



Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110078

Phone No.-011-25302137, 138, 139

Website: <http://ipu.ac.in>

NOTICE INVITING TENDER **TENDER No. GGSIPU/GA/CANTEEN/2020-21/02**

On behalf of Registrar, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi, e-tender is invited under two bid system (Technical & Financial Bid) through e-procurement portal of GNCTD “www.govtprocurement.delhi.gov.in from Canteen Contactor/Caterer for Operation of University Canteen, Catering and Cafeteria Services”. The tender document can be downloaded from Delhi Govt. e-procurement website i.e. www.govtprocurement.delhi.gov.in and also be viewed on University website i.e. www.ipu.ac.in.

1.	Name of work	Operation of University Canteen, Catering & Cafeteria Services at Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110078
2.	Estimate Cost of Works	Rs.01 Crore (approximately for 02 years)
3.	EMD	Rs.2,00,000/- (Two Lakh 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) year extendable for maximum of another (03) three years on the basis of year to year extension subject to the satisfactory performance and mutual consent.
5.	Schedule for Pre-Bid Meeting	A pre-bid meeting shall be held on 26/11/2020 at 12:00 Noon in the GA Branch, GGSIP University with the interested and prospective bidders to resolve their queries and issues clarification, if any, w.r.t. the tender document.
6.	Last Date & time of Submission of Bid Online	On 09/12/2020 up to 03:00 PM and Technical bid shall be opened on the same day at 03:30 PM .
7.	The bids shall be submitted in two stages viz. (i) <i>Technical bid</i> (ii) <i>Financial bid</i> . The Technical & Financial bid should be uploaded on e-procurement website i.e. www.govtprocurement.delhi.gov.in (No documents need to be submitted in hard copy other than EMD, if in offline mode).	
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. www.govtprocurement.delhi.gov.in	

(REGISTRAR)



**GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY**

**TENDER DOCUMENT
FOR**

**“Operation of University
Canteen, Catering & Cafeteria Services”**

AT

Guru Gobind Singh Indraprastha University
[A State University under Govt. of NCT of Delhi]
Sector 16 C, Dwarka, New Delhi 110 078

Dy. Registrar (General Administration)
Room No. 36, Ground Floor, Administrative Block,
GGSIU, Sector 16C, Dwarka, New Delhi 110078
Contact Nos.011-25302138,39,45
Email :gabbranch@ipu.ac.in

INDEX

S. No.	<u>Description</u>	Page No.
1.	Notice--Inviting Tender	01-03
2.	Section-I--Instructions to Bidders	04-15
3.	Section-II-Information regarding Technical Eligibility, Financial Bid and Menus List of Food Items. (Annexure A,B,C,D,E,F, G & H)	17-29

SECTION -I

INSTRUCTIONS TO BIDDERS

1. **Name of work :-**
Operation of University Canteen, Catering & Cafeteria Services at Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi – 110078 by a Canteen Contactor/Caterer for a period of two (02) years **extendable for maximum of another (03) three years on the basis of year to year extension subject to the satisfactory performance and mutual consent.**

2. **Definitions:-**
 - (i) **GGSIPIU** means Guru Gobind Singh Indraprastha University, Delhi.
 - (ii) **University** means Guru Gobind Singh Indraprastha University, Delhi.
 - (iii) **Authority** means the Registrar, GGSIPU and his successor.
 - (iv) **Bidder** means the Proprietary Firm, Partnership Firm, Limited Company private or public or corporation who participate in this bid/tender.

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.

4. **Earnest Money Deposit:**
 - (i) **The Earnest Money Deposit (EMD) of Rs. 2 Lac (Rupees Two Lac only)** shall be in favour of “Registrar, GGSIPU”, payable at Delhi in the form of FDR/ Bank Guarantee/ On-line transfer as per following details :-

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

- (ii) Tenders with no Earnest Money Deposit will summarily be rejected.
- (iii) The EMD should remain valid for a period of 45 days beyond the final bid validity period. The EMD of the unsuccessful bidders would be returned to them after the finalization of the tender.
- (iv) The EMD of the successful bidder would be released after the receipt of Performance Security, as prescribed, in the form of FDR alongwith the agreement on **non-judiciary stamp paper of Rs.100/-**.
- (v) No interest on EMD both in online or offline mode would be payable by GGSIPU under any circumstances.
- (vi) The bidder shall submit “Earnest Money Deposit” in original in hard copy in an envelope. In case of online deposit of EMD, submission of hard copy is not required.
- (vii) The envelop shall be addressed to Dy. Registrar (General Administration), Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi – 110078.
- (viii) The envelope containing EMD, if in offline mode, shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or is declared non-responsive. The envelop named “**Earnest Money Deposit**” shall comprise of EMD amount of the tender document. The envelope containing EMD must be submitted on or before **09/12/2020 at 3:00 PM**. Late bids shall be rejected.
- (ix) A pre-bid meeting shall be held on **26/11/2020 at 12:00 Noon** in the GA Branch, GGSIP University with the interested and prospective bidders to resolve their queries and to issue clarification (if any).
- (x) The “**Financial Bid**” must be uploaded on e-tender website i.e. www.govtprocurement.delhi.gov.in.
- (xi) Conditions other than those laid down in the Tender document will not be entertained. Conditional tender shall be summarily rejected.

5. Bid Submission: Following documents forming part of Technical Bid must be uploaded on e-procurement website and the EMD should only be submitted in the office by due date and time in case of offline submission:-

S. No.	Particulars
(a)	Copy of EMD in favour of Registrar, GGSIPU OR copy of receipt for online submission of EMD or valid MSME certificate.
(b)	Letter of Transmittal as per “ Annexure-A ”
(c)	Organizational Structure:- Legal Status of the Company/Agency with legal proof alongwith certified copies of MOA & AOA as per “ Annexure-B ”
(d)	Copies of PAN No. and GST Registration No.
(e)	Should have minimum average turnover of Rs.30 (Thirty) Lakh or more in last 3 years ending at March 2020. <i>Copy of audited Balance Sheet, Profit & Loss & ITR certificate duly certified and stamped by a Chartered Accountant and counter signed by bidder to be submitted as per “Annexure-C”.</i>
(f)	<p>(i) Should have satisfactorily completed the work as mentioned below during the last 03 (Three) years ending as on 31.03.2020.</p> <p style="text-align: center;">Three similar work each cost not less than Rs.40,00,000/- i.e. equivalent to 40% of estimated cost of tender i.e. 01 crore</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Two similar work each cost not less than Rs.50,00,000/- i.e. equivalent to 50% of estimated cost of tender i.e. 01 crore</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">One similar work cost not less than Rs.80,00,000/- i.e. equivalent to 80% of estimated cost of tender i.e. 01 crore</p> <p>Similar work shall mean “Canteen, Catering & Cafeteria services in Central Govt./Ministries/Departments/PSU/ organizations/ Bhawans/Educational institute /MNC’s or establishment of Central or State Govt. located in Delhi/NCR.”</p>

	(ii) Performance certificate of completed works during last 3 years ending March 2020 as submitted by bidder must contain the value of contract and period of contract and client reports/grading (i.e. excellent/very good/good/satisfactory) towards Quality of work, Food, service, Hygiene, Cleanliness etc. from the concerned organization towards running of Canteen, Catering & Cafeteria services. <i>A performance certificate should be issued by the Competent Authority of the concerned Department/Organization”.</i>
(g)	The bidder must be presently operating/running a canteen, catering & cafeteria at least in 01 (one) location in Central Govt./Ministries/Departments/PSU/organizations/ Bhawans /Educational institute /MNC’s or establishment of Central or State Govt. located in Delhi/NCR. In case, if the bidder could not operate /run canteen due to pandemic of COVID – 19 in the locations, as mentioned above, the work order, if so awarded to the bidder between the period 01.04.2019 to 31.03.2020, would also be considered as good as operating/running to make the bidder eligible under this clause. <i>Copy of Work Award letter for canteen, catering & cafeteria must be uploaded.</i>
(h)	A declaration of fair business practice by the Bidder during the last 03 years as per “ Annexure-E ”.
(i)	The firms should be ISO 22000:2005 certified and possess SQF Certificate for quality of its products. <i>Valid Copy of certificate must be uploaded.</i>
(j)	Should have valid License/certificate from FSSAI for running canteen and cafeteria services. <i>Valid Copy of certificate must be uploaded.</i>
(k)	In order to obtain exemption for submission of EMD for this tender, the firm must be registered under MSME in Delhi as on date. The copy of relevant documents needs to be uploaded online for consideration of the firm under MSME.

6. **Technical Bid Evaluation:** The criteria for technical bid evaluation would be as under:-

- I. **First Stage:** All the requisite documents, as desired for bid submission mentioned at S. No. 05 in tender document, 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- D**.
- II. **Second Stage:** Marking will consist a total 100 marks and will also further be made in two phase, as under:
 - a. **1st Phase:-** The 1st Phase of marking consists a total 80 marks and the marking will be made on the basis of document uploaded by the bidder. The bidder is required to acquire at least 60% marks (i.e. Minimum 48 marks) to be considered as qualified for 2nd Phase of marking.
 - b. **2nd Phase:** The 2nd Phase of marking consists a total 20 marks and the marking will be made on the basis of site visit of running contract, if so, and presentation given by the bidder.

Thus, the bidders, who will acquire at least 60% marks consolidated in both phase of marking for Second Stage, will finally be considered for opening of their Financial Bids.

7. **Financial Bid Evaluation:-**

- (i) Since, the University is not having any motive to earn income from the license fee/rent but to facilitate and welfare of its student and employees by providing quality food and services at a reasonable rate considering the health and hygiene. Therefore, license fee/rent works out approx to Rs.15.75 lakhs (annually as per previous contract), to be charged from the successful bidder, is being waived off. **Thus, the bidders are expected to offer more concessional/subsidized/competitive rates in their financial bid while participating in tender without compromising the quality of food and services including Health and Hygiene.**

- (ii) Financial bid would be evaluated on the basis of the total weightage average of the price quoted by the bidder individually in respect of all items given in various segments and mentioned in Performa for Financial Bid rates as given at **Annexure 'H'**.
- (iii) The Financial bid, of those bidders who have not quoted rates of all items for various segments, will be treated as unresponsive bid and their bid will be summarily rejected.
- (iv) Following weightage shall be given for evaluation of Financial Bids:-

Segment	Particulars	Parameters	Weightage
A.	Running Food Items	Total of the rates of all items for this segments.	0.6
B.	Regular High Tea & Buffet (Lunch/Dinner)	Total of the rates of all items for this segments.	0.3
C.	Special High Tea & Buffet (Lunch/Dinner)	Total of the rates of all items for this segments.	0.1

8. General Terms & Conditions:-

- (i) All the products should be prepared with Agmark items.
- (ii) Hypothetical and conditional bids will not be entertained.
- (iii) Each bidder shall enclose a certificate along with the Technical Bid certifying that all the terms and conditions of the NIT are acceptable to it in letter of transmittal.
- (iv) The bidder should provide digital payment facility (Credit Card, Debit Card, Paytm, e-wallet, etc.) without any extra charge.
- (v) The Competent Authority on behalf of the REGISTRAR GGSIPU reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
- (vi) Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of any work in GGSIPU.
- (vii) The University will take feedback in whatever means from its stakeholders (users/customers/Faculty/Staff/Students etc.) towards the services rendered by the Canteen Contactor/Caterer on periodic basis as may be decided by the University time to time. Renewal of Contract for further period will depend heavily on such stakeholder feedback. In case, if the feedback for any period is reported as poor or not satisfactory in items of quality of food, from service, hygiene, Cleanliness , the University reserves the right to impose a penalty equivalent to one day's revenue to a maximum of 5 days revenue.
- (viii) The University shall not provide any residential accommodation to the catering/canteen personnel employed by the Canteen Contractor/Caterer.

9. Security Deposit:

The successful Canteen Contractor/Caterer to which contract will be awarded shall be required to deposit an amount of **Rs.10,00,000/-** as **“Performance Guarantee”** within the period as specified in the Bid document in the form of FDR or Bank Guarantee (BG) of any scheduled bank in favour of **“Registrar, Guru Gobind Singh Indraprastha University”**, payable at New Delhi (Validity of FDR or BG should be 26 months) at the time of award of work, which is refundable on satisfactory completion of contract after the stipulated period of time. In case of extension, bidder would be required either to extend the earlier Performance Security or to submit a fresh performance security for equal amount. No interest will be payable on this security deposit money. If the Canteen Contactor/Caterer fails to submit Performance Guarantee within 10 days of issue of allotment letter, the contract will stand cancelled. In that event the EMD will be forfeited. Besides, such Canteen Contractor/Caterer would also liable to be blacklisted by the University.

10. Scope of Work:

Operation of Canteen, Catering & Cafeteria Services for University students & employees at Dwarka Campus of the University:-

- i) On the receipt of duly signed requisition in the prescribed proforma by the designated officials, the Canteen Contactor/Caterer has to serve tea/high tea/buffet lunch/dinner etc. as per University approved rates at the scheduled venue of the University for all the officials meeting as well as various Academic and Cultural Activities, Festivals, Seminars, Symposiums, Conferences, Training Programmes, Press Conferences, Statutory Bodies Meetings, Annual Day/Convocation, Teachers Day, Republic Day, Independence Day and other functions.
- ii) For CET Examinations and Admission/Counseling (two months) etc. as required by the University from time to time.
- iii) Special arrangements for the Statutory Body Meetings, Lt. Governor's Visit, Chief Minister's Visit, Convocations, International Conferences, Foreign Delegations etc. at the approved rates.
- iv) University reserves the right to engage separate Canteen Contactor/Caterer for University's Catering Services on various special occasions as mentioned above and Canteen Contractor/Caterer will have no objection on this account.

11. Pre-visit of canteen site of the University:

- (i) Before participating, the respective Canteen Contactor/Caterer are advised to visit the canteen space, location and its surrounding and safety measure required for the operation of canteen services as per local bye-laws.
- (ii) The Canteen Contactor/Caterer should assess the volume of business by themselves. The University will not commit for any guarantee of minimum/maximum business.
- (iii) The perspective bidder should take into account all risks/contingencies associated with the work or otherwise and quote the rates accordingly.

12. Agreement/Validity:-

The tender for the work shall remain open for acceptance for a period of 90 days from the date of opening of Technical Bid. If any tenderer withdraw his tender before the said period or issue of letter of acceptance whichever is earlier or makes any modifications in the Terms & Conditions of the tender which are not acceptable to the Department, then GGSIPU shall, without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money as aforesaid. Further, the tenderer shall not be allowed to participate in the re-tendering process of the work.

The successful Canteen Contactor/Caterer shall sign an agreement with the University within ten (10) days of the acceptance of offer on a Stamp paper of Rs. 100/- to be furnished by the Canteen Contactor/Caterer along with bid document which shall be valid for two (02) year which can be extended for maximum of another (03) three years on the basis of year to year extension subject to satisfactory performance with mutual consent in shape of furnishing a fresh agreement.

13. Responsibilities/Liabilities of the Canteen Contractor/Caterer.

- (i) The Canteen Contactor/Caterer should provide the RO Plant of 50 liter per hour capacity in the kitchen area for cooking purpose.

- (ii) The Canteen Contactor/Caterer should provide 80 Ltr. water cooler with 50 LPH capacity RO system in and outside sitting area each. The Canteen Contactor/Caterer will also ensure continuous functioning of water cooler & RO for availability of drinking water. In case of failure for more than 24 Hrs., a penalty of **Rs.2000/-** per day will be imposed. The Canteen Contactor/Caterer should submit the TDS report in GA Branch on monthly basis.
- (iii) *The Canteen Contactor/Caterer should segregate the food waste as per the policy/guidelines of the Govt. of India & dispose of the same at designated place/approved by the University and arrange waste management mechanism at their own cost.*
- (iv) The Canteen Contactor/Caterer will notify/display the available items and corresponding rates on the Display Board. The rates cannot be changed without the prior permission of the University. No items can be charged for more than rates approved by University.
- (v) The Canteen Contactor/Caterer will arrange all the required kitchen equipments in additions to already available in the University Canteen.

14. Rates for different items and packages:

- (i) Only approved items shall be served/sold at approved rates only, maintaining specified quantity and quality.
- (ii) The Canteen Contactor/Caterer may ensure not to sale any packed items more than MRP.
- (iii) Items approved by the University shall only be prepared and served. No other items will be prepared & served without prior approval of the University, otherwise penalty will be imposed under Clause 28.
- (iv) The rate(s) of packages/items attached as Annexure – G once fixed would remain applicable for two (02) years. After two years (i.e. for extended period), the rates of packages/items may be revised on request of the Canteen Contactor/Caterer with proper justification subject to approval by the University and will be valid for next one (01) year. The University reserves the right to amend/disallow the request of Canteen Contactor/Caterer in this regard. The decision of University shall be final and binding.
- (v) The University reserves the right to amend/withdraw the items from the list at any time. Rates for food packages for meetings/ functions of the University will only be applicable for minimum 05 persons, GST shall be paid as per norms.
- (vi) Menu rates List with portion size for University Canteen – Annexure-G.
- (vii) Menu of High Tea for the Statutory Body Meetings/Conference and Menu of Lunch/Dinner for the Statutory Body Meetings/Conference – Annexure-G.
- (viii) The Canteen Contactor/Caterer is required to provide the food items and to give service at designated location within the University Campus for package items as given in **Annexure-G** for minimum order of at least **05 persons**. No extra service charges shall be paid to the Canteen Contractor/Caterer on account of such service and delivery at designated location. The services charges are deemed to be included in such package.

15. 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/Caterer at his own cost.
- (ii) The Canteen Contactor/Caterer 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/Caterer 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 closed/opened has to be cleared and cleaned immediately after service.
- (vi) Sole responsibility for the maintenance of utensils / crockery/ cutlery/ ovens/ fridge/RO/Water cooler or any other appliances installed by the Canteen Contractor/Caterer for catering purpose etc.
- (vii) Shall buy good quality of raw materials e.g. grocery, vegetables & fruits etc. for preparation of all meals at his own cost.
- (viii) Use of **NON-VEG.** is strictly prohibited.
- (ix) To ensure that the area under their control is free from flies and fix the insect killer machines etc.
- (x) Dust bin (stainless steel with covered lids wet and dry) to be provided and maintained in the dining area.
- (xi) The Canteen Contactor/Caterer and his employee shall maintain proper decorum and decency befitting a higher institution. Any complaint in this regard will be viewed seriously and may amount to penalizes or disqualification.
- (xii) Any encroachment of the space & addition/alteration in & around the canteen will levied to the penalty under Clause 28. However, permission may be granted on special occasion or as the case may be.

16. Hygienic and precautionary Measure:

- (i) The staff deployed in the canteen by Canteen Contactor/Caterer should be medically fit and the Canteen Contactor/Caterer should immediately withdraw staff with any contagious disease from deployment.
- (ii) All worker in Canteen must be decently dressed, 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 to penalize/disqualification of the Canteen Contactor/Caterer & penalty will be imposed.
- (iii) Fire Precautions: 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/Caterer 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.
- (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/Caterer at his own cost.

17. Legal Liability Statutory with associated Responsibility:-

- (i) To get all the related clearance as applicable under the Indian Law and complete the necessary formalities as required under relevant statues, rules and regulations.
- (ii) The Canteen Contactor/Caterer 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 and Standards Act and other Labour Laws/Acts/Rules in force from time to time at its own cost (from within the rate quoted). In case of violation of such statutory provisions under Labour Laws and /or any other law applicable, by the agency, there will not be any liability on the part of the University.
- (iii) 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.

- (iv) All legal disputes arising out of the bids, if any, shall be subject to the jurisdiction of the Courts of Delhi only.

18. Staff deployment in the Canteen:

- (i) One qualified catering manager, who has successfully completed the Food Safety Training and Certification (FOSTAC) programme of FSSAI, will be deputed in University by the Canteen Contactor/Caterer during operational hours of canteen so as to co-ordinate with all the USS/Deptt. for collection of orders & day to day catering and to resolve quality related issues, if so arises.
- (ii) Shall deploy the employees only after due police verification and provide identity cards to its employees at their own cost. No employee shall be allowed without identity card. Copy of the same to be deposited in GA Branch time to time.
- (iii) The details of Canteen staff shall be given to the controlling branch (i.e. General Administration Branch) & security 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 agency after expiry of agreement/contract period and the University recognizes no employer-employee relationship between the University and the employees deployed by the agency.
- (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/Caterer in execution of the work; the University will be entitled to recover from the Canteen Contactor/Caterer the amount of compensation so paid.
- (vii) Canteen staff should not take/indulged any liquor, tobacco, smoking etc. activity, if it will be found, penalty will be imposed.

19. Canteen Timing:-

- (i) The Canteen Contactor/Caterer shall keep the canteen open from **8:00 AM to 7:00 PM (all days except Sunday and gazetted/notify holiday)**. The canteen shall not be closed as given stipulated time without the prior written permission of the GA Branch else penalty will be imposed as per clause 28.

20. Facilities Provided by the University:

- (i) The successful bidder will be handed over the canteen comprising of 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 requirement, University can use the dining space for any purpose including function, get to gather.
- (ii) Water Connection in the kitchen & washing area.
- (iii) *Kitchen equipments are available and will be provided as on where basis as per list attached at Annexure-F. Any additional kitchen equipment/appliances etc., if so required, shall be arranged by the Canteen Contactor/Caterer at his 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/Caterer.

- (iv) Light & fan and, fuming hood etc. in working condition in the kitchen, store, washing area, front service area (counter) and all serving/dining area of the canteen premises.
- (v) Initially, Furniture for serving/dining area would be provided by the University but its maintenance to be carried out by the Canteen Contactor/Caterer during the period of contract.
- 21. Starting of Work:** The Successful bidder will have to start the University Canteen within 10 Days from the acceptance of offer given by the University.
- 22. Force Majeure:** The firm shall not be responsible for any failure to perform due to causes beyond its reasonable control including, but not limited to, acts of God, war, riots, embargoes, strikes, lockouts, act of any Govt. Authority, delays in obtaining licenses or rejection of applications under the Statutes, power failure, accidents or disruption or operations arising from causes not attributable to any mollified acts of the firm, fire and floods.
- 23. Monthly Charges by the Contractor:** The contractor shall be required to deposit on monthly basis the following charges:-
- (i) **License Fee/Monthly Rent: NIL.** Since, it has been waived off so that Canteen Contactor/Caterer may be able to serve quality and hygiene food with good services and cleanliness at subsidized/concessional rates.
- (ii) **Electricity:** As per actual consumption for Kitchen & Dining area 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.
- (iii) **PNG/IGL:** The Canteen Contactor/Caterer shall take the connection and pay Cooking Gas Charges directly to IGL.
- (iv) **Water Charges: Rs.5000/-per month (fixed)** for water consumption in kitchen. Water charges are to be paid on three (03) month basis in advance to University on or before the seventh day of the successive month failing which penalty @ **Rs.100/-** per day would be levied after the given date.
- (v) The Electricity and IGL gas charges are to be paid directly to the service provider before due date and a copy of paid receipt to be deposited in the GA Branch within three days of payment.
- (vi) The Canteen Contactor/Caterer will pay necessary fee/charges/taxes etc. as applicable, according to the rates prescribed by the MCD or any other Authority for running the canteen, directly to the Concerned Authorities.
- 24. Payment of Bills against supply of food items:**
- (i) For providing services as per clause 10 regarding the scope of work, payment will be made by the University within 30-45 days from the date of submission of the proper bill and copy of order/approval alongwith satisfactory reports. The bills shall be submitted in triplicate.
- (ii) The University reserve 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 come into notice.

- (iii) Last payment of Canteen Contactor/Caterer will be cleared only after ascertaining clearance of any liability towards electric bill, water charges, PNG bill etc pending with the Canteen Contactor/Caterer.
- (iv) Income tax will be deducted at sources wherever applicable. PAN No. & GST No. should be quoted on each bill.
- (v) No responsibility will be taken by the University for Credit Sales Loses or pilferage.
- (vi) The Canteen Contactor/Caterer has to ensure himself for quarterly reconciliation of bills and payments with Finance & Accounts Branch and University Bank.

25. Restriction to the Canteen Contractor/Caterer:-

- (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/Caterer directly or indirectly.
- (ii) Shall not indulge himself/herself or his employees in carrying out activities other than the purpose stipulated in the scope of work.
- (iii) The University reserves the right not to allow the Canteen Contactor/Caterer 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 time to time.
- (iv) Shall not sell the items banned by Central Govt./State Govt./Universities/Any Other Regulatory Authority.
- (v) Shall not perform / provide any promotional activity of any firm / company without the permission of the GA branch of the University.
- (vi) Shall not alter / change the items of the approved menu as per Annex.- G without the permission of the controlling branch of the University.
- (vii) Shall not work in collaboration or joint venture.
- (viii) If any subletting/encroachment of the area of university canteen found apart from the tender, penalty will be imposed under Penalty Clause of tender document.

26. 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 disposable crockery is strictly not allowed with in Canteen premises. Items should be served in stainless steel crockery or bio-degradable plates and bone-china cups or paper cups for beverages. Contractor will have to take pre-permission for any other make of crockery.

27. Canteen Inspection/Addressing of Complaints Redressal System:-

The officer/officials of canteen controlling branch (i.e. General Administration) of GGSIP University will check/inspect/taste the quality/quantity, standards of food, preparation, service, health, hygiene, Cleanliness etc. on daily/periodical basis at any time & no payment will be made for eatable items. They may take appropriate action, as deemed fit, as well as impose any penalty mention in tender document which shall be binding on the Canteen Contractor/Caterer. Any complaint made by the Staff member/Student/Visitor will be address / received in Room No. 36, General Administration Branch at Admin. Block & can also be dropped in the complaint box fixed in the Canteen which will be opened & entertained by the officer/officials of GA Branch once in a month or any time to open the complaint box & collect the complaints and has power to impose the penalty as mentioned in clause 28.

- 28. Penalties:** In case of written complaint on the following grounds/default, the penalty would be levied on the Canteen Contactor/Caterer, as under:-

S. No.	Cause	Penalty
i.	Serving of unhygienic & inferior quality of food, use of adulterated food articles, use of unclean utensils	Rs.2,000/- for each default.
ii.	Un-cleanliness of dining area/kitchen area and other area inside the canteen.	Rs.1,500/- for each default.
iii.	Sale of eatable items other than approved items without permission of the University.	Rs.1,000/- for each default.
iv.	Sale of packed eatables item after the expiry date as mentioned by the manufacture.	Rs.1, 000/- for each default.
v.	On receipt of persistent complaints regarding flies and un-cleaned area under the control of the Canteen Contractor/Caterer.	Rs.1,000/- for each default.
vi.	Misbehavior by the employees of Canteen Contractor/Caterer.	Rs.1,000/- for each default.
vii.	Sale of approved items at higher rates than the approved rates.	Rs.1,000/- for each default.
viii.	Sale of any packed items more than MRP.	Rs.500/- for each default.
ix.	On Misuse/subletting of area allotted for canteen.	Rs. 5,000/- for each default.
x.	Any employee of Canteen Contactor/Caterer, if found indulge with taking any liquor, tobacco etc. or found in without dress.	Rs.1,000/- for first 02 defaults. Later on, Canteen Contactor/Caterer has to replace such employee.
xi.	Stay of employees of Canteen Contactor/Caterer at night in the Canteen premises without permission of GA Branch.	Rs.1,000/- for first 02 defaults. On subsequent occurrence, Canteen Contractor/Caterer has to replace such employee.
xii.	On account of non-compliance of local laws like MCD, PF, ESI, food adulteration, FDA, DPCC etc.	Any amount of penalty as levied by the local authorities.
xiii.	To run the canteen after stipulated time as per clause 19 without prior permission of GA Branch of the University.	Rs.1,000/- for each default.
xiv.	To use of canteen for organizing any birthday parties, get together etc. without prior permission of GA Branch of the University.	Rs.3,000/- for each default.
xv.	Use of canteen services outside the University Campus.	Rs.5,000/- for each default.
xvi.	For any fault/ flaw/shortcoming not mentioned above	Rs.500/- for each default.

29. Termination of Contract:-

- (i) The Canteen Contactor/Caterer shall not sublet the premises to any other agency for any purpose whatsoever. This may result immediate termination of contract by the University and forfeiture of performance security.
- (ii) If the Canteen Contactor/Caterer fails to fulfill his obligations of the contract at any time during the contract period, the University shall have the power to terminate the contract and in that case the performance security shall be forfeited and/or the right

to debar the Canteen Contactor/Caterer for a period of five (05) years to participate in any tender of the University.

- (iii) The University reserves the right to terminate the contract and forfeit the performance security on receipt of persistent complaints by the students & staff of University as well as visitors related to unhygienic food, use of adulterated food articles, oil, utensils & services etc.
- (iv) Any decision, taken by the Vice Chancellor, GGSIP University towards termination of contract due to the violation of any clause of tender document, would be final and binding.

30. Dispute Resolution:

Any dispute arising out of the aforesaid contract shall be resolved through the process of arbitration as per the Arbitration & Conciliation Act, 1996. Any party having any grievance may approach to the Vice Chancellor of the University for appointment of arbitrator to adjudicate upon the claim of the parties. The Vice Chancellor shall appoint the sole arbitrator, who will adjudicate the disputes/claims referred by the Vice Chancellor.

SECTION- II

INFORMATION REGARDING TECHNICAL ELIGIBILITY AND MENU LIST

(Annexure - A to H)

LETTER OF TRANSMITTAL

From:

To

The Registrar
GGS IP University
Sector 16C, Dwarka,
New Delhi -110078

Sub: Submission of Tender Document for “Operation of University Canteen, Catering and Cafeteria Services” by Canteen Contactor/Caterer at GGSIPU Campus, Sector-16-C, Dwarka, New Delhi”.

Sir,

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant information:-

1. I/we hereby certify that all the statements made and information supplied in the enclosed Annexure /Forms accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/we also authorized the GGSIPU to approach individual, employers, firms, and corporation to verify our competence and general reputation.
4. I/we have read and examined the NIT, all terms & conditions are acceptable to me as mentioned in the tender document.

Name & Signature(s) of Bidder(s) with seal

ORGANISATIONAL STRUCTURE OF THE CANTEEN CONTRACTOR/CATERER

1. Name & Address of the Canteen Contactor/Caterer:
(Attach photograph)
2. Telephone No. /Fax No. / E-mail :
3. Legal status of the Bidder (upload copies of Original document defining the legal status)
 - a) An Individual
 - b) A Proprietary firm
 - c) A Firm in Partnership
 - d) A Limited Company or Corporation
 - e) A Public Sector Undertaking
4. Particulars of registration with various Government Bodies (Upload attested Photocopy)
Organization /Place of registration Registration No.....
5. PAN No. _____ GST No _____
6. Names and Titles of Directors & Officers with Designation to be concerned with this work. :
7. Name & Designation of individuals authorized to act for the organization:
(Pl attach power of attorney in favour of authorized representative duly signed by authorized signatory).
8. Whether a copy of MOA & AOA is uploaded: Yes/No
9. Has the Canteen Contactor/Caterer ever abandoned the awarded Work before its completion? If so, give name of the work and reasons for abandonment. :
10. Has the Canteen Contactor/Caterer, or any constituent partner in case of Partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment. :
11. Has the Canteen Contactor/Caterer ever been debarred/ black listed for tendering in any organization at any time? If so, give details. :
12. Has the Canteen Contactor/Caterer ever been convicted by a Court of Law? If so, give details. :
13. Any other information considered necessary but not included above. :

(Stamp, Name & Signature of Bidder)

DETAILS OF ANNUAL TURNOVER
(To Be Certified By Chartered Accountant)

A. FINANCIAL DETAILS

Financial Years	Gross Annual Turnover (In Rs.)	Net Profit/Loss (PAIT) (In Rs.)	Net Profitability Ratio (In Rs.)
2017-18			
2018-19			
2019-20			

Note:-Copy of audited Balance Sheet, Profit & Loss & ITR certificate duly certified and stamped by a Chartered Accountant and counter signed by bidder to be uploaded.

(Stamp, Name & Signature of
Canteen Contactor/Caterer)

Certificate by the Chartered Accountant

Certified that the above details of Annual turnover, Net Profit and Net Profitability Ratio has been checked and verified from the Books of Accounts of M/s

Name (Of the Chartered Accountant) :-

Registration No. :-

Address :-

Phone No. :-

Seal :-

Marking System of Technical Bid
(Overall maximum marks 100)

A. 1ST PHASE (on the basis of documentation)-80 MARKS

1. Turn Over of bidding Agency (20 marks) {as per clause 5. (e)}:-

Minimum average turnover as per initial eligibility criteria i.e. Rs.30 Lakh.	60% of maximum marks of 20
02 times of minimum average turnover i.e. Rs.60 Lakh and above	100% of maximum marks of 20
In between on pro-rata basis	

2. Similar Work ending March 2020 & Performance certificate relating to completed past works {as per clause -5. (f)(i) & 5. (f)(ii) }:

(a) Similar Completed Work, Clause- 5. (f)(i) (20 marks):-

Minimum Eligibility as per initial eligibility criteria	60% of maximum marks of 20
02 times of Minimum Eligibility as per initial eligibility criteria	100% of maximum marks of 20
In between on pro-rata basis	

(b) Performance certificate, Clause- 5. (f)(ii) (20 marks):

Excellent	20
Very Good	15
Good	10
Satisfactory	5

3. Presently running/operating a canteen, catering & cafeteria at different locations in Delhi/NCR (20 marks) {as per clause 5. (g)}:

Minimum Eligibility as per initial eligibility criteria i.e. at least 01 location in Central Govt./ Ministries/ Departments/ PSU/ Organizations/ Bhawans/ Educational institute /MNC's or establishment of Central or State Govt.	60% of maximum marks of 20
02 times of Minimum Eligibility as per initial eligibility criteria i.e. at least 02 or more locations in Central Govt./ Ministries/ Departments/ PSU/ Organizations/Bhawans/ Educational institute /MNC's or establishment of Central or State Govt.	100% of maximum marks of 20
In between on pro-rata basis	

B. 2ND PHASE (on the basis of site visit and presentation)-20 MARKS

1. On site visit (10 Marks):

The committee will visit maximum of 02 running sites/canteen/cafeteria of the bidder located at various locations in Delhi/NCR, on random selection basis and will conduct physical verification on site to judge/ascertain the Quality of Work, Food, Service, Hygiene, Cleanliness, Ambience and the Staff Deployed.

Excellent	10
Very Good	8
Good	6
Satisfactory	3

2. Presentation (10 Marks):

The bidder will submit their presentation in the University through PPT before the Committee to justify the Quality of their Work, Food, Service, Hygiene, Cleanliness, Ambience and the Staff Deployed.

Excellent	10
Very Good	8
Good	6
Satisfactory	3

**DECLARATION FOR FAIR BUSINESS BY THE CANTEEN
CONTRACTOR/CATERER**

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

This is to certify that We, M/s_____ in submission of this offer confirm that:-

- i) We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- ii) 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.
- iii) Business has not been banned with us by any Govt. Organization/PSUs/Institutions/Schools/Universities.
- iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- v) The information and documents submitted with the bid by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.
- vi) We understand that in case of any statement/information/document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our EMD in full will be forfeited and business dealings will be banned.
- vii) We have not been punished/penalized by way of imprisonment in last three years.
- viii) We have not been blacklisted/debarred by any of the Government/Public Sector Agency in last three years.
- ix) Neither any of our relative is presently working in the University nor I/We is/are engaged in this contract service within one year after the retirement from the post of gazette officer of any Govt. organizations.
- x) Will fulfill all the Terms and Conditions of the tender and undertake to provide services as per Terms and Conditions including the contract entered with the University

(Stamp, Name & Signature of Canteen Contractor/Caterer)
(Signing this document)

Kitchen Equipment Inventory of Canteen of GGSIPU

S.No	Particular	Size (in mm.)/Model No.	Unit
1	Mobile Tandoor	750x750x850	1
2	Chapati Rolling Table	1500x675x850	1
3	Chapati Plate with Puffer	1800x675x850	1
4	Chapati Dumping Trolley	600x675x850	1
5	Four Door Refrigerator	1340x810x2010	2
6	Pizza Preparator	1800x700x850	1
7	Overhead Shelf	1800x600x850	1
8	Sandwich Griller	330x385x220	1
9	Microwave Oven	23SC3	1
10	Work Table	325x600x850	1
11	Work Table	500x600x850	2
12	Work Table	900x600x600	1
13	Work Table	1600x600x850	2
14	Two Burner Range	1200x600x850	1
15	Half Ribbed griddle	1200x600x850	1
16	Deep Fat Fryer	600x600x850	1
17	Fry Dump	400x600x850	1
18	Wall Type Exhaust Hood	2000x1050x500	2
19	Work Table	1600x600x850	1
20	Masala Trolley	500x600x750	1
21	Exhaust Hood	1625x1900x500	3
22	Stock Pot Stove	600x600x600	4
23	Cash Counter	950x750x750	1
24	Hot Display Counter	1200x750x1350	1
25	Hot and Cold bainsmarie	2100x700x850	1
26	Three Sink Unit	1500x850x600	1
27	Pot Ract	1100x600x1650	1
28	Grating		1
29	Storage Rack	900x450x1850	5
30	Dunnage Rack	1100x600x150	3
31	Cold Display Counter		1
32	Exhaust Fan with Motor & Starter		2
33	Two Sink Unit	1500x850x600	1

Note: The list is subject to changes.

LIST OF MENU**Segment-A: Running Food Items**

S. No.	<u>Items Description</u>	Qty/ Wt.	Daily
I.	<u>SNACKS & CHAT</u>		
(i)	Sandwich (Veg) – 1 pc	80 gm	Daily
(ii)	Samosa/Bread Pakora - 1 pc	80 gm	Daily
(iii)	Paneer Pakora/Paneer Cutlet -1 pc	60 gm	Daily
(iv)	Gol-Gape	6 pc	Daily
(v)	Allo Tikki	2 pc	Daily
(vi)	Papri/Bhel Puri/Bhalla Papri/Dahi Bhalla	150 gm	Daily
(vii)	Raj Kachori	200 gm	Daily
II.	<u>MINI MEAL</u>		
(i)	Chole Bhatura – 2 pc	250gm	Daily
(ii)	Pav Bhaji – 2 pc	250gm	Daily
(iii)	Kadhi / Rajma / Chole with Rice	250gm	Daily
(iv)	Masala Dosa with Sambhar	300gm	Daily
(v)	Idli Sambhar	02 pc	Daily
(vi)	Vada Sambhar	02 pc	Daily
III.	<u>MEALS/LUNCH</u>		
(i)	Dal /Channa Masala/Rajma/Kadhi Pakora	150gm	Daily
(ii)	Seasonal Vegetable	100gm	Daily
(iii)	Sahi Panner/ Kadahi Panner /Mutter Panner	150gm	Daily
(iv)	Raita	100gm	Daily
(v)	Butter Naan / Lachha Paratha / Stuffed Naan / Stuffed Paratha	80gm	Daily
(vi)	Plain Roti	25gm	Daily
(vii)	Plain Rice/Jeera Rice	200gm	Daily
(viii)	Veg. Biryani	250 gm	Daily
(ix)	Mini Veg. Thali – Dal (150gm), Seasonal Veg (100gm), Rice (150gm), Roti-2 (50gm), Salad, Acchar	Per plate	Daily
(x)	Deluxe Veg. Thali- Dal Tadka/Dal Makhani (150gm), Mix Veg (100gm), Sahi Panner/Kadahi Panner/Mutter Panner (100gm), Rice (150gm), Roti-2 (50gm), Salad, Acchar and Gulab Jamun/ Rasgulla (100gm)	Per plate	Daily
IV.	<u>DRINK / BEVERAGES</u>		
(i)	Normal Tea	100ml	Daily
(ii)	Hot Coffee (Nescafe/BRU)	100ml	Daily
(iii)	Veg Tomato/Sweet Corn Soup	120ml	Daily
(iv)	Soda Lime (Sweet/Salted)	200ml	Daily
(v)	Lassi (Sweet/Salted)	200 ml	Daily
V.	<u>DESERT</u>		
(i)	Rasgulla/Gulab Jamun-1Pc.	80gm	Daily
(ii)	Gajar/Moong Dal Halwa (Seasonal)	100gm	Daily
(iii)	Rasmalai - 2 pc	125 gm	Daily

Segment- B: Regular High tea & Buffet (Lunch/Dinner)

NORMAL BUFFETS OR TABLE SERVICES OF FOOD PACKAGES FOR MEETINGS/FUNCTIONS

S. No.	Packages for each person	Quantity to be Served
I.	LIGHT HIGH TEA:	
	i. Tea/Coffee	120 ml
	ii. Salted Wafers	5 gm
	iii. Mix Veg Pakora	80 gm
	iv. Cookies 2 Pcs. (each Sweet & Salted Britannia/ McVities/Frontier)	25 gm
II.	HIGH TEA:	
	i. Tea/Coffee (as per requirement)	120 gm
	ii. Salted Wafers	5 gm
	iii. Samosa/Dhokla /Khandvi / Veg. Cutlet/ Veg. Sandwich - (80 gm)	80 gm
	iv. Cookies 2 Pcs. (each Sweet & Salted Britannia/ McVities/Frontier)	25 gm
	v. Paneer Pakora	60 gm
	vi. Gulab Jamun / Rasgulla / Ice Cream /Gajar Halwa /Moong Dal Halwa	80 gm
III.	FIXED MENU LUNCH BUFFET:	
	Dal, Seasonal Vegetable, Sahi/Kadhai Paneer, Zeera Rice, Roti, Naan/ Laccha Parantha, Raita, Sweet /Ice Cream, Achar, Papad and Salads, Water Glass	Per plate

Segment- C: Special High tea & Buffet (Lunch/Dinner)

SPECIAL BUFFET/TABLE SERVICE OF FOOD PACKAGE FOR STATUTORY BODY MEETINGS / INTERNATIONAL CONFERENCE / SPECIAL FUNCTIONS

S. No.	Special High Tea	Qty to be served
1.	Cold Drinks / Real Juices (Branded)	150 ml
2.	Tea / Coffee / Green Tea / Black Tea / Herbal Tea	120 ml
3.	Salted Kaju/Roasted Kaju/Roasted Badam (50 Gram)	50 gm
4.	Paneer Pakora / Veg Cutlet / Paneer Cutlet/Hara Bhara Kabab	60 gm
5.	Dhokla / Khandvi/ Cocktail Samosa	60 gm
6.	Gulab Jamun/ Chenna Toast/ Sandesh/ White Rasgulla/ Raj Bhog/ Fruit Cream	80 gm
7.	Glass Bottled Water – 200 ml (Catch)	200 ml

Table -II: Packages For Each Person			
S. No.	Item List	Special Lunch/Dinner	
1.	Soup	Cream of tomato / Sweet corn Soup	Per plate
2.	Dal	Pind Chana (White) / Dal Makhni / Yellow Dal /Rajma Tadka	
3.	Paneer	Kadhai Paneer / Paneer Pasanda / Shahi Paneer / Palak Paneer / Mutter Mushroom /Paneer Korma / Malai Kofta / Paneer Lababdar	

4.	Seasonable Veg.	Mix Veg / Veg. Jalfreji / Shahi Gobi / Bhindi Masala / Gobhi Masala / Stuffed Aloo/ Stuffed Tomato/ Stuffed Capsicum
5.	South Indian	Idli / Vada / Dosa / Dal Vada / Uttppam / Uthpam
6.	Curd	Raita Mix / Dahi / Pineapple Raita / Bhoondi Raita / Dahi Bhalla
7.	Rice	Rice / Pulao / Steamed Rice / Jeera Rice/ Fried Rice / Veg Fried Rice
8.	Breads	Naan / Lachha Prantha / Missi Roti / Pudina Prantha / Stuffed Naan / Roti (Tawa) / Butter Naan (Any Two)
9.	Salad (Veg.)	Green Salad / Russian / Fruit / Beans / Potatoes / Sprouts / Macroni salad / Vinegar Onion / Corn salad
10.	Accompaniments	Achaar / Chutni / Papad
11.	Deserts	Gulab Jamun / Rasgula / Ice cream / Stick Kulfi / Gajar Halwa / Moong Dal Halwa

Note: Canteen Contractor/Caterer is required to maintain sufficient stock of all approved running items, as mentioned above, as well as packed items, to be sold in University Canteen on the basis of requirement.

Financial Bid/BOQ

S. No.	Item Description	Qty/Wt.	Weightage Factor	Quoted Rate (in Rs.)	Total Weightage Bid
1	Segment 'A' Running Food Items				
	Sandwich (Veg) – 1 pc- 80 gm	gm	0.6		
2	Samosa/Bread Pakora - 1 pc- 80 gm	gm	0.6		
3	Paneer Pakora/Paneer Cutlet -1 pc-60 gm	gm	0.6		
4	Gol-Gappe- 6 pc	pc	0.6		
5	Allo Tikki -2pc	pc	0.6		
6	Papri/Bhel Puri/Bhalla Papri/Dahi Bhalla-150 gm	gm	0.6		
7	Raj Kachori- 200 gm	gm	0.6		
8	Chole Bhatura – 2 pc- 250 gm	gm	0.6		
9	Pav Bhaji – 2 pc - 250 gm	gm	0.6		
10	Kadhi / Rajma / Chole with Rice- 250 gm	gm	0.6		
11	Masala Dosa with Sambhar- 300 gm	gm	0.6		
12	Idli Sambhar- 02 pc	pc	0.6		
13	Vada Sambhar- 02 pc	pc	0.6		
14	Dal /Channa Masala/Rajma/ Kadhi Pakora- 150 gm	gm	0.6		
15	Seasonal Vegetable - 100 gm	gm	0.6		
16	Sahi Panner/ Kadahi Panner /Mutter Panner - 150 gm	gm	0.6		
17	Raita- 100 gm	gm	0.6		
18	Butter Naan / Lachha Paratha / Stuffed Naan / Stuffed Paratha- 80gm	gm	0.6		
19	Plain Roti- 25 gm	gm	0.6		
20	Plain Rice/Jeera Rice- 200 gm	gm	0.6		
21	Veg. Biryani- 250 gm	gm	0.6		
22	Mini Veg. Thali – Dal (150gm), Seasonal Veg (100gm), Rice (150gm), Roti-2 (50gm), Salad, Acchar	Per Plate	0.6		
23	Deluxe Veg. Thali- Dal Tadka/Dal Makhani (150gm), Mix Veg (100gm), Sahi Panner/Kadahi Panner/Mutter Panner (100gm), Rice (150gm), Roti-2 (50gm), Salad, Acchar and Gulab Jamun/ Rasgulla (100gm)	Per Plate	0.6		
24	Normal Tea- 100 ml	ml	0.6		
25	Hot Coffee (Nescafe/BRU)- 100 ml	ml	0.6		
26	Veg Tomato/Sweet Corn Soup- 120 ml	ml	0.6		
27	Soda Lime (Sweet/Salted)- 200 ml	ml	0.6		
28	Lassi (Sweet/Salted)- 200 ml	ml	0.6		
29	Rasgulla/Gulab Jamun-1Pc.- 80 gm	gm	0.6		
30	Gajar/Moong Dal Halwa (Seasonal) -100 gm	gm	0.6		
31	Rasmalai - 2 pc- 125 gm	gm	0.6		

32	Segment 'B' Regular High Tea & Buffet (Lunch/Dinner) Light High Tea:- Tea/Coffee- 120 ml Salted Wafers- 5 gm Mix Veg Pakora- 80 gm Cookies 2 Pcs. (each Sweet & Salted Britania/McVities/ Frontier)- 25 gm	ml gm gm gm	0.3		
33	High Tea:- Tea/Coffee- 120 ml Salted Wafers- 5 gm Samosa/Dhokla /Khandvi / Veg. Cutlet/ Veg. Sandwich- 80 gm Cookies 2 Pcs. (each Sweet & Salted Britania/McVities/ Frontier)- 25 gm Paneer Pakora- 60 gm Gulab Jamun / Rasgulla / Ice Cream /Gajar Halwa /Moong Dal Halwa- 80 gm	ml gm gm gm gm gm	0.3		
34	Fixed Menu Buffet (Lunch/Dinner):- Dal, Seasonal Vegetable, Sahi/ Kadhai Paneer, Zeera Rice, Roti, Naan/ Laccha Parantha, Raita, Sweet /Ice Cream, Achar, Papad and Salads, Water Glass	Per Plate	0.3		
35	Segment 'C' Special High Tea & Buffet (Lunch/Dinner) Special High Tea:- Cold Drinks / Real Juices (Branded) (As per requirement)- 150 ml Tea / Coffee / Green Tea / Black Tea / Herbal Tea (As per requirement)- 120 ml Salted Kaju/Roasted Kaju/Roasted Badam- 50 gm Paneer Pakora / Veg Cutlet / Paneer Cutlet/Hara Bhara Kabab- 60 gm Dhokla / Khandvi/ Cocktail Samosa- 60 gm Gulab Jamun/ Chenna Toast/ Sandesh/ White Rasgulla/ Raj Bhog/ Fruit Cream- 80 gm Glass Bottled Water (Catch)- 200ml	ml ml gm gm gm gm ml	0.1		

36	<p>Special Lunch/Dinner:- Soup-Cream of tomato / Sweet corn Soup Dal-Pind Chana (White) / Dal Makhni / Yellow Dal /Rajma Tadka Paneer-Kadhai Paneer / Paneer Pasanda / Shahi Paneer / Palak Paneer / Mutter Mushroom /Paneer Korma / Malai Kofta / Paneer Lababdar Seasonable Veg.- Mix Veg / Veg. Jalfreji / Shahi Gobi / Bhindi Masala / Gobhi Masala / Stuffed Aloo/ Stuffed Tomato/ Stuffed Capsicum South Indian- Idli / Vada / Dosa / Dal Vada / Uttppam / Uthpam Curd- Raita Mix / Dahi / Pineapple Raita / Bhoondi Raita / Dahi Bhalla Rice- Rice / Pulao / Steamed Rice / Jeera Rice/ Fried Rice / Veg Fried Rice Breads- Naan / Lachha Prantha / Missi Roti / Pudina Prantha / Stuffed Naan / Roti (Tawa) / Butter Naan (Any Two) Salad- Green Salad / Russian / Fruit / Beans / Potatoes / Sprouts / Macroni salad / Vinegar Onion / Corn salad Accompaniments- Achaar / Chutni / Papad Deserts- Gulab Jamun / Rasgula / Ice cream / Stick Kulfi / Gajar Halwa / Moong Dal Halwa</p>	Per Plate	0.1		
	TOTAL				