificates regarding client satisfaction. | |
| 11 | The agency should have successfully executed at least 01 (one) work of Five Lakhs or 02 (Two) works of Four Lakhs or 03 (Three) works of Three Lakhs of similar nature during the last three years. (Documentary proof to be enclosed) | |
| 12. | Whether the agency has achieved average annual turnover of Rs. 7 (Seven) Lakh during the last three financial years i.e. 2014-15/2015-16/FY 2016-17 (Attach copy of P&L A/c of relevant year) | YES/NO Turnover for :- FY 2014-15 Rs Cr FY 2015-16 Rs Cr FY 2016-17 RsCr |

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.

Date:

(Signature of bidder)

Place:

Address of the firm/Seal.....

Annexure “B”

**Financial Bid for Request for Proposal for
Supply Pantry Items**

| Sr. No | Particular | Details to be filled by agency |
|--------|---|--|
| 1 | Please indicate the discount offered in terms of percentage over the MRP indicated in each item | Offer in percentage _____% in figure In words |

Note

1. The Coffee/ Tea (2 cup) vending Machine and Water Dispenser, three numbers each to be provided free of cost including maintenance thereof.
2. 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 will be decided by draw of lots in presence of the evaluation committee.

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.

Date:

(Signature of bidder)

Place:

Address of the firm/Seal.....