



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

SECTOR-16 C, DWARKA, NEW DELHI-110 078

Tel. No. 011-25302138/139

Website: www.ipu.ac.in, Email:gaipudwarka@gmail.com

NOTICE INVITING e-TENDER

Online tenders for and on behalf of Guru Gobind Singh Indraprastha University are invited in two bids system (Eligibility & Financial Bids) from experienced and financially sound Food Chain Vendors/Canteen Contractors/Caterers having experience in the field of catering and running the canteen in Govt. Organisation/PSUs/Educational Institutions/Schools/Universities/Reputed Public Organization/Reputed Private Organization for the works as detailed below: -

NIT No.	Name of Work & Location	Area to be considered for license fee	Reserved License Fee (Per Month)	EMD (Refundable)	Last date of submission	Date of Opening of Eligibility Bid
1	2	3	4	5	6	7
GGSIIPU/GA/ CANTEEN/2015 -2016/(1)	Catering for Canteen/ Guest House by Food Chain Vendor/Contractor/ Caterer at Sector 16C, Dwarka, New Delhi	112.51 Sq.mt.	Rs. 64,181/-	Rs.1,40,000/-	13/05/2016 (3:00 p.m.)	13/05/2016 (4:00 p.m.)

1. Scope of Work :-

- a) Running, operation & maintenance of Canteen/Cafeteria for about 4000 students/staff/guests & visitors at Dwarka Campus of the University.
- b) Providing Hospitality & Catering Services in the University :-
 - i) For the students, hostellers, staff, residents, guests and visitors etc. of the University.
 - ii) For all the Official meetings against the written requests (i.e. on all the floors) and also provide the service and Buffet Lunch/Dinner/Tea for 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 at the approved rates.
 - iii) For CET Examinations and Admission/Counseling (two months) etc. as required by the University from time to time.
 - iv) Special Catering arrangements for the Statutory Body Meetings, Chief Minister's Visit, Lt. Governor's Visit, Convocations, International Conferences, Foreign Delegations etc. at the approved rates.
 - v) Tea, Breakfast, Lunch, Dinner etc. for the guest in the University Guest House.
 - vi) To provide small tea stalls at University Felicitation Centre, Hostels etc. as required by University at the approved rates.

2. The specialized agencies that fulfill the following requirements shall be eligible to apply (Joint ventures are not accepted):-
- a) Should have successfully run and maintained canteen/cafeteria/mess in Govt. Organisation/PSUs/Educational Institutions/Schools/Universities/Reputed Private Organization in last seven years ending previous day of receipt of the tender
and
Should have been running a canteen/cafeteria/mess in Govt. Organisation/ PSUs/ Educational Institutions/Schools/Universities/Reputed Private Organization as on date of receipt of tender.
 - b) Should have minimum Average Annual Turnover of Rs.50.00 lacs (Rs. Fifty Lacs Only) in running/operation of canteen/cafeteria/mess in the last Five years (F.Y. 2010-2011, 2011-2012, 2012-13, 2013-14 & 2014-2015).
 - c) The firm should not have been blacklisted by any organization during last three years (F.Y. 2012-13, 2013-14 & 2014-2015).
 - d) Should have valid PAN
 - e) Should have Service Tax Registration No.
 - f) Should have valid DVAT Registration No. or undertaking
 - g) To become eligible for opening of price bid, the bidders shall have to furnish an affidavit as under:-
I/we undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for bidding in GGSIPU in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the University shall be free to forfeit the entire amount of Earnest Money Deposit / Performance Guarantee.
3. The intending bidder must read the terms and conditions of the bid. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
4. Information and instructions for bidders shall form part of bid document.
5. The bid document consisting of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <http://govtprocurement.delhi.gov.in> or www.ipu.ac.in free of cost.
6. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
7. Contractor can upload documents in the form of **PDF** format.
8. Contractor must ensure to quote rate of item. Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
9. Eligibility bid will be opened first on due date and time as mentioned above. Price bid of only those bidders shall be opened whose eligibility documents are found in order and approved by Competent Authority. Time and date of opening of price bid will be intimated to those bidders who are found eligible.

10. Self attested copy of List of Documents to be scanned and uploaded within the period of bid submission:-

- a) EMD in favour of the Registrar, GGSIPU.
- b) Performance certificate issued by officers of the client department.
- c) Copy of a certificate issued by Chartered Accountant showing the annual turnover of the firm and further certificate that no loss has been incurred during the last 3 financial years ending March 2015.
- d) Copy of valid PAN Card
- e) Copy of valid Service Tax Registration No.
- f) Copy of DVAT Registration No. issued by Govt. of NCT of Delhi or undertaking.
- g) Copy of Registration of the Firm for similar type of work / category from local authority.
- h) Affidavit for not subletting the work.
- i) Form 26 A / TDS certificate issued by client.
- j) Declaration for fair business by the contractor / agency.
- k) An affidavit that the firm has not been blacklisted in last three years.

11. Earnest Money Deposit amounting to **Rs. 1,40,000/-** in the form of Demand Draft or Pay Order or Fixed Deposit Receipt in favour of Registrar GGSIPU, New Delhi shall be scanned and uploaded to the e-tendering website <https://govtprocurement.delhi.gov.in/> within the period of tender submission and original should be deposited in office of Deputy Registrar, General Administration Branch, Room No. 36, Administrative Block, GGSIPU, Sector-16C, Dwarka Campus, New Delhi-110078 alongwith the hard copies of all uploaded documents before or on due date of submission of bid.

12. The bid of the firm uploading the incomplete or illegible documents will be summarily rejected.

(Deputy Registrar)
General Administration Branch

INFORMATION AND INSTRUCTIONS FOR CONTRACTORS FOR e-TENDERING FORMING PART OF NIT

1. Information and instructions for contractors will form part of NIT.
2. The tender document as uploaded can be viewed and downloaded free of cost by anyone including intending bidder. But the bid can only be submitted after uploading the mandatory scanned documents.
3. After submission of the bid, the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
4. While submitting the revised bid, contractor can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of bid as notified.
5. When bids are invited in three stage system and if it is desired to submit revised financial bid then it shall be mandatory to submit revised financial bid. If not submitted then the bid submitted earlier shall become invalid.
6. On opening date, the contractor can login and see the bid opening process.
7. Contractor can upload documents in the form of **PDF** format.
8. It is mandatory to upload scanned copies of all the documents as stipulated in the tender document. If such document is not uploaded his bid will become invalid and shall be rejected.
9. If the contractor is found ineligible after opening of bids, his bid shall become invalid and shall be rejected.
10. If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the contractor, the bid shall become invalid and shall be rejected.
11. **Payment of Cost of Tender Documents:** The collection of cost of tender document is dispensed away with, as there is no physical supply of tender documents and also to have absolute anonymity of the bidders participating in e-procurement solution. The bidders can view / download the tender documents from the website **<http://govtprocurement.delhi.gov.in> or www.ipu.ac.in.**
12. **Submission of bids:** The bidders who are desirous of participating in 'e' procurement shall submit their price bids in the standard formats prescribed in the tender documents, displayed at **<http://govtprocurement.delhi.gov.in>**. The bidder should upload the scanned copies of all the relevant certificates, documents etc. in the **<http://govtprocurement.delhi.gov.in>** in support of their price bids. The bidder shall sign on all the statements, documents, certificates uploaded by him, owning responsibility for their correctness/authenticity.
13. **Payment of Bid Security (Earnest Money Deposit):** The EMD shall be in the form of Demand Draft / Pay Order / FDR of a scheduled bank issued in favour of the Registrar, GGSIPU, New Delhi. Zerox copy of the Demand Draft / Pay Order / FDR is to be scanned and uploaded alongwith the Bid, and the original Demand Draft / Pay Order / FDR shall be sent to the office of Deputy Registrar, GGSIPU so as to reach before the date and time

mentioned in NIT. Failure to furnish the original Demand Draft / Pay Order / FDR as EMD and other documents before date and time mentioned in NIT will entail rejection of bids.

14. **Price Bid Opening:** The Price Bids will be opened online by the inviting officer of GGSIPU at the specified date & time and the result will be displayed on the **<http://govtprocurement.delhi.gov.in>** which can be seen by all the bidders who participated in the tenders.
15. **Participation of Bidders at the time of opening of bids:** Bidders have two options to participate in tendering process at the time of opening of bids:
 - i) Bidders can come to the place of opening of bids (electronically) as done in the conventional tender process.
 - ii) Bidders can see the process online.
16. **Processing of Tenders:** The concerned officer / officers will evaluate and process the tenders as done in the conventional tenders and will communicate the decision to the bidder online. **The Rates of the contesting firms will be taken for the comparison and accordingly H1 bidder will be decided.**
17. **Signing of Agreement:** After the award of the contract, an agreement shall be signed as done in conventional tenders.

INDEX

Name of Work: Catering for Canteen/ Guest House by Food Chain Vendor/Canteen Contractor/Caterer at Sector 16C, Dwarka, New Delhi.

Sl. No.	Description	Page No.
1	Notice Inviting e-Tender for Website	1-3
2	Information and Instructions for Contractors for Tendering Forming Part of NIT	4-5
3	Notice Inviting e-Tender	8-13
4	General Rules and Directions	14-15
5	Terms and Conditions	16-20
6	Letter of Transmittal	21
7	Annexures (A-H) A- List of Items with rates/portion size B- Orginziations structure of the Food Chain Vendor/Canteen Contractor/Caterer C- Details of annual turnover D- Performance report of each work E- Declaration for fair business by the Food Chain Vendor/Canteen Contractor/Caterer F- Form of Performance Security (Guarantee) Bank Guarantee Bond G- Format for Financial Bid H- Kitchen Equipment Inventory of Canteen	22-33



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Tender Document

Name of Work: Catering for Canteen/ Guest House by Food Chain Vendor/Contractor/Caterer at Sector 16C, Dwarka, New Delhi

NOTICE INVITING e-TENDER

Online tenders are invited on behalf of GGSIPU from specialized agencies Catering for Canteen/ Guest House by Food Chain Vendor/Contractor/Caterer at Sector 16C, Dwarka, New Delhi.

Name of Work: Catering for Canteen/ Guest House by Food Chain Vendor/Contractor/Caterer at Sector 16C, Dwarka, New Delhi

The work is estimated to cost of **Rs. 70,00,000/-**. This estimate, however, is given merely as a rough guide.

1. Eligibility Criteria : The specialized agencies that fulfill the following requirements shall be eligible to apply (Joint ventures are not accepted):-

- a) Should have successfully run and maintained canteen/cafeteria/mess in Govt. Organisation/PSUs/Educational Institutions/Schools/Universities/Reputed Private Organization in last seven years ending previous day of receipt of the tender

and

Should have been running a canteen/cafeteria/mess in Govt. Organisation/ PSUs/ Educational Institutions/Schools/Universities/Reputed Private Organization as on date of receipt of tender.

- b) Should have minimum Average Annual Turnover of Rs.50.00 lacs (Rs. Fifty Lacs Only) in running/operation of canteen/mess/outdoor catering in the last Five years (F.Y. 2010-2011, 2011-2012, 2012-13, 2013-14 & 2014-2015).
- c) The firm should not have been blacklisted by any organization during last three years (F.Y. 2012-13, 2013-14 & 2014-2015).
- d) Should have valid PAN
- e) Should have Service Tax Registration No.
- f) Should have valid DVAT Registration No. or undertaking
- g) To become eligible for opening of price bid, the bidders shall have to furnish an affidavit as under:-

I/we undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for bidding in GGSIPU in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the University shall be free to forfeit the entire amount of Earnest Money Deposit / Performance Guarantee.

2. Criteria for Evaluation and Selection:

The financial bid of eligible contractors (as per the clause 1 above) shall only be opened and contractor, whose quoted higher rate of License Fees will / shall be awarded the work.

3. Definitions

- a) The Contract means the documents forming the tender and acceptance thereof and the formal agreement executed between the Competent Authority on behalf of the GGSIPU and the Contractor, together with the documents referred to therein including these

conditions, the specifications, designs, drawings and instructions issued from time to time by the Officer-in-Charge and all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.

- b) In the contract, the following expressions shall, unless the context otherwise requires, have the meanings, hereby respectively assigned to them:
- i) The expression works or work shall, unless there be something either in the subject or context repugnant to such work, be construed and taken to mean the works by or by virtue of the contract contracted to be executed whether temporary or permanent, and whether original, altered, substituted or additional.
 - ii) The Site / Location shall mean the places where work is to be executed under the contract.
 - iii) The Agency / Contractor / Tenderer shall mean the individual, firm or company, whether incorporated or not, undertaking the works and shall include the legal personal representative of such individual or the persons composing such firm or company, or the successors of such firm or company and the permitted assigns of such individual, firm or company.
 - iv) The GGSIPU means the Guru Gobind Singh Indraprastha University represented by the Registrar and his successors. The University has been established by Govt. of Delhi under the provision of Guru Gobind Singh Indraprastha University Act, 1998. The University is recognized by the University Grant Commission (UGC), India under Section 2(f) and 12(b) of the UGC Act.
 - v) The Competent Authority / Officer-In-Charge shall mean the Registrar, GGSIPU or his authorized representative.
 - vi) Schedule(s) referred to in these conditions shall mean the relevant schedule(s) annexed to the tender papers, with the amendments thereto issued upto the date of receipt of the tender.
 - vii) Department means Guru Gobind Singh Indraprastha University or authorized by GGSIPU to work on their behalf.
 - viii) District Specifications means the specifications followed by the State Government in the area where the work is to be executed.
 - ix) Tendered value means the value of the entire work as stipulated in the letter of award.

4. Scope of Work :-

- a) Running, operation & maintenance of Canteen/Cafeteria for about 4000 students/staff/guests & visitors at Dwarka Campus of the University.
- b) Providing Hospitality & Catering Services in the University :-
 - i) For the students, hostellers, staff, residents, guests and visitors etc. of the University.
 - ii) For all the Official meetings against the written requests (i.e. on all the floors) and also provide the service and Buffet Lunch/Dinner/Tea for 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 at the approved rates.

- iii) For CET Examinations and Admission/Counseling (two months) etc. as required by the University from time to time.
 - iv) Special Catering arrangements for the Statutory Body Meetings, Chief Minister's Visit, Lt. Governor's Visit, Convocations, International Conferences, Foreign Delegations etc. at the approved rates.
 - v) Tea, Breakfast, Lunch, Dinner etc. for the guest in the University Guest House.
 - vi) To provide small tea stalls at University Felicitation Centre, Hostels etc. as required by University at the approved rates.
5. The intending bidder must read the terms and conditions of the bid. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
 6. Information and instructions for bidders shall form part of bid document.
 7. The bid document consisting of the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <http://govtprocurement.delhi.gov.in> or www.ipu.ac.in free of cost.
 8. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
 9. Contractor can upload documents in the form of **PDF** format.
 10. Contractor must ensure to quote rate of each item. Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
 11. Eligibility bid will be opened first on due date and time as mentioned above. Price bid of only those bidders shall be opened whose eligibility documents are found in order and approved by Competent Authority. Time and date of opening of price bid will be intimated to those bidders who are found eligible.
 12. **Self attested copy of List of Documents to be scanned and uploaded within the period of bid submission:-**
 - a) EMD in favour of the Registrar, GGSIPU.
 - b) Performance certificate issued by officers of the client department.
 - c) Copy of a certificate issued by Chartered Accountant showing the annual turnover of the firm and further certificate that no loss has been incurred during the last 3 financial years ending March 2015.
 - d) Copy of valid PAN Card
 - e) Copy of valid Service Tax Registration No.
 - f) Copy of DVAT Registration No. issued by Govt. of NCT of Delhi or undertaking.
 - g) Should have valid Registration of Firm in the similar type of work/category from local authority.
 - h) Affidavit for not subletting the work.
 - i) Form 26 A / TDS certificate issued by client.
 - j) Declaration for fair business by the contractor / agency.
 - k) Should not have been blacklisted by any organization in last five years.

13. The bid of the firm uploading the incomplete or illegible documents will be summarily rejected.
14. Agreement shall be drawn with the successful bidder on stamp paper of Rs. 100/-. The bid document shall form part of the agreement.
15. The agreement shall be valid for two year from the date of award of the work. The University reserves the right to get the work executed as and when required with a short notice of 2 (two) days.
16. After submission of the bid, the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
17. While submitting the revised bid, contractor can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of bid as notified.
18. Earnest money deposit amounting to **Rs. 1,40,000/-** in the form of Demand Draft or Pay order or fixed deposit receipt (**drawn in favour of Registrar GGSIPU, New Delhi**) shall be scanned and uploaded to the e-tendering website within the period of tender submission and original should be deposited in office of **Deputy Registrar, General Administration Branch GGSIPU, Sec 16C Dwarka Campus New Delhi-110078** in separate envelope marked 'EMD'.
19. Copy of performance certificates of similar work alongwith copies of eligibility documents shall be scanned and uploaded on e-tendering website within the period of tender submission. Original/hard copies of these documents shall be submitted in envelope marked as other eligibility documents upto the period of submission.
20. Both the envelopes i.e. envelope marked EMD and envelope marked other eligibility documents shall be placed in another envelope with due mention of name of work, date & time of opening of tenders and to be submitted in the office of Deputy Registrar, General Administration GGSIPU, New Delhi, upto the period for submission.
21. In case of non submission of original EMD, the bidder shall be considered as ineligible.
22. **The bid submitted shall be opened at 04.00 P.M. on 13/05/2016.**
23. Online price bid submitted by intending bidders shall be opened only of those bidders, whose Earnest Money Deposit and other documents placed in the envelope are found in order and meets the eligibility criteria.
24. The bid submitted shall become invalid if:
 - a) The bidder is found ineligible.
 - b) The bidder does not upload all the documents as stipulated in the bid document.
 - c) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically in the office of tender opening authority.

- d) If the bidder does not submit hard copies of other documents and /or EMD in original before the last date as notified.
25. The contractor whose tender is accepted shall be required to deposit an amount equal to 10% of the tendered value of the work as **“performance guarantee”** within the period as specified in the bid document in the form of an irrevocable bank guarantee bond of any scheduled bank in accordance with the form prescribed, fixed deposit receipt or demand draft in favour of Registrar, GGSIPU. The performance guarantee shall be released after the expiry of the contract.
 26. Intending Tenderers are advised, if wish, can visit the University after obtaining prior permission to see University canteen and its surroundings and satisfy themselves before submitting their tenders as to the form and nature of the site, the means of access to the site and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost the services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and local conditions and other factors having a bearing on the execution of the work.
 27. The Competent Authority on behalf of the Registrar of GGSIPU, does not bind itself to accept the highest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.
 28. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
 29. 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.
 30. The contractor shall not be permitted to tender for works in GGSIPU, responsible for award and execution of contracts in which his near relative is posted in the University on any grade. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any gazetted officer in GGSIPU, Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this department.
 31. No Officer of gazetted rank or other gazetted officer employed in GGSIPU is allowed to work as a contractor for a period of one year after his retirement from Government service, without the previous permission of the Government in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor’s service.

32. The tender for the works shall remain open for acceptance for a period of **ninety days** from the date of opening of financial bid. If any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and 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.
33. This Notice Inviting Tender shall form a part of the contract document. The successful tenderer / contractor, on acceptance of his tender by the Accepting Authority, shall, within 15 days from the stipulated date of start of the work, sign the contract consisting of the Notice Inviting Tender, all the documents including additional conditions, specifications and drawings, if any, forming the part of the tender as uploaded at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.

Deputy Registrar
General Administration

GENERAL RULES AND DIRECTIONS

1. Notice Inviting e-Tender will state the work to be carried out as well as the date for submission and opening of tenders and the time allowed for carrying out the work, also the amount of earnest money to be deposited at the time of submission of tender.
2. In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so, such power of attorney to be produced with the tender, and it must disclose that the firm is duly registered under the Indian Partnership Act, 1952.
3. Receipts for payment made on account of work, when executed by a firm, must also be signed by all the partners, except where contractors are described in their tender as a firm, in which case the receipts must be signed in the name of the firm by one of the partners, or by some other person having due authority to give effectual receipts for the firm.
4. **Any person who submits a tender shall fill up the Schedule of Quantity form, stating at what rate he is willing to undertake each item of the work.** Tenders, which propose any alteration in the work specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other conditions of any sort, including conditional rebates, will be summarily rejected. No single tender shall include more than one work, but contractors who wish to tender for two or more works shall submit separate tenders for each. Tender shall have the name and number of the works to which they refer, written on the envelopes.
5. The officer inviting tender or his duly authorized representatives will open tenders in the presence of any intending contractors who may be present at the time, and will enter the amounts of the several tenders in a comparative statement in a suitable form. In the event of a tender being accepted, a receipt for the earnest money forwarded at the time of purchase of tender shall thereupon be given to the contractor. In the event of a tender being rejected, the earnest money of unaccepted tenders shall thereupon be returned to the contractor, without any interest.
6. The officer inviting tenders shall have the right of rejecting all or any of the tenders and will not be bound to accept the lowest or any other tender.
7. The receipt of an accountant or clerk for any money paid by the contractor will not be considered as any acknowledgement or payment to the officer inviting tender and the contractor shall be responsible for seeing that he procures a receipt signed by the officer inviting tender or a duly authorized cashier.
8. The tenderers shall sign a declaration under the officials Secret Act 1923, for maintaining secrecy of the tender documents drawings or other records connected with the work given to them. Use of correction fluid, anywhere in tender document is not permitted. Such tender is liable for rejection.
9. In the case of any tender where unit rate of any item / items appear unrealistic, such tender will be considered as unbalanced and in case the tenderer is unable to provide satisfactory explanation, such a tender is liable to be disqualified and rejected.

10. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Officer-in-Charge shall be communicated in writing to the Officer-in-Charge.
11. VAT, Service Tax, or any other tax in respect of this contract shall be payable by the Contractor and GGSIPU will not entertain any claim whatsoever in respect of the same.
12. The contractor shall give a list of both gazetted and non-gazetted GGSIPU employees related to him.
13. The tender for the work shall not be witnessed by a contractor or contractors who himself/themselves has/have tendered or who may and has/have tendered for the same work. Failure to observe this condition would render, tenders of the contractors tendering, as well as witnessing the tender, liable to summary rejection.

Terms and Conditions

1. The Earnest Money Deposit (EMD) of Rs. 1,40,000/- (One Lac Forty Thousand Only) must be attached with bid document. The earnest money shall be accepted with a validity of minimum three months in the following forms and shall be in favour of “the Registrar, GGSIPU”, payable at Delhi:-

- a) Demand Draft/Bankers Cheque
- b) Fixed Deposit Receipt (FDR)

Tender without earnest money deposit will be summarily rejected. In case of unsuccessful bidders, the Earnest Money Deposit will be returned without any interest. The earnest money of the successful bidder i.e. Rs. 1,40,000/- shall be retained as a part of performance guarantee.

2. **Performance Guarantee:**

Successful bidder will have to deposit Rs. 5,00,000/- (Rs. Five Lacs Only) as performance guarantee in the form of demand draft or FDR in favour of the Registrar, GGSIPU within fifteen days of issue of the award letter. The performance guarantee shall be released after successful completion of the contract.

3. **Starting of work:**

The Successful Food Chain Vendor/Contractor/Caterer shall start the University Canteen within fifteen days of acceptance of offer given by the University. If the Food Chain Vendor/Contractor/Caterer fails to start canteen within fifteen days, the EMD will be forfeited.

4. **Agreement:**

The successful Food Chain Vendor/Canteen Contractor/Caterer shall sign an agreement with the University within fifteen days of the acceptance of offer on a stamp paper of Rs. 100/- to be furnished by the Food Chain Vendor/Contractor/Caterer alongwith bid document.

5. **Payment of License Fee, Water, Electricity & other Charges:**

- a) The Food Chain Vendor/Contractor/Caterer shall pay an amount of license fee (as offered) per month by 10th day of each month (next working day, if 10th is a holiday on any account) failing which penalty of Rs. 100/- per day will be imposed/charged, till the date of payment.
- b) The Food Chain Vendor/Contractor/Caterer shall pay electricity charges only of the kitchen, store and washing area at rates charged by BSES Yamuna Power Ltd. Delhi from the University 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.
- c) The Food Chain Vendor/Contractor/Caterer shall pay IGL Cooking Gas Charges directly to IGL.
- d) The Food Chain Vendor/Contractor/Caterer shall pay water consumption charges at the flat rate of Rs. 200/- per month.
- e) The Food Chain Vendor/Contractor/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.

6. Pre Visit of Site :

- a) Food Chain Vendors/Contractors/Caterers are advised to inspect and examine the canteen space at locations and its surrounding and safety measures required for the operation of canteen services as per local bye-laws.
- b) Food Chain Vendors/Contractors/Caterers are advised to visit the University Canteen, Guest House before participating. The Food Chain Vendor/Contractor/Caterer should assess the volume of business by themselves
- c) The University will not guarantee any minimum/maximum business.

7 Responsibilities/Liabilities of Food Chain Vendor/Contractor/Caterer

7a) Rates for different items and packages:

- i. The only approved item will be sold by the Food Chain Vendor/Contractor/Caterer at the approved rates of the University.
- ii. Items approved by the University shall only be prepared and served. No other items will be prepared & served without prior approval of the University.
- iii. The rate(s) once fixed would remain applicable for at least six months and may be revised on request of the contractor subject to approval by the University. The University reserves the right to amend/disallow the request of contractor in this regard.
- iv. The Food Chain Vendor/Contractor/Caterer shall display the approved list and rates of approved eatable items at the identified/designated place in the canteen and cannot charge more than the approved rates.

7b) Maintaining cleanliness in and around the canteen:

- i. The Food Chain Vendor/Contractor/Caterer will take necessary statutory approvals from the local authorities at his own cost.
- ii. The Food Chain Vendor/Contractor/Caterer is bound to maintain cleanliness in and around the kitchen, service area, store & washing area of the canteen and will dispose off the waste material outside the University Campus.
- iii. All waste food should be removed from catering premises on a daily basis.
- iv. The cleanliness & maintenance of dining area, will be under the control of the University.
- v. Tables and sitting area provided in the dining space closed/open has to be cleared and cleaned immediately by the Food Chain Vendor/Contractor/Caterer.
- vi. Maintenance of utensils/crockery/cutlery/ovens/fridge/or any other appliances installed by the Food Chain Vendor/Contractor/Caterer for catering purpose etc. will be the sole responsibility of the Food Chain Vendor/Contractor/Caterer.
- vii. The Food Chain Vendor/Contractor/Caterer shall buy good quality raw materials e.g. meat, fish, poultry and eggs, grocery, vegetables & fruits etc. for preparation of all meals at his own cost (use of beef and pork is prohibited).
- viii. The Food Chain Vendor has to ensure that the area under their control is free from flies.

7c) Hygiene and Precautionary Measures :

- i. The staff deployed by the Food Chain Vendor/Contractor/Caterer in the kitchen, housekeeping etc. should be medically fit and the contractor should immediately withdraw staff with any contagious disease from deployment.
- ii. Food Chain Vendor/Contractor/Caterer and his employees shall maintain proper decorum and decency befitting a higher institution. Any complaint in this regard will be viewed seriously and may amount to disqualification of the Food Chain Vendor/Canteen Contractor/Caterer.

- 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 a Food Chain Vendor/Canteen Contractor/Caterer introduces unusual fire hazards into an area, he/she is responsible for providing the appropriate type of fire-fighting equipment.
- iv The prepared food and beverages items will be served in the good quality disposable material like plates, glasses, cups etc. by the Food Chain Vendor/Contractor/Caterer at his own cost.

8. Staff deployment in the canteen:

- a) The Food Chain Vendor/Canteen Contractor/Caterer shall deploy the employees only after due police verification and provide identity cards to its employees at their own cost duly authenticated by the University. No employee shall be allowed without identity card authenticated by the University.
- b) The Food Chain Vendor/Contractor/Caterer 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.
- c) The Food Chain Vendor/Contractor/Caterer will appoint sufficient number of waiters for providing services. All waiters should be in proper uniform approved by the University.
- d) The University will be under no obligation to provide employment to any personnel of the agency after expiry of EOI/agreement/contract period and the University recognizes no employer-employee relationship between the University and the employees deployed by the agency.
- e) In every case, in which by virtue of the provisions of the Workman's Compensation Act, the Government of India/Government of Delhi is obliged to pay compensation to such person employed by the Food Chain Vendor/Contractor/Caterer in execution of the work; the University will be entitled to recover from the Food Chain Vendor/Contractor/Caterer the amount of compensation so paid.

9. Payment of Bills against supply of food items:

- a) For providing service as per para (ii) of the scope of work, payment will be made by the University within 30 days from the date of submission of the proper/satisfactory bills. The bills shall be submitted in triplicate alongwith duly signed work orders issued by the University.
- b) The University reserves the right to carry out post payment audit and/or technical examination of the final bills including all supporting vouchers, abstract etc. The University further reserves the right to enforce recovery of any overpayment whenever detected.
- c) Last payment of Food Chain Vendor/Contractor/Caterer will be cleared only after ascertaining clearance of any liability pending with the Agency.
- d) Income Tax will be deducted at source where ever applicable. PAN No. should be quoted on each bill.
- e) No responsibility will be taken by the University for Credit Sales Losses or pilferage.
- f) The University shall not provide any residential accommodation to the catering/canteen personnel employed by the Food Chain Vendor/Contractor/Caterer.

10. Timings:

The Food Chain Vendor/Canteen Contractor/Caterer shall keep the canteen open from 8.00 a.m. to 6.00 p.m. (all days including Saturday/Sunday). The canteen shall not be closed on any working day of the University without the prior written permission of the University Administration. Penalty of Rs 5000/- per day shall be levied for each day when canteen is found un-authorized close. In case the canteen is required to be opened beyond 06.00 p.m. the Food Chain Vendor/Contractor/Caterer shall obtain permission from the University.

11. Restrictions to the Food Chain Vendor/Canteen Contractor/Caterer :

- a) Any person who is in Government service or an employee of the University should not be made a partner to the contract by the Food Chain Vendor/Contractor/Caterer directly or indirectly.
- b) The Food Chain Vendor/Contractor/Caterer shall not indulge himself in carrying out activities other than the purpose stipulated in the scope of work.
- c) The University reserves the right not to allow the Food Chain Vendor/Contractor/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.
- d) The Food Chain Vendor/Contractor/Caterer shall not sell the items banned by Central Govt./State Govt./Universities/Any Other Regulatory Authority.

12. Facilities provided by the University:

- a) The electricity charges of servicing and dining area will be borne by the University.
- b) Water Connection in the kitchen & washing area.
- c) Adequate mosquito killer machines in working condition in the kitchen, store, washing & dining area.
- d) Kitchen fixtures in good working condition as per availability except electrical appliances like refrigerator etc. The list of kitchen appliances/fixtures is attached at Annexure-H. Any additional kitchen equipment/appliances etc. if required by vendor shall be arranged by the vendor at his own cost with prior approval of the University.
- e) Dust bin (stainless steel with covered lids) to be provided in the dining area.
- f) Light & fan, fuming hood in working condition in the kitchen, store & washing area.
- g) Furniture for dining area & its maintenance.
- h) All equipment/fixtures installed in the kitchen/store/washing area/service area shall be taken over by the Food Chain Vendor/Contractor/Caterer from the University. These are to be kept in working condition and to be maintained and shall be returned to the University in good working conditions after the completion of the contract.

13. Following shall be strictly prohibited:

- a) Serving of alcoholic drinks, selling of narcotics, tobacco items and other items which are not normally covered in restaurant business.
- b) The canteen shall be no alcohol and no smoking zone.
- c) Use of plastic etc. and recycled colored plastic bags.

14. Food Hygiene Inspections:

The Canteen/Kiosk Committee of GGSIP University or any other officer in-charge or authority by person(s) designated by the University will check/inspect/taste the quality/quantity, standards of food, preparation, service, health, hygiene etc. on daily

basis at any time. They may take appropriate action as deemed fit which shall be binding on the Food Chain Vendor/Contractor/Caterer and reject such preparations, which are not considered wholesome or hygienic without any compensation.

15. Penalties:

- a) Use of unclean utensils, penalty of Rs.100/- will be imposed for each default.
- b) Sale of new items without permission of the University will attract a penalty of Rs.500/- for each default.
- c) In case, eatables are sold by the Food Chain Vendor/Contractor/Caterer after the expiry date as mentioned by the manufacture, a penalty of Rs.1000/- will be imposed for each default and all the repercussions will be the liability of Food Chain Vendor/Contractor/Caterer.
- d) A penalty of Rs. 1000/- will be imposed if persistent complaints are received regarding flies and unclean of area under the control of the contract.
- e) A penalty of Rs. 5000/- per day shall be imposed on unauthorized closure of canteen.
- f) Sale of approved items at higher rates than the approved rates will attract a penalty of Rs. 500/- for each default.
- g) The Food Chain Vendor/Canteen Contractor /Caterer shall not sublet a part or whole of the premises to any other agency for any purpose whatsoever. This may result immediate termination of contract by the University and forfeiture of performance guarantee.
- h) Misuse of area allotted for canteen is not allowed.
- i) If the Food Chain Vendor/Canteen Contractor/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 guarantee deposited by the Food Chain Vendor/Canteen Contractor/Caterer shall be forfeited at the discretion of the University.
- j) The University reserves the right to terminate the contract and forfeit the performance guarantee on persistent complaint related to unhygienic food, use of adulterated food articles, oil, utensils etc.
- k) Any penalty levied by the local authorities like MCD, PF, ESI, food adulteration, FDA, DPCC etc. on account of non compliance of local laws shall be borne by the Food Chain Vendor/Contractor/Caterer.

16. 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 the Vice Chancellor of the University for appointment of arbitrator to adjudicate upon the representative claiming of the parties. The Vice Chancellor shall have the exclusive right to appoint the sole arbitrator whose decision shall be final and binding upon the parties. It shall be no objection that arbitrator is the employees of the University.

LETTER OF TRANSMITTAL

From,

M/s _____

To,

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

Sub: Catering for Canteen/ Guest House by Food Chain Vendor/Contractor/Caterer at Sector 16C, Dwarka, New Delhi.

Sir,

Having examined the details given in tender document for the above work, I / we have submitted bid online and hereby submit the relevant information:

1. I / we hereby certify that all the statement made and information supplied in the enclosed annexures / 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 authorize the GGSIPU to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I / we have read and examined the NIT, all terms & conditions and other contents of tender document.

SEAL, SIGNATURE & NAME OF THE CONTRACTOR

LIST OF ITEMS WITH RATES / PORTION SIZE

Annexure-A1

FOOD PACKAGES FOR MEETINGS/FUNCTIONS OF THE UNIVERSITY			
S. No.	Items included in the packages for each person	Quantity to be Served	Approved Rates
1.	i. Tea/Coffee (as per requirement) ii. Cookies 2 Pcs. (Sweet & Salted) (Britania/McVities/Sunfeast/Frontier as requisitioned iii. Wafers (Lays/Uncle Chips/Bingo) – not lesser than 5 gram	Each	20
2.	i. Bottled water (1/2 Ltrs) (Bisleri/Kinley/Aquafina /Kingfisher/ Bailey) ii. Tea/Coffee (as per requirement) iii. Wafers (Lays/Uncle Chips/Bingo) – not lesser than 5 gram iv. Samosa/Dhokla /Khandvi/Bread Pokora/ Veg. Sandwich - 1 nos. v. Cookies 2 Pcs. (Sweet & Salted) (Britania/ McVities/ Sunfeast/Frontier) as requisitioned	Each	38
3.	i. Bottled Water (1/2 Ltrs.) (Bisleri/Kinley/Aquafina /Kingfisher/ Bailey) ii. Tea/Coffee (as per requirement) iii. Wafers(Lays/Uncle Chips/Bingo) iv. Cookies 4 Pcs. (Sweet & Salted) as requisitioned v. Samosa/Dhokla vi. Paneer Pakora / Veg.Cutlet / Aloo Bonda vii.Gulab Jamun/Rasgula	Each	58
4.	Special Veg Thali: One Dal, One Seasonal Veg., One Paneer Sabji, Rice, Roti - 02 nos., Salad, Acchar and Gulab Jamun/Rasgulla	Each	50
5.	Special Non-Veg Thali: One Non- Veg in place of Paneer item, One Dal, One Seasonal Veg., Rice, Roti - 02 nos., Salad, Acchar and Gulab Jamun/Rasgulla	Each	70
6.	Veg. Buffet: One Dal, One Seasonal Vegetable, One Paneer Item, Veg. Chowmein, Zeera Rice, Roti, Naan/Laccha Prantha, Raita, One Sweet/Ice Cream, Achar, Papad and three types of salads	Each	150
7.	Non Veg. Buffet: One Non-Veg. Item, One Seasonal Veg., Veg. Chowmein, Pulav, Naan/Laccha Prantha 02 nos., Raita, One Sweet/Ice Cream, Achar, Papad and three types of salads	Each	200
8.	Special package for Statutory Body meetings / International Conference / Special functions as per menu at Annexure A3 (i) High Tea (ii) Veg Lunch / Dinner (iii) Non Veg Lunch / Dinner	Each Each Each	150 400 500

MENU LIST FOR UNIVERSITY CANTEEN

S. No.	Items Description	Approved Rates
	Sandwich	10
	Samosa	5
	Bread Pakora	7
	Veg Patty	7
	Mutter Kulcha – 02 Pc	30
	Paneer Pakora	20
	Kachori with sabji -02 Pc	20
	Grilled Sandwich	35
	Aloo Tikki Burger	20
	Veg Fried Momos-8Pc	40
	Omlet two egg with 2 slice	25
	Cholle Bhatura – 2 pc	20
	Pav Bhaji – 2 pc	25
	Karhi / Rajma / Chole with Rice	20
	Chicken (2Pc.) with Biryani / Rice	45
	Veg Noodles	20
	Veg Manchurian	20
	Chilli Potato	30
	Fried Rice with Manchurian	30
	Spring Roll- 1Pc	20
	Veg Kathi Roll -1Pc	20
	Egg Noodles	30
	Plain Dosa	15
	Masala Dosa	20
	Sambar Vada- 2Pc	15
	Sambar Idli- 2Pc	15
	Uttipam	20
	Gulab Jamun / Rasgulla-1Pc.	12
	Gajar Halwa (Seasonal)	25
	Veg Assorted soup	10
	Dal /Channa Masala/Rajma / Dal Makhani	15
	Seasonal Vegetable	15
	Panner sabji	25
	Raita	10
	Butter Naan / Lachha Paratha / Stuffed Naan / Stuffed Pratha	15
	Plain Roti	2
	Plain Rice	10
	Jeera Rice	12
	Normal Tea	5
	Special Masala Tea	8
	Hot Coffee	10

	Soft drink, Bottled, Ice Cream, Juices, Biscuits, Wafers etc	MRP
	Veg Thali: Dal, Paneer Sabji, Seasonal Vegetable, Rice, Roti-2	35
	Non-Veg Thali: One Non-Veg., One Seasonal Veg., Dal, Rice, Roti-2	55
Note:		
1. Packing charges: Disposable Thali: Rs 8 extra and Sabji/Mini Meals etc: Rs.5/- extra		
2. Rates for food packages for meetings/ functions of the University (Annexure F1) will only be applicable for minimum 10 persons and service charge @ 8% may be charged extra		
3. All the products should be prepared with AGMARK items		
4. For any complaint please contact General Administration Branch on 011-25302139		

Table A : Menu of High Tea for the statutory body meetings/conference:

S.No.	Name of the items	Nos. of items to be ordered
1.	Cold Drinks / Real Juices (Branded)	Select any one
2.	Tea / Coffee / Green tea / Black Tea / Nimbu Pani	As per requirement
3.	Wafers (Haldiram / Lays / Bikanerwala)	Sufficient Quantity
4.	Paneer Pakora / Spring Roll / Veg Cutlet / Paneer Cutlet/ Paneer Cutlet	Select any one
5.	Dhokla / Khandvi/Samosa / Cocktail Samosa	Select any one
6.	Big Cookies – 2 Pcs (Haldiram/Frontier / Bikanerwala)	Select any one
7.	Gulab Jamun/Chenna Toast/Sandesh/White Rasgola/Raj Bhog / Mango Chena Pai (Haldiram / Aggarwal / Bikanerwala)	Select any one
8.	Salted Kaju/Roasted Kaju/Roasted Badam	Select any one
9.	Bottled water – 200 ml	Sufficient Quantity

Table B: Menu of Lunch / Dinner for the statutory body meetings/conference:

S.No.	Item List	Name of the items	Nos. of item to be ordered
1.	Soup	Cream of tomato / Sweet corn Soup	Select any one
2.	Dal	Pind Chana (white) / Dal Makhni / Yellow Dal / Kadi Pakora / Gharwali	Select any one
3.	Paneer	Kadai Paneer / Paneer Pasanda / Shahi Paneer / Palak Paneer / Mutter Mushroom Paneer Korma / Malai Kofta / Paneer Lababdar	Select any one
4.	Seasonable Veg	Mix Veg / Veg. Jalfreji / Shahi Gobi / Bhindi Masala / Gobhi Masala / Soya Chaap	Select any one
5.	Optional	Any one from (a),(b) & (c)	
a	South Indian	Idli / Vada / Dosa / Dal Vada / Uttppam / Uppam	Select any two
b	Chinesse	Chowmin / Hakka Noodles / Manchurian / Chilly Paneer / Fried Rice / Singapori Noodles	Select any two
c	Direct from Subways	Vegeritaria Subs / Hot Dog-Veg Delight / Veg Shami / Veg Tikka / Corn & Peas	Select any two
6.	Curd	Raita Mix / Dahi / Pineapple Raita / Bhoondi Raita / Dahi Bhalla	Select any one
7.	Rice	Rice / Pulao / Steamed Rice / Jeera Rice/ Fried Rice / Veg Fried Rice	Select any one
8.	Breads	Naan / Lachha Prantha / Missi Roti / Pudina Prantha / Stuffed Naan / Roti (Tawa) / Butter Naan	Select any two
9.	Salad (Veg)	Salad Green / Russian / Fruit / Beans / Potatoes / Sprouts / Macroni salad / Vinegar Onion / Corn salad / Fruit cream	Sufficient quantity
10.	Salad (Non – Veg)	No- Veg Salad (Chicken Tikka / Seek Kabab)	Sufficient quantity
11.	Accompaniments	Achaar / Chutni / Papad	Sufficient quantity
12.	Deserts	Gulab Jamun / Rasgola / Ice cream / Faluda Kulfi / Gajar Halwa (seasonal) / Moong Dal Halwa	Select any one

ORGANISATION STRUCTURE OF THE FOOD CHAIN VENDOR/CONTRACTOR/CATERER

1. Name & Address of the Food Chain Vendor/Contractor/Caterer :
(Attach photograph)
2. Telephone No./Fax No./E-mail :
3. Legal status of the Food Chain Vendor/Contractor/Caterer
(Attach 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
(Attach attested Photo Copy)
Organization/Place of Registration Registration No.
5.
 - a) Service Tax Registration Number (Attach copy)
 - b) Permanent Account Number (Attach copy)
 - c) VAT Registration Number (Attach copy)
 - d) Sales Tax Registration Number (Attach copy)
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 :
(Please attach power of attorney in favour of authorized representative
duly signed by authorized signatory)
8. Has the Food Vendor/Contractor/Caterer ever abandoned the awarded :
work before its completion? If so, give name of the work and reasons
for abandonment.
10. Has the Food Vendor/Contractor/Caterer ever been debarred/black listed for
tendering in any organization at any time? If so, give details. :
11. Has the Food Vendor/Contractor/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 Food Chain Vendor/Contractor/Caterer)

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

A. FINANCIAL DETAILS

Financial Years	Gross Annual Turnover of running/operating Canteen/Cafeteria in Govt. Organization/PSUs/Institutions/Schools/Universities/Reputed Public Organization/Reputed Private Organization	Profit/Loss (In Lacs)
2014-2015		
2013-2014		
2012-2013		
2011-2012		
2010-2011		

**(Stamp, Name & Signature of
Food Chain Vendor/Contractor/Caterer)**

Certificate by the Chartered Accountant

Certified that the above details of Annual turnover and profit and loss has been checked and verified from the annual accounts of M/s

Name (Of the Chartered Accountant) :

Address :

Phone No. :

Seal :

Annexure – D

PERFORMANCE REPORT OF EACH WORK

1. Name of work/Location :
2. Name of Client and Address with
Contact details :
3. Agreement No./ Work Order No. :
4. Date of start :
5. Date of completion
i) Stipulated date of completion :
ii) Actual date of completion :
6. Performance Report Excellent/Very Good/Good/Fair/Poor

(Name, Signature & Stamp of Officer with whom agreement was made or his/her authorized officer not below the rank with Grade Pay Rs. 6600/-

Dated :

Note :

1. Name of work should be clearly indicate the similar work nature as per eligibility criteria.
2. The Name, Address, Contact details (Mobile, Fax, Email, and Landline Phones) of Client should be indicated to facilitate confirmation of work.

DECLARATION FOR FAIR BUSINESS BY THE FOOD CHAIN
VENDOR/CONTRACTOR/CATERER

(Affidavit on Non-Judicial Stamp Paper of Rs.10/- 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. Organisation/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.

(Stamp, Name & Signature of Food Chain Vendor/Contractor/Caterer)
(Signing this document)

**FORM OF PERFORMANCE SECURITY (GUARANTEE)
BANK GUARANTEE BOND**

1. In consideration of the Guru Gobind Singh Indraprastha University (hereinafter called “The University”) having offered to accept the terms and conditions of the proposed agreement between ----- and ----- (hereinafter called “the said Contractor(s)”) for the work ----- (hereinafter called “the said agreement”) having agreed to production of a irrevocable Bank Guarantee for Rs.----- (Rupees ----- only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and condition in the said agreement. We, ----- (hereinafter referred as “the Bank”) hereby undertake to (indicate the name of the Bank) pay to the University an amount not exceeding Rs.----- (Rupees ----- only) on demand by the University.
2. We, ----- do hereby undertake to pay the amounts due and (indicate the name of the Bank) payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.----- (Rupees ----- only).
3. We, the said bank further undertake to pay the University any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such payment.
4. We, ----- further agree that the guarantee herein contained shall (indicate the name of the Bank) remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Officer-in-Charge on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.

5. We, ----- further agree with the University that the University (indicate the name of the Bank) shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the University or any indulgence by the University to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
7. We, ----- lastly undertake not to revoke this guarantee except (indicate the name of the Bank) with the previous consent of the University in writing.
8. This guarantee shall be valid upto ----- unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs.----- (Rupees ----- only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the ----- day of ----- for ----- (indicate the name of the Bank)

Signature & Seal of Bank

Annexure-G

Format for Financial Bid

1. Name of contractor :
2. Address of the contractor :
3. Contact No. :
4. Rate offered :

S. No.	Description	Amount in Rs. (In Figure)	Amount in Rs. (In Words)
1.	License Fee (Per Month) for running canteen of Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi (For kitchen, store & washing area)		

Stamp, Name & Signature of Food Chain Vendor/Contractor/Caterer
(Signing this document)

Annexure-H

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	Sandwitch 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	Dep 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 bains marie	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