



North Eastern Regional Institute of Science & Technology

Deemed to be University

Nirjuli :: Arunachal Pradesh :: 791109

(Office of Hostel Management Council)

अख्येदं प्रान्तभूमिः प्रज्ञा

NIQ No: 1/2026

dated 22/06/2026

1	Last date of Receipt of Tender Paper	09/07/2026 by 12.30 p.m. at Office of HMC, NERIST, Nirjuli, A.P.
2	Date opening of Tender	09/07/2026 at 4.00 p.m. at Dean,s Conference Hall .

Sd/- Chairman-HMC



North Eastern Regional Institute of Science & Technology

Deemed to be University

Nirjuli :: Arunachal Pradesh :: 791109

(Office of Hostel Management Council)

No. HMC/GC/2017/347/Vol-I(Part)

Date:22/06/2026

NIQ TENDER PAPER FOR COOKING MESS STAFFS

NIQ No. 1/2026

Sealed quotations are invited in two bid systems i.e. (i) Technical bid and (ii) Financial bid for providing of Mess Cooking Staffs for various Hostels for a period of 1(one) Year. Those who have minimum of seven years of experience in Govt. organization/Public Sector Undertaking/Education Institution of repute may submit their bid. The agencies/person who are confident of fulfilling the terms and conditions mentioned herein only may their rate. Lowest bidder will be selected for providing Toilet Cleaners (Sweepers).

Important points to note:

1	Cost of tender paper	Rs. 2500/- (Non-refundable)
2	Period of collecting Tender Paper	22/06/2026 to 08/07/2026 from Office of Hostel Management Council (HMC), NERIST from 9.30 a.m. to 12.30 pm.Tender paper may also to downloaded from Institute's website http://www.nerist.ac.in .
3	Last date of submission of duly filled (sealed quotation)	09/07/2026 by 12.30 p.m. at Office of HMC, NERIST, Nirjuli, A.P.
4	Date & Time of opening of Tender	09/07/2026 at 4.00 p.m. at Dean,s conference Hall
5	Security Deposit for Providing Mess Cooking Staffs for various Hostels for a period of 1(one) Year	Rs.100000/- in form of DD in favour of Chairman payable at SBI NERIST Branch (Code No. 18744) to be enclosed with the Quotation separately

The tender paper may be obtained from the Office of HMC by paying Rs.2500/= (non-refundable) in the form of demand draft(DD)/pay order drawn from State Bank of India in favour of Chairman payable at SBI NERIST Branch (Code No. 18744).The Tender document can also be downloaded from the website <http://www.nerist.ac.in> . Filled up tender paper cum Quotation paper without DD will be rejected during the operation of Technical Bid. In case Tender document is downloaded from the website the bidder should attach the aforesaid draft for Rs. 2500/ with the Tender paper, while submitting the same.

Sd/-
Chairman,HMC
NERIST,Nirjuli

1. THE FOLLOWING DOCUMENT ARE TO BE SUBMITTED UNDER TECHNICAL BID AND FINANCIAL BID SEPARATELY:

1. Proof of seven years' experience in providing similar service to Govt. organization/Public Sector Undertaking/Education Institution.
2. Copy of the Central Labour License issued by the Asstt. Labour Commissioner Office, Guwahati, (Assam).
3. Photocopy of Company's/Individuals audited balance sheet for the last four years.
4. Photocopy of Employees Provident Fund (EPF) with current payment receipt of five(5) months.
5. Photocopy of EPF Registration Certificate.
6. Latest Bank Solvency Certificate obtained from any Nationalized Bank.
7. Details of Company's/Individual's profile.
8. Photocopy of PAN Card issued by Income Tax Department.
9. ESIC registration certificate
10. Photocopy of Aadhaar Card.
11. GST Registration Certificate along with GSTR-3B.
12. Non-conviction certificate from Judicial Magistrate/Good character and antecedent certificate from police department.
13. Udyam Registration Certificate
14. Income tax return

2. IMPORTANT INSTRUCTIONS

Quotation (s) are required to be dully sealed (with Wax) and to be submitted to the **“The Chairman (HMC), NERIST, PO&PS: Nirjuli, Dist: Papum Pare, Arunachal Pradesh Pin-791109”** duly competed in all respect within the date and time mentioned in the NIQ and Terms and conditions as stated below. The bidders are required to submit their quotation(s) for the above work in the separate envelopes clearly super scribing the **Envelope-(A) & (B)** as the case may be along with the name of quotation as detailed below:

Envelope-(A)-Technical Bid: shall be opened first, which would decide the capability and eligibility of the bidders in accordance with the criteria laid down in the NIQ. The price bid of those bidders will not be opened who does not fulfil the required documents of the Technical bid.

Envelope-(B)-Financial Bids: shall be opened only of those quotation(s) who have qualified the Envelop-I (Technical Bids).

Both Envelopes-(A) &(B) are to be put in a separate envelope super scribing **“Hostel Mess cooking/ Mess Workers.”**

Security Deposit of Rs. 100000/= separately is to be enclosed with the Quotation, which is mandatory. It will be verified at the time of Technical Bid, those who fail to enclose the Security Deposit along with the Technical Bid will not be considered for Financial bid, even though all his/her documents are found in acceptable condition. The Security Deposit will be refunded to the non-selected bidders on the next working day. The Security Deposit amount is to be drawn in the form of demand draft/pay order/Banker's Cheque from State Bank of India in favour of Chairman (HMC) payable at NERIST **Branch (Code No. 18744)**.

Interested bidders may also like to see the Terms and conditions (which will be reflected in the Agreement) which are also enclosed.

Terms and Condition

1. **The manpower employment will be the sole responsibility of the Contractor himself/herself and the Office of Hostel Management Council (HMC) will not be responsible in any manner, related to the individuals employed by him/ her.**
2. **The Contractor shall ensure through appropriate instruction/indoctrination motivation of its employees to adopt standard form of cleaning practice and ensure that no dexterous substances are brought or used in the premises of the hostel at all times in meeting the objectives of contract.**
3. **The Contractor shall arrange to provide necessary and sufficient manpower at all times to keep up the office schedule during the tenure of the contract.**

4. **The quoted rates should be in compliance with the minimum wages for unskilled labour fixed by the Labour Commissioner Office, Govt. of India.**
5. **The Institute shall pay the required amount for payment as per agreement to the Contractor on monthly basis and the mode of payment will be through cheque after deduction of losses/ damage, if any, incurred during the period.**
6. **The payment will be made by 15th of every month subject to receipt of the grant from the Ministry of Education, Govt. of India, New Delhi. Due to non-receipt of the grant from the Ministry, the Contractor has to arrange for making the payment to their workers/employees which will be reimbursed to the Contractor as and when the grant is received.**
7. **The monthly wages of the employee shall remain fixed during the agreement period; no requests for enhancement will be entertained.**
8. **The Contractor shall ensure un-interrupted service for the maintenance of Hostel Messes in the Hostel campus.**
9. **Duty Hours;**
Cooking Workers/Mess Workers
 Shifting duty, normally in the morning 5.00 am to 9.00 am & 9.30 am 1.30 pm and in the afternoon 2.30 pm. to 10.30 pm
 NOTE; Duty hours is subject to changes, if necessary, at the discretion of the Hostel of Authority the Institute.
10. **Good behaviour:** The Contractors/service provider will ensure good behaviour of all deployed personal with the students, staff, and officers. Hostel Authorities, faculty of NERIST, Nirjuli and Visitors to the Institute. The agency must ensure that their staff abstains from taking part in any staff union and association, political association etc. within the Institute.
11. **Conduct:** In case of the staff for the above services deployed by the agency commit any act of omission of commission constituting misconduct or indiscipline, the agency will be liable and responsible to take disciplinary action against the personnel/staff, including suspensions, or dismissal from services etc.
12. **Penalty & Recovery:** Penalty points will be counted on the following four basic factors:
Lapses on the part of Mess worker/ Cooking worker : Lapses/failure on the part of Mess Workers in providing contract services, and/ or, failure to wear the specified dresses/uniforms, and /or failure to carry the required articles (Identity Card etc.) while on duty.
Lapses on the part of Contractor : Lapses/ failure on the part of the Contract/ Management in providing essential tools/equipment, as described under No.9 and 10 , and/or lapses/ failure, in any form, on the part of Mess Workers/Cooking Mess Worker.
13. In no case the stoppage is to resorted by the workers employed by the Contractor and if there in any violation, penalty will be imposed by the Director, NERIST @ 2% per day wages.
14. The Institute shall not be responsible in any way for the accidents, damage and injuries sustained by the Contractor's employees in the course of their duties during agreement.
15. The Contractor shall train up its employee about the safety measures while dealing with cleaning materials, using burners and other electrical equipment's.
16. The Contractor shall give 3 (three) months' notice before withdrawing from the present agreement or contract work. But the Institute shall have the authority to terminate the contract on valid ground in special case that may come in the notice of the authorities, by giving one month notice.
17. The Contractor shall never claim for the continuation of his contractual service.
18. The Contractor shall ensure that all the kitchen and dining hall are to be cleaned daily.
19. In case of any dispute relating to interpretation of any clause, the matter shall be referred to the Director, NERIST for his decision which will be final and binding to all parties.
20. Uniform, head gear, gloves, shoes, etc. and maintenance is to be provided by the Contractor.
21. Maintenance on the Uniform etc. is also to be borne by the Contractor.

Discretionary power: The Director, NERIST, reserves the right to accept or reject any or all tenders without assigning any reason thereof and also to modify in exceptional case any of the stipulated terms and conditions on merit on genuine and justifying grounds if it is in the larger interest of the Institute. The final acceptance of the tenders rests entirely with the Director, NERIST who does not bind himself to accept the lowest tender.

Sd/-Chairman(HMC)