



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-110078

Last Date of Submission of Bid 03.30 P.M. on 13/07/2016

Date of Opening of Technical Bid 04.00 P.M. on 13/07/2016

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NOTICE INVITING TENDER

Offline 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-110078

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. Organization/ PSUs/ Educational Institutions / Schools / Universities /Hospitals / Defense Reputed Private Organization in last seven years ending previous day of receipt of the tender
- b) Should have minimum Average Annual Turnover of Rs.12.00 lacs (Rs. Twelve Lacs Only) in running/operation of canteen/cafeteria/mess in the last Five years (F.Y. 2011-2012, 2012-13, 2013-14, 2014-2015 & 2015-16).
- c) The firm should not have been blacklisted by any organization during last three years (F.Y. 2013-14, 2014-2015 & 2015-16).
- d) Should have valid PAN
- e) Should have Service Tax Registration No.
- f) Should have valid DVAT Registration No. or an undertaking to obtain the registration within one month from the date of award of work.

2. Criteria for Evaluation and Selection:

The financial bid of eligible contractors (as per the clause 1 above) shall only be opened and contractor, who quotes the higher rate of License Fees will / shall be awarded the work. The minimum base License fee is Rs.10,000/- per month (Ten Thousand only), The eligible contractor has to quote the License Fee in the Financial Bid above the base License fee i.e. Rs.10,000/- per month as per **Annexure F**

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) The Site / Location shall mean the places where work is to be executed under the contract.
- c) 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.
- d) 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.

- e) The Competent Authority / Officer-In-Charge shall mean the Registrar, GGSIPU or his authorized representative.
- f) 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.
- g) Department means Guru Gobind Singh Indraprastha University or authorized by GGSIPU to work on their behalf.
- h) District Specifications means the specifications followed by the State Government in the area where the work is to be executed.

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.
 - i) For CET Examinations and Admission/Counseling (two months) etc. as required by the University from time to time.
 - ii) 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.
 - iii) Tea, Breakfast, Lunch, Dinner etc. for the guest in the University Guest House.
 - iv) 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 University website www.ipu.ac.in free of cost.
- 8. Eligibility bid will be opened first on due date and time as mentioned above. Financial 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 Financial Bid will be intimated to those bidders who are found eligible.

9. Documents to be enclosed for the proof of eligibility criteria (Technical Bid):-
- a. EMD of **Rs. 50,000/-** in favour of the Registrar, GGSIPU.
 - b. Attested copies of experience of running and maintaining canteen/cafeteria/mess in Govt. Organization/ PSUs/ Educational Institutions / Schools / Universities /Hospitals / Defense Reputed Private Organization in last seven years ending previous day of receipt of the tender as per **Annexure D**
 - c. Attested copies of minimum Average Annual Turnover of Rs.12.00 lacs (Rs. Twelve Lacs Only) in running/operation of canteen/cafeteria/mess in the last Five years (F.Y. 2011-2012, 2012-13, 2013-14, 2014-2015 & 2015-16) duly certified by Chartered Accountant as per **Annexure C**
 - d. An affidavit that the firm has not been blacklisted by any organization during last three years (F.Y. 2013-14, 2014-2015 & 2015-16) as enclosed **Annexure E**
 - e. Attested copies of valid PAN
 - f. Attested copies of Service Tax Registration No.
 - g. Attested copies of valid DVAT Registration No. or an undertaking to obtain the registration within one month from the date of award of work
 - h. Copy showing the annual turnover of the firm and further certificate that no loss has been incurred during the last 3 financial years ending March 2016.
 - i. Affidavit for not subletting / Joint venture of the work.
 - j. Declaration for fair business by the contractor / agency.
10. The bid of the firm providing incomplete or illegible documents will be summarily rejected.
11. The Technical Bid and Financial Bid shall be submitted in separate sealed envelopes to be submitted in the office of Deputy Registrar, General Administration GGSIPU, New Delhi, upto the period for submission.
12. In case of non-submission of original EMD, the bidder shall be considered as ineligible.
- 13. The bid submitted shall be opened at 04.00 P.M. on 13/07/2016.**
14. The bid submitted shall become invalid if:
- a) The bidder is found ineligible.
 - b) The bidder does not submit all the documents as stipulated in the bid document.
 - c) If the bidder does not submit EMD in original before the last date as notified.
15. The successful agency to which contract will be awarded shall have to submit a Security Deposit equivalent to 05 times of monthly License Fee (rounded to nearest 100, if needed) in form of demand draft / Banker Cheque in favour of “Registrar, Guru Gobind Singh Indraprastha University”, payable at New Delhi at the time of award of work, which is refundable on satisfactory completion of contract. No interest will be payable on this security deposit money. If the contractor fails to pay security deposit **within 10days** of issue of allotment letter, the contract will stand cancelled. In that event the EMD will be forfeited such vendor is liable to be blacklisted by the University.
16. 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.

17. 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.
18. 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.
19. 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.
20. 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 University 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 University as aforesaid before submission of the tender or engagement in the contractor's service.
21. The tender for the works shall remain open for acceptance for a period of **Ten 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. University shall be at liberty to invite next highest bidder if the earlier bidder does not accept the work.
22. 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 **10 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 submitted at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.

Deputy Registrar
General Administration

Terms and Conditions

1. The Earnest Money Deposit (EMD) of **Rs.50,000/- (Fifty Thousand Only)** must be attached with bid document. The earnest money shall be accepted with a validity of minimum three months in the form of Demand Draft/Bankers Cheque and shall be in favour of “the Registrar, GGSIPU”, payable at Delhi:-

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.50,000/- (Fifty Thousand Only)** shall be retained as a part of Security Deposit.

2. **Security Deposit:**

The successful agency to which contract will be awarded shall have to submit a Security Deposit equivalent to 05 times of monthly License Fee (rounded to nearest 100, if needed) in form of Demand Draft/Bankers Cheque in favour of “ Registrar, Guru Gobind Singh Indraprastha University”, payable at New Delhi at the time of award of work, which is refundable on satisfactory completion of contract. No interest will be payable on this security deposit money. If the contractor fails to pay security deposit within 10days of issue of allotment letter, the contract will stand cancelled. In that event the EMD will be forfeited such vendor is liable to be blacklisted by the University.

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 / Validity:**

The tender is valid for 90 days. 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 which shall be valid for period of two years from the date of Award of work and can be further extended for another one year after receiving the satisfactory report.

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 (excluding Fume Hood), 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 take the connection from

IGL and 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 canteen site of the University :

- a) Before participating, Food Chain Vendors/Contractors/Caterers are advised to visit the canteen space at locations and its surrounding and safety measures required for the operation of canteen services as per local bye-laws.
- b) 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 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 and withdraw the items from the list.
- iv. The approved list and rates of approved eatable items at the identified/designated place in the canteen should be displayed and cannot charge more than the approved rates.

7b) Maintaining cleanliness in and around the canteen:

- i. To take necessary statutory approvals from the local authorities at his own cost.
- ii. 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 with its own arrangements.
- iii. All waste food should be removed from catering premises on a daily basis.
- iv. Tables and sitting area provided in the dining space closed/opened has to be cleared and cleaned immediately.
- v. Sole responsibility for the maintenance of utensils / crockery/ cutlery/ ovens/ fridge/ or any other appliances installed by the Food Chain Vendor/Contractor/Caterer for catering purpose etc.
- vi. Shall buy good quality raw materials e.g. grocery, meat, fish, poultry and eggs, vegetables & fruits etc. for preparation of all meals at his own cost (use of beef and pork is prohibited).
- vii. To ensure that the area under their control is free from flies and fix the insect killer machines etc.
- viii. Dust bin (stainless steel with covered lids) to be provided and maintained in the dining area.
- ix. 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, if not, it will be recovered from security deposit.

7c) Hygiene and Precautionary Measures :

- i. The staff deployed 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.

7d) Legal Liability and Responsibility of Food Chain Vendor/Contractor/Caterer shall also form the part of Terms and Conditions of the tender, which consists :-

- 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. 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 Shall indemnify to the University, if any, against any payments to be made under and for the observance of the above mentioned various laws and rules

8. Staff deployment in the canteen:

- a) 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. Copy of the same to be deposited in the office In-charge time to time.
- b) 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 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.
- d) 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 4(b) of the scope of work, payment will be made by the University within 30-45 days from the date of submission of the proper/satisfactory bills. The bills shall be submitted in triplicate along with 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 tenderer.
- d) Income Tax will be deducted at source wherever 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 complaint of 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) 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 for sale in the canteen.

- d) Shall not sell the items banned by Central Govt./State Govt./Universities/Any Other Regulatory Authority.
- e) Shall not perform / provide any promotional activity of any firm / company without the permission of the University.
- f) Shall not alter / change the items of the menu without the permission of the University
- g) Shall not work in collaboration or joint venture.
- h) Shall not allowed to serve food beyond 06:00 PM in the canteen dining area for any birthday parties, get together without prior permission of the University.

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 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-G**. 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) Light & fan, fuming hood in working condition in the kitchen, store & washing area.
- f) Furniture for dining area & its maintenance.

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 against complaints :

- 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 and also providing services food for birthday parties, get together beyond 06:00 PM without prior permission of the University.
- f) Sale of approved items at higher rates than the approved rates will attract a penalty of Rs. 500/- for each default.

- g) 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 security deposit.
- 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 security deposit 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 security deposit 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.
- l) University reserves the right to arrange food from outside vendors if required.

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. The Vice Chancellor in his wisdom appoint any one as his arbitrator including any employee of the University. It shall be no objection to the award of the arbitrator that arbitrator is an employee of the University.

LETTER OF TRANSMITTAL

From,

M/s _____

To,

The Registrar,
GGSIP 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 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)	Each	20
	ii. Cookies 2 Pcs. (Sweet & Salted) (Britania/McVities/Sunfeast/Frontier as requisitioned)		
	iii. Wafers (Lays/Uncle Chips/Bingo) – not lesser than 5 gram		
2.	i. Bottled water (1/2 Ltrs) (Bisleri/Kinley/Aquafina /Kingfisher/ Bailey)	Each	38
	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		
3.	i. Bottled Water (1/2 Ltrs.) (Bisleri/Kinley/Aquafina /Kingfisher/ Bailey)	Each	58
	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/Rasgulla		
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	Each	150
	(ii) Veg Lunch / Dinner	Each	400
	(iii) Non Veg Lunch / Dinner	Each	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 One
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)
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	Govt. Organization/ PSUs/ Educational Institutions / Schools / Universities /Hospitals / Defense Reputed Private Organization	Profit/Loss (In Lacs)
2015-2016		
2014-2015		
2013-2014		
2012-2013		
2011-2012		

**(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. 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) Non of our relative is working in the University.
- 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 Food Chain Vendor/Contractor/Caterer)
(Signing this document)

Annexure-F

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)per Month	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) <i>The minimum base License fee is Rs.10,000/- per month (Ten Thousand only), The eligible contractor has to quote the License Fee in the Financial Bid above the base License fee i.e. Rs.10,000/- per month.</i>		

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

Annexure-G

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