

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

Request for Proposal

for

Supply of Pantry Items

SCHEDULE OF RFP

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	28.08.2018 (1500 hours)
5.	Clarification on Pre-bid Conference	(to be posted on NHIDCL website, if any) 29.08.2018 (1700 hours)
6.	Last date & time of submission of Bids	06.09.2018 (1500 hours)
7.	Date & time of opening of Technical bids	06.09.2018 (1600 hours)
8.	Date & time of opening of Financial bids	Shall be notified later on

Dated: 14.08.2018

TENDER NOTICE

National Highways & Infrastructure Development Corporation Limited invites sealed tenders under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/ Firms/ Agencies (hereafter called Agency) **for Supply of Pantry Items** at NHIDCL Headquarters. The contract shall be initially for a period of **one year** from the date of award of the contract, which may be further extended upon satisfactory performance, for another period of one year on the same terms & conditions or curtailed/ terminated at any time before expiry of contract period depending upon performance of agency/ requirement of NHIDCL.

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

3. The tenders are invited under two bids system i.e. "Technical Bid" and "Financial Bid". The technical bids and financial bids should be submitted in separate envelopes super-scribed "Technical bid for selection of Agency for Supply of Pantry Items at NHIDCL" and "The Financial Bid for selection of Agency for Supply of Pantry Items at NHIDCL". Both the bids kept in a separate envelope super scribing "Bid for selection of Agency for supply of Pantry Items at NHIDCL HQ." 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.

4. Interested Agencies may submit their bids complete in all respect along with Earnest Money Deposit (EMD) of Rs.25,000/- and other requisite documents on or before 06.09.2018 by 3:00 P.M. to the **GM (HR), 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 4:00 PM on 06.09.2018 itself 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.*

5. 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.

GM (HR)

Copy to:

1. PS to MD & Director (A&F), NHIDCL
2. IT Cell - for display in NHIDCL and CPPP website.

GENERAL INSTRUCTIONS FOR TENDERERS

1. National Highways & Infrastructure Development Corporation Limited (NHIDCL), a Public Sector Undertaking fully owned by the Ministry of Road Transport and Highways, Government of India. NHIDCL 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.
2. The National Highways & Infrastructure Development Corporation Limited situated at 3rd Floor, 4-Parliament Street, New Delhi-110001 invites sealed tenders under **Two Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/ Firms/ Agencies (hereafter called Agency) **for Supply of Pantry Items** at NHIDCL Headquarters.
3. 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.
4. The contract will be initially for a period of one year from the date of award of contract which may be further extended upon satisfactory performance for another period of one year on the same terms & conditions or curtailed/ terminated at any time before expiry of contract period depending upon requirement of NHIDCL.
5. The tenders are invited under two bids system i.e. “Technical Bid” and “Financial Bid”. The technical bids and financial bids should be submitted in separate envelopes super-scribed “Technical bid for selection of Agency for Supply of Pantry Items at NHIDCL” and “The Financial Bid for selection of Agency for Supply of Pantry Items at NHIDCL”. Both the bids kept in a separate envelope super scribing “Bid for selection of Agency for supply of Pantry Items at NHIDL HQ.” 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.
6. The exemption of Tender fee and EMD to the agencies having NSIC registration certificates issued by MSME will be allowed as per the Govt. policy
7. The interested Agencies may submit the bid complete in all respects along with the Earnest Money Deposit (EMD) for **Rs.25,000/- (Rupees Twenty Five Thousand only)** and cost of bid documents @Rs.1000/- (non-refundable.) should be necessary kept in the sealed cover containing technical bid of the agency (in the form of Demand Draft/ Pay Order drawn in the favour of **National Highways &Infrastructure Development Corporation Limited, payable at New Delhi**, and other requisite documents in a sealed envelope addressed to GM(HR) and drop it in the tender box kept at 3rd Floor PTI Building, 4- Parliament Street, New Delhi-110001, failing which the tender shall be rejected summarily.
8. 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.
9. 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.

10. Conditional bids shall **not** be considered and will be summarily rejected in the very first instance.
11. A Pre-Bid conference would be held on 28.08.2018 At 03:00 PM. Interested Bidders seeking any clarification may participate in this conference. The written reply to these clarifications shall be posted on the NHIDCL website www.nhidcl.com by 5 PM of 29.08.2018
12. All entries in the format for tender form as per Annexure-A & Annexure-B should be legible and filled clearly. Non-adherence to this stipulation shall render the bid as non-responsive.
13. Financial Bid should consist of Price information in the prescribed price bid format and should be submitted separately.
14. Tenders not in the prescribed format and not containing the desired information will be rejected without any notice.
15. The Technical Bid of bidders shall be opened at **4:00 P.M. on 06.09.2018** and Financial Bids of technically qualified bidders shall be opened on the date to be notified later on **at 3rd Floor, PTI Building, 4 - Parliament Street, New Delhi - 110001** in the presence of the authorized representative of the Bidder (if any), who wish to be present on the spot at that time.
16. The **Competent Authority** of the National Highways & Infrastructure Development Corporation Limited reserves the right to cancel any or all the bids without assigning any reason. No correspondence in this regard shall be entertained.
17. 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.
18. **TECHNICAL BID MUST BE INDEXED AND PAGE NUMBERED.**
19. **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.**

TECHNICAL REQUIREMENT FOR AGENCY FOR SUPPLY OF PANTRY ITEMS AT NHIDCL HQ

1. The tendering Agency should fulfill the following technical specifications and furnish Documentary evidence in this regard and a certificate duly signed by Chartered Accountant shall be given for correctness of the information. The agency, not meeting any one of the following criteria shall be summarily rejected and shall not be considered for evaluation. Canvassing in any form will attract disqualification.

- (a) The Registered Office or one of the Branch Offices of the Agency should be located either in Delhi/ New Delhi or NCR region of Delhi.
- (b) The Agency should be registered with the appropriate registration authority.
- (c) The agency should have successfully executed at least 01 (one) work of Four Lakhs or 02 (Two) works of Three Lakhs or 03 (Three) works of Two Lakhs of similar nature during the last three years for Supply of Pantry Items in reputed Private Limited Companies/ Public Sector Companies and/ or Government Department etc. (Proof of which should be enclosed with the Technical Bid).
- (d) The Agency should be registered with GST.
- (e) Copy of PAN card.
- (f) The Agency must be having average annual turnover of not less than Rupees Five 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).
- (g) The agency must submit:
 - i) Bid in the prescribed format ONLY along with the acceptance of general terms and conditions of NHIDCL, failing which the offer will be rejected.
 - ii) Cost of the Tender Document
 - iii) Earnest Money Deposit (EMD).

2. Attested copies of the documents indicating compliance with the above specifications/ requirements should be kept in the sealed envelope containing Technical Bids.

Evaluation of bids (qualifying only)

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 Allotted
1.	Length of experience for supply of pantry items in reputed Private Limited Companies/ Public Sector Companies and Government Department etc. (relevant proof to be attached with technical bids.)	5 marks for each completed year of service, subject to a maximum of 25 marks.
2.	Client profile-Number of Government organizations/ PSUs/ Private Limited Companies served/ presently being served for supply of pantry items (relevant proof to be attached with technical bids)	5 marks for each client subject to maximum of 25 marks.
3	Level of client satisfaction for completion of works of similar nature during the last 5 (five) years (certificate from client organization to be attached with the technical bids). Maximum 10 best works would be considered for evaluation.	Based on grading in the client certificate, 4 marks for each Excellent/ Very Good grading, 3 marks for each Good grading, 2 marks for each Satisfactory grading, subject to maximum 20 marks.
4.	Sound financial standing of the tendering firm in terms of annual average turnover, during the last three years (relevant certificate from CA to be enclosed).	Annual Average Turnover during the last three Financial years • 20 marks for above Rs.20 lakhs • 15 marks for above Rs.15 lakhs to Rs.20 lakhs. • 10 marks for above Rs.10 lakhs to Rs.15 lakhs. • 05 marks for between Rs.05 lakhs and Rs.10 lakhs.
5.	Successfully execution of atleast 01 (one) work of Four Lakhs or 02 (Two) works of Three Lakhs or 03 (Three) works of Two Lakhs of similar nature during the last three years for Supply of Pantry Items in reputed Private Limited Companies/ Public Sector Companies and/ or Government Department etc. (Proof of which should be enclosed with the Technical Bid).	Yes - 10 marks No - 0 marks

Note: Financial bids of only the technically qualified and eligible bidders would be considered for financial evaluation.

SCOPE OF WORK

A. Supply of pantry items

Sl.	Item	Unit	Specification
1	Coffee	Per Kg.	Nescafe, Tata, Bru, Coffee Day or equivalent brand
2	Assam Tea	Per Pkt.	Lipton, Tata, Brooke Bond, Coffee Day 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	Parle, Britannia, Priyagold, 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	Fresh Milk-Tond	Per Kg.	Amul or Mother Dairy
15	Chhach	Per Pkt	Amul or Mother Dairy

- The yearly procurement of above items is around Rupees Seven Lakhs which may vary depending upon of the requirement.
- The agency shall arrange to sale of snacks & sandwiches

B. Providing of coffee/ tea vending machine and water dispenser.

1	Coffee/Tea (2 cup) Fresh Milk vending Machine	Numbers	At present we require three machines only. Rate for providing one machine with maintenance thereof to be indicated in financial bid.
2	Water Dispenser	Numbers	

Please note:

- The items and the quantity mentioned in (A + B) above are tentative and may vary depending upon the requirement.

GENERAL TERMS AND CONDITIONS:

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. 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: 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.

Annexure “A”

Technical BID for Supply of Pantry Items

Sl.	Particulars	Details to be filled by the Agency
1.	Name of Tendering Company/Firm/Agency	
2.	Name of Proprietor/Director of Company/Firm/Agency	
3.	Full Address of registered office/business office of the Agency	
4.	Telephone/Mobile number, Fax numbers, Email	
5.	Name of Contact Person with Mobile No. & Email ID	
6.	Registration no. (Attach certificate of registration)	
7.	PAN/GIR No. (Attach attested copy and indicate page no)	
8.	GST Registration No (Attach attested copy and indicate page no)	

9. Financial turnover of the tendering Company/Firm/Agency for the last three Financial Years with documentary proof and certificate of the Chartered Accountant thereof (Indicate page no.....) (Ref: Technical Requirement Criteria no.1 (F) and evaluation of bid criteria no-4)

Financial Year	Amount (Rs. Lakhs)	Remarks, if any
2015-16		
2016-17		
2017-18		

10. Give details of the major clients served/ presently being served (starting from the beginning for counting the length of experience) by tendering Company/Firm/Agency in the following format. (Ref Sr. No.2 of evaluation of bid - qualifying criteria)

(If the space provided is insufficient, additional column or a separate sheet may be added/ attached)

Sl. No.	Details of client along with address, telephone and FAX numbers	Amount value of Contract (Rs. In Lakhs)	Duration		Page no. of proof
			From	To	
1.					
2.					
3.					
4.					
5.					
6.					

11. Copy of client satisfaction for completion of works of similar nature during the last 5 (Five) years. (refer sr. No.3 of evaluation of bid qualifying criteria)

Sl. No.	Details of client along with address, telephone and FAX numbers	Amount value of Contract (Rs. In Lakhs)	Grading awarded by client			Page no. of proof
			Excellent	Good	Satisfactory	

12. Details of successfully execution of at least 01 (one) work of Four Lakhs or 02 (Two) works of Three Lakhs or 03 (Three) works of Two Lakhs of similar nature during the last three years for Supply of Pantry Items in reputed Private Limited Companies/ Public Sector Companies and/ or Government Department etc. (Proof of which should be enclosed with the Technical Bid).

Sl. No.	Details of client along with address, telephone and FAX numbers	Amount value of Contract (Rs. In Lakhs)	Year	Page no. of proof
1.				
2.				
3.				
4.				
5.				
6.				

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

14. a) Details of Earnest Money Deposit: Rs. _____)

D.D/P.O. No & Date:

Drawn on the:

Bank:

- b) Details of cost of bid documents: Rs.1,000/- (Rupees one thousand only)

D.D/P.O. No.& Date:

Drawn on the Bank:

Signature of authorized Person

Date:
Place:

Name:
Seal:

DECLARATION TO BE SUBMITTED ON AFFIDAVIT

With reference to our tender for Supply of Pantry Items at NHIDCL Headquarters, New Delhi, we hereby declare that:

1. I, Son/Daughter/Wife of Shri.....
Authorized signatory of the company/agency/firm mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them:
3. My Company/ Agency/ Firm has not been blacklisted/ debarred from participating in tender of any Ministry/ Department/ PSU of Government of India in last three years.
4. 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 at any stage besides liabilities towards prosecution under appropriate law.
5. We are complying all statutory liabilities relating to taxes/GST etc.

Annexure “B”

Financial Bid for Request for Proposal for Supply Pantry Items

A. Supply of pantry items

Sr. No	Particular	Details to be filled by agency
1	Please indicate the overall discount offered in terms of percentage over the MRP indicated in all items to be supplied.	Offer in percentage _____% (in figure) In words

B. Providing of coffee/ tea vending machine and water dispenser.

Sr. No	Particular	Rate per machine including comprehensive maintenance
1	Coffee/Tea (2 cup) Fresh Milk vending Machine	
2	Water Dispenser	
	Total	

At present we require three Coffee/Tea (2 cup) Fresh Milk vending machines and three water dispenser only. Rate for providing one machine each with maintenance thereof to be indicated in financial bid.

Note

1. The bidders offering highest discount in item (A) for Supply of pantry items and lowest hiring rate in item (B) for Providing of coffee/ tea vending machine and water dispenser will be considered for award of work. It can be the same bidder or two different bidders depending upon the quote.
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.....
