



**INDIAN INSTITUTE OF TECHNOLOGY GOA,
GEC CAMPUS, FARMAGUDI, PONDA, GOA, 403401**

**NOTICE INVITING TENDER
FOR
“Setting up of Café Point at IIT Goa”**

NIT NO: IITGoa/IWD/2025/10 Dated : 08.08.2025

NOTICE INVITING TENDER

NIT Number	IITGoa/IWD/2025/10 Dated : 08.08.2025
Title of Tender / Services	Setting up of Café Point at IIT Goa
Date of publishing of bid	08/08/2025, 1800 Hrs
Last Date & Time for submission of Bid	29/08/2025, 1800 Hrs
Date for opening of technical bid	30/08/2025, 1800 Hrs
Date for opening of financial bid	Will be intimated to technically qualified bidders only through email
Pre-bid Meeting	20/08/2025, 1200 Hrs at IIT Goa Estate Office
Area of the cafe	193.68 square feet
Reserve Maintenance charge	Rs. 5000/- per month(Including GST)
Contract period	01 Years from the date of start of services. <i>Extendable to maximum up to 5 years (yearly basis) on mutually agreed terms & condition subjected to satisfactory performance.</i>
Mode of Evaluation	Highest (H1) offered price
EMD	Rs. 10,000/- (To be deposited online through RTGS / NEFT in IIT Goa main Account) <i>(exempted for valid MSE bidders with bid security declaration)</i>
Bid validity period	90 days
Security Deposit	Rs. 50,000/- (to be refunded after satisfactorily completion of service) (RTGS / NEFT in IIT Goa main Account)
Address for all communication	Assistant Registrar, GA & Estate IIT Goa, at GEC Campus Farmagudi, Ponda Goa-403401 Tele:0832-2490-892 Email-ar_ga@iitgoa.ac.in

General terms & Conditions

1. IIT Goa invites sealed tender for **Setting up of Café Point at IIT Goa** from operator of reputed / **branded** (Nescafe, Barista, café coffee day, Starbucks etc.) café operator to operate the café point at IIT Goa for students, Faculty, Staff and various users/ guests.
2. The period of contract shall be initially one year and extendable to maximum up to 5 years (yearly basis) on mutually agreed terms & condition subjected to satisfactory performance.
3. **Technical Bid** along-with Earnest Money Deposit, shall be submitted online on CPP Portal before due date. Bids not accompanied with right amount of EMD in the prescribed form are liable to be rejected.
4. **Earnest Money Deposit:** The bidder are required to submit refundable EMD of Rs. 10,000/- in the following bank account in form of NEFT/ RTGS only. Bidder is required to submit UTR reference no/ transaction slip along with the technical bid. The details of bank account are as below:
Beneficiary name: IIT Goa Main Account
Account no: 520101252594859
IFSC Code: UBIN0913286
Bank Name: Union Bank of India
Branch: Farmagudi
Address: GEC Campus, Farmagudi, Ponda, Goa - 403401.
5. **Security Deposit:** The L1 bidder are required to submit security deposit of Rs. 50,000/- which shall be refunded without Interest after satisfactory completion of contract period. In case of violation of agreed terms & conditions or damage to premises allocated for café point the bidder will be required to make it as original or the amount for the same shall be recovered from the security deposit.
6. All the pages of this tender document **(except the price bid format)** along with necessary supporting documents as applicable will form the technical bid. Each page of the bid document shall be stamped and signed by the bidder.
7. The **Price Bid** should be with the Financial Bid Cover Only failing which the bid shall be liable for rejection.
8. The technical bids shall be opened as per schedule placed at NIT. The vendors who are short listed after qualifying technical bid will be intimated the date and time of opening of the price bids subsequently. IIT Goa reserves the right to reject any or all the tenders/bids without assigning any reason thereof.
9. The bidder should not cause any damage to the Institute's property or make any additions or alterations, structural or otherwise, or interfere with electrical installations therein without prior approval of the Institute, nor should the bidder enter into any financial transactions with any one which will bind the Institute. The bidder should keep the premises tidy and clean and should ensure proper hygiene and orderliness.
10. The bidder shall not modify/alter any of the facility without written permission from the Institute.
11. The bidder shall not assign, sublet or part with any portion of, or the full possession of the leased premises and properties therein under any circumstances.
12. The prices that are agreed upon by both parties shall be revised only after the approval from Institute. The final prices should be inclusive of all applicable taxes
13. The bidder in no case has the right to go non-operational except in case of emergencies and with the prior information / approval of the Institute.
14. The employee of the bidder should wear their uniforms and carry a photo ID card indicating the particulars of the agency. The employees should wear head caps, gloves, aprons and resort to any hygiene practices, if any, to be specified by the Institute, during working hours. The cost of all such expenses shall be borne by the service provider and nothing extra shall be paid on any account by the Institute.
15. The bidder should provide first aid box at the café for any emergencies.

16. **Force Majeure:** The parties here are relieved of any liability if unable to meet the terms and conditions of this License Agreement due to any "Act of God"- riots, epidemic, pandemics, strikes, or any act or order which is beyond the control of the party not in compliance, provided that it takes all reasonable steps practical and necessary to effect prompt resumption of its responsibilities hereunder.
17. **BREACH OF TERMS AND CONDITIONS:** The IIT Goa will have the right to monitor the premises, facilities and operations periodically. Any violation of the terms and conditions mentioned will entail immediate cancellation of the license and forfeiture of the Caution Deposit. In matters of disputes, the decision of the IIT Goa shall be final and binding on the bidder.
18. **MODE OF PAYMENT for Maintenance Charges:** All payments should be made by bank transfer to the "IIT Goa Main Accounts" on or before 10th of every month and a copy of each receipt shall be handed over to Estate Section.
19. **PENALTY:** Penalty will be imposed for violation / non-compliance of Institute rules as below
- | Complaint/ Issues | Penalty |
|--|---|
| Hygiene, Quality, Service, , Ambience, Cleanliness littering & garbage disposal, Display, Availability of items (as agreed in contract)/ Behaviour of the personnel/ Not registering complaint, late remittance of payments / dues | Rs. 1000/- per complaint |
| Any other complaint not listed above | As decided by the Institute Competent Authority |
20. **TERMINATION OF CONTRACT:** Application for discontinuing the trade and vacating the premises should be sent by the bidder one month in advance from the date from which they desire to discontinue and vacate. The bidder shall deliver to the IIT Goa or their representative, on the said date, vacant possession of the premises with all its fittings if any, in the same condition as when they took possession of the same. **The IIT Goa has the sole and inalienable right to terminate the agreement by giving one month's notice to the bidder without assigning any reason.**
21. **DISPUTE RESOLUTION:** Any dispute that arises between the parties out of or in relation to this agreement shall be attempted to be resolved by good faith discussions between the parties. In the event of the issue being unresolved, the same shall be referred to Dispute Resolution Committee duly constituted by the Director IIT Goa. If the matter is amicably not resolve the same shall be referred to the Court of law with provision prevailing thereon and the jurisdiction shall be the state of Goa.

Additional Terms & Conditions:

- The bidder should make their own arrangements for obtaining necessary licenses/fire license/clearances/approvals, i.e., GST, FSSAI, permission for waste disposal, etc., from the Government of Goa, as the case may be wherever necessary, and also ensure compliance of all necessary statutory regulations.
- The bidder should ensure that they possess the requisite valid license to operate. The IIT Goa shall not hold any responsibility in any manner whatsoever for any breach by the bidder on this account.
- The bidder should adhere to the time schedules prescribed by the IIT Goa regarding the functioning, provision of services, and compliance with legal requirements applicable to their trade.
- The bidder should not employ in the cafe any persons suffering from communicable disease and persons indulging in anti-social activity. The IIT Goa holds the right to insist upon the bidder that they shall not engage any person not acceptable to the IIT Goa.
- The license is not transferable or assignable and the bidder should not permit anyone other than themselves or their authorized agent, who shall have to be approved by the IIT Goa, to conduct the trade for which the license is issued. The area should not be used for any purpose other than that of conducting the trade for which the license is issued.

6. The security of the properties or their customer's properties shall be the sole responsibility of the bidder. The IIT Goa will not, on any account, be held liable in any manner whatsoever for any loss in this regard.
7. The bidder shall ensure that all safety precautions shall be taken for the storage of their materials. The IIT Goa shall be fully and unambiguously indemnified by the bidder against all damages caused to the latter's licensed premises or their materials therein.
8. The bidder should not engage persons below the age of 18 years as labourers and shall adhere to all applicable labour laws.
9. The IIT Goa or their representatives shall have inalienable and full rights to inspect the cafe at any time and date without prior notice.
10. The bidder shall not store any combustible articles in the premises and shall take necessary steps to safeguard against fire, explosion and other related hazards.
11. If any damage or loss to the property of the IIT Goa and / or the Institute is identified to be caused by the bidder, the financial and other compensation for such damages shall be made to the IIT Goa by the bidder.
12. The bidder shall comply with all the rules and regulations of IIT Goa. The bidder or their staff shall neither store nor trade any psychotropic drugs/materials any involvement on the part of employees of bidder in any act of moral turpitude shall make Licensee liable for termination of the license order.
13. Fire Safety: The service provider would be required to make necessary fire safety arrangements in the allotted space.
14. IIT Goa will have right to supervise/oversee the quality, market price and reasonability of the price of items, at any point of time. A proper bill should be issued for all the items sold. Any deviation would be viewed very seriously and it could lead to termination of the license order.
15. The Institute on chargeable basis shall make electricity connection and water supply at the café point location.

Scope of work

1. IIT Goa invites tenders from operator of reputed / **branded** (Nescafe, Barista, café coffee day, Starbucks etc.) café operator to operate the café point at IIT Goa for students, Faculty, Staff and various users/ guests. The list of food/beverage items to along with its prices is to provide by the bidder. The bidder should not change the prices mentioned in the proposal during the contract period. The price may be increased to adjust the inflation cost on mutually agreed rates in the extended period if any.
2. The bidder to erect temporary structure on his own cost which is required for the operation of the cafe. Institute will only make provision for electrical and plumbing connection up to the erected structure. The electrical and plumbing fittings inside the structure will be in the scope of the bidder. The structure to be made operational within one month from the date of issue of work order. The bidder to dismantle the structure and make good the area provided to him for the café within one month from the date of completion of the contract or the date of receipt of termination notice if any.
3. **Operational timings:** The cafeteria shall operate from 09:00 AM to 09:00 PM, the Institute timings may change occasionally, and the vendor must be flexible to cover the timings.
4. **Expenditure for common cleanliness:** The successful bidder shall be responsible for the overall cleanliness of the premises including removal of solid waste. The bidder is solely responsible for maintaining the cleanliness and should take utmost care to maintain the cleanliness in the cafe premises all the time.
5. **Solid Waste Management:** The bidder should keep an adequate number of big-size dustbins near their allotted space and clear them at regular intervals. The bidder must supply an adequate number of 60 Microns trash bags to be placed in the dustbins and ensure they are appropriately sealed as soon as they are full. The bidder shall ensure to segregate the Dry waste and wet waste and arrange separate dust bins for dry and wet waste. The cost of all such expenses shall be within the scope of service provider.

6. The bidder shall arrange for periodic pest control within the premises allotted to the café without any extra cost to the institute.

Eligibility Criteria

1. The bidder should have valid registration and trade license for running of the said service [copy to be attached].
2. Bidders should have registered with PAN/GST [copies to be attached].
3. Bidders quoting for the cafe having supply of food items should have valid FSSAI licenses and submit the same along with the bid document.
4. The brand which has been franchised by the bidder should have a minimum of 10 operating Cafeteria outlets during the previous financial year (2024-25). A signed declaration with a list of operating Cafeterias and their addresses have to be submitted along with the bid. False/Incorrect information will lead to disqualification summarily.
5. The bidder should have a valid Labour License, EPF and ESI registrations (if applicable).
6. The bidder should submit duly signed and stamped tender document along with their bid as a token of acceptance of all the tender terms.
7. Bidder should submit a self-declaration on their letter head for the following:
 - a) That the Partners of the firm or sole proprietor or Company as the case may be, has never been black-listed and the name of the firm or company has not been changed.
 - b) That there is no police case/vigilance enquiry pending against the Partners of the firm or sole proprietor or Company as the case may be, and that he has never been punished by any Hon'ble Court.
 - c) That there are no dues towards income tax as on the date of the affidavit.
 - d) That the contractor is not an employee or a close relative (including son, daughter, and siblings of self or spouse) of any employee of IIT Goa.

Bid Evaluation Process:

Technical Bid Evaluation

The technical committee will evaluate the bids on various parameters as detailed above based on the duly signed documents submitted in technical bid by prospective bidders. Financial bids will be opened only those are found to be technically qualified.

Financial Bid Evaluation

Financial Bids of Technically qualified bidders will be evaluated on the basis of highest maintenance charges (H1) offered amongst the technically qualified bidders. The bidder quoting less than the minimum reserved price/maintenance charge shall be out rightly rejected.

No ambiguity should be there in the quoted price and the rate quoted should be as per the price bid format. Conditional offer or the quotation not furnished in the format attached at **Annexure-I** shall be considered non-responsive and is liable to be rejected

Termination of Contract

This contract may be terminated on any of the following Contingencies: -

- A. On the expiry of the contract period as stated above
- B. By giving notice period of three month's either side or by Institute on account of:
 - i. Committing breach Terms and Conditions of this agreement by the Contractor.
 - ii. Assigning the contract or any part thereof to any Sub Contractor
 - iii. On Contractor being declared insolvent by competent Court of Law.

During the notice period for termination of the contract, in the situation contemplated above, the service provider shall keep on discharging his duties as before till the expiry of notice period.

PRICE BID

I hereby offer to pay following maintenance charges for café at IIT Goa

1. Maintenance Charges= _____
 2. GST @ 18%= _____
 3. Total amount in INR _____
- (In words _____)

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Item Rate BoQ

Tender Inviting Authority: Head-IWD/IIT Goa

Name of Work: Setting up of Café Point at IIT Goa

Contract No: IITGoa/IWD/2025/10 Dated : 08.08.2025

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.	Item Description	Quantity Per month	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Including GST in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	13	53	55
1 1.01	Setting up of Café Point at IIT Goa Maintenance charges for café at IIT Goa	1.000	Rupees per month		0.00	INR Zero Only
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words			INR Zero Only			

Signature of the Tenderer with Seal & Address