



**General Administration Branch**

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**NOTICE INVITING TENDER**  
**TENDER No. GGSIPU/GA/CANTEEN/2024-25/01**

On behalf of Registrar, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi, online bid are invited under two bid system (Technical & Financial Bid) through e-procurement portal of GNCTD "[www.govtprocurement.delhi.gov.in](http://www.govtprocurement.delhi.gov.in) from registered and authorized "Canteen Contactor/Firm/Agency for Operation of University Canteen, Catering and Cafeteria Services at Dwarka Campus of the University" as per details given in tender document. The tender document can be downloaded from Delhi Govt. e-procurement website i.e. [www.govtprocurement.delhi.gov.in](http://www.govtprocurement.delhi.gov.in) and also be viewed on University website i.e. [www.ipu.ac.in](http://www.ipu.ac.in).

1.	Name of work	Operation of University Canteen, Catering & Cafeteria Services at Dwarka Campus of the Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi - 110078
2.	Estimate Cost of Works	<b>Rs.1.40 Crore (for 02 years)</b>
3.	EMD	Rs.2,80,000/- (Two Lacs Eighty Thousand Only) in favour of Registrar, Guru Gobind Singh Indraprastha University payable at New Delhi (online OR offline)
4.	Time period	Initially for a period of two (02) years and further extendable for maximum of another one (01) year on the same Terms & Condition with the approval of Competent Authority subject to the satisfactory performance and mutual consent.
5.	Schedule for Pre-Bid Meeting	A pre-bid meeting shall be held on <b>05.03.2025 at 3.00 P.M.</b> in the GA Branch, GGSIP University, Dwarka, New Delhi with the interested and prospective bidders to resolve their queries and issue clarification, if any, w.r.t. the tender document.
6.	Last Date & time of Submission of Bid Online	<b>On 17.03.2025 up to 03:00 PM</b> and Technical bid shall be opened on the same day <b>at 03:30 PM.</b>
7.	The bids shall be submitted in two stages viz. (i) <i>Technical bid</i> (ii) <i>Financial bid</i> . <b>The Technical &amp; Financial bid should be uploaded on e-procurement website i.e. <a href="http://www.govtprocurement.delhi.gov.in">www.govtprocurement.delhi.gov.in</a> (No documents need to be submitted in hard copy other than EMD, if in offline mode).</b>	
8.	Financial bid of the technically qualified bidders shall be opened after evaluation of Technical bid at the date and time notified thereafter on e-tender website i.e. <a href="http://www.govtprocurement.delhi.gov.in">www.govtprocurement.delhi.gov.in</a>	

**(REGISTRAR)**



**TENDER DOCUMENT**

**FOR**

**“Operation of University  
Canteen, Catering & Cafeteria Services at Dwarka Campus of the  
University”**

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## **SECTION -I**

### **INSTRUCTIONS TO BIDDERS**

#### **1. General**

Guru Gobind Singh Indraprastha University (GGSIPU), a State University under Government of NCT of Delhi, invites online bid under two bid system (Technical & Financial Bid) through e-procurement portal of GNCTD "[www.govtprocurement.delhi.gov.in](http://www.govtprocurement.delhi.gov.in) from the registered and authorized "Canteen Contactor/Firm/Agency for Operation of University Canteen, Catering and Cafeteria Services at Dwarka Campus of the University" as per details given in tender document for a period of two (02) years initially which is further **extendable for a maximum of another one (01) year only on the same terms & conditions subject to the satisfactory performance and mutual consent.**

#### **2. Scope of Work**

The tentative strength of students and staff/faculty/outsource employees in Dwarka Campus is approx 5000 nos. and 1000 nos. respectively. Besides, a large no. of visitors also visit the University daily for resolving their queries on various issues related to Academic, Examination etc.

Accordingly, the successful bidder will have to operate Canteen, Catering & Cafeteria Services for University students, employees & visitors at Dwarka Campus of the GGSIP University.

However, the following activities, in brief, are enumerated for better understanding of the scope of work of running Canteen, Catering & Cafeteria Services in Dwarka Campus of the GGSIP University:-

- i. The Canteen contractor has to prepare/put sufficient stock of edible 'Running Food Items' (Annexure -E) on daily basis, as per the approved list of items so as to meet out the requirement of students, staff/faculty/outsource employee as well as visitors in Dwarka Campus of the GGSIP University.
- ii. On receipt of duly signed requisition in the prescribed Performa from the GA Branch/other Branch, the Canteen Contactor has to serve regular light tea/high tea/buffet lunch/dinner etc. as per L-1 rates for general hospitality arrangement at the scheduled venue of the University for all the official meetings as well as various Academic and Cultural Activities, Festivals, Training Programs, Annual Day, Republic Day, Independence Day and other functions as well as CET Examinations and Admission/Counseling related activities from time to time.
- iii. At times, the aforesaid functions may demand inclusion of certain specific eatables, particularly in terms of taste and quality, requirement of which is to be from reputed vendors only. In this regard, reimbursement shall be made on production of relevant bills and no service/extra cost payable thereof.

The University reserves the right to engage separate Caterer for providing Services on some special occasions, including those mentioned above, for which Canteen Contractor will have no right to raise objection.

#### **Pre-visit of canteen site of the University**

- i. Before participating, the prospective bidders are advised to visit the canteen

space/ location/ its surrounding areas.

- ii. It shall be the responsibility of the canteen contractor to ensure / deploy all the necessary safety measures for operating the canteen services as per local by-laws.
- iii. The Canteen Contactor should assess the volume of business by itself. The University shall not commit for any guarantee of minimum/maximum business.
- iv. The prospective bidder should take into account all risks/contingencies associated with the work or otherwise and quote the rates accordingly.

### 3. **Who can apply**

- i. **Proprietary Firm** -If the bidder is a Proprietary Firm, the application shall be signed by the proprietor with his full type written name and the full name of his firm with its current address, contact details etc.
- ii. **Firm in Partnership** -If the bidder is a Firm in Partnership, the application shall be signed by all partners of the firm with their full type written names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the later case, a certified copy of the power of attorney should accompany the application. In both cases, a certified copy of partnership deed and current address of all the partners of the firm should accompany the application.
- iii. **Limited Company or a Corporation** -If the bidder is a Limited Company or a Corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary.
- iv. **Joint Ventures shall not be accepted.**

### 4. **Duration of Contract**

The contract will be valid initially for a period of 2 years, which is further extendable for another one year only with the approval of Competent Authority, depending upon the requirement and administrative convenience of the University subject to the satisfactory performance of the Canteen Contractor alongwith consent of the Canteen Contractor to render the services on the same terms & conditions during the period of extension too.

### 5. **Estimated Bid Value**

The estimated bid value for the said contract for the entire period of contract of two years would be around Rs. 1.40 Crores.

### 6. **Pre-Bid Meeting**

- i. A pre-bid meeting shall be held **on 05.03.2025 at 3.00 P.M.** in the Seminar Hall, Administration Block, Sector 16C, Dwarka, Delhi-110078 for prospective bidders to clarify their doubts.
- ii. After pre-bid meeting, recommendation of the Committee will be uploaded on the E-procurement portal of Govt. of NCT of Delhi with the approval of Competent Authority.
- iii. No further doubts / clarification shall be entertained after uploading the

approved clarification on the portal.

7. **Bid Validity:** 120 Days

8. **Bid Submission**

- i. Both technical and financial bids are to be submitted concurrently, duly digitally signed on the Central Public Procurement Portal.
- ii. The bidders should have a valid digital signature certificate for participation in the online tender. The cost of digital signatures, if any, will be borne by the respective bidders.
- iii. All the documentation in the tender should be in English.
- iv. The online bids (complete in all respect) must be uploaded online in Two Covers (Cover-I: Technical Bid (Annexure-A) and Cover-II: Financial bid (as per Annexure-H) in PDF Format.
- v. Each page of the documents submitted by the bidder shall be duly signed with seal.
- vi. The bidder is required to submit a duly filled-up **Bidder Form ( i.e. Annexure – A)** along with all the required/relevant documents, in support, to assess technical eligibility.

**Note: In the event of an unfilled or incomplete bidder form and non-submission of all the requisite documents, in support, will lead to rejection of the tender technically during technical evaluation.**

9. **Earnest Money Deposit (Bid Security)**

- i. All the participated bidders are required to submit an EMD of Rs. 2,80,000/- (i.e. equivalent to 2% of the estimated cost of work) alongwith their bids.
- ii. EMD shall be accepted with a minimum validity of 4 **months** in the form of DD or Bank Guarantee or Fixed Deposit Receipt (FDR) which shall be in favour of "Registrar, GGSIPU", payable at Delhi.
- iii. The EMD may also be deposited online for which the details are as follows :-

1.	Accounts Holder Name	Registrar, Guru Gobind Singh Indraprastha University
2.	Account No.	927860555
3.	IFSC Code	IDIB000G082
4.	Bank Name	Indian Bank
5.	Micro Code	110019071
6.	Accounts Type	SB (Saving)
7.	CBS Code/Branch Code	02029
8.	Branch Name & Address	GGSIU, Sector-16C, Dwarka, New Delhi - 110078
9.	Banker's Phone No.	011-28035244

- iv. The Earnest Money Deposit of the unsuccessful bidders will be returned without any interest.
- v. If the L1 bidder denies to serve the University, after issuing offer letter for award of work, EMD amount of such bidder shall be forfeited.
- vi. In order to obtain exemption for submission of EMD for this bid, the bidder must be registered under MSME/NSIC (Registered in Food And Beverages / Canteen Catering Services) in Delhi. The copies of relevant valid documents/

certificates, alongwith bid security declaration as per Annexure -'B', need to be uploaded online for consideration of the bidder under MSME.

10. **MSME / Start-up**

No exemption will be allowed in terms of turnover and experience to the bidder (s) registered under MSME/ Start-up.

11. **Office Location**

The registered office of the bidder must be located in Delhi/NCR areas. It may note that bidders of other States will not be eligible to participate in this Bid.

12. **Blacklisting / Debarment**

The bidders should not be Blacklisted / Debarred by any PSU's/ Govt. Department/Autonomous Institution/Universities/Public Sector undertaking of GOI./GNCTD or any other State Govt. or Public Sector Banks or Local Bodies or Municipalities during the period w.e.f. 01.04.2021 till the date of publishing of this tender. In case, any information furnished by the bidder is found to be incorrect/ false/ misleading, either immediately or at a later date, would render it liable to be Blacklisted / Debarred for a period of 03 years from participating in the tender floated by GGSIP University in future. Further, non submission of Performance Security along with the Agreement within the specified time, shall lead to forfeiture of EMD and Blacklisting / Debarment for a period of three years.

13. **General Terms & Conditions**

- i. All the products should be prepared having raw material with FPO/AGMARK/ FSSAI/ ISO etc. as indicated in the list of brands of consumables (Annexure-'D').
- ii. Hypothetical and conditional bids will not be entertained.
- iii. The Canteen Contractor should provide electronic bill to the students/staff/faculty/visitor etc against the items purchase by them from University canteen.
- iv. The Canteen Contractor should provide digital payment facility (Credit Card, Debit Card, Paytm, e-wallet, etc.) without any extra charge, depicting the name of the Canteen contractor.
- v. The Competent Authority of the University reserves the right of accepting the whole or any part of the tender and the bidder shall be bound to perform the same at the rate quoted.
- vi. The University shall not provide any residential accommodation to the personnel employed by the Canteen Contractor.
- vii. The University reserves the right not to allow the Canteen Contractor for the sale of any brand/make item/ food item including cold drink. The University may decide and finalize the brand/make/company for beverages/soft drinks etc., for sale in the canteen from time to time.
- viii. Chapatti should be baked properly and it should be soft while serving.
- ix. Used Cooking oil shall never be reused for frying or cooking etc.
- x. The use of monosodium glutamate (ajinomoto) is strictly prohibited.
- xi. Food should be served and maintained warm at all times.

14. **Responsibilities/Liabilities of the Canteen Contractor.**

- i. The Canteen Contractor should provide RO Plant of 50 liter per hour capacity in the kitchen area for cooking purpose.
- ii. The Canteen Contractor should segregate and dispose-off the food waste as per Waste Management Policy/Guidelines of the Govt. of India, at its own cost.
- iii. The Canteen Contractor will notify all the items and corresponding rates on the Display Board. The cost of preparation / installation / repair of the board shall be borne by the Canteen Contractor. The rates cannot be changed without the prior permission of the University. No items can be charged more than rates approved by University.
- iv. The Canteen Contractor will arrange all the required kitchen equipments in additions to those already available / installed in the University Canteen.

15. **Responsibilities/Liabilities of Rates for different items and packages.**

- i. The Canteen Contractor may ensure not to sale any packed items more than MRP.
- ii. Items approved by the University shall only be prepared and served in the University canteen, maintaining the requisite quantity and specified quality. No other items will be prepared & served without prior approval of the University otherwise, penalty will be imposed under Clause 33.
- iii. The rate(s) of Running Food Items and Packages, as attached at Annexure-'E' & 'F', once fixed would remain applicable for a period of two (02) years. After two years (i.e. for the extended period of contract), the rates of Packages may be enhanced upto a maximum of 10% only on the request of Canteen Contractor, with proper justification, subject to the approval of the University and will be valid for next one (01) year of extension. However, the University reserves the right to amend/disallow the request of Canteen Contractor. In this regard, the decision of University shall be final and binding.
- iv. The University reserves the right to amend/withdraw/add the items in the menu list at any time as per the requirement/demand of stakeholders.
- v. The approved menu of Running Food Items to be sold in University canteen is given at Annexure -'E'
- vi. The approved rate list different Packages are given at Annexure -'F'.
- vii. Normally, the Canteen Contractor is required to provide the Package as given in Annexure-E & F for meeting/function of the University and to give service at designated location(s) within the University Campus for a minimum order of at least **15 persons**. No extra charges, except GST, shall be paid to the Canteen Contractor on account of such service and delivery of package food at designated location. However, Canteen Contractor may be asked to arrange for hospitality arrangement at the given Package rate for less than 15 persons too, as a special case.



## 16. Maintaining cleaning in and around the canteen

- i. For maintaining the cleaning, necessary statutory approvals from the local authorities shall be taken by the Canteen Contactor at his own cost.
- ii. The Canteen Contactor shall ensure high standards of cleanliness and hygiene, especially in and around the kitchen, service area, store & washing area of the canteen.
- iii. The Canteen Contactor will dispose-off the waste material outside the University Campus with its own arrangements.
- iv. All waste food should be removed from catering/Dining premises on daily basis.
- v. Tables and sitting area provided in the dining space has to be cleared immediately after service.
- vi. It shall be the Sole responsibility of the canteen contractor for the maintenance of utensils / crockery/ cutlery/ ovens/ fridge/ RO/ Water cooler or any other appliances installed by the Canteen Contractor.
- vii. Shall buy good quality of raw materials e.g. grocery, vegetables & fruits etc. for preparation of all meals at its own cost.
- viii. Preparation and sale of NON-VEG items in and outside the canteen premises is strictly prohibited.**
- ix. To ensure that the area under their control is free from flies and fix the insect killer machines etc.
- x. Dustbin (stainless steel with covered lids wet and dry) to be provided and maintained in the dining area.
- xi. The Canteen Contactor and his employees shall maintain proper decorum and decency befitting a higher institution. Any complaint in this regard will be viewed seriously and may tantamount to penalty, as deemed fit by the Competent Authority of the University for the given cause(s).
- xii. Any encroachment of the space & addition/alteration in & around the canteen will attract penalty under Clause-33. However, permission may be granted by the Competent Authority of the University on special occasion(s) or as the case may be.

## 17. Hygienic and precautionary Measures

- i. The staff deployed in the canteen by Canteen Contactor should be medically fit and the Canteen Contactor should immediately withdraw staff with any contagious disease from deployment.
- ii. All workers of canteen contractor working in University Canteen must be decently dressed up in proper uniform having the name and logo of agency (if so), I-Card (including hand gloves, head cap and apron), proficiencies in speaking local language, well-mannered, courteous with proven integrity healthy personnel habits. Any complaint in this regard will be viewed seriously and may amount attract penalty.
- iii. All areas of the University are provided with fire-fighting equipment suitable for the hazards normally found in these areas. If the work of Canteen Contactor introduces unusual fire hazards into an area, the vendor is responsible for providing the appropriate type of fire-fighting equipment in the kitchen, store & serving area at their cost.

- iv. The prepared food and beverages items will be served in the good quality recyclable/biodegradable material like plates, glasses, cups, spoon etc. by the Canteen Contactor at its own cost.
- v. All the kitchen equipments/ slabs/ floor shall properly be cleaned upon closure of canteen, on daily basis.

18. **Staff deployment in the Canteen**

- i. One qualified catering manager will be deputed by the Canteen Contactor during operational hours of canteen so as to co-ordinate with all the USS/Deptt. for collection of order, manage day to day catering and to resolve quality related issues, if so arises.
- ii. Canteen Contractor shall deploy its employees only after due police verification and provide identity cards to them at its own cost. No employee shall be allowed without identity card. Copy of the same to be deposited in GA Branch from time to time.
- iii. The details of Canteen staff shall be given to the controlling branch (i.e. General Administration Branch) & Estate Branch on every six months. If there is any change in the staff, it should be informed to both the branches.
- iv. Shall not deploy any minor employees to work in the canteen, proclaimed offender, persons involved in criminal cases or with criminal background and with debt burden.
- v. The University will be under no obligation to provide employment to any personnel of the Canteen Contractor and does not recognize employer-employee relationship between the University and the employees deployed by the Canteen Contractor.
- vi. In every case, in which by virtue of the provisions of the Workman's Compensation Act, the Government of India/Government of Delhi if University obliged to pay compensation to such person employed by the Canteen Contractor in execution of the work; the University will be entitled to recover the amount of compensation, if so paid, from the Canteen Contactor.
- vii. Canteen staff should not take/indulge in any activity involving consumption of liquor, tobacco, smoking etc. else, penalty will be imposed.

19. **Restriction to the Canteen Contractor**

- i. Any Person who is in Government service or an employee of the University, his/her family member should not be made a partner to the contract by the Canteen Contactor directly or indirectly.
- ii. Canteen contractor shall not indulge himself/herself or his employees in carrying out activities other than the purpose stipulated in the scope of work.
- iii. Canteen contractor shall not sell the items banned by Central Govt./State Govt./Universities/Any Other Regulatory Authority.
- iv. Canteen contractor shall not perform / provide any promotional activity of any firm / company without the permission of the GA branch of the University.
- v. Canteen contractor shall not alter / change the items of the approved menu as per Annexure- 'E' & 'F' without the permission of the controlling branch of the University.

- vi. Canteen contractor shall not work in collaboration or joint venture.
- vii. If any subletting/encroachment of the area of university canteen is found apart from the tender, penalty will be imposed as per the respective Penalty Clause of tender document or as deemed fit.

20. **Following Shall be strictly prohibited:**

- i. Serving of alcoholic drinks, selling of narcotics, tobacco items and other items, which are not normally covered in restaurant business.
- ii. The canteen shall be no alcohol and no smoking zone.
- iii. Plastic/ Thermocol disposable is strictly dis-allowed with-in Canteen premises. Items should be served in stainless steel, crockery or bio-degradable plates/bowl and bone-china cups or paper cups for beverages. Contractor will have to take pre-permission for any other make of crockery.

21. **Legal Liability Statutory with associated Responsibility:-**

- i. **The canteen contractor shall be liable to pay the wages to its employee/labour deployed to run University canteen, as per Minimum Wages Act, amended from time to time. University will not be responsible in any manner whatsoever, in case of any inter dispute between the contractor and the employees engaged by the contractors. Any claim of such employees will be only lie against the contractor.**
- ii. The Canteen Contactor shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Fund, ESI, Bonus, Gratuity, Contract Labour (R&A) Act, Delhi Works Contract Act, Food Safety & Standards Act and/or other Labour Laws/Acts/Rules in force from time to time at its own cost. In case of violation of such statutory provisions, under Labour Laws and /or any other law applicable by the agency, is observed by the concerned authorities, there will not be any liability on the part of the University. Even, University may also take administrative action, as deemed suitable.
- iii. The agency shall be required to maintain all the relevant records, registers and documents as required by the Labour Department, Regional Provident Funds Commission, the Food Safety and Standards Authority of India and Employee State Insurance Corporation or any other local bodies as per the existing rules and/or regulations as amended from time to time.

22. **Facilities to be Provided by the University:**

- i. The successful bidder will be handed over the canteen premises, comprising cooking area, store, washing area & front service area. The dining space on ground & first floor will be available for servicing of food articles to the students, faculty, staff & visitors, but the University will have first right on dining space. In case of any requirement, University can use the dining space for any official purpose including function, get-to-gather etc.
- ii. Water Connection in the kitchen & washing area.
- iii. PNG Connection.
- iv. Electricity Connection.
- v. Some of the Kitchen equipments/furniture items are available in the University canteen and the same will be provided 'as is where is basis' as per list attached at Annexure-G. Any additional kitchen equipment/appliances etc., if so required, shall be arranged by the Canteen

Contractor at its own cost under intimation to the University. The maintenance of kitchen fixture and equipment provided, as mentioned above, will be the responsibility of Canteen Contractor.

**Any lapse by the canteen contractor leading to the break-down of the kitchen equipment(s) provided by the University may attract penalty/ compensation, as deemed fit by the Competent Authority.**

- vi. Initially, available furniture items for serving/dining area would be provided by the University but its maintenance is to be carried out by the Canteen Contactor during the period of contract.

23. **Canteen Timing**

The Canteen Contactor shall keep the canteen open from **8:00 AM to 7:00 PM, all days except Sunday and gazette/notify holiday and adhere these timings strictly.** Neither the canteen shall remain open beyond the given stipulated time nor be closed early before the given time without the prior written permission of the GA Branch else penalty will be imposed as per Clause -33. However, GA branch may direct to canteen contractor to open the canteen on holidays or to be remained open beyond scheduled time, as per requirement.

24. **Methodology of selection of successful bidder:** Least Cost Selection (LCS) Method.

25. **Technical Bid Evaluation:**

The criteria for technical bid evaluation would be as under:-

- I. **First Stage:** During first stage of technical evaluation, all the requisite documents in support of duly prescribed bidder form at Annexure – 'A', would be evaluated and if found in order, the bidder will be considered as qualified for **second stage** of marking as per marking system defined at Annexure- 'C'.
- II. **Second Stage:** Marking shall be awarded out of 100 marks, as per the defined criteria given in Annexure- 'C'. The bidders securing atleast 60% overall marks shall be eligible/qualified for the next stage of evaluation i.e. Opening of Financial Bid.

26. **Selection Criteria and Financial Bid Evaluation:-**

- i. The financial bid of only those bidders shall be considered for opening of financial evaluation, who secure at least a total of 60% marks in the technical stage-II.
- ii. The eligible bidders shall be required to quote rates for the **Total Menu Cost** in the Financial bid.
- iii. The bidder quoting minimum **Total Menu Cost** will be selected for award of work.
- iv. In case two or more bidders quote the same rates of **Total Menu Cost**, successful bidder will be selected as per the following criteria:-
  - i. Who had the highest average turnover for the last three financial years (i.e. 2021-22, 2022-23 and 2023-24).
  - ii. In case two or more bidders had quoted the same **Total Menu Cost** and happens to have the same average annual turnover, bidder which has more

turnover during the year 2023-24 will be selected for award of the tender.

- v. The decision of the Registrar, Guru Gobind Singh Indraprastha University, Dwarka shall be final and binding on all the bidders.

27. **Validity of Rates in Financial Bid**

The Rates quoted by the bidder in Financial Bid will be excluding of GST & applicable taxes and shall initially be valid for a period of two years.

28. **Performance Security**

- i. The successful bidder will have to submit the Performance Security equivalent to the 5% of the estimated cost within **07 days** of the award of Contract in shape of FDR/BG/Bank Draft in favour of "The Registrar, GGSIP University" with a validity of 26 **months from the date of award of work**. Further, for the extended period of the contract, Performance Security shall also be required to be extended accordingly for a period of **two months** over and above the period of extension (s).
- ii. In case, if the performance security is submitted in the form of **Bank Guarantee**, the same should be prepared in the prescribed format as given at **Annexure – I**.
- iii. In case of non-submission of Performance Security alongwith the Agreement within specified time, the earnest money will be forfeited and the successful bidder will be debarred/ blacklisted.
- iv. The Performance Security can be forfeited wholly or partially, by order of the Competent Authority in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Performance Security Deposit as may be considered sufficient by University to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit on the account of Canteen Contractor's bill has been received and examined.
- v. In case, a fixed deposit receipt/ Bank Guarantee of any bank is furnished by the successful bidder to the University as part of the Performance security and the Bank is unable to make payment against the said instrument, the loss caused thereby shall fall on the successful bidder and the successful bidder shall forthwith on demand furnish additional security to the University to make good the deficit.
- vi. Any loss to the University due to the negligence/lapse on the part of the Canteen Contractor shall be compensated by it in full to the University. Alternatively, the amount of loss will be deducted from the running bill against the amount payable to the Canteen Contractor, failing which, the same may also be recovered from the Performance Security held with the University.

29. **Starting of Work**

The Successful bidder will have to start the work of operating canteen in the University **within a period of 10 Days from the acceptance of offer** of award of work issued by the University.

30. **Agreement & Validity of Rates**

- i. Once the work is awarded to the successful bidder, it may not be transferred/sub let to other contractor by the bidder. If so found, the EMD/performance security, as the case may be, will be forfeited and the said bidder will also be liable to be Blacklisted /Debarred for a period of 03 years for further participation in any kind of the University tender.
- ii. The successful bidder will have to enter into a regular agreement on a non-judicial stamp paper of Rs.100/- after the receipt of acceptance of the Bid for a period of 02 (Two) years as the work for engagement of Canteen Contractor of the operation of University Canteen, Catering & Cafeteria service, will initially be awarded for a period of Two years. The necessary fees, stamp paper, etc. required for preparing the agreement will have to be borne by the bidder.
- iii. However, the contract may further be extended for another one year only with the approval of Competent Authority, depending upon the requirement and administrative convenience of the University, subject to satisfactory performance of the Canteen Contractor alongwith its consent to render the services at the same terms & conditions. The Canteen Contractor will further be required to enter into a fresh agreement for the extended period of contract.
- iv. Income tax, GST, TDS and any other tax at the prevailing rates, during the period of contract, , shall be recovered / deducted from the payment to be released on account of Hospitality Arrangements made by the Canteen Contractor.
- v. Simultaneously, taxes payable as per rules i.e. GST, State Taxes etc. as levied in the hospitality bill, will also be paid by the University in respect of to the Canteen Contractor.

31. **Monthly Dues payable by the Canteen Contractor to the University**

- i. **License Fee/Monthly Rent: Rs.25,000/- (Twenty Five Thousand only) per month** in advance to the University, on or before the seventh day of the successive month failing which penalty @ **Rs. 50/-** per day would be levied after the given date. The University reserves the right to enhance the license fee, upto a maximum of 10%, in the second spell of the contract i.e. after two years. GST (extra) shall be applicable on the license fee.
- ii. **Water Charges: Rs. 500/- (Five Hundred only) per month (fixed)** in advance, to University on or before the seventh day of the successive month, failing which, penalty @ **Rs.10/-** per day would be levied after the given date.
- iii. **Electricity:** As per actual consumption for Kitchen area, contractor would be liable to pay electricity charges of lights, fan, kitchen equipments etc. store and washing area used for commercial purpose as per the meter reading/sub meter installed by University or to BSES Yamuna Power Ltd./BSES Rajdhani Power Ltd., as the case may be, including fixed charges, taxes etc. Electricity charges are to be paid for the actual consumption against the invoice generated by UWD department by the due date. Thereafter surcharge/ penalty will be levied as mentioned in the above mentioned invoice.
- iv. **PNG/IGL:** The Canteen Contractor shall take the connection and pay

Cooking Gas Charges directly to IGL.

- v. The Electricity and IGL gas charges are to be paid directly to the service provider before due date and a copy of receipt towards the payment made must be deposited in the GA Branch within three days of such payment.
- vi. The Canteen Contactor will pay necessary fee/charges/taxes/ penalty etc. as applicable, according to the rates prescribed by the MCD or any other Authority for running the canteen, directly to the Concerned Authorities.

**32. Payment of Bills against supply of food items:**

- i. No advance will be made.
- ii. Bills for various Hospitality Arrangements will be submitted by the Canteen Contractor centrally to the GA Branch of the University against the requisitions received from the respective University's Schools/ Department.
- iii. Payment will be made by the University after the submission of proper bill containing copy of order/approval of the Competent Authority alongwith completion-cum-satisfactory report.
- iv. The University reserves the right to recover any outstanding dues from the bills of the Canteen Contractor. Further, in case of any extreme/unavoidable deficiency, in term of quality/service of food, is observed by / reported to GA Branch, the whole/part payment towards such hospitality arrangement, as deemed suitable, will be deducted/ recovered.
- v. The University reserves the right to carry out post-payment audit/or technical examination of the final bills including all the supporting vouchers, abstract etc. The University further reserves the right to enforce recovery of any overpayment from the running/pending bills as and when noticed.
- vi. Last payment of Canteen Contactor will be cleared only after ascertaining clearance of any liability towards electric bill, water charges, PNG bill etc pending with the Canteen Contactor.
- vii. Income tax will be deducted at sources wherever applicable. PAN No. & GST No. be quoted on each bill.
- viii. No overwriting in the bill & report will be acceptable. If any change occurs, the counter signature of the concerned would be required to verify the same.
- ix. No responsibility will be taken by the University for Credit Sales, Loses or pilferage.
- x. The Canteen Contactor has to ensure himself for quarterly reconciliation of bills and payments with Finance & Accounts Branch and University Bank.

**33. Feedback Mechanism / Evaluation**

Canteen Monitoring Committee/ General Administration Branch will check the food quality, cleanliness & other parameters, as mentioned in the bid, any time, and if found substandard same will be rejected:

<b>Sr. No.</b>	<b>Parameter</b>	<b>Maximum marks</b>	<b>Marks scored</b>
1	Standard of Food in terms of quality, quantity as per tender	0- 10	

2	Quality of Roti / Puri/ Naan (Soft, thin, proper roasted / fried)	0- 10	
3	Taste of Snacks/ Chinese/ South Indian/ Mini Meals/Lunch/ other Items	0- 10	
4	Cleanliness & Hygiene of cutlery & Food container	0- 10	
5	Cleanliness & Hygiene of Dining, Kitchen & Outer Wash area	0- 10	
6	Disposal of Food waste material	0- 10	
7	Behavior of Canteen Contractor & his staff uniform/grooming/gloves/hair caps/ apron compulsory	0- 10	
8	Quality of Raw materials (vegetables/spices/oil/ wheat flour/rice)	0- 10	
9	Timely Management of counter service	0- 10	
10	No Foreign particles in the food	0- 10	
	<b>Total</b>	<b>100</b>	

Below 80 marks will be considered for rejection of food and new food will be arranged by GGSIP University. The risk purchase of food will be done as per details mentioned in the bids clause of penalty / Liquidated Damages

- (i) 81-85 marks will attract penalty as per bid clause.
- (ii) 86-90 marks will be considered for suggestions / improvement of the services.
- (iii) 91-99 marks will be acceptable range.
- (iv) The service provider will also take feedback from the employees as per above format and submit to food committee with details i.e. Name, ID of employees/ Enrolment number/ other details of visitors.

Penalties will be levied for non-compliance, as per the following details. In case of persistent deficiency in services, the contract is liable to be cancelled and the Performance Security Deposit forfeited:

Sr. No.	Nature of Deficiency	Penalties for Non-compliance			Subsequently (on each occasion)
		1 <sup>st</sup> Time	2 <sup>nd</sup> Time	3 <sup>rd</sup> Time	
1	Deficiency in quality of food items Prepared	Rs.1,000/-	Rs.3,000/-	Rs.5,000/-	Rs.15,000/-
2	Deficiency in cleanliness and maintenance of hygiene in Kitchen Area, Dining Area and Washing Area	Rs.1,000/-	Rs.2,000/-	Rs.3,000/-	Rs.9,000/-
3	Deficiency in disposal of food waste as per Government policy / guidelines	Rs.1,500/-	Rs.2,000/-	Rs.3,000/-	Rs.9,000/-
4	Misconduct of persons engaged by the licensee for the Canteen	Rs.1,000/-	Rs.2,000/-	Rs.3,000/-	Rs.9,000/-
5	Non-Adherence to approved rates / menu	Rs.1,000/-	Rs.2,000/-	Rs.5,000/-	Rs.15,000/-



Sr. No.	Nature of Deficiency	Penalties for Non-compliance			Subsequently (on each occasion)
		1 <sup>st</sup> Time	2 <sup>nd</sup> Time	3 <sup>rd</sup> Time	
6	Any other deficiency found as per required services/ tender documents	Rs.500/-	Rs.1,500/-	Rs.2,000/-	Rs.6,000/-

34. **Force Majeure**

The right of the contractor to proceed with the work shall not be terminated because of any delay in the completion of the work due to unforeseeable causes beyond the control and without the fault or negligence of the contractor, including but not limited to acts of God, or of the public enemy, restraints of a sovereignstate, floods, unusual severe weather conditions.

35. **Termination of Contract & Arbitration**

- i. If the contractor fails to fulfill its obligations of the contract at any time during the contract period and/or on persistent complaints of users, related to works and/ or services, University shall have the power to terminate the contract, serving a notice of one month and in that case the Performance Security deposited by the contractor shall be liable to be forfeited and/or debar/ blacklist the Canteen Contractor for a period of three (3) years from participating in any Bid/tender of the University. The decision of Hon'ble Vice Chancellor, Guru Gobind Singh Indraprastha University in this regards would be final and binding.
- ii. In the case of dispute or differences arising out of or in a way concerning the agreement, it shall be referred to the Arbitration by sole Arbitrator as per the provision of Arbitration & Conciliation Act, 1996. The Arbitrator shall be nominated by the Vice Chancellor, Guru Gobind Singh Indraprastha University, Delhi. The award of the arbitrator shall be final and binding on the parties.
- iii. In case of any accident or theft etc. all the claims arising out of it will be met by the Canteen Contractor and the University shall not be responsible for any claim.
- iv. The Canteen Contractor shall not engage in any sub-contractor or transfer the contract to any other person/firm/agency in any manner. The contractor shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise. In case the contract is sub-contracted, the same will be breach of the contract and the University will be at liberty to cancel/terminate the contract and / or debar / blacklist the canteen contractor.
- v. Any dispute shall be subject to the Delhi jurisdiction. Any dispute shall be subject to the jurisdiction of Courts at Delhi. The seat and place of arbitration shall be at Delhi.
- vi. The University reserves the right to reject any or all the Bids without assigning any reason thereof.
- vii. The University reserves the right to cancel the contract at any time without assigning any reasons, whatsoever.

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# **Technical Evaluation Stage -1**

**Annexure -A**

## **BIDDER FORM (To Assess the Technical Eligibility)**

(Estimated Bid Value-Rs. 1.40 Crore for two years)

Please attach all the requisite documents/certificate (Duly certified by the Chartered Accountant with UDIN, wherever applicable) as proof duly page numbered alongwith this BIDDER FORM

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>	<b>Proof at Page No.</b>
1.	Names, address of Firm/Agency, Telephone Numbers & Email Addresses		
2.	Registration No. of the Firm/Agency & Establishment Number		
3.	Name, Designation, Address and telephone no. of Authorized person of the Firm/Agency to deal with.		
4.	Status of the Firm/Agency Sole proprietor/ partnership firm / Company (Private/Public/PSU). Name and address of Directors/partners should be specified. For partnership firm (please attach partnership deed) For company (please attach incorporation certificate).		
5.	PAN Card Number		
6.	GST Registration Number		
7.	Self attested copy of EMD/ bid security in the form of Bank Guarantee/F.D.R./ online receipt of Rs. 2,80,000/- (Rupees Two Lacs Eighty Thousand Only) should be attached and uploaded. The Original to be submitted before the last date and time, as specified. <b>Note:</b> In order to obtain exemption for submission of EMD for this bid, the bidder must be registered under MSME/NSIC in Delhi as on date. Copies of valid documents need to be uploaded online for consideration of the bidder under MSME/NSIC alongwith bid security declaration as per <b>Annexure -A</b>		
8.	If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary.		
9.	Bank Account Details of the Bidder		
10.	The bidder should have <b>minimum average annual financial turnover of Rs. 1.40 Crore (Rupees One Crore Forty Lacs Only)</b> in operating Canteen, Catering & Cafeteria Services during the immediate last three (03) consecutive financial years ending March 2024. Financial turnover duly audited, signed & stamped balance sheet including Profit & Loss Accounts by a Chartered Accountant and counter signed by bidder to be submitted. Annual Turnover for the last 03 Financial years (Duly certified by the Chartered Accountant with UDIN No.).		
	2023-2024	Rs.	
	2022-2023	Rs.	

S. No.	Particulars	Details	Proof at Page No.
	2021-2022	Rs.	
	Total Turnover of 3 years	Rs.	
	Average Annual Turnover in last 3 years	Rs.	
11.	Details of Profit/Loss in last 05 Financial years (Duly certified by the Chartered Accountant with UDIN No.).	Mention the Profit /Loss hereunder (Rs.)	
	2023-2024		
	2022-2023	Rs.	
	2021-2022	Rs.	
	2020-2021	Rs.	
	2019-2020	Rs.	
	Note: Should not have incurred loss in more than two years during last five financial years ending on March 24		
12.	Audited financial statement for the last five years (copies of the P & L statement along with balance-sheet for the concerned period)		
13.	Income Tax Returns for the assessment year 2022-23, 2023-24 and 2024-25		
14.	The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years (ending month of March prior to the bid opening)	Year/ Order Value	
	i. Three similar completed work each costing not less than the amount equal to 40% (forty percent) of the estimated cost; or		
	ii. Two similar completed work each costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or		
	iii. One similar completed work costing not less than the amount equal to 80% (eighty percent) of the estimated cost		
	Performance certificate / Experience Certificate w.r.t. the qualifying completed works during last 03 years ending March 2024 for providing Canteen, Catering & Cafeteria Services as submitted by bidder above, must contain the description of work, value of contract and period of contract, Date of Completion of Contract and client commendation/grading (i.e. excellent/very good/good/ satisfactory. <i>A performance certificate should be issued by the Competent Authority of the concerned Deptt./ Orgn.</i> <b>Note:</b> (i) Similar work shall mean work of Canteen, Catering & Cafeteria Services in any Central Govt/ State Govt/ PSU/ Autonomous bodies/ Govt. Establishments/ Universities / Educational Institutions located in Delhi / NCR. (ii) The detail of completed work must also be filled and appended separately in the formats, as given at enclosures 'I' & ' II' , in support.		
15.	Must have at least 2 running contracts of similar work on the date of publishing of Bid in any Central Govt/State Govt/PSU/Autonomous bodies/ Govt. Establishments/ Universities/Educational Institutions located in Delhi / NCR. <b>Note:</b> The details as per enclosure -III also need to be attached in support.		
16.	The bidder must have experience of 3 years (ending month of March prior to the bid opening) of providing similar type of services to any Central Govt/ State Govt/ PSU/ Autonomous bodies/Govt. Establishments / Universities / Educational Institutions located in Delhi / NCR. (Attach self attested work order for the services provided during each of the Financial year.)		

S. No.	Particulars	Details	Proof at Page No.
17.	Address of the Registered Office in Delhi/ NCR (A duly self attested document either of valid Rent agreement/latest Telephone Bill/latest Electricity Bill etc in the name of bidder)		
18.	Firms should be registered under Shop & Establishment Act Delhi		
19.	Provident Fund Registration Number		
20.	ESI Registration Number		
21.	Should have valid License/Certificate from FSSAI for running canteen and cafeteria services.		
22.	Valid ISO Certificates : 9001:2015, 9001:2018, 22000:2005 and 22000:2018 (at least two of them)		

Relevant Certificates/documents are required to be duly certified by the Chartered Accountant with UDIN Number wherever required. GGSIP University may seek any additional information/document from the bidder in support of their eligibility, if required. The bidder would be required to submit all the required documents to substantiate the information given in above bidderform so as to assess the technical eligibility of an agency

**Note:** In the event of an unfilled or incomplete bidder form, as per Annexure – 'A', and non-submission of all the requisite documents, in support, will lead to rejection of the bid technically during technical evaluation.

## UNDERTAKING

1. I/We hereby agree to abide by all terms and conditions laid down in the bid document alongwith subsequent corrigendum/addendum (if so issued) and its agreement.
2. The quoted rates are irrevocable and quoted by us with full awareness and without any pressure. I understand that quoted rates, if accepted by the university, will be acceptable to me and services will be provided by us for the entire duration of contract at these quoted rates.
3. I/ We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
4. I/ We have not been punished / penalized by way of imprisonment in last three years and till the bid publishing date.
5. I/ We have not any relative employed with GGSIP University in the University.
6. I/We have not been blacklisted/ debarred by any PSU's/ Govt. Department/Autonomous Institution/Universities/Public Sector undertaking of GOI./GNCTD or any other State Govt. or Public Sector Banks or Local Bodies or Municipalities during last three financial years (and till the publishing of the bid).
7. I/We hereby undertake that Employees & workers, without having any criminal/immoral back ground, will be provided to the University for Execution of this contract.
8. I/We certify that we have also uploaded the requisite documents as mentioned in the aforesaid form and the tender document.
9. I/ We agree to show the original documents before the award of the work, as and when desired.
10. I/We understand that in case we do not provide any requisite document in support of information furnished in the above stated bidder form at Annexure 'A', the bid will

not be considered and summarily be rejected by the GGSIP University.

11. It is certified that the undersigned has visited the Dwarka Campus of the GGSIP University and I/We are in full knowledge and understanding of their locations and areas including facilities/ Infrastructure available where the canteen, catering & cafeteria services are to be operated.
12. I/We will not claim or give any excuse for enhancement of rates during the entire period of initial contract, as fixed by the university for various hospitality arrangements, while execution of the contract.
13. This is to certify that I do not owe any dues to any of the previous organization where I have worked as canteen contractor.
14. I/ We certify the correctness of the information furnished herein. I fully understand that, in case, any information furnished is found to be incorrect / false/ misleading, at any stage, I/ We shall be liable for penal action as per tender document / law in force.

Place.....

Signature of Bidder with seal of the Firm

Date.....

Name of Bidder\_\_\_\_\_

Mobile Number\_\_\_\_\_

**Enclosure – 'I' of Annexure – A (Point No. 14)**

DETAILS OF ALL WORKS OF SIMILAR NATURE EXECUTED/COMPLETED OVER THE LAST THREE YEARS i.e. THE CURRENT FINANCIAL YEAR AND THE LAST THREE FINANCIAL YEARS (ENDING MONTH OF MARCH PRIOR TO THE BID OPENING)

S. No.	Name of Work and Location	Owner of organization	Value in Lacs	Date of commencement as per contract	Date of completion of work	Name and address/ telephone number of officer to whom reference may be made	Remarks (whether services rendered was satisfactory or not)
1	2	3	4	5	6	7	8

- i. "Value" shall mean gross value of the completed work. This should be certified by an officer of the client organization on their letter-head.
- ii. Individual Work completion certificate must be attached in support of above details in chronological order.
- iii. Further, in case, where contract is undertaken in private Universities / Educational Institutions, the bidders are required to furnish its Form 26 AS and Form 16 in support.

Place.....

Signature of Bidder with seal of the Firm

Date.....

Name of Bidder\_\_\_\_\_

Mobile Number\_\_\_\_\_



**Enclosure – 'III' of Annexure – A (Point No. 15)**

DETAILS OF RUNNING CONTRACT OF SIMILAR WORK ON THE DATE OF PUBLISHING OF BID IN ANY CENTRAL GOVT/STATE GOVT/PSU/AUTONOMOUS BODIES/ GOVT. ESTABLISHMENTS/ UNIVERSITIES / EDUCATIONAL INSTITUTIONS LOCATED IN DELHI / NCR

S. No.	Name of Work and Location	Name of Organization	Value in Lacs	Date of commencement as per work order	Period of Work
1	2	3	4	5	6

Note:

- i. Individual copy of work order/agreement must be attached in support of running contract duly attested by the bidder as per above details, in chronological order.
- ii. Additionally, copy of agreement needs to be furnished for the contract running in the Private University/ Educational Institution.

Place.....

Signature of Bidder with seal of the Firm

Date.....

Name of Bidder\_\_\_\_\_

Mobile Number\_\_\_\_\_



**Format of bid security declaration from bidders in lieu of EMD  
(on bidders letter head)**

I/We, the authorized signatory of M/s. .... participating in the subject tender No. .... for the item / job of ....., do hereby declare:

- i. That I/we have availed the benefit of waiver of EMD while submitting our offer against the subject tender and no EMD being deposited for the said tender.
- ii. That in the event we withdraw / modify our bid during the period of validity OR I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security with the given timeline Or I/we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding / award of all future contracts (s) of GGSIP University for a period of one year from the date of committing such breach

Place.....

Signature of Bidder with seal of the Firm

Date.....

Name of Bidder\_\_\_\_\_

Mobile Number\_\_\_\_\_

## **Technical Evaluation Stage -2**

**Annexure - C**

<b>Sr. No.</b>	<b>Parameters</b>	<b>Maximum Marks</b>
1	Similar Running Contract	15
2	List of Similar work executed in Delhi / NCR during 5 years ending 31.03.2024	15
3	Client Commendation	15
4	Canteen Services executed in University / Educational institution in Delhi / NCR during last 7 years ending 31.03.2024	10
5	No. of Employees on roll	10
6	Number of qualified catering staff (i.e. having completed Food Safety Training and Certification (FOSTAC) programme of FASSAI	10
7	Solvency	10
8.	Average Financial Turnover	15
	<b>Total</b>	<b>100</b>

Bidder should obtain minimum 60% marks in technical bid evaluation to be eligible for opening of financial bid

### **Requirement of Documents.**

<b>Sr. No.</b>	<b>Parameters</b>	<b>Marks Allotted</b>	<b>Documents Required</b>
1.	Similar Running Contract		Copy of Contract/ Work order duly self attested by the bidder. Copy of agreement in case of private University / Educational Institution.
	More than 2 Contracts	15 Marks	
	2 Contracts	10 Marks	
	<2 Contract	0 Marks	
2.	List of Similar work executed in Delhi / NCR during last 7 years ending 31.03.2024		Copy of Contract/ Work order and Execution / Completion certificate from the Client duly self attested by the bidder. <i>Note: Form 26 AS and Form 16 are required for Private Universities/ Educational Institutions, in addition to above.</i>
	3 times of the minimum criteria	15 Marks	
	2 times of the minimum criteria	10 Marks	
	As per Minimum criteria*	7.5 Marks	
	Not covered above	0 Marks	
3.	Client Commendation		Performance Certificate from the Client
	Excellent/ Outstanding	15 Marks	
	Very Good	12 Marks	
	Good	10 Marks	
	Satisfactory / Fair	7.5 Marks	
	Unsatisfactory/ Report not submitted/ Poor	0 Marks	

Sr. No.	Parameters	Marks Allotted	Documents Required
4.	Canteen Services executed in University / Educational institution in Delhi / NCR during last 7 years ending 31.03.2024		Copy of Contract/ Work order and Execution / Completion certificate from the Client duly self attested by the bidder All requirement to be met as per Format-B
	3 times of the minimum criteria	10 Marks	
	2 times of the minimum criteria	08 Marks	
	As per the Minimum criteria*	05 Marks	
	Not covered above	0 Marks	
5.	No. of Employees on roll		Documentary proof in form of EPF/ESIC contribution and any other document in support.
	More than 99	10 Marks	
	75-99	09 Marks	
	50-74	07 Marks	
	20-49	05 Marks	
Non of the above	0 Marks		
6.	Number of qualified catering staff (i.e. having completed Food Safety Training and Certification (FOSTAC) programme of FASSAI		1. Copy of valid certificate of FASSAI duly self attested by the bidder and 2. Documentary proof on account of EPF/ESIC contribution in respect of above stated staff
	More than 10 persons	10 Marks	
	6- 10 persons	08 Marks	
	1-5 person(s)	05 Marks	
	<1 person	0 Marks	
7.	Solvency		The solvency certificate should be addressed to the Registrar, GGSIPU and be latest one issued by any scheduled bank after the date of invitation of this tender.
	1.40 Crores and above	10 Marks	
	<1.40 Crores upto 1.05 rores	08 Marks	
	<1.05 Crores upto 56 Lacs	05 Marks	
	<56 Lacs	0 Marks	
8.	Average Financial Turnover		Shall be evaluated based on document submitted in support of Point no. 10 of the bidder form (Annexure-B)
	More than 2.41 Crores	10 Marks	
	1.91- 2.40 Crores	06 Marks	
	1.40 -1.90 Crores	05 Marks	
	<1.40 Crore	0 Marks	

\*Minimum criteria refers to the value of work (in %) in accordance with point No. 14 (i) to 14 (iii) of the bidder form.

**INDICATIVE BRANDS OF CONSUMABLES**

<b><u>ITEM</u></b>	<b><u>BRAND</u></b>
Salt	: Iodised salt such as Tata/ Annapurna/ Nature Fresh
Spices	: Catch/ MTR or Equivalent Quality Brands
Ketchup	: Maggi/ Kissan/ Heinz
Oil	: Mustard Oil/ Refined oil such as Sundrop/ Nature Fresh/ Godrej
Pickle	: Mother's / Priya / Tops
Atta	: Aashirvad/ Pillsbury/ Nature Fresh
Butter	: Amul/ Mother Dairy
Bread	: Harvest/ Britannia make
Milk	: Toned milk of Mother Dairy/ Amul/ Delhi Milk Scheme
Paneer	: Amul/ Mother Dairy
Tea	: Brook Bond/ Lipton/ Tata
Coffee	: Nescafe/ Rich/ Bru
Ice Cream, Curd	: Mother Dairy/ Amul/ Cream Bell
Besan, Dal	: Rajdhani / Mangat Ram Equivalent Quality Brands
Rice	: Basmati/ Mongra/ Tobar
Cold Drinks	: Pepsi/ Coke etc.
Packed Juices	: Real/ Tropicana/ Coconut Water
Sweet	: Bikaner/ Haldiram/ Hira/ Nathus/ Singlas
Mineral Water	: ISI Marked Kinley/ Bisleri / Ganga

The contractor may use any other equivalent brand after obtaining prior approval of Competent Authority of GGSIP University

## Annexure 'E'

### Menu of approved running food items to be sold in Dwarka campus of the GGSIP University Canteen

S. No.	Item Description	Qty/Wt.	Estimated Rates per item / Piece /Plate (in Rs.)
1	Tea - Hand made (Kulhad/ Bio-degradable Cups)	100 ml	12
2	Espresso Coffee (Bio-degradable Cups)	100 ml	15
3	Cold Drinks/Packed Juices/Mineral Water	MRP	
4	Chips/Biscuits/ Muffins/ Packed Nankeens	MRP	
5	Samosa	80 gm	12
6	Bread Pakora	100 gm	15
7	Paneer Bread Pakora	100 gm	20
8	Paneer Pakora	60 gm	15
9	Aloo Bonda	80 gm	10
10	Veg Sandwich	80 gm	20
11	Paneer Grilled Sandwich	100 gm	40
12	Aloo patty	Per pc	15
13	Paneer Patty	Per pc	20
14	Chilli Potato	250 gm	40
15	Veg.Chowmein	250 gm	40
16	Veg. Manchurian	200 gm	40
17	Veg. Fried Rice	200 gm	30
18	Chilli Paneer	200 gm	50
19	Masala Dosa with Sambhar and chutney (coconut and tomato)	200 gm 150 gm	50
20	Plain Dosawith Sambhar and chutney	200 gm 150 gm	35
21	Paneer Masala Dosa with Sambhar and chutney (coconut and tomato)	200 gm 150 gm	65
22	Vada (2 pc) with Sambhar and Coconut Chutney	200 gm 150 gm	35
23	Idli (2 pc) with Sambhar and Coconut Chutney	200 gm 150 gm	35
24	Onion/ Mix Uttapam with Sambhar and Coconut Chutney	200 gm 150 gm	50
25	Chole Bhature (2 pc)	250 gm	50
26	Chole Kulche (2 pc)	200gm	40
27	Veg.Noodles/ Fried Rice with Manchurian	300 gm	60
28	Veg.Noodles/ Fried Rice with Chilli	300 gm	75

	Paneer		
29	Rice (150 Gms) / Roti (4 Pcs)/ Plain Parantha (2 Pcs) with Kadhi / Rajma / Chole/ Dal/ Sambhar	150 gm	40
30	Puri (4 pc) with Aloo Subzi	200 gm	30
31	Stuffed Paratha-2 pcs (Potato/Onion/Mixed) with Packed Curd(80/85 gms) and Pickle (7gms/1 Re.)	150 gm	30
32	Paneer Parantha-2pc with Packed (7gms/1 Re.), Curd (80/85gms) and Pickle (7gms/1 Re.)	150 gm	40
33	Mini Veg. Thali – Dal/ Kadhi / Rajma / Chole (150gm), Seasonal Veg (100gm), Rice (150gm), Roti- 2 pcs / Plain Parantha (1 pc), Salad, Acchar	Per Plate	60
34	Deluxe Veg. Thali- Dal Makhani (150gm), Mix Veg (100gm), Shahi Panner/ Kadahi Panner/Mutter Panner (100gm), Rice (150gm), Roti-2 (50gm)/ Parantha 1 Pc, Packed Curd (80/85gms), Salad, Acchar, Papad and 1 Sweet (100gm)	Per Plate	80
35	Plain Rice/Jeera Rice	200 gm	20
36	Tawa Roti- 1 pc	30 gm	5
37	Tawa Butter Roti- 1 pc	30 gm	10
38	Tandoori Roti - pc	30 gm	10
39	Tandoori Butter Roti - pc	30 gm	12
40	Plain Naan - 1 Pc	75 gm	15
41	Naan (Tandoori)-1 pcs (Butter/Potato/Onion/Mixed)	100 gm	22
42	Seasonal Vegetable/ Dal/ Sabji/ Chole/Kadhi/Rajma	200 gm	20
43	Shahi Panner/ Kadahi Panner /Matar Paneer/Palak Paneer	200 gm	40
44	i. Samosa/ Bread Pakoda (Any One) ii. Sandwich/Veg Patty (Any One) iii. Chips (Rs.5) iv. Biscuit (Rs.5) v. Tetra Pack Juice (Rs.10) vi. Muffin/Cake (Rs.10) vii. Water Bottle (200 ml) (Rs.10)	Per Box	75
45	Besan Burfi/ Coconut Burfi	50 gm	12
46	Balushahi	50 gm	15

**Note:**

1. No Packing & Service charges shall be payable.
2. The items mentioned in the refreshment box may be modified / revised, as per the requirement raised by the University on some occasions, for which payment shall be made on MRP.

## Annexure 'F'

Name of Package : 'Regular Light Tea/High Tea/ Lunch/ Dinner

Category : "**General/Regular Hospitality Arrangements**"

Hospitality Categories :Academic and Cultural Activities, Festivals, Training Programs, Annual Day, Republic Day, Independence Day and other functions as well as CET Examinations and Admission/ Counselling related activities

Venue :Dwarka Campus, GGSIP University

Service Provider :University Canteen Contractor

S. No.	Item Description	Qty/Wt.	Estimated Rates per item / Piece /Plate (in Rs.)
1.	<b>Light Tea</b> i. Special Tea/ Special Coffee ii. Salted Wafers (40 gms) iii. Assorted Cookies – Two Sweet & Two Salted (10 gms each) iv. Water Bottle (200 ml)	Per Plate	60
2.	<b>High Tea</b> i. Special Tea/ Special Coffee ii. Salted Wafers (40 gms) iii. Samosa/ Paneer Pakora/ Veg. Cutlet (Any One) iv. Dhokla / Khandvi / Veg. Sandwich (Any One) v. Assorted Cookies - Two Sweet & Two Salted (10 gms each) vi. Gulab Jamun / Rasgulla /Gajar ka Halwa / Moong Dal Halwa / Ice Cream (Any One) vii. Water Bottle (200 ml)	Per Plate	180
3.	<b>Fixed Menu Buffet:-</b> Dal Makhani/Dal Bukkhara Mix/Seasonal Vegetable Shahi Paneer/ Kadhai Paneer/MatarPaneer/ PalakPaneer (Any one) Zeera Rice / Matar /Veg Pullao Roti, Naan/ Laccha Parantha Boondi /Pineapple Raita Gulab Jamun / Rasgulla /Gajar ka Halwa / Moong Dal Halwa /Ice Cream (Any One) Achar, Masala Papad and Green Salads, Water Bottle (200 ml)	Per Plate	230

**Note:**

2. The above food items will be served in bowl/cups/ Plates (Bone china).
3. The Canteen Contractor shall be required to provide appropriate Stewards /utility persons commensurate with the hospitality event(s).

**Annexure-'G'**

**Kitchen Equipment/Furniture Inventory of Canteen of Dwarka Campus, GGSIPU**

<b>S.No</b>	<b>Particular</b>	<b>Unit</b>
1	Mobile Tandoor	2
2	Chapati Rolling Table	1
3	Chapati Plate with Puffer	1
4	Chapati Dumping Trolley	1
5	Work Table	4
6	Tawa Burner Range	1
7	Deep Fat Fryer	1
8	Exhaust Hood	2
9	Masala Trolley	1
10	Stove Pot Stove	4
11	Pest Counter	1
12	Hot & Cold Bains Mary with 5 dish	1
13	Three Sink Unit	1
14	Two Sink Unit	1
15	Storage Rack	5
16	Old Display Counter	2
17	R.O. Water Dispenser	2
18	Wall Rack	1
19	Plastic Dustbin	1
20	Cold Fricly + Custy Table	1
21	Dunnage Rack	3
22	Packing Machine	1
23	Geyser	1
24	Air Cutter	3
25	Fan	19
26	Toilet Exhaust	2
27	Big Exhaust Fan in Kitchen Area	2
28	Bain Marie (cold) -(900x750x850)	1*
29	Staff Lockers -(1200X600X800)	1*
30	S.S. Storage Racks (Two) -(Custom Size	2*
31	Deep Freezer -(500 ltrs)	1*
32	Integrated Table cum Chair Size (4 Person Sitting Capacity)	46

\*Scheduled to arrive in due course of time

**Note: The list is subject to changes.**



**FINANCIAL BID**

<b>S. No.</b>	<b>Item Description</b>	<b>Qty/Wt.</b>	<b>Rates to be quoted by the Bidder per Unit (in Rs.)</b>
1	Tea - Hand made (Kulhad/ Bio-degradable Cups)	100 ml	
2	Espresso Coffee (Bio-degradable Cups)	100 ml	
3	Samosa	80 gm	
4	Bread Pakora	100 gm	
5	Paneer Bread Pakora	100 gm	
6	Paneer Pakora	60 gm	
7	Aloo Bonda	80 gm	
8	Veg Sandwich	80 gm	
9	Paneer Grilled Sandwich	100 gm	
10	Aloo patty	Per pc	
11	Paneer Patty	Per pc	
12	Chilli Potato	250 gm	
13	Veg. Chowmein	250 gm	
14	Veg. Manchurian	200 gm	
15	Veg. Fried Rice	200 gm	
16	Chilli Paneer	200 gm	
17	Masala Dosa with Sambhar and chutney (coconut and tomato)	200 gm 150 gm	
18	Plain Dosawith Sambhar and chutney	200 gm 150 gm	
19	Paneer Masala Dosa with Sambhar and chutney (coconut and tomato)	200 gm 150 gm	
20	Vada (2 pc) with Sambhar and Coconut Chutney	200 gm 150 gm	
21	Idli (2 pc) with Sambhar and Coconut Chutney	200 gm 150 gm	
22	Onion/ Mix Uttapam with Sambhar and Coconut Chutney	200 gm 150 gm	
23	Chole Bhature (2 pc)	250 gm	
24	Chole Kulche (2 pc)	200gm	
25	Veg.Noodles/ Fried Rice with Manchurian	300 gm	
26	Veg.Noodles/ Fried Rice with Chilli Paneer	300 gm	
27	Rice (150 Gms) / Roti (4 Pcs)/ Plain Parantha (2 Pcs) with Kadhi / Rajma / Chole/ Dal/ Sambhar	150 gm	
28	Puri (4 pc) with Aloo Subzi	200 gm	

29	Stuffed Paratha-2 pcs (Potato/Onion/Mixed) with Packed Curd(80/85 gms) and Pickle (7gms/1 Re.)	150 gm	
30	Paneer Parantha-2pc with Packed (7gms/1 Re.), Curd (80/85gms) and Pickle (7gms/1 Re.)	150 gm	
31	Mini Veg. Thali - Dal/ Kadhi / Rajma / Chole (150gm), Seasonal Veg (100gm), Rice (150gm), Roti- 2 pcs / Plain Parantha (1 pc), Salad, Acchar	Per Plate	
32	Deluxe Veg. Thali- Dal Makhani (150gm), Mix Veg (100gm), Shahi Panner/ Kadahi Panner/Mutter Panner (100gm), Rice (150gm), Roti-2 (50gm)/ Parantha 1 Pc, Packed Curd (80/85gms), Salad, Acchar, Papad and 1 Sweet (100gm)	Per Plate	
33	Plain Rice/Jeera Rice	200 gm	
34	Tawa Roti- 1 pc	30 gm	
35	Tawa Butter Roti- 1 pc	30 gm	
36	Tandoori Roti - pc	30 gm	
37	Tandoori Butter Roti - pc	30 gm	
38	Plain Naan - 1 Pc	75 gm	
39	Naan (Tandoori)-1 pcs (Butter/Potato/Onion/Mixed)	100 gm	
40	Seasonal Vegetable/ Dal/ Sabji/ Chole/Kadhi/Rajma	200 gm	
41	Shahi Panner/ Kadahi Panner /Matar Paneer/Palak Paneer	200 gm	
42	i. Samosa/ Bread Pakoda (Any One) ii. Sandwich/Veg Patty (Any One) iii. Chips (Rs.5) iv. Biscuit (Rs.5) v. Tetra Pack Juice (Rs.10) vi. Muffin/Cake (Rs.10) vii. Water Bottle (200 ml) (Rs.10)	Per Box	
43	Besan Burfi/ Coconut Burfi	50 gm	
44	Balushahi	50 gm	

Note:

1. All the bidder(s) are required to quote rate for all the items (except those on MRP). Bidder(s) who do not quote rates for one or more items are liable to be rejected.
2. Hypothetical Bid(s) shall be rejected.
3. Rates to be quoted exclusive of taxes.

Place.....

Date.....

Signature of Bidder with seal of the Firm\_\_\_\_\_

Name of Bidder\_\_\_\_\_

**FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY**

**(Refer Clause 28 of the Bid Document)**

**(To be stamped in accordance with Stamps Act of India)**

1. THIS DEED of Guarantee made this day of \_\_\_\_\_ between \_\_\_\_\_ (Name of the Bank) (hereinafter called the "Bank") of the one part and \_\_\_\_\_ (Guru Gobind Singh Indraprastha University, Delhi) (hereinafter called the "Department") of the other part.
2. WHEREAS \_\_\_\_\_ (Guru Gobind Singh Indraprastha University, Delhi) has awarded the contract for providing **Services** on License fee of Rs. 25,000/- PM (Rupees in figures and words) (hereinafter called the "contract") to M/s \_\_\_\_\_ (Name of the contractor) (hereinafter called the "contractor").
3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the Department a Performance Security for a total amount of Rs. 7,00,000/- (Rs. Seven Lacs Only) which is equivalent to the 5% of the estimated bid value i.e. Rs. 1.40 crore only.
4. NOW WE the Undersigned \_\_\_\_\_ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of \_\_\_\_\_ (Full name of Bank), hereby declare that the said Bank will guarantee the Guru Gobind Singh Indraprastha University the full amount of Rs. 7,00,000/- (Rs. Seven Lacs Only) as stated above.
5. After the Contractor has signed the aforementioned contract with the Guru Gobind Singh Indraprastha University, the Bank is engaged to pay the Guru Gobind Singh Indraprastha University, any amount up to and inclusive of the aforementioned full amount upon written order from the Guru Gobind Singh Indraprastha University to indemnify the Guru Gobind Singh Indraprastha University for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Guru Gobind Singh Indraprastha University immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the Guru Gobind Singh Indraprastha University any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. THIS GUARANTEE is valid for a period of **30 months** from the date of signing. (The initial period for which Guarantee will be valid must be for at least **six months** longer than the anticipated expiry date of the Contract period).
7. At any time during the period in which this Guarantee is still valid, if the Guru Gobind Singh Indraprastha University agrees to grant a time of extension to the contractor or if the contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Guru Gobind Singh Indraprastha University and at the cost of the contractor.
8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.
9. The neglect or forbearance of the Guru Gobind Singh Indraprastha University in

enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Guru Gobind Singh Indraprastha University for the payment hereof shall in no way relieve the Bank of their liability under this deed.

10. The expressions "the Department", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the \_\_\_\_\_ day of \_\_\_\_\_ (**Months**) \_\_\_\_\_ (year) being herewith duly authorized.

For and on behalf of the \_\_\_\_\_ Bank.

Signature of authorized Bank official

Name \_\_\_\_\_

Designation \_\_\_\_\_

I.D. No. \_\_\_\_\_

Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named \_\_\_\_\_ in the presence of:

Witness-1

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Witness-2

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_