



**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY,
JALANDHAR-KAPURTHALA HIGHWAY,
KAPURTHALA**

E-TENDER DOCUMENT - 2017

FOR

Providing Canteen's services



I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR-KAPURTHALA HIGHWAY, KAPURTHALA

E-TENDER NOTICE

E-Tender No. – Advt./713

Online tenders are invited as detailed below:-

Name of Item	Cost of Tender Document	*Earnest Money	Performance Security	Tender Processing Fee
Canteen service	Rs. 2,500/-	Rs. 30,000/-	Rs. 75,000/-	Bidders are not required to pay tender processing fee.

** EMD of the Successful for bidder will be converted in to performance security. Successful bidder will deposit balance amount within ten (10) days from the date of issuance of work order.*

Important Dates:-

Last Date and Time of submission of online Tender	Date and Time of opening of Technical Bid	Date and Time of opening of Financial Bid	Venue
19.08.2017 up to 11:59 PM	21.08.2017 at 11:00 AM	To be intimated later to the bidders who will qualify technical bid.	IKGPTU Jalandhar-Kapurthala Highway Kapurthala.

The tender document can be downloaded from website etender.punjabgovt.gov.in. Tenders shall be opened at above mentioned places in the presence of parties or their representative who may like to be present. For participating in the above e-tendering process, the suppliers/bidders shall have to get themselves registered with etender.punjabgovt.gov.in and get user ID and password Class three Digital signatures is mandatory to participate in the e-tender process. For any clarification/difficulty regarding e-tendering process flow, please contact us on 8146699878 (District Coordinator, Jalandhar) or E-procurement Helpdesk Nos. 8054628821, 0172-3934667, 9257209340.

1. The tender form fee Rs. 2500/- and E.M.D. as mentioned in above table. The Tender fees and EMD should be deposited / Pay by online/E-payment mode only. No other modes will be accepted. **BIDDER ARE NOT REQUIRED TO PAY TENDER PROCESSING FEE, AS SAME IS BEING PAID BY IKGPTU TO PUNJAB INFOTECH.**
2. Corrigendum/Addendum /Corrections/notice, if any will be published on the website.



3. All fees like tender fee (Nonrefundable) and Earnest money shall be paid through ONLINE mode (IPG, Net Banking, NEFT/RTGS) only.
4. Bids must be submitted online through **e-portal etender.punjabgovt.gov.in** before the time specified in the above table (as per system clock). Department/Service provider does not take any responsibility for the delay caused due to non-availability of internet connection or network traffic for online bids.
5. Bidders shall upload scanned copy of all the papers i.e. proof of Earnest Money, cost of Tender document, EPF, ESIC, PAN Card, GST No. (if applied), Registration No. of FSSAI and other certificates as required in the eligibility criteria.
6. Uploaded documents of valid successful bidders may be verified with the original before awarding the contract. The valid successful bidder has to provide the original documents to the concerned authority on receipt of letter, which will be sent through registered post/e-mail.
7. Bid(s) once submitted online, can be resubmitted before last date and time of submission.
8. There is no limit to data that can be uploaded on Punjab Infotech website, however, for ease of uploading and downloading, vendors will be advised to compile data into files and upload. Capacity of each upload file should not be more than 4 MB, preferable to keep it even less.
9. Prospective Vendors are advised to start uploading process well on time and not leave it to the last minute as same shall take time because of the data involved.
10. If the date of opening of tenders happens to be a public holiday, then the tenders will be opened on next working day at the same time and place.
11. The bidders should keep checking the website for any **addenda/corrigenda** to the notice/bidding documents till the date of on-line submission of bids, and the bidder should incorporate the same in his bid documents.



I.K. GUJRAL Punjab Technical University

General Guidelines

The bidder will have to fulfill the following criterion to qualify in technical bid. The bidder must enclose the self attested copies of documents as proof of claim, failing which tenders may be summarily rejected on the ground of non submission of documents.

1. The University wishes to identify and engage a competent Canteen contractor for the purpose of providing Canteen services in IKGPTU located at Jalandhar - Kapurthala Highway, Kapurthala to provide services to appx.700 employees/visitors/more than 500 students per day. The numbers of canteen are three including at administrative block (G+7 building), new Library, main academic campus.
2. The contractor with minimum experience of three (3) years in running Mess/canteen/Food Court/ Dhaba/ Restaurant may apply. Documentary evidence in this regard should be enclosed, otherwise tender will be rejected summarily. The experience is to be counted from the year 2011 and onwards. In case of tie, preference will be given to the firm, having experience of working in educational Institution
3. The annual turnover from canteen services/related fields should be more than Rs. 5 lakhs of 03 years during period of the last 05 financial years ending 31st March 2017. Documentary evidence duly certified by CA or Govt. agency in this regard should be enclosed in technical bid.
4. The Tenderers should be able to provide all food items in the canteen and catering services as indicated in the schedule-A or as and when revised from time to time as per the University requirement.
5. The tenderer should have Statutory Registration PAN, GST (if apply), registration no. ESIC/EPF/ FSSAI certificate No. with appropriate authorities for running Mess/canteen/FoodCourt/ Dhaba services. Documentary evidence in this regard should be enclosed with the Technical Bid.
6. The Tenderer shall ensure that the age of the workers deployed will be more than 18 years and shall comply all the statutory requirements.
7. The Tenderers shall have to furnish the declaration that:
 - i. They have not been black listed by any departments due to any reasons.
 - ii. They are ready to get the catering capabilities inspected by the officer/ committee of the University to judge the level of competency for undertaking the work.
 - iii. The utensils/equipments required for the work is owned by the bidder.
 - iv. They undertake not to object their disqualification on the basis of above declaration if found wrong and misrepresented.
8. Any other details contractors want to submit in support of his suitability.
9. The terms and conditions of tender along with the annexures i each and every page must be signed & stamped and scanned and uploaded on the portal. The Commercial Bid only submitted by online and not to be send hard copy. Commercial bids of only those tenderers will be opened who will qualify technically. (Technical bid)



10. Technical bid Performa (annexure-i) to be filled on line.
11. Technical bid will be opened on the due date and time as notified, in the presence of the vendors present with authorization letter from the respective company/firm.
12. The bidders who qualify the technical bid, will only be informed regarding opening of financial bids. The financial bids will be opened on the due date and time as intimated, in the presence of the vendors present with authorization letter from the respective company/firms.
13. The EMD/Performance security is liable to be forfeited in case the supplier fails to execute the order in time.
14. IKGPTU shall not be responsible if it is not possible to up load / submit the tender online due to any fault or malfunctioning of the internet / e tender site.
15. The tender should be submitted with the tender document available on e-tender website (etender.punjabgovt.gov.in) and can be seen on University website i.e. (www.ptu.ac.in).
16. Authorized signatory should sign on all the pages. Bids without signatures of authorized signatory on all the pages will be out rightly rejected.
17. Contractor should fulfill all the regulatory requirement to run canteen.
18. Contractor should ensure all statutory compliance.



I.K. GUJRAL Punjab Technical University

SCOPE OF WORK & TERMS AND CONDITIONS

A. Scope of Work:

To run & maintain canteen and catering services at I.K.Gujral Punjab Technical University campus, Jalandhar-Kapurthala Highway, Kapurthala which includes:

- (a) Providing Tea/ coffee, Snacks, Lunch, Breakfast etc in canteen Hall or the venue within the campus as required officer/ incharge or employees from 08:00 AM to 06:00 PM and Library Canteen hall from 08:00 AM to 08:00 PM.
- (b) Providing Tea to all employees at Workstations/Offices twice everyday.
- (c) Any other service incidental to above.
- (d) The contractor will have exclusive right for sale of food items of all kinds of eatables in IKGPTU campus. But the contractor is bound to compliance any of order issued by Incharge Canteen to stop any kind of food/eatable. However on some special occasions if required, IKGPTU shall be free to make use of the services of an outside agency. If special orders are placed to contractor, he has to make the arrangement.
- (e) All the cooking, frying etc shall be done in the kitchen only. No food item/snack shall be prepared in the kiosk or in open space. All other facilities/infrastructures required for smooth functioning of canteen will be arranged and managed by the contractors such as:
 - (i) Equipment/Utensils
 - (ii) Burner (Double/single)
 - (iii) Tandoor
 - (iv) Dosa Tawa
 - (v) Wet Grinder
 - (vi) Tea Container
 - (vii) Refrigerator
 - (viii) Stainless Steel chopping table
 - (ix) Deep – freezer
 - (x) Food warmer etc.

The above list is non exhaustive and facilities may be increased/decreased as per actual requirement.

- (f) A contract will be awarded initially for a period of one year which may be extended up to three years basis on the satisfactory performance of the firm on the same term and conditions.



B. Terms & Conditions

1. Following facilities/infrastructure shall be provided by IKGPTU to bidder free of cost.
 - (a) Canteen Hall, Kitchen.
 - (b) Proper supply of water in the kitchen and canteen will be provided by the University.
 - (c) Similarly proper arrangement will be made by the IKGPTU for cleanliness of the surroundings of the canteen. However the cleanliness of the canteen shall be the responsibility of the contractor.
 - (d) Standard illumination equipment will be provided by the IKGPTU in canteen kitchen area however if any extra illumination or any extra electrical equipment is needed by the contractor, in that case the contractor will arrange the same by incurring expenditure on its own, for its proper use and maintenance.
 - (e) Furniture (tables and chairs) in the canteen dining hall will be provided by the by IKGPTU.
 - (f) All the necessary civil, electrical and plumbing works required for the restaurants, kitchens and other food services shall be done by the IKGPTU but contractor shall be responsible for its upkeep and maintenance.
2. That the successful bidder shall be required to furnish a bank guarantee/demand draft as mentioned on page 2, in favour of Registrar, IKGPTU payable at Jalandhar as Performance Security. No interest will be paid on security deposit. The security deposit will be refunded to the contractor, after successful completion of the Contract and the clearance of all dues. The security deposit is liable to be forfeited wholly or partially if:-
 - (a) The standard, quality and quantity of food deteriorates during the tenure of contract.
 - (b) Any damage is caused to the building, equipment and vessels belonging to the University.
 - (c) The tenderer declines to render services at the item wise rates agreed upon due to escalation in prices of raw materials or for any other reasons.
 - (d) Tenderer fails to fulfill any terms & conditions of the tender.
3. Tenderer may quote concession to the IKGPTU staff and guests on the quoted items.
4. That the tenderer shall take all reasonable precautions to see that the staff employed in canteen while on duty attire themselves in the uniform approved by the IKGPTU and are civil, sober and honest in their dealings with the staff of IKGPTU and the public in general.
5. That the tenderer shall employ in his service only such persons whose antecedents have been verified and have also been medically examined at his own cost and to the satisfaction of the IKGPTU.



6. That the employees of the Tenderers shall not be employee of the IKGPTU. It is the sole responsibility of the Tenderers to make payment of wages and to discharge any liability of such employee by way of ESI, Provident Fund, Compensation/damages, etc. In the event of injury or loss of life of any employee of tenderer, the IKGPTU shall not be liable for compensation or for any claim arising from financial or legal dispute between the contractor and his employees.
7. The Contract would be for duration of one year (this period will start from the date of signing the agreement) extendable up to two year (one time one yearly basis on the same terms & conditions), on the basis of satisfactory performance, of the contractor. The Contractor shall vacate the premises on the expiry of the period of contract or vacate the premises even before the expiry of contract (if the contract is terminated by the University before the expiry date of contract) unless the contract is extended/ renewed for another term period as decided by the competent authority of the University.
8. The rates for various items finalized will be valid for a period of 12 months if need to be revised separate committee will work on it other getting the required approvals of competent authority. No escalation whatsoever, is permissible during the validity of the contract, However, due to some major conditions or unfavorable circumstances the IKGPTU may review the rates as special cases at its discretion. The caterer, however, shall not cause to stop the supply of food items on this account awaiting revision.
9. That the office remains closed on Saturday and Sunday apart from other Government holidays. However, on Saturdays some of the staff members attend the office and the canteen contractor will be required to serve meals, snacks and tea/coffee etc. to the staff attending office on holidays for which prior intimation shall be given to the contractor.
10. The Tenderer shall display the approved daily menu prominently in the canteen.
11. The contractor shall have to establish a kitchen with necessary equipment within 01 week of award of contract and start operation thereof.
12. The contractor shall obtain the entire requisite license(s) related to all concerned departments for running the canteen use of cooking gas etc.
13. Computerized billing, cashless facilities through POS machines, Paytm, QR Code and mobile wallet to customers be maintained in every canteen. No transaction should be done without proper billing.
14. The contractor shall pay the electricity bill, for which a separate sub- meter has been installed. The rate of electricity shall be the same, which IKGPTU will pay to PSPCL.
15. The Tenderer shall provide his own crockery, cutlery and utensils for staff lunch, tea, coffee etc. The size & quality of crockery should be standard. The Tenderer will be responsible for the cleanliness of crockery, cutlery, cooking utensils including that of kitchen & canteen hall. IKGPTU will neither provide any cleaning material, dusters etc. for the same nor any extra payment will be made on this account.
16. The Tenderer will have to obtain general insurance against risk, fire accident for his belonging etc. for the Canteen services and his workmen including that of kitchen etc.
17. The Tenderer shall pay the minimum wages as prescribed by the Ministry of



Labor, Govt. of Punjab to the persons engaged by him. Compliance with regard to payment of minimum wages and workman compensation as mentioned above shall be the sole responsibility of the contractor and any violation or non-compliance shall be viewed very seriously resulting in penal action as well as termination of the contract depending on the seriousness of the violation.

18. IKGPTU reserves the right to terminate or withdraw the work order if the performance of the contractor is not found to be satisfactory. In case of any dispute arising thereof the decision of the IKGPTU will be final. The contract can be terminated by giving one month notice by the University.
19. Tenderer will arrange to collect payment on prescribed rates against items served to employee(s) on his own. Any credit facility extended by Tenderer to employee will be at his cost and risk. The University will not take any responsibility on this account.
20. The brand of following items shall be decided by the IKGPTU and these shall be exclusively sold in the IKGPTU by the contractor such as: Cold drinks, Ice-cream, Mineral Water, Milk & Dairy Products, Preserved Fruit Juice etc.
21. The contractor shall be responsible for compliance of the MRP Act and other such Acts applicable to canteen services and sale of food items.
22. Hard drinks shall not be allowed in IKGPTU under any circumstance and no party arrangement shall be made without the prior approval of the Registrar.
23. **Period of Agreement:** Subject to other conditions appearing hereinafter, the contract shall be for a period of one (01) year extendable for three (03) years from the date of entering into contract based on the satisfactory performance. The contractor shall ensure that the services start operating from that date.

Without prejudice to other provisions herein, the contract can be terminated by IKGPTU by giving a prior notice of one month on violation of conditions of contract or on the grounds of default in quality of food items, proper service, proper hygiene and deposit of payments by the contractor. The contract can also be terminated by the contractor with a notice of one month to the IKGPTU on the grounds of failure of obligations on the part of the IKGPTU. For operation of this clause a Consultative Committee on Food Services of four representatives, one from contractor and three from IKGPTU which shall meet from time to time and submit their deliberations to the Registrar. The Registrar of IKGPTU or any other person authorized by the VC, IKGPTU will be Chairman of the Committee

24. **Mode of Payments:**

The contractor will be paid on monthly basis for the services given on submission of bill to the Registrar along with the supporting vouchers duly verified by HOD's. Payment will be made as per University norms within 15 working days of the bills submitted to Accounts Section.

25. **Hygiene in Establishment:**

- (a) The contractor will maintain the premises at the highest degree of cleanliness. There shall be no cob-webs in any part of establishment.
- (b) No animals & birds shall be kept or allowed in any room in which food is prepared, served and stored.



- (c) Propagation of rats and invasion infestation by rodents shall be permanently prevented. All openings in floors, walls, ceiling, pipes, cables or conduits shall be properly sealed with fitting collars to prevent rodents and pests.
- (d) When pesticides are being used, care shall be exercised to prevent contamination. All equipments must be washed by warm water before use.
- (e) Pesticide shall not be used when food is being prepared or served.
- (f) Sinks and tubs for washing food or utensils shall not be used for washing of hands.
- (g) Spitting, nose cleaning or the use of tobacco in the area where food is prepared, served and stored shall be prohibited.
- (h) The drainage system shall be kept functioning smoothly so as to cause no stagnation at the maximum discharge rate.
- (i) The contractor shall provide the sufficient number of Dust Bins (Yellow-Bins and Red-Bins) inside the Canteen

26. **Storage and Handling Equipment:**

- (a) All raw materials and edible articles shall be stored on shelves and not on the floor/ground. All containers and utensils shall be stored at approx. height of 150 mm above the floor in a clean dry place protected from flies, splash, dust, overhead leakage and other contamination.
- (b) All containers and utensils shall be covered or inverted on a clean surface.
- (c) Drain boards, trays and shelves shall have impervious surface, which is not readily corrodible.
- (d) Paper cups, plates, straws, lunch cloths and napkins shall be kept/stored in dry and clean place.
- (e) Containers of stainless steel shall be used for storage of water for cooking purpose. The containers shall be kept always covered and on a platform.

27. **Hygienic Cooking:**

- (a) Cooks and staff will cover head and hands.
- (b) All cooking vessels and utensils shall be cleaned by boiling water or sterilized by steam. (Optional)
- (c) Before cooking, raw material like pulses, rice etc. it shall be visually examined for any contamination.
- (d) Cooked foodstuffs shall be always covered with lids.
- (e) There shall be no contact of clothes of the cooks with the cooked food during cooking and service.
- (f) The vessels containing cooked material shall not be kept on the floor.
- (g) While cooking, exhaust system should be switched on.
- (h) Only fresh refined edible oil shall be used and all care shall be taken for standard oil usage and quality of cooking oil as per ISI standards.



- (i) There shall not be any spillage of cooked material/waste over the shelves, floor, tables etc.
- (j) Proper strength of cleaning powder for efficient cleaning to remove oil and sticky material shall be ensured and thoroughly flushed with fresh running water for remnant alkaline removal on the dishes; plates etc. shall also be ensured.
- (k) Washed utensils may be sterilized by steam pressure if so required.
- (l) Clean and fresh duster/cloths shall be issued to cooks on daily basis.

28. **Waste Management:**

- (a) Care shall be taken to use minimum amount of water required for cleaning and sterilizing to avoid the water wastage.
- (b) The garbage and waste disposal from the kitchens and the dining area shall be the responsibility of the contractor. All the transportation charges regarding waste and garbage disposal shall be borne by the contractor.
- (c) The solid waste shall be collected in drums/collecting bins to be kept at identified places.
Green Bins : For collection of organic/Bio-degradable wastes waste.
Red Bins : For collection and other re-cycle able waste.
- (d) The solid waste collected shall be transported by contractor to waste dumping yard. While transporting the waste from identified place to waste yard, care shall be taken to ensure that waste does not spill over during transit and the containers are properly emptied and cleaned.
- (e) Bio-degradable and kitchen waste collected from Green Bins shall be disposed of by composting, if so decided by the IKGPTU otherwise it shall be got removed from the campus by the contractor at his cost. Packing paper, card boards, boxes stationery scrap, curtains, waste papers, cloth etc. shall be collected in a separate garbage bin. Polythene waste bags shall be collected compacted and properly disposed of. Oily dusters/cloths shall be kept in a separate container and shall be disposed of at identified place on regular basis by the contractor.
- (f) Drainage system below the water coolers shall not be obstructed by spillage of vegetables, waste edibles, grease polythene bags, dusters.

29. **Safety requirements:**

- (a) The contractor should ensure that there is no short-circuiting resulting in incidents of fire. There shall be no loose electrical connections and temporary fittings. Emergency fire extinguishers provided by IKGPTU shall be kept at appropriate places of work, which shall be periodically got checked for proper use from IKGPTU.
- (b) The regulating valves of LPG supplied to the kitchen shall be inspected regularly to ensure that on / off system is in order to avoid accident.
- (c) First Aid box containing bandages, Spirit, Ointments, Antiseptic creams, lotions and immediate relief tablets shall be made available by the contractor at prominent location and known to all staff.



30. **Noise Control:**

- (a) Maximum efforts shall be done to reduce noise arising out of stacking of vessels, utensils, transporting and cleaning operations.
- (b) All individual shall also be advised to make minimum noise.

31. **Conservation of Energy:**

- (a) Fans, tube lights and other electrical appliances shall be switched off when not required.
- (b) Use optimum quantity of water at dish washing machine while flushing/cleaning the utensils and vessels.
- (c) Save LPG Gas consumption by keeping the vessels flat bottom and properly covered while cooking.
- (d) Ensure optimum use of the steam, check and rectify leakage regularly.

32. If anybody suffer any health hazard-ness after consuming the eatables available at the canteen, then the contractor shall be solely liable for the consequences arising out of the same and the IKGPTU shall not be responsible for the same.

33. **Arbitration:**

- (a) All disputes between the IKGPTU and the contractor arising out of this agreement entered into or in relation thereto or regarding the interpretation of any clause, terms and conditions thereof shall be referred to the VC, IKGPTU acting as such at the time of reference or any other person as may be nominated by the VC who will be the sole arbitrator and his decision will be final and binding. In case the nominated Arbitrator is unable to commence or continue Arbitral proceedings for any reason whatsoever, the VC shall nominate/appoint another officer of IKGPTU who shall then decide the reference. The provision of Arbitration and Conciliation Act 1996 shall apply.
- (b) All the disputes relating to this contractor are the subject matter of territorial jurisdiction of Kapurthala/Jalandhar.

34. **Terms and conditions regarding Premises:**

- (a) The contractor will not transfer or sublet the contract.
- (b) The contractor will not make any kind of excavation or construction including alteration or modification in the premises, without the permission of IKGPTU in writing and further he shall have no right to use IKGPTU property for his employee's personal purpose.
- (c) The contractor will not alter or damage IKGPTU property including electrical appliances, sanitary fittings and other fitting/equipments as well the plantation work provided in the premises. In fact he shall be responsible for its proper care and safety, failing which he will be liable to pay its cost as decided by the IKGPTU. It shall be the duty of contractor to upkeep and maintain the furniture, equipment etc provided by the University. IKGPTU has authority to inspect the leased space at any time without giving any notice to the contractor.



- (d) The contractor will keep the premises in good, clean and hygienic order and maintain it in its original architectural and aesthetic shape.
 - (e) The contractor will not use or permit others to use the premises for the publicity purpose in any shape or form.
 - (f) The contractor will not encroach upon the rights of other contractors, running their business in the IKGPTU premises and maintain cordial relation with other functionaries.
35. **Rent and penal rent:** The Contractor shall not be required to pay any rent except electricity charges. However he/she shall be required to subsidize the items for University employees in lieu thereof.
36. **Disputes in day to day running:** For removing difficulties and for operating the contract on day-to-day basis a standing committee consisting of three representative of IKGPTU and one representatives of the contractor shall be constituted which will be headed by the Registrar or any other person deputed by the VC, IKGPTU to remove the difficulties as and when arise in an amicable manner.
37. The eligibility conditions can be relaxed to the deserving and otherwise competent and experienced parties at the discretion of IKGPTU.
38. The use & sale of alcoholic drinks and tobacco in any form and smoking shall be strictly prohibited.
39. It should be mandatory for the contractor to display the rate list of all the eatable items inside the canteen.
40. If anybody suffer any health hazard-ness after consuming the eatables available at the canteen, then the contractor shall be solely liable for the consequences arising out of the same and the IKGPTU shall not be responsible for the same.
41. The contractor will be liable to pay all statutory/non-statutory dues and penalties imposed by any authority of the State/Central govt. for the work done by the contractor during the contact period.
42. The Contractor shall be responsible for fulfilling the requirement of all the statutory liability pertaining to various Labour Laws. The right for the termination is only be kept with IKGPTU.
43. The Contractor will vacate the premises even before the expiry of contract (if the contract is terminated by the University before the expiry of contract) on the order of the competent authority of the IKGPTU.
44. The contractor is bound to follow the EPF and ESIC or any other labor law/ department provision/rules/instructions. He will submit the payment challans of EPF, ESIC of other concerned department to the Finance Department monthly along with the copy of the attendance register of the canteen staff.
45. The contractor will be liable to pay all statutory/non-statutory dues and penalties imposed by any authority of the State/Central Govt. for the work done by the contractor contract period. All statutory/non-statutory payments/penalties are the whole-sole responsibility of the contractor. University is not responsible for this.



46. (i) The contract will be awarded to the bidder offering lowest rates against items in **category 'A'**. This will be on the basis of total rates against quoted in the **category 'A'** items.
- (ii) In case of tie of aggregate of price of item mentioned in **category 'A'**, then the total price of the items mentioned in **category 'B'** will be taken into account to determine the lowest (L1) bidder.
47. University reserve the right to increase/decrease the menu (Category A & B) as mentioned at **Annexure-ii**. University also reserved the right to demand extra items (on demand) to be included in the menu the rates of which may be decided at later stage.

Acceptance

I/We accept the general guidelines, terms & conditions and shall comply with these strictly.

Name of Vendor _____

Signature

Address _____

Seal of firm :

Date :



Schedule – A

Details of items to be provided in canteen and catering services.

<u>Sr. No.</u>	<u>Name of items (category wise)</u>
1	Tea/ coffee/ cold drink/ juice etc.
2	North Indian Snacks & food items
3	Sweets
4	Branded packed snacks and cold drinks

Details of all dishes under each head mentioned above should be provided by the Tenderers.



Annexure-i

Technical Bid Performa

Sr.No.	General Information	
1.	Name of the Firm	
2.	Address	
3.	Web site if any	
4.	Email-id	
5.	Contact Number (Mobile/Landline)	
6.	FSSAI Registration No. (Attested copy should be attached)	
7.	PAN No of Firm (Attested copy should be attached)	
8.	Copies of Income Tax Returns of last five years ending in 31 st March 2017.	
9.	GST Registration No. or proof of application submitted. (Attested copy should be attached)	
10.	Annual Turnover of the Firm of last three years during the period of last 05 Financial Years. (Attested copy should be attached)	
11.	(i). Minimum three years work experience of running Mess/canteen/Food Court/ Dhaba/ Restaurant w.e.f. 2011.	
	(ii).Proof of successful work completion certificate.	
12.	An undertaking stating that no case/complaint is pending against the bidder and the bidder has not been blacklisted by any Government/Semi Government/ Government Undertaking or by any Autonomous Organisation etc. (This undertaking must be attached)	
13.	EPF No.	
14.	ESIC No.	



Name of Firm:.....

Signature:.....

Email Id.....

Address:.....

Seal of firm:

.....



Annexure-ii**Financial Bid Performa**

Rates to be quoted by the firm

Category 'A' Items				
Sr.No	Item		Quantity	Quoted Rate (Rs.)
1.	Tea		150 ml	
2.	Hot Milk Coffee		150 ml	
3.	Paratha with pickle (Aloo/ Pyazz/Gobhi/Radish)		Per piece	
4.	Chana Bhatura (02pcs Bhatura +Chana -150gm)		One Plate	
5.	Poori Sabji (04 Poori pieces+Sabji-150gm)		Per plate	
6.	Samosa (Per Piece)	Special (with Paneer/Cheese etc.)	100 gm	
		Regular	100 gm	
7.	Veg. Sandwich	Big (Bread Slice Size-6" X 6")	Per Piece	
		Small (Bread Slice Size- 4" X 4")	Per Piece	
8.	Samosa with Chana	Full Plate	02 Samosa + Chana	
		Half Plate	01 Samosa + Chana	
9.	Dal	Per Plate	150 gm	
10.	Sabji (Seasonal)	Per Plate	150 gm	
11.	Raita	Per Plate	150 gm	
12.	Chapati -30 gm		One	
13.	Rice	Full Plate	250 gm	
		Half Plate	125 gm	
14.	Normal Lunch	Per Plate (Unlimited diet)	Chapati, Rice, Sabji, Dal, Curd (Branded Packed-100gm), salad & pickle	
Category 'B' Items				
1.	Branded Cold Drink/Biscuit/Chips/Water- Packed			MRP
2.	Butter Packed (Amul/verka) -10gm			MRP
3.	Lassi Sweets/Salt Packed (Verka/Amul)			MRP
4.	Curd Branded Packed (Amul/verka/nestle etc.)	100 gm 150 gm 200 gm 400gm etc.		MRP
5.	Spring Roll	Per Plate	150 gm	
6.	Pakoda (Per Piece)	Bread Pakoda	100 gm	
		Paneer Pakoda	60 gm	
		Mix Pakora (Per Plate)	100 gm	
7.	Branded Fruit Juice Packed (Real/Tropicana/B-Natural)			MRP



8.	Shakes (Banana/Mango/Chocolates/Milk etc.)	300 ml	
9.	Bread with Butter	Per Piece (02 Slice)	
10.	Veg. Grilled Sandwich (Bread Slice Size- 6" X 6")	Full Plate Half Plate	
11.	Branded Ice-Cream (Different Flavor)- Packed		MRP
12.	Branded Kheer Packed (Amul/verka)		MRP
13.	Special Lunch (Per head - Unlimited diet)	Chapati (Taldoori/Tawa different type), 01 Veg pulao, 01 Seasonal Veg., 01 Paneer dish, 01 Dal, 01 Raita, Pickle, Papad, Veg.Salad, Packed Water One sweet dish (Gulab Jamun or Halwa or Ice-Cream or Kheer etc.) on rotation basis	
14.	Special Tea	150 ml	
15.	Cold Coffee	250 ml	
16.	Hot Milk (medium fat-quality)	250 ml	
17.	Boiled Egg	Per Piece	
18.	Egg Bhurji	Per Egg	
19.	Egg Omelets	Per Plate (Two Egg)	
20.	Bread Omelets	01 Egg + 02 Bread Slice 02 Egg + 04 Bread Slice	

Note:

- (i) The contract will be awarded to the bidder offering lowest rates against items in **category 'A'**. This will be on the basis of total rates against quoted in the **category 'A'** items.
- (ii) In case of tie of aggregate of price of items mentioned in **category 'A'**, then the total price of the items mentioned in **category 'B'** will be taken into account to determine the lowest (L1) bidder.

Name of Firm:.....

Signature:.....

Address:.....

Seal of firm:

Date:

