

**TENDER DOCUMENT"FOR
"CANTEEN SERVICES AT NATIONAL INSTITUTE OF OPEN
SCHOOLING (NIOS), NOIDA, UP.**

TENDER NO: 42-1/04/62/NIOS/CANTEEN/Mtce



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
National Institute of Open Schooling

(An autonomous institution under Ministry of Education, Govt. of India)
(The Largest Open Schooling System in the World) ISO 9001: 2015 CERTIFIED

A-24/25, Sector-62, NOIDA, UP

Website: www.nios.ac.in, E-mail: maintenance@gmail.com

1. IMPORTANT INFORMATION

Published Date	08-06-2026 :-----
Bid Document Download Date from the NIOS website:	: 08-06-2026-----
Pre Bid Meeting	: 15-06-2026-----
Clarification Start date & Time	: 10-06-2026-----
Clarification Closing date & Time	: 14-06-2026-----
Bid Submission Start Date & Time	: 08-06-2026-----
Bid Submission End Date & Time	: 29-06-2026-----
Technical Bid Opening Date & Time	: 29-06-2026-----
Financial Bid opening Date:	Eligible bidders will be informed through e-mail or phone.
Duration of Contract	The period of contract shall be initially one year which will be extendable on year to year basis maximum upto three (03) years, subject to satisfactory performance of the services provided by the Agency on Same the terms & conditions.
Validity of bid	: 90 days from the last date of submission of the bids

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2. NOTICE FOR INVITING TENDER

National Institute of Open Schooling (NIOS) invites Open Tender in two bid system (Technical Bid and Financial Bid) "Contract for Canteen Services at NIOS, HQ & Guest House". The Tender documented can be downloaded from the NIOS website: www.nios.ac.in. The tender Documents duly completed in all respects have to be submitted offline along with all necessary documents. Last date of submission of duly filled in Tender document will be as per the Important information provided at previous page.

3. ABOUT THE INSTITUTE

The National Institute of Open Schooling (NIOS) an autonomous institution under the Ministry of Education, Dept. of School Education and Literacy, Govt. of India. It provides sustainable inclusive learning with universal and flexible access to quality school education and skill development. The mission of NIOS is to provide relevant, continuing and holistic education up to pre-degree level through Open and Distance Learning (ODL) system, contributing to the universalization of School Education and catering to the educational needs of the prioritized target groups for equity and social justice.

The NIOS intends to award the contract for running Canteen Services at A-24-25 & A-31, Institutional Area, Sector- 62, NOIDA-201309, (U.P.) and A -31, NIOS Regional Centre & Guest House Institutional Area, Sector-62, NOIDA-201309, (U.P.).

4. INSTRUCTIONS TO BIDDERS:

The Secretary, National Institute of Open Schooling (NIOS) invites open tenders for providing Canteen Services in the Offices and the Guest House of the NIOS as mentioned above initially for a period of one year in two bid system (Technical & Financial Bid). The term of contract can be extended further period of two more years on year to year basis subject to satisfactory performance on the same rates, terms & conditions. The proposal must be submitted in two separate envelopes, first envelope should contain "Technical bid" appended at Annexure-A-1 along with EMD of Rs. 50,000/- (Rupees Fifty Thousand Only) by mode of Demand Draft of any Nationalized Bank in favour of Secretary, NIOS payable at NOIDA or the valid exemption certificate like MSE Registration as per GFR along with all supporting documents for Technical qualification of the agency and second envelope should contain "Financial Bid" in Annexure-B-I, II, III and clearly marked so on the cover/envelope respectively. Both the envelope should be sealed properly and submitted in a bigger single cover super scribed "Canteen Services at NIOS HQ & Guest House" addressed to:

The Secretary
National Institute of Open schooling (NIOS)
A-24-25, Sector- 62, NOIDA - 201309 (U.P)

The Tender may be dropped in the sealed tender box meant for the purpose kept at

Maintenance Section, Room No. 204, 2nd Floor, NIOS, A-24-25, Sector- 62, NOIDA – 201309 (U.P.) on or before last date of bid submission.

- (i) The tender document can be downloaded free of cost from the website of NIOS i.e. www.nios.ac.in under tender head.
- (ii) The bidders may note that the Financial Bids of only those bidders shall be opened who are Technically Qualified. The bid shall be completed all the aspect, the incomplete bid shall summarily be rejected.
- (iii) Bid shall remain valid for 90 days beyond the closing date of the tender.

5. SCOPE OF WORK FOR CANTEEN CONTRACTOR

A) SCHEDULE OF REQUIREMENT (SCOPE OF WORK):

There are about 500 employees working in both the buildings of NIOS for which services of tea/snacks/lunch & other beverages are to be provided in both the premises of the NIOS. Apart from usual services to NIOS staff & visitors, arrangements for serving tea/snacks/beverages and lunch, etc. will also to be done for the meetings/seminars/conferences held at the NIOS Offices.

The NIOS has 36 Rooms in its Guest House located at A-31, Sector-62, NOIDA. The Contractor shall provide 24 x 7 hours services and also provide Bed tea, Breakfast, Lunch, Evening Tea and dinner, etc. in the Rooms of NIOS Guest House to the Guests staying there.

B) Obligations of the Contractor.

- 1) The contractor shall pay Rs.2000/- as license fee and Rs.1500/- as Electricity charges every month to NIOS. It is to be paid in advance by 7th day of every month towards the accommodation provided by the NIOS for running the Canteen.
- 2) The Contractor shall provide all equipments for running the Canteen such as crockery, cutlery, table linen, flower bases, livery for the Canteen staff, etc.
- 3) The Contractor shall be required to use gas for cooking purpose at his own cost. No electricity is to be used by the Contractor for cooking purposes.
- 4) The Contractor will use only fassai branded items i.e. Oil, Spices, floors, Maida, etc. and will be responsible for supply of hygienic/healthy food. ✓
- 5) The regular service hours in the Canteen shall be from 8:00 AM to 7:00 PM Daily which may be modified by the Competent Authority of the NIOS from time to time as per requirement. The Contractor should also provide skeleton services for

supplying tea, coffee, biscuits, etc. after 7:00 PM on all working days including Saturdays/Sundays

- 6) The Contractor shall display the approved rates prominently in the Canteen Hall.
- 7) The contractor would provide adequate number of cooks, waiters and other serving. The Contractor shall arrange neat and clean proper uniform for Canteen staff.
- 8) The contractor agrees to keep the canteen premises neat, clean and tidy at all times and according to the health/hygiene and by-laws of the concerned regulatory Authority.
- 9) The Contractor and his staff will make their own residential arrangement outside the premises of the NIOS. No one will be granted permission to stay in the Canteen during night or during non-functional hours on holidays.
- 10) The proper Police verification, medical check-up, insurance, etc. shall be required to be completed by the Contractor in respect of staff deployed in the NIOS Canteen under the contract.
- 11) Mandatory gate pass is required for taking out the any materials from the premises of the NIOS.
- 12) The Contractor will ensure that any hazardous or intoxicating material or any materials banned as per law is not stored in the Canteen premises and also adhere to all security and safety measures.

Instructions for the Canteen Contractor in respect of the Hygienic & Quality Food

- ❖ The canteen must be kept clean and sanitized at all times. This includes all surfaces, floors, and equipment used for food preparation and storage.
- ❖ All utensils of good quality SS & MS, crockery and cutlery must be thoroughly cleaned and sanitized after every use.
- ❖ Garbage must be removed regularly and disposed of in a hygienic manner, with bins being cleaned and maintained frequently.
- ❖ Food must be stored at appropriate temperatures to prevent contamination. Perishable items must be refrigerated, and hot food must be kept at the correct temperature.
- ❖ Raw and cooked food must be stored separately to avoid cross-contamination.
- ❖ Proper labeling and dating of food items should be implemented to ensure freshness and prevent the use of expired items.
- ❖ Canteen staff must maintain high standards of personal hygiene. This includes wearing clean uniforms, hairnets, and gloves as required.
- ❖ Tables, chairs, and floor areas in the dining space should be cleaned and sanitized regularly.

- ❖ Any spills or waste should be cleaned up immediately to prevent slips and food contamination.

6. ELIGIBILITY CONDITIONS

- 1) The bidder should have valid FSSAI certificate for running Canteen/Mess Services.
- 2) Address proof of having established office in Delhi/NCR for the last 01 year.
- 3) The bidder should attach experience certificate of last three years i.e. 2022- 23, 2023- 24 and 2024-25 of at least 3 Institutions along with technical bid, as proof for providing Canteen/Mess in a Govt. Sector/PSUs/Educational Institutions including schools & Colleges/Private Institutions of repute.
- 4) The bidder should have minimum average turnover of Rs. 10 Lac per year on last three financial years (Please attach audited balance sheet FY 2022- 23, 2023-24 and 2024-25 or CA certificate along with technical bid).
- 5) The bidder should provide copy of ITR during the FY 2022- 23, 2023-24 and 2024-25 duly attested by CA
- 6) The Bidder should submit an affidavit on a Non-judicial stamp paper worth Rs. 100/- as per the Annexure-C in respect of the firm has not been blacklisted by any Central Government Department /Ministries/PSU's/Banks, etc. and also have neither been convicted of any offence nor any criminal case(s) is/are pending before any Competent Court.
- 7) The bidder should have the valid GST number either in the name of proprietor or the firm. (Copy should be enclosed along with technical bid.)
- 8) The bidder should have PAN Number either in the name of proprietor or firm. (Copy should be enclosed along with technical bid.)
- 9) The bidder should have submitted the EMD amount in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee in favour of Secretary, NIOS, payable at NOIDA or the MSME exemption certificate.

7. TERMS AND CONDITIONS:

- 1) The contract will be awarded to run the Canteen initially for a period of one year which will be extendable on year to year basis maximum upto three (03) years, subject to satisfactory performance of the services provided by the Agency on Same the terms & conditions.

- 2) All persons engaged by the Contractor shall be the Contractor's own employees and they will claim no privileges from the NIOS. The contractor will be directly responsible for the administration of his employees for general discipline and courteous behavior.
- 3) The Contractor shall be responsible for all damages or losses to the NIOS property if committed by the Contractor himself or his staff and shall be liable to make good any such loss or damage except those due to reasonable use or wear and tear.
- 4) The NIOS will not be in any way responsible for any loss or damages accruing to any goods, stores or articles that may be kept by the Contractor in the Canteen premises including kitchen and other rooms.
- 5) If any employee or other person engaged by the Contractor in the premises is involved in any act of disobedience or misconduct, then the Contractor shall take immediate action to withdraw such persons from the service from the premises of the NIOS and the decision of the Secretary, NIOS in this regard will be final and binding upon him. The NIOS shall not in any way be liable in respect of any claim made by any employee for wages or damages and the Contractor shall keep the Secretary, NIOS indemnified from all such claims.
- 6) The NIOS shall have the right to review the working of this contract from time to time and if at any time it is found that the Contractor has failed to fulfill any of the conditions of the contract or that his working is unsatisfactory, the NIOS may terminate the contract after giving one month notice, but no such notice will be necessary if the contract is terminated on the grounds of serious misconduct or any act require immediate vacate the NIOS premises.
- 7) The Contractor shall not sub-let or assign the license or use the space provided for running the Canteen for purposes other than running a Canteen and shall not allow anybody or reside in the licensed premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use in the Canteen nor shall be made or permit to be made any structural additions and alterations to the same without written approval of the Secretary, NIOS.
- 8) The eatables served by the Contractor shall be of good quality, clean, fresh and hygienic. The Competent Authority of the NIOS or any Officer of NIOS nominated by him may at any time enter upon the premises allotted to the Contractor and take away samples of eatables for purpose of inspection, trial or analysis and the decision of the Competent Authority of the NIOS or nominated officers about the

desirability or quality of the items for consumption in the Canteen shall be final.

The contractor shall comply the instructions from the authorized Officer/Section Officer (Mtce.) of the NIOS along with the type of menu that may be served in the official Lunch/Dinner/Tea to the Officers/Staff/Participants in the Official meeting/seminars/Course Development Committee meetings, etc.

- 9) The NIOS shall provide necessary space and furniture to the Contractor for running the Canteen. Any damage/breakage to the accommodation as well as furniture will have to repair/replace by the contractor to the entire satisfaction of the NIOS.
- 10) In the event of failure to supply the approved items without notice by the Contractor, the same will be arranged by the Institution at the Contractor's risk and cost.
- 11) The contractor shall at his own cost, effect, comply with all the necessary legal requirements and shall do necessary insurance in respect of the staff and other personnel or persons to be employed or engaged by the contractor in connection with rendering of the aforesaid services to the NIOS and shall comply with the provisions of Contract Labour Act, Employees Staff Insurance Act, workmen's compensation Act, Payment of wages Act, the Employees Provident Fund and Family pension Fund Act 1952 as per labour court, the other rules, regulations and or statutes that may be applicable to them now or that may be introduced by the Govt. of India or concerned Authorities subsequent to the date of this agreement and the Contractor shall keep the NIOS indemnified from all acts of omission, default breaches and/any claim, demands, lose, injury and expenses to which the NIOS may be put to or involved as a result to the Contractor's failure to fulfill any of the obligations hereunder and or under status and/or any bye-laws or rules framed here under or any of them. The NIOS shall be entitled to recover any such losses or expenses which it may have to suffer or incur on account of such claims, demands loss or injury, from monthly bills or from the security deposit of the Contractor without prejudice to its any other dispute under the law.
- 12) Any of the contractor's employees proceeding on leave shall immediately be replaced by the contractor at no additional expense to the NIOS so as to maintain satisfactory level of services at all time.
- 13) The NIOS shall have the right to search the Contractor's employees at any time while going out of the office premises and there shall be no grievance expressed/felt on this account either by Contractor or his employees. The Contractor will issue ID Cards to the workers in the format approved by the NIOS.

- 14) The Agency shall also submit an undertaking for the acceptance of Additional Terms and Conditions (ATC) on the firm letter head as per the format enclosed at Annexure-D
- 15) The Agency will indemnify and hold harmless NIOS, its affiliates, successors, agents, assigns, officers, employees, associates, and representatives from and against any losses, damages, liability, claim, costs, penalty and expenses incurred because of:
 - (a) Any breach or alleged breach of obligations, role, representations, or warranties;
 - (b) Any violation of applicable law or regulation.
- 16) In case of any dispute between the Contractor and the NIOS arising out of or in relation to the agreed conditions, the dispute will be referred to the Arbitrator appointed by the Chairman, NIOS whose decision will be final and binding on both parties.
- 17) The NIOS reserves the right to reject any tender without assigning any reason
- 18) Any dispute arising out of the contractual obligations between the parties will be subject to the jurisdiction of New Delhi court only.

8. PENALTY CLAUSE: *A Canteen Management Committee will be nominated by the NIOS to inspect and oversee functioning of Canteen with a view to ensure supply of hygiene food and prompt service, maintenance of neat and clean Canteen premises. In case there are repeated failures noticed by the Committee due to failure of the contractor, the Secretary, NIOS on the recommendations of the Canteen Management Committee can impose a penalty of Rs.500/- in the first instance and subsequently 15% increase at each instance upto three instance after that the contract shall be terminated.*

9. PRICE SCHEDULE:

The Contractor must quote the rates in the list of items (Eatables/ Snacks/ Lunch/Dinner) in the prescribed proforma appended at Annexure-B- I,B-II & B-III.

Evaluation Criteria for Selection of the Contractor

The Contractor shall be selected on the basis of the **L1 weighted amount**, computed from the combined total of all three Annexures. The weighted amount shall be calculated by applying the prescribed percentage weightage to the total value of rates quoted by the bidder in each Annexure. The weightage assigned to each Annexure is as follows:

Annexure	Weightage
Annexure-B1	40%
Annexure-B-II	30%
Annexure-B-III	30%

The bidder with the **lowest evaluated weighted total (L1)** shall be considered for award of the contract.

9. Earnest Money Deposit (EMD): A sum of **Rs. 50,000 (Rupees Fifty Thousand only)** shall be required to be submitted also with the tender form in the form of Demand Draft in favour of the Secretary, NIOS, NOIDA drawn on any Nationalized Bank. EMD of unsuccessful bidders shall be refunded at the earliest after finalization of the successful Contractor. EMD of the successful bidder shall be returned immediately after receipt of security deposit. No interest will be paid on EMD in any case.

10. Security Deposit: The **Successful Bidder** shall be required to be deposited an amount equivalent to 5% of the Contract Value within 15 days of placement of work order in the form of bank draft in favour of the Secretary, NIOS from the any Nationalized Bank. The same will be retained with NIOS up to three months after the contract period is over. In case of any violation of contract during the contractual period, the security deposit will be liable to be forfeited. No interest shall be paid on security deposit in any case.

The Successful bidder shall enter a Service Level Agreement

Pre-bid Meeting

A pre-bid meeting will be conducted at National Institute of Open Schooling, A-24/25, Sector-62, NOIDA, UP as per the schedule mentioned in the Tender Document. Interested bidders are requested to attend pre-bid meeting to understand requirement, current facility and commercial details.

A 11. OPENING OF TECHNICAL & FINANCIAL BIDS

- ❖ The Technical Bids will be opened by the duly constituted Committee by the Competent Authority of the NIOS at NIOS, Head Quarters.
- ❖ The Financial Bids will be opened of the technically qualified bidders only. The decision of the Institute in this regard will be final and no requests, etc. will be entertained from the bidders.

12. FORFEITURE OF EMD

- ❖ (EMD) of the successful bidder shall be liable to be forfeited, if the contractor does not fulfill any of the following conditions:



- ❖ An agreement is not signed in the prescribed form within 15 days of the receipt of the Letter of Award of the Contract.
- ❖ The Contractor does not commence Canteen Services as per the Letter of Intent (LOI).

13. PAYMENT

- ❖ The payment in respect of hospitality bills of the Institute submitted by the Contractor shall be released subject to fulfillment of obligations by the Contractor imposed under various laws, Rules & Regulations, etc. applicable from time to time and after scrutiny of authorization for supply at the prices offered by the contractor. Any supply of food items without proper authorization by the designated authority of NIOS will not be processed. TDS as applicable at the prevailing rates, will be deducted at source. In the event, if there is any query, objection, delay or dispute with regard to any bill or a part thereof, the Contractor shall not claim for any kind of interest.
- ❖ All payments and receipts would be rounded off, i.e., 50 paise or above will be rounded off to the nearest higher rupee and paise less than 50 shall be ignored.

14. TERMINATION OF THE CONTRACT

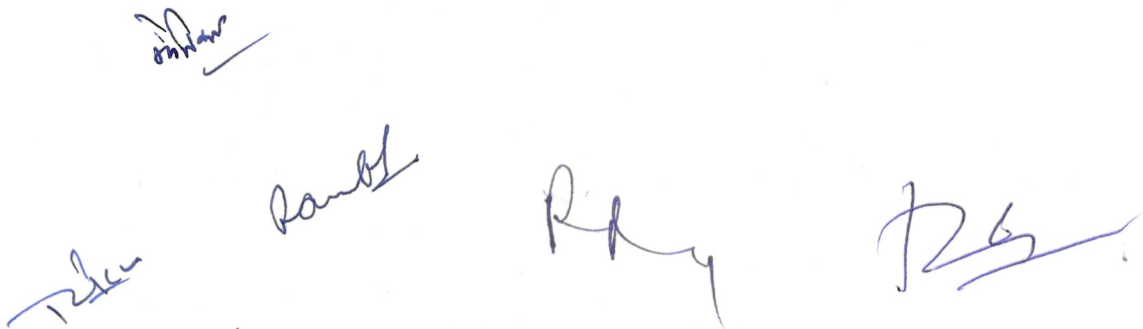
- ❖ The Contract can be terminated by NIOS by given two months notice period and if contractor wants to terminate should give minimum period of 02 months' notice.
- ❖ However, NIOS reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. NIOS's decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.
- ❖ On termination of the contract, the Contractor will hand over all the equipment/furniture/articles etc., supplied by the NIOS, in good working condition, back to the NIOS, failing which the entire cost of the same will be recovered from Security Deposit.
- ❖ If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the trial period of three months from the date of taking over charge of the canteen services, NIOS reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

15. CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID

1. EMD amount of Rs. 50,000/- (Rupees fifty Thousand only) or Exemption Certificate.
2. The undertaking of the Security Deposit should be submitted by the bidders in the letter head of the Company
3. Audited Balance Sheet or Chartered Accountant Turnover certificate for the last three years.
4. PAN, GST and FSSAI certificate copies.
5. Address proof of having established office in Delhi/NCR for the last 01 years.
6. Successful Completion certificates of three works done by the bidder in the last three financial years 2021-2022, 2022-2023 & 2023-2024.

7. Signature of the bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender document.
8. Rate should be filled in the prescribed performa B-I, B-II & B-III.
9. Notarized affidavit of non blacklisted & No Police/ vigilance enquiry pending with the firm on the non-judicial stamp paper worth Rs.100/- as per the Annexure-C
10. Documentary evidence in support of the following:
 - Number of years of experience in running canteens in educational institute/offices/organizations/hospitals/places of public utility/institutions along with number of persons availing the services offered by the contractor.
 - List of institutions/organizations (with complete postal addresses) served in the past three years and list of institutions/organizations where presently providing canteen services. Names, designations and telephone numbers of concerned officers in the respective organizations/institutions may also be indicated.

SECRETARY



Annexure: A-I

NATIONAL INSTITUTE OF OPEN SCHOOLING

Name of work: Canteen Services at NIOS

A-24/25 & A-31, Sector 62, NOIDA

Technical Bid

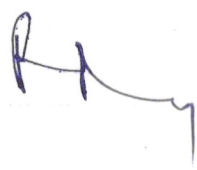
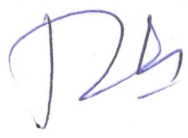
Sl. No.	Description	To be filled by the Bidder
1	Name & Address of the tendere Contact person Firm/Agency Mobile No:	
2	Details of E.M.D.	<u>Amount:</u> <u>Demand Draft No:</u> <u>Date of issue:</u> <u>Issuing Bank:</u>

3. Details of Contract executed during 01/04/2022 to 31/03/2025(Photocopies of relevant papers in support of their proof must be attached)

Sr. No.	Period		Organization/Agency	Approx number of Client handled/ being handled
	From-----	To -----		

Continued



Sl. No.	Particulars	Mention (Yes/No)	Page No.
4	Whether "Technical & Financial" bids submitted in prescribed Performa?		
5	Whether Demand Draft of Rs. -----/- (Rupees ----- only), in favour of Secretary NIOS, enclosed as EMD or any exemption certificate submitted with the tender?		
6	Whether certificate/ document in support of experience of minimum 3 years for running Canteen/ Mess in Government Sector/ PSU/ Education institutions/ Private Institutions, along with a list of organization (Govt./ PSU/ reputed MNCs/ Organizations) where the contractor is currently providing/ provided Mess/ Canteen Services is enclosed?		
7	Whether copy of the following enclosed? a) PAN Card b) Valid GST Certificate		
8	Whether copy of latest and last 3 years valid Income Tax Return enclosed?		
9	Whether registered with FSSAI and Copy of the FSSAI Number enclosed?		
10	Whether the annual turnover of the bidder was minimum Rs. 10 Lac per year each of the last 3 financial Years? 2022-23, 2023-24 & 2024-25		
11	Whether agreed to abide by all the terms & conditions of this tender?		
12	Whether the firm/company has ever been Blacklisted by any Govt. / Non Govt. agency?		
13	Whether the firm has uploaded the undertaking of no pending police /vigilance enquiry against it?		

Signature of the bidder
With Date and Rubber Stamp

[Handwritten signatures and initials in blue ink]

Financial Bid

Annexure-B-I

Sl. No.	Items	Quantity	Rates quoted by The bidder (excluded all taxes) (in Rs.)
1	Tea regular (one cup)	100 ml	
2	Tea bag Tea (one cup)	100 ml	
3	Coffee (one cup)	100 ml	
4	Green Tea	100 ml	
5	Veg. Sandwich Jumbo		
6	One Alloo Bonda	100 gm	
7	One Daal Vada	100 gm	
8	Veg. Pakora one plate	100 gm	
9	One Bread Pakora (potato filled)	1 Pc	
10	One Paneer Pakora (Big Size)	1 Pc	
11	Veg. Cutlet	2 Pcs	
12	Paneer Cutlet	2 Pcs	
13	One Egg Boiled	1 pc	
14	Egg Omelet and two big Bread Slice/Toast	2 pc	
15	Poori, Sabji	Poori-4, Sabji (150gm.)	
16	Chhole - Bhature	200 gm / 150 gm	
17	Alloo Paratha with Curd	One	
18	Gobhi Paratha with Curd	One	
19	Dahi Bhalle with Chutney (1 plate) (two pcs)	150 gm	
20	Idli Sambhar/Sambhar Vada (Any one)	2 Pcs	
21	Poha (1 plate)	100 gm	
22	Rice with Chana/Rajma/ Kadi Pakora (1 Plate)	300 gm	
23	Paneer Curry with Rice (1 Plate)	300 gm	
24	Egg Curry with Rice (1 plate & 1 Egg)	300 gm	
25	Veg. Biryani (1 plate)	300 gm	
26	Daal or Sabzi (regular) (1 Plate)	150 gm	
27	Curd/Raita	150 ml	
28	4 Poori & Sabzi, 2 Jalebi 1 tea/coffee	Combo pack	
29	2 egg Omelet with Bread 1 tea/coffee	Combo pack	
30	Aaloo Paratha-2 pcs (Butter) with Curd 1Tea /Coffee	Combo pack	
31	Mutton Curry with Four piece (Each piece 30 gms minimum)	Per Plate	
32	Chicken Curry with Four	Per Plate	

	Piece (Each piece 30 gms)		
33	Egg Curry with two Eggs	Per Plate	
34	Seasonable Veg-1, Daal-1, Rice, Chapatti-4, Salad, pickle, Rayta	Regular Thali	
35	Non/Veg, daal, Rice, Chapatti-4, bowl Chicken-2 pcs, Salad, pickle, Rayta	Regular Thali	
36	Gulab Jamun	2Pcs.	
37	Moong Daal Puddy	100 gm	
38	Keshar Kheer/ Gulab Kheer	100 ml	
39	Jalebi	100 gm	
40	Mineral Water	MRP	
41	Coconut Water	MRP	
42	Cold Drinks (Packed Lassi, Pepsi, Coke, Thumps-up etc.)	MRP	
43	Fruit Juice (tetra pack)	MRP	
44	Milk packed	MRP	
45	Curd packed	MRP	
	Grand Total		

Any other items will be included by the contractor only with the prior approval of the Competent Authority of the NIOS. The menu can be changed by the Canteen Committee with information in advance to the contractor/ Canteen Manager and the Contractor / Canteen Manager shall be bound to comply the menu.

I/we Sign & Agree

Note:-

Packaged goods should not be sold more than MRP. In case any bidder is quoting higher amount, the fixed rates as above shall prevail. Also, the bidder shall not use recyclable/ reusable plates & cups to avoid usage of plastic. Only above items will be sold in Canteen. Selling of new items will be allowed only with the approval of the Competent Authority of NIOS HQ.

**Signature of the Bidder
With Date and Rubber Stamp**

[Handwritten signatures and initials in blue ink]

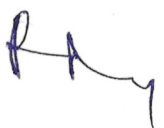
Annexure-B-II

In addition to the above, some other items may also be quoted by the bidder (As and when required). These items must be supplied as specific order along with borne china crockery & Water Dispenser/Water Bottles.

S.no	Particular	Rate (Rs.) Excluding GST
1	Hi-Tea (Buffet) 1. Paneer Pakora/ Paneer Cutlet/ Veg Cutlet/Sandwitch smalletc. 2. Mix Pakora (Onion, Potato, Paneer etc.) 3. Khandvi / Dhokla (Anyone) 4. Tea/ Coffee/ Green Tea 5. Pastry/Cake (Muffin) 6. Biscuits / Roasted Peanuts 7. Gulab Jamun/ Rasgulla/ Pista Burfi (With Bone China Crockery)	
2	Hi-Tea (Per Plate) 1. Paneer Pakora/ Paneer Cutlet/ Veg Cutlet/ Sandwich(1pcs) (Anyone) 2. Khandvi / Dhokla (2Pcs) (Anyone) 3. Tea/ Coffee/ Green Tea (100 ml) 4. Biscuits (2 pcs.)/ Roasted Peanuts (50gm.) 5. Sweets (1 pcs) (With Bone China Crockery)	
3	Normal Hi-Tea (Per Plate) 1. Dhokla/Khandvi (2 pcs) (Anyone) 2. Biscuits (2 pcs) / Roasted Peanuts (50gm.) 3. Tea/Coffee/Green Tea (Anyone) (100 ml) (With Bone China Crockery)	

Continued




In addition to the above, some other items may also be quoted by the bidder (As and when required). These items must be supplied as specific order.

Sr. No.	Particular	Rate (Rs.) Excluding GST
1	Breakfast (Buffet) 1. Paratha Stuffed (Aloo/Onion) with Curd 2. Veg Sandwich with Jam/Sauce 3. Omellete (2 eggs, & 2 pcs bread)- on Demand 4. Poha / Dhokla 5. Milk (100ml)/ Tea/ Coffee/ Green Tea 6. Poori, Aloo Sabzi with Pickle 7. Idli/ Vada Sambhar with Tea/Coffee (Any three of above) with Bone China Crockery	Rate (Rs.) Excluding GST
2	VEGETARIAN/LUNCH/DINNER (BUFFET) <u>SALADS</u> RUSSIAN SALAD MIXED PICKLE / PAPAD ,MIXED VEG. RAITA <u>MAIN COURSE</u> MATAR PANEER / SHAHI/KADAI PANEER & PANEER DU PYAJA SEASONABLE Mix Veg. YELLOW DAL TADKA , DAL MAKHANI/ PLAIN /RAJMA/CHOLEY(ANY ONE) DRY VEG. RICE JEERA RICE/VEG. PULAV/PLAIN RICE (ANY ONE) BREAD TANDOORI ROTI/ALU NAAN/TAWA ROTI/STUFF ROTI/MISSI ROTI/POORI (Any Two) <u>DESSERT</u> HOT GULAB JAMUN VANILLA / CHOCOLATE ICE CREAM/MOONG DAL HALWA/GAJAR HALWA/JALABI (Any two) (With Bone China Crockery)	Rate (Rs.) Excluding GST

NON-VEG. LUNCH/DINNER (BUFFET) <u>SALADS</u> RUSSIAN SALAD MIXED PICKLE / PAPAD ,MIXED VEG. RAITA <u>MAIN COURSE</u> FISH CURRY MUTTON ROGAN JOSH KADAI CHICKEN/BUTTER CHICKEN PANEER PESHWARI/CHILLI PANEER SEASONABLE MIX VEG YELLOW DAL TADKA , DAL MAKHANI/ PLAIN /RAJMA/CHOLEY(ANY ONE) RICE JEERA RICE/VEG. PULAV/PLAIN RICE (ANY ONE) BREAD TANDOORI ROTI/ALU NAAN/TAWA ROTI/STUFF ROTI/MISSI ROTI/POORI (Any Two) <u>DESSERT</u> HOT GULAB JAMUN VANILLA / CHOCOLATE ICE CREAM/MOONG DAL HALWA/GAJAR HALWA/JALABI (Any two) (With Bone China Crockery)	Rate (Rs.) Excluding GST
Veg/Lunch /Dinner (Pack) 1. 4 Tandoori Roti/ Tawa Roti (Any one) 2. Pulao / Jeera Rice/ Plane Rice – 100gm 3. Paneer Dish /Seasonal Veg. - 1 4. Daal Makhni/ Tadka - 1 5. Curd/ Raita - 1 6. Salad 1 7. Sweet 1	Rate (Rs.) Excluding GST

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<u>PACK BOXES for Special Events</u>	Rate (Rs.) Excluding GST
PYAJ KACHORI/ Sandwich/ PANEER CUTLET/ PANEER PAKORA (Anyone)	
SAMOSA/Bread Pakora/ Aaloo Bhonda (Anyone)	
WAFERS/AaLoo BHUJIA (SMALL) Fruity/ Real Juice - 1 LADDU-1 / BURFI-2 (Anyone) (Each 25 gm)	



Signature of the Bidder

With date and Rubber Stamp



ANNEXURE-B-IV

PERFORMANCE CERTIFICATE

(Furnish this information from the employer where the work was executed)

1. Name of the contract and location:
2. Agreement No:
 - a. Scope of Contract:
 - b. Contract Cost:
 - c. Date of start:
 - d. Period:
 - e. Amount of compensation/Fine levied, if any:
 - f. Performance Report
 - Quality of Food - Excellent/Very Good/Good/Fair:
 - Resourcefulness - Excellent/Very Good/Good/Fair:
 - Hygienic - Excellent/Very Good/Good/Fair:
- g. Compliance of all statutory requirements as per Labour Law- Yes / No:

(Signature of the Authority with Name)

(Seal of the Organization)

Date:

TEG *Ram* *Raj* *De*
In

AFFIDAVIT

(on Non-Judicial Stamp Paper of Rs. 100/- duly attested by the Notary public)

NO CRIMINAL CASE/NO COURT CASE/ NOT BLACKLISTED

1. I, _____, proprietor of M/s _____ (Name of firm), resident of village _____, P.O. _____, P.S. _____, District _____, State _____, PIN _____, do hereby solemnly affirm and declare on oath as under:-
- (a) That my firm has not been blacklisted/ no criminal case/ no court case is pending against in any form involving any Govt. Offices/ Pvt. Agencies.
- (b) That this affidavit shall be in support of my above declaration and shall be submitted before the authority concerned.
- (c) That I am/are the proprietor of the firm carrying on business in the name of M/s _____, situated at _____, P.O. _____, P.S. _____, District _____, State _____, PIN _____. This is true and correct.
- (d) That there is no any Government dues/ recovery outstanding against me or my/our firm M/s _____. This is true and correct.
- (e) That neither I nor my firm is involved in any arbitration/ litigation cases. This is true and correct.
- (f) That no near relative(s) of mine, my firm or my employees/ agents is/ is working as Gazetted/ Commissioned Officer in NIOS/ Ministry/ Ministry of Defiance. This is true and correct.
- (g) That my firm is neither removed nor blacklisted by any Government Department.
- (h) That my firm has not been banned by any Govt. Department/ Semi Govt./ PSU/ Public Sector.
- (i) That this affidavit is in support of my above declaration made in the above paragraphs and it shall be submitted to the employer as and when required.
- (j)

Deponent

VERIFICATION

Verified that the statements made above are true to my knowledge, belief and information and nothing has been concealed therein and I sign this verification of this the _____ day of _____, 2026, at _____.

Deponent

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BID Acceptance Letter

(To be filled by Firm/Bidder and upload)

(To be given on Company Letter Head)

**To,
Secretary, NIOS
A-24-25, Sector-62,
NOIDA**

Date:

**Sub: Acceptance of Terms and Conditions & Specifications including all the attached documents
of the BID**

BID Reference No: _____

Dear Sir,

1. I/We, **M/s.....**(Agency/ Firm name) have down Loaded the BID document for the above-mentioned BID from the GeM portal.
2. I / We hereby certify that, I / we have read the entire terms and conditions & specifications of the BID document (*including all documents which have been attached in this Bid like Scope of Work, Service Level Agreement, Payment terms, Penalty Clause, corrigendum or any other document) which will form part of the contract agreement and I / we shall abide hereby by the terms and conditions & specifications / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organizations related to this BID too have also been taken into consideration, while submitting this acceptance letter.
4. **I/ We hereby unconditionally accept the BID terms and conditions & specifications including Scope of Work and any other document (which is/are attached in Bid Document) of above-mentioned BID document / corrigendum(s) in its totality / entirety.**
5. I / We certify that all information furnished by our firm / company is true & correct and in the event that the information is found to be incorrect / untrue or found violated, then your institution shall without giving any notice or reason may summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full Earnest Money Deposit absolutely.

Yours Faithfully.

(Signature of the Bidder, with date and Official Seal)

22/11/2020
Ram Singh
for NIOS

Ram Singh

DS