

L. N. Mishra Institute of Economic Development and Social Change

1 Nehru Marg, Patna - 800001

Request for Proposal (RFP) Notice

LNMI/1/2025

L. N. Mishra Institute of Economic Development and Social Change, Patna invites sealed proposals/bids under two Bid Systems for running and operating **Cafeteria** (academic block 3rd floor) and **Canteen** at L. N. Mishra Institute of Economic Development and Social Change, Patna from registered/reputed restaurant/food chain operator/firm having requisite eligibility. The last date and time of submission of proposal is **7 days from the publication date of this notice by 4:00 PM** through **Registered Post / Courier or by hand.** The detailed proposal document is available on the Institute website www.lnmipat.ac.in. The proposal should be accompanied by DD of Rs. 10,000/- (cost of Tender) in favour of Director, L. N. Mishra Institute of Economic Development and Social Change, Payable at Patna.


(Registrar)

L. N. Mishra Institute of Economic Development and Social Change

1 Nehru Marg, Patna - 800001

Request for Proposal/Bid


LNMI/1/2025

L. N. Mishra Institute of Economic Development and Social Change, Patna (hereafter "LNMI") invites sealed proposals under two Bid Systems for running and operating Cafeteria (academic block 3rd floor) and Canteen at L. N. Mishra Institute of Economic Development and Social Change, Patna from registered/reputed restaurant/food chain operator/firm having requisite eligibility.

LNMI shall provide both Cafeteria (academic block 3rd floor) and Canteen **free of rent** along with existing furniture/refrigerator/utensils/cooking ranges/Air conditioners etc and other kitchen equipment on "as is where basis" to the successful Bidder (hereafter "service provider") for providing canteen and food outlet services to its student and staff at concessional/ subsidised rate initially **for one year** from the date of agreement.

The service provider is expected to take Electricity, gas connection and invest in operation and bear cost for running the Canteen & cafeteria at the prices of dishes/food item approved by the Institute. The service provider is also expected to take license, approval for running such canteen and cafeteria from the authorities concerned, including FSSI approval.

The cost approved by the Institution shall be subsidized and the cost of the subsidy/ concession shall be fully borne by the service provider including the tax liabilities, if any. The institution shall not pay or reimburse the cost of running the cafeteria and canteen. The menu and its cost of item and dishes of cafeteria and canteen shall be approved by a



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committee constituted for this purpose. The proposal/bid giving maximum discount on the printed menu (cooked food) of the nearest restaurant run by the bidder shall be declared successful and shall be awarded with the work order. The revision of prices from time to time shall be decided by a committee constituted by the Institute.

Interested bidders should submit financial bid with a menu for snacks/ soups and beverages/ main course items (North Indian/ South Indian/ Chinese) both vegetarian and non-vegetarian dishes with their printed outlet price and discount on the printed menu of the nearest restaurant at which they shall be offering the product in the LNMI. An indicative format for submitting financial bid is being given in this document.

The last date and time of submission of proposal is **7 days from the publication date of this notice on Institute's website by 4:00 PM** through **Registered Post / Courier or by hand**. The detailed proposal document is available on the Institute website **www.lnmipat.ac.in**. The proposal should be accompanied by DD of Rs. 10,000/- (EMD) in favour of Director, L. N. Mishra Institute of Economic Development and Social Change, Payable at Patna. Details are as follows:

Sr NO.	Description of Goods/Services	Earnest Money to be Deposited	Last date & submission of proposal document
1.	Running and operating Cafeteria (academic block 3 rd floor) & Canteen	Demand Draft of Rs. 10,000/-	22.01.2025 4PM



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2. The tender must be accompanied by a Demand Draft of Rs. 10,000/- (Refundable) of scheduled bank, drawn in favour of **Director, L. N. Mishra Institute of Economic Development and Social Change** Payable at Patna as Earnest Money for the above proposal.



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Eligibility Criteria and General Terms of Condition Of Bid/RFP:-

1. Proposal is invited from reputed food chain / restaurant operator having **5 or more food outlet/ restaurant chain** in Patna for more than **Five (05) year**.
2. The Firm/ bidder should have average annual financial turnover of **at least of Rs 10 lakhs in each of preceding** last 3 consecutive financial years starting from F.Y. 2021-22.
3. Sealed tender documents should be duly signed & stamped on all pages are required to be delivered at **L. N. Mishra Institute of Economic Development and Social Change**, 1 Nehru Marg, Patna-800001(Bihar) by **OFFLINE MODE** only to reach on or before **22/01/2025 by 4:00 PM** with an EMD of Rs. 10,000/-.
4. Proposal/ Bid should be submitted in two Bid system. The first sealed envelope should be superscribed as **‘Technical Proposal/Bid’** and second sealed envelope should be superscribed **“Financial bid/ Proposal”**. Both the sealed technical bid/proposal and financial bid/proposal envelope should be packed inside another big envelope so that their bids/proposal packets are not misplaced.
5. The Technical Bids opening shall be at LNMI, Patna in presence of the tenderers or their authorized representatives, if any, who wish to attend on the same date after closing time. If the office happens to be closed on the date of receipt of the bids or opening of bids as specified, the bids will be received and opened on the next day of opening of the office on the same time.
6. **Technical Bid Document**
 - a. Proposer/bidder should furnish papers to prove their experience by giving valid documentary evidence etc.



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- b. For turnover the bidder should submit Income tax return and profit loss statement/ audited annual report for the FY 2021-22, 2022-23, 2023-24.
- c. Affidavit for not being blacklisted by and any Govt (centre or State) or Govt organisation including PSUs and Autonomous bodies of the Govt.
- d. Copy of GST registration in Bihar.
- e. Copy of Income Tax Pan Number.
- f. Registration of the Firm / food chain outlet, (If applicable).
- g. Proof of address in case of proprietorship firm.
- h. Copy of proof for Catering service / Food License/FSSAI.
- i. Copy of Authorization for the signatory of proposal and Participation in the bid (not required in case of Proprietorship firm).
- j. Signed copy of this RFP document as an acceptance to the terms and conditions laid herein.
- k. **Detailed Biodata in Given format** for technical Bid.

7. Financial Bid Document

- i. The Financial Bid shall contain the printed list of dishes, their prices in the present restaurant nearest to LNMI and discounted price at which they are being offered to be sold in LNMI canteen and cafeteria. Indicative format for financial bid is as under: -

Financial Bid Format (Indicative only)

Sl. No	Dishes/Items*	Quantity (ml/gms)	Outlet Cost/ cost in restaurant as per printed price list (including taxes)#	Discounted price for LNMI Canteen & Cafeteria (including taxes)	Discount %	Remarks
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1	Tea (Milk Tea)					
2	Tea (Lemon)					
3	Coffee Cappuccino					
4	Coffee Black					
5	Soup (Veg)					
6	Soup (chicken)					
7	Noodles (Veg)					
8	Noodles (Chicken)					
9	Noodles (Egg)					
10	Maggie (Veg)					
11	Samosa per pc					
12	Bread Pakora per pc					
13	Dosa					
15	Vada					
16	Gulab Jamun					
17	Rasgulla					
19	Idli					
20	Pastry					
21	Muffins					
22	Burger (veg)					
23	Burger (chicken)					
24	Soft drink	200ml		As per MRP		
		250ml		As per MRP		
		500ml		As per MRP		
25	Packaged mineral water	500ml		As per MRP		
		1ltr				

*All items given here are indicative only. The bidder should quote as per its nearest restaurant/food outlet printed menu and expertise.

As a proof bidders should submit the recent printed pricelist of their restaurant/ food outlet.

- ii. All columns shall be duly filled in with specific information on the cost involved.
- iii. The rates for the services shall be quoted in Indian Rupees only. Overwriting or used of fluid in financial bid will be summarily rejected.

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- iv. To verify their quoted price, Bidder must attach the recent Printed pricelist (menu having pricelist) of their restaurant / food outlet chain.**
3. The Technical Bid of only those Bidders shall be technically examined, whose earnest money are placed and found to be in order.
4. The Tender Evaluation Committee will evaluate the Technical Bids and is fully authorized to reject any tender incomplete, ineligible bidder or bid submitted after due date and time. The decision of the Tender Evaluation Committee shall be final. Only Technical qualified proposal/bid shall be eligible for consideration of their financial/Price Bid. Technically Qualified bidders shall be intimated through Institute website/e-mail/Phone call about time and date of opening of their financial bid.
5. Clarification on Tender Documents
 - a. During evaluation of tenders, the Institute authorities/committee may at its discretion to ask the Tenderer for any clarification(s) if so deemed to fit. The request for clarification and the response shall be in writing. However, the Tenderer is not permitted to alter the price(s) furnished in the Price Bid.
 - b. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price (i.e. obtained by multiplying the unit price and quantity), the unit price shall prevail, and the total price shall be corrected. If the Canteen Service Provider does not accept the correction of errors, its tender will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
6. The amount of Earnest Money Deposit (EMD), in case of successful Tenderer, shall be refunded on successful completion of signing of agreement and submission of requisite



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Performance Guarantee. However, EMD of unsuccessful Tenderers will be refunded after the award of the contract to the successful Tenderer.

7. Bid / Proposal validity shall remain open for acceptance for a period of **60 days** from the date of opening of the tenders. If any Tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the then LNMI, shall forfeit full earnest money. The decision of Director, L. N. Mishra Institute of Economic Development and Social Change, Patna in this behalf shall be final and binding on the Tenderer.
8. The Request for Proposal (RFP) shall form a part of the contract document.
9. No additional conditions from the bidder or conditional bid shall be summarily rejected without assigning any reason.
10. The bidder should meet the Financial & Physical work completion criteria to qualify in the subject bid.
11. In case the bidder awarded with providing canteen services backs out, the Institute shall award the work to the next bidder on the rate quoted by L-1.
12. Successful bidder after award of the work order shall have to sign an agreement on a stamp paper of Rs. 1000/- within one week of receipt of the work order. The cost and expenditure of signing of agreement shall be borne by the successful bidder.
13. Successful Bidder are supposed to start the canteen and cafeteria services within 15 days of signing of the agreement.



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14. Successful bidder (hereafter "service provider") upon start of the operation is not supposed to use either canteen or the cafeteria as base kitchen to provide catering services or to supply food outside the Institute. Further the services of cafeteria and canteen is restricted for the use of LNMI students and staff. No outsider is allowed to use the canteen and cafeteria services, and the service provider shall not sell or cater to the outsiders.
 15. LNMI shall provide the service provider the existing furniture(s)/ refrigerator(s)/ utensils/ cooking ranges/ Air conditioners etc and other kitchen equipment on "as is where basis" to the successful Bidder. The service provider is expected to maintain and keep all such thing/ equipment in running condition and hand it over to the LNMI at time of end of contract.
 16. Successful bidder shall submit a Demand Draft of Rs 10,000 (Ten thousand) each drawn in favour of 'Director, L N Mishra Institute of Economic Development and Social Change, payable at Patna for Canteen and Cafeteria as a **Performance Guarantee** at the time of signing of contract. On successful completion of the contract this amount shall be returned to the service provider.
 17. In case of any other hygiene failure/gross negligence/ violation of other rules which are not mentioned above, by the Agency, will be assessed by the Institute Administration and accordingly a hefty fine will be imposed upon the Agency and that may also lead to the termination of contract and blacklisting the Agency.
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18. No Subcontract shall be allowed for these services under the Contract.

19. Termination of contract

For breach of contract, the LNMI may, without prejudice to any other remedy by written notice of default sent to the Service Provider, terminate the Contract in whole or part

- (a)** If the Service Provider fails to deliver the service(s) within stipulated time or fail to deliver quality service(s) or fulfil any obligations as specified in the work order the contract may be terminated.
- (b)** If the Service Provider fails to provide quality hygienic foods to the satisfactory of the students/Institute authorities, then Institute may terminate the contract.
- (c)** If it comes to the knowledge of the Institute that at any time, even after awarding the contract or during the tenure of the contract period the Canteen Service Provider has engaged in corrupt or fraudulent practice(s) in bidding process or in competing for or in executing the contract, the contract may be terminated.
- (d)** LNMI may at any time terminate the Contract by giving written notice to the Canteen Service Provider, if the Canteen Service Provider becomes bankrupt or otherwise insolvent. The termination will be without compensation to the Canteen Service Provider, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Institute.

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- (e) LNMI, by written notice to the Service Provider, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the College's convenience, the extent to which performance of the Mess Service Provider under the Contract is terminated, and the date upon which such termination becomes effective. The termination will be without compensation to the Canteen Service Provider.
- (f) One month notice will be given by either party for termination of Contract during the tenure of Contract for breach of Clause or otherwise.
20. Canteen Service Providers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred in execution of the contracted services to the Institute.
21. All legal disputes arising out of this contract /bid shall be subject to competent court and Forum under judicature of Patna only.
22. The contract will be initially for a period of one year, which may be renewed /extended for a further period of another two years Or any other specified duration on mutually agreed terms and conditions depending upon the performance of the service provider and the evaluation made by the L. N. Mishra Institute of Economic Development and Social Change, Patna. Extension of time will depend upon the requirement of the Institute and performance of the service provider.
23. The agency shall display Menu-chart and Timeslot (Breakfast/Lunch/Dinner/ Others) in the Canteen Area which



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shall be strictly followed.

24. The agency shall apply for electricity connection for Canteen services with separate meter and to operate the Kitchen equipment(s) etc.
25. The maintenance of safety, healthy, hygienic condition and fire safety provisions in and around the canteen area/kitchen area will be the responsibility of the service provider. Instructions of the Building In charge, committees of the Institute and LNMI about cleanliness and safety shall have to be followed and the entire expenditure towards this will be borne by the agency.
26. The waste disposal will be eminent responsibility of the service provider. For the disposal of waste, the service provider is bound to pay the charges as decided by the Institute from time to time in consonance with the waste disposal system/procedure/norms of the Institute.
27. The service provider is required to keep sufficient number of attendant/ canteen worker. All the canteen workers must be aged between 18 to 60 years. All workers must be provided same type of uniform along with safety cap on their head and gloves in their hands. They must maintain personal hygiene.
28. The service provider and its workers must behave politely with Institute inmates. Medical fitness certificate of each mess employee certifying that he/she does not carry an infectious or contagious disease is required to be submitted with the Institute authority/administration by the agency. No female worker shall be allowed to work/stay in canteen and kitchen premises between



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6.00 p.m. to 6.00 a.m.

29. Service provider shall ensure that its managers/ workers follow the discipline and rules of the Institute and that they do not take to Smoking/ drinking/ consuming other intoxicating substance etc.
30. It may be noted that the students of LNMI, their parents, alumni of LNMI, employee of the Institute, girl student of Patna Women's College (on production of valid I-card) and other allowed person by LNMI administration shall dine. However, for the sake of security reason or anything like that, the Institute Administration may impose restriction on allowing certain person in the canteen for the purpose of dining or whatsoever.
31. If the management of service provider is not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, then LNMI is empowered to terminate the contract with a short notice of one week and/or impose penalty on the service provider.
32. The Institute opinion is final so far, the quality of food/canteen management is concerned.
33. In case of imposition of fine by the Institute for violation of any stipulation of the contract or for serving substandard food or for serving unhygienic food etc, the Agency will pay the amount of fine within 7 Days (Seven Days) of imposition of fine otherwise the Institute shall be free to deduct the penalty amount from the performance guarantee.
34. Cooking material should be branded and as per FSSAI standards. Substandard materials shall not be allowed to be used.



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35. Hygiene, overall cleanliness of surrounding, kitchen and the food items, raw materials, ingredients etc should be of good quality. Clean, fresh, nutritious, hygienic and edible food must be served. Any type of cooked food shall not be stored/preserved/reserved after meals. Non-adherence of Institute authority's instructions in above matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same in the form of imposition of fine and even termination of the contract unilaterally.
36. Canteen/cafeteria workers and cook should be healthy and medically fit. They are required to have a regular check up with the Institute Committee members or as directed by the Institute. If any canteen worker is found medically unfit, he/she will not be given permission to continue his/her duties and canteen agency must replace him immediately without fail.
37. It is to be ensured that whenever the canteen workers are on duty, they should be in Uniform with nameplates to be displayed prominently. The uniform should be cleaned / washed at least thrice a week.
38. Food / any other item should not be served inside the classrooms unless in exceptional cases and only on directives of Institute Authority.
39. Service provider shall provide light food to the sick students during his/her/ their sickness period as per advice of the doctor/warden and no extra charge will be paid by the students for the same.
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40. The Service provider is required to maintain the details of all his employees/canteen workers. These information's along with their photographs shall be submitted to the Institute Administration.
41. The Service provider will install CCTV Camera covering the entire canteen and kitchen area and every day's activities including serving of food items to the students/staffs must be recorded properly and preserved. So that the Institute authority can simultaneously regulate/control/vigil the activities of the kitchen and canteen area.
42. In case of any accident-causing injury/death, to canteen workers or any of its employee/staff, shall be absolute liability/responsibility of the Service provider. The Institute Administration shall not be responsible by any means in such cases. The agency should arrange group insurance and other social security measures to all of their workers as per the provisions of laws. The agency should also follow the provisions of other welfare legislations of our country and should take appropriate steps for the welfare of its employees as per laws of the nation.
43. The Service provider shall employ any Canteen Worker after verification of their antecedent at their level and an undertaking is required to be submitted by the agency that the Canteen Worker so employed have not been involved in any crime/offence/police case etc.
44. Storage/consumption of any alcoholic drink/liquor/ contraband substance is strictly prohibited. The Service provider shall not



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- serve any of such substance/drinks. Smoking, consuming gutkha, tobacco etc. are also prohibited in Institute premises.
45. The Service provider has to follow all labour laws/government laws in regard to employing the canteen workers. The Service provider shall be solely responsible for any dispute/violation of labour laws/government laws.
46. The Service provider shall be fully responsible for appropriate behaviour of the canteen workers. If it is found that any worker has misbehaved with any of the Student/ Staff/ Administration, the agency will have to take strict action against the said worker as per the instruction/advice of the Institute Administration.
47. Service provider will have to prepare the food in the kitchen space provided by the Institute using commercial LPG only. No coal or other fuel will be allowed. Use of heater in the canteen shall be strictly prohibited.
48. Decision of the Institute will be final and binding upon the service provider, in case of any dispute arising out with respect to the terms and conditions of this contract.
49. The canteen/kitchen shall be opened for inspection of the competent Government Authority/ Institute Administration/ other competent Institute authority and all necessary support to be provided by the agency during the inspection.
50. Service provider shall arrange LPG connection from any of the Gas Company. Any minor changes as per the instruction of authorized representative of Gas Company to be done by the Service provider at their own expense and no additional payment on account of this



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shall be made by the Institute. Service provider shall ensure No Objection Certificate (NOC) on Gas Bank issued by authorized representative of Gas Company to be submitted by the agency to the Institute for maintaining record, prior to putting the same in operation/use. The Service provider will have to arrange mechanics/engineer for annual maintenance of the Gas Pipelines and the relevant gas supply instruments and the maintenance cost of the same shall be borne by the Service provider only. The Service provider will engage only trained worker to handle/install/uninstall the Gas Cylinder on daily basis and will not allow any new/untrained worker to do so.

51. The Service provider will have to submit an Affidavit at the time of signing the Agreement/contract that all employees of the Service provider are paid minimum wage as per Minimum Wages Act and male and female workers are paid equal remuneration as per the provision of Equal Remuneration Act of the Government of India.
 52. The Service provider shall abide by laws of the land including labour laws (ESI), PF, Bonus, Income Tax, GST or any other taxes levied by the Government from time to time, Companies Act, Tax deduction liabilities, welfare measures of its employees and all other obligations of this region and also those laws which are not essentially enumerated and defined herein. Any such claims at a later stage shall be the exclusive responsibility of the Service provider and it shall not involve the Institute in any way whatsoever. The agency shall submit the identity proof and
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affidavit in respect of all employed workers.

53. After the agreement is prepared, signed by both parties and registered, the Institute shall retain the original agreement, and the Service provider shall keep the certified copy/duplicate copy of the agreement. The Service provider shall bear and pay all the costs, charges and expenses incidental to the preparation, registration and execution of the signed contract in duplicate.
54. Service provider shall maintain complaint register at cafeteria and canteen counter. Non availability of complain register at the canteen counter/discouraging students from registering complaints would lead to a fine of Rs.5000/- upon the Service provider.
55. For any rule stated in the contract and the first violation of the rule implies fine as per the rule. Second and subsequent violations of the same rule on a different day will attract triple the initial fine amount on the Agency.


(Registrar)

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**Detailed Biodata of the Bidder
(Technical Bid)**

Tender No.	LNMI/1/2025	
1.	Name of the Organisation/Bidder	
a.	Address: Head Office/ Registered Office	
b.	Contact No. & email Id:	
c.	Web Site (if any):	
d.	Date of Establishment/ Branch in Bihar (With Complete Address):	
e.	Name of Chief Executive/Proprietor/Partners/Directors: Telephone Nos./Mobile nos/Fax No./ email:	
f.	Name of Contact Person: Telephone no./Mobile No./Fax/ Email:	
2.	Type of Organisation (tick the relevant)	Certified documents to be enclosed
a.	Proprietary	Trade License/ FSSAI
b.	Partnership	Partnership Deed, Trade License/ FSSAI
c.	Private Ltd Company	Incorporation Certificate & MOA
d.	Public Ltd Company	Certificate of Registration
e.	Public Sector	Trade License/ FSSAI
f.	Authorised Franchise/Channel Partner	Authorisation Certificate/ FSSAI

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3.	Nature of Business (tick the relevant) and enclosed document(s)				
	Restaurant Chain		Canteen Services Chain		Food outlet Chain
	Authorised Partner/Franchise				
5.	Audited Annual Turnover during last 3 years (Rs. In Lakhs) (enclose Chartered Accountant's certification & Income Tax Return Copy)				
	<u>Financial Year</u>	<u>Turnover (in lakh)</u>		<u>Annexure (number)</u>	
	<u>2021-22</u>				
	<u>2022-23</u>				
	<u>2023-24</u>				
6.	Commercial Information (enclosed attested copy wherever applicable)				
S. No.	Information	Details		Annexure No.	
a.	GST Registration Number (Bihar)				
c.	PAN No.				
d.	Food License (FSSAI)				
f.	License for eating House				
g.	Shop Establishment				
i.	Details of Registration Certificate				
7.	<u>Bank details of Bidder</u>				
	Bank A/c Number:				
	Bank Name, Branch and Address:				
	IFSC				
8.	EMD details:	Issuing Bank & Branch	DD number and issue date	Amount	

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7. Separate information sheet may be provided for item (s) in case space provided is not adequate.

8. Affidavit of "not have been Blacklisted by any Government (centre or state), PSUs or any Autonomous body of the Govt" on non-Judicial stamp paper duly sworn before Magistrate/Notary shall also be furnished by the bidder.

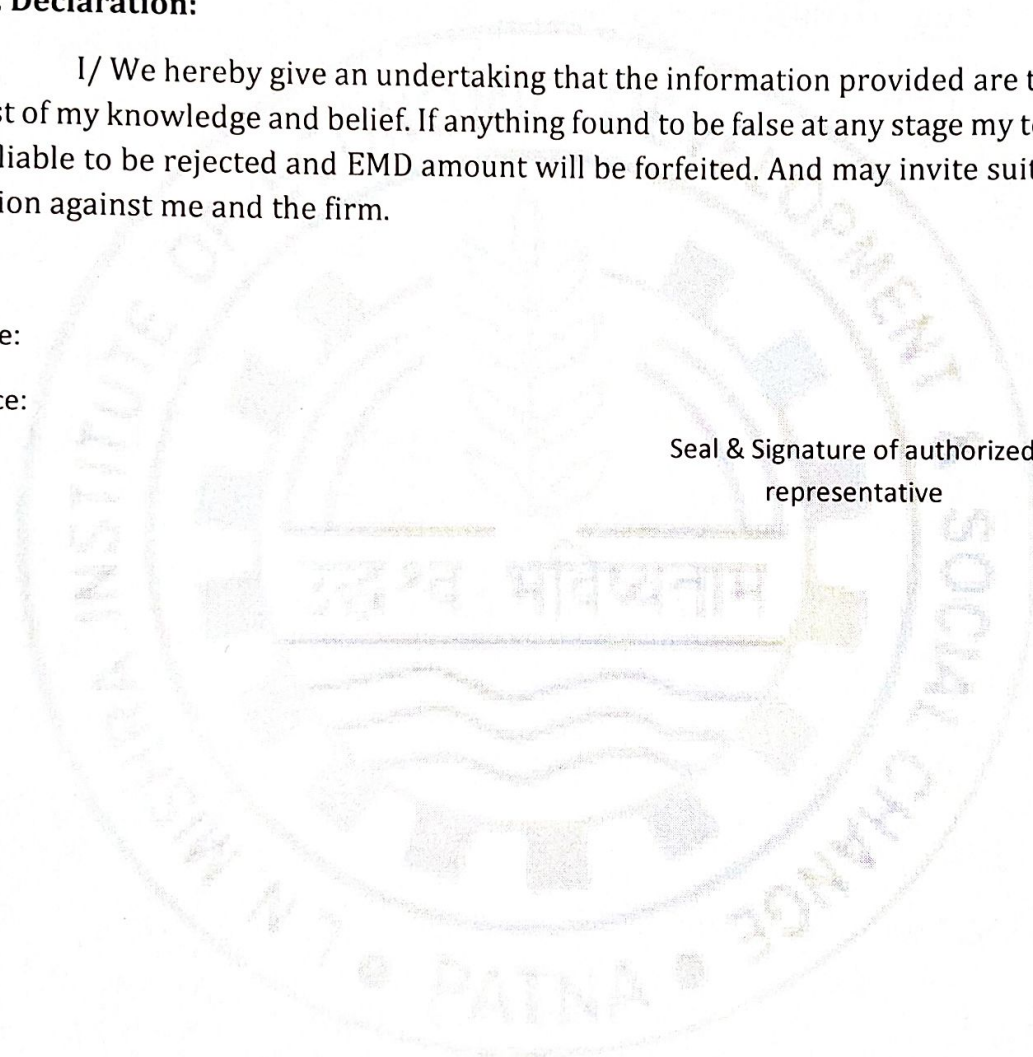
10. Declaration:

I/ We hereby give an undertaking that the information provided are true to the best of my knowledge and belief. If anything found to be false at any stage my tender will be liable to be rejected and EMD amount will be forfeited. And may invite suitable legal action against me and the firm.

Date:

Place:

Seal & Signature of authorized
representative



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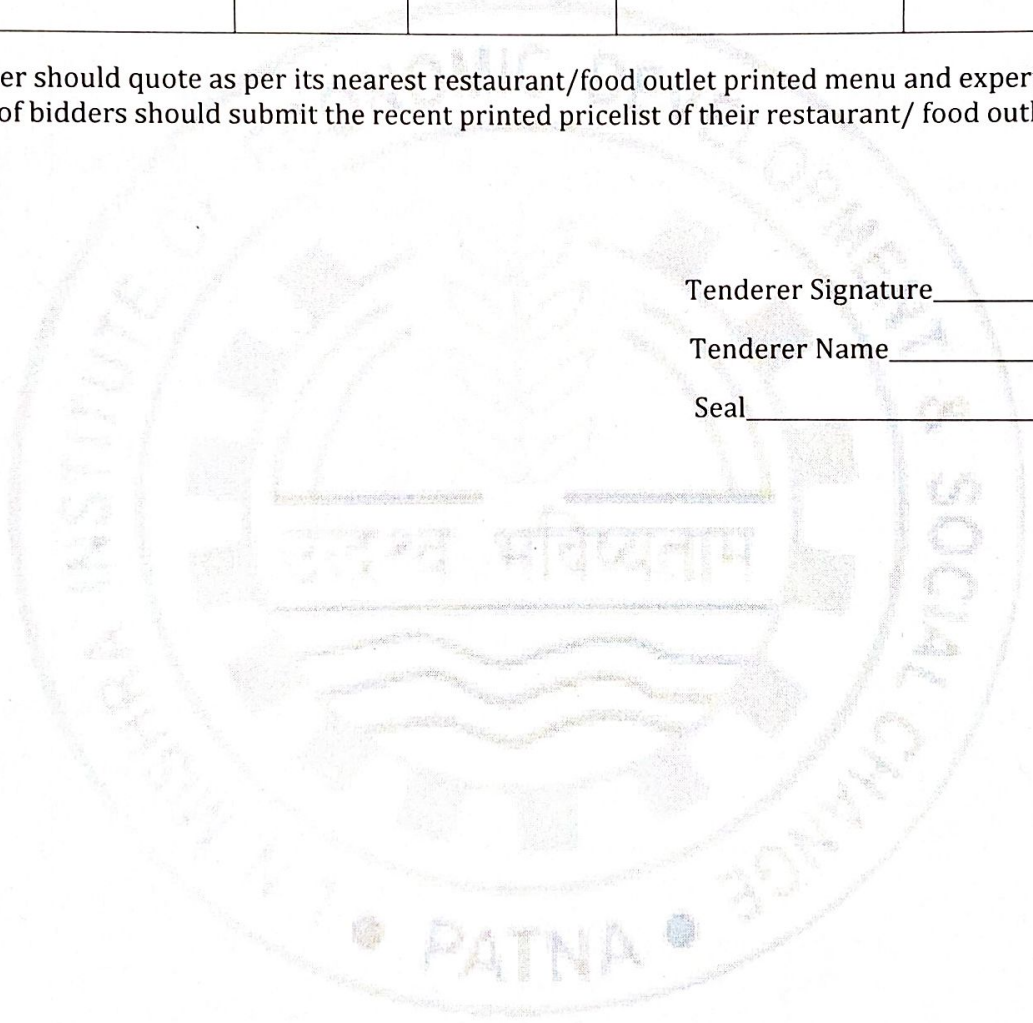
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- * The bidder should quote as per its nearest restaurant/food outlet printed menu and expertise.
- # As a proof bidders should submit the recent printed pricelist of their restaurant/ food outlet.

Tenderer Signature _____

Tenderer Name _____

Seal _____



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Affidavit

(on Stamp Paper Duly sworn before magistrate/notary public)

I/We hereby Undertake that the (*name of the firm*) has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I/We also certify that the above information is true and correct in all respect and in any case at a later date, if it is found that any details provided above are incorrect, then the contract given to the above firm may be summarily terminated and the firm Shall be blacklisted.

Date:

Place:

Authorized Signatory

Name:

Seal:

Designation:

Contact No.: