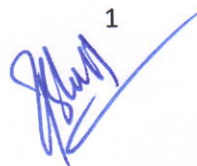


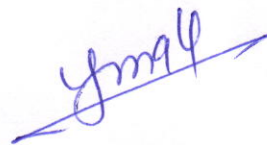
**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY,
JALANDHAR-KAPURTHALA HIGHWAY,
KAPURTHALA**

RE- E-TENDER DOCUMENT - 2019

FOR

Providing Canteen services

 1





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

**NOTICE INVITING TENDER
(e-Tendering mode)**

I.K. Gujral Punjab Technical University, Kapurthala (Punjab) intends to float open e - tender for Providing canteen srevices , as per the details given below:

Name of work	For providing canteen Services
The Currency in which payment shall be made	Indian Rupees (INR)
Date of Publishing	10.02.2019
Document Download Start Date	10.02.2019
Start Date for uploading of Bids	10.02.2019
Last Date for uploading of Bids	26.02.2019 at 05:00 PM
Date of Opening of Technical Bids	27.02.2019 at 11:00 AM
Date of Opening of Financial Bids	To be intimated later to the bidders, who have qualified technical bid.
Processing Fee	Processing Fee (as mentioned on the web portal) shall be paid through online mode only
Bid document Fee	Rs.1180/- (Inclusive of GST (applicable)) Mode of payment: online (https://eproc.punjab.gov.in)



Earnest Money Deposit	Rs. 25,000/- Mode of payment: online (https://eproc.punjab.gov.in)
Bid Validity days	120 days (From last date of opening of tender)
Date of Commencement of canteen	Within 10 days from date of issuance of work Order
Performance Security	Rs. 50,000/- Performance security is required to be submitted within 10 days from the date of issuance of work order.
Email Address	registrar@ptu.ac.in

- For participating in the above e-tendering process, the bidder shall have to get them registered in <https://eproc.punjab.gov.in> and get User ID and Password. Class 3/appropriate class of digital signature is mandatory to participate in the e-tendering process. For any clarification difficulty regarding e-tendering process, please contact **Help Desk Number** 0172-2970263, 0172-2970284 (on Government working days from 09.00 AM to 05.00 PM) or call at 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787. International Bidders are requested to prefix 91 as country code. The blank tender documents can be obtained from Punjab Government e-procurement website:- <https://eproc.punjab.gov.in>
- All bids (both Technical and Financial) should be uploaded in the **E- procurement portal** (<https://eproc.punjab.gov.in>). No manual bids will be accepted.
- Bidders are advised to visit the I.K. Gujral Punjab Technical University Web site for getting themselves updated for information on this tender. Corrigendum and addendum (if any) will be uploaded on IKGPTU website **only** (www.ptu.ac.in/Tender.aspx) **and/or E-procurement portal** (<https://eproc.punjab.gov.in>). Bidders are advised to visit web page and update themselves. Corrigendum/addendum are the part of tender documents and Bidders are supposed to upload the same, duly signed as per the guidelines given in the tender document.

(-----)
Registrar
IKGPTU, Kapurthala

ONLINE BID SUBMISSION DOCUMENTS

Online Submissions:

The Online bids (complete in all respect) must be uploaded online as mentioned below: -

Technical Bid (Following documents to be provided as single PDF file)			
Sl. No.	Documents	Content	File Types
1.	Technical Bid	Technical bid Performa Sheet as per Annexure-I	.PDF
2.		Supporting documents in support of all claims made	.PDF
Financial Bid			
Sl. No.	TYPES	Content	
1.	Financial Bid	Financial Bid should be submitted only in standard Bill of Quantity (BOQ) file provided in the e-tender.	.xls

INSTRUCTIONS FOR E-TENDERING

1 Instructions for Online Bid Submission:

- Bid to be uploaded in two parts i.e. Technical Bid and Financial Bid.
- Technical Bids should not contain any commercial details. Failure may result in rejection of the bid.
- Only authorized person should sign the tender/quotation/undertaking. His name, designation and address should be given in capital letters. University may not consider the tender unless and until all the documents are properly signed by the authorized signatory.
- All the columns of the quotation form shall be duly, properly and exhaustively filled in. Quotations shall be only in figures.
- The quotations will be regarded as constituting an offer or offers open to acceptance in whole or in part or parts at the discretion of I.K. Gujral Punjab Technical University, Kapurthala (Punjab).
- The scanned copies of all the required documents must be uploaded with the bids.

2 Minimum Criteria/ Qualifications for Bidding

Following are the minimum criteria/requirements for the bidders participating in the bidding process (Documents must be provided in support of the following otherwise University may not consider the tender)

S. No.	criteria	Supporting Documents required
I	The bidder must be a proprietorship/Coperative society/ Company registered with Statutory Authority.	• Copy of certificate of registration
II.	Bidder should have minimum of two years' experience in running Mess/Canteen/Food Court/ Dhaba/ restaurant. The experience is to be counted from 01.04.14. (That is for recent years)	• Copies of work orders and completion certificates/ satisfactory certificate issued. • Certificate of proof • Any other proof of experience/certificate.

III	(a) Food Safety Certificate issued by FSSAI. (b) GST No. (If applicable) (c) ESIC NO. (If applicable) (d) EPF NO(If applicable) If not applicable , Give Undertaking	
IV	The tenderers shall have to furnish the declaration that: a) They have not been black listed by any Govt./Semi Govt./Private Institutes or any other organization due to any reason(s). b) 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. c) The utensils/equipment required for the work is owned by the bidder. d) They undertake not to object their disqualification on the basis of above declaration if found wrong and misrepresented.	
V	PAN Card	
VI	Annual Turnover statement of the Firm of last two years (Attested copy duly certified by CA should be attached.)	
VII	Annual financial turnover not less than Rs. 03 Lakh per year in any of 02 Financial years after 2014 onwards. (Attested copy duly verified by CA should be attached.)	

Note:-The successful bidder has to submit the copy of registration no


- FSSAI
- GST (If applicable)
- EPF (If applicable)
- ESIC (If applicable)

along with first monthly bill of the payment of which will be made to the bidder after receipt of the copy of above mentioned documents.

3 Digital Signature Certificates

For integrity of data and authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Signature

Certificate (DSC). Also referred to as Digital Signature Certificate (DSC), of Class 3/Appropriate class, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].



4 Registration

For participating in the above e-tendering process, the bidder shall have to get them registered on <https://eproc.punjab.gov.in> and get User ID and Password. Class 3/Appropriate class as per present norms digital signature is mandatory to participate in the e-tendering process

5 Preparation/ Submission of Bids

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid.
- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can only be in PDF or .xls format as required. Bid documents may be scanned with 100 dpi with black and white option.
- Bidder should log in to the site well in advance for bid submission and complete all formalities of registration (at least two days in advance) so that he/she upload the bid in time i.e. on or before the bid submission time.
- Bidder will be responsible for any delay due to any reason.

6 Instructions for Financial Bid/ BOQ

- Price to be quoted in the Bid of Quantity (BOQ) according to the instructions provided.
- The rate shall be inclusive of all taxes.
- The prices quoted by the bidder shall be fixed for the quantity mentioned for the duration of the contract and shall not be subject to adjustment on any account. University reserves the right to increase/decrease the quantity.

The changes displayed in the corrigendum/addendum to the bid documents, particularly with the BOQ should be applicable to the bid submission.

7 Refund of EMD

- a) No interest will be paid on EMD amount.
- b) The EMD will be returned to unsuccessful Tenderer only after the Tender is finalized.
- c) Earnest money will be forfeited if the bidder unilaterally withdraws the offer, or unilaterally amends, impairs or rescinds the offer within the period of its validity.
- d) In Case of Successful Bidder, the EMD shall be refunded after submission of Rs 50,000/- as Performance Security from a scheduled bank operating in India.

8 Acceptance/ Rejection of Bids

I.K. Gujral Punjab Technical University, Kapurthala (Punjab) reserves the right to reject any or all offers without assigning any reason.

I.K. Gujral Punjab Technical University Main Campus, Kapurthala (Punjab) reserves right to take decision according to requirement and no claim on whatsoever ground shall be entertained from the bidder.

9 Performance Security

The successful bidder should be required to deposit Performance Security of Rs 50,000/- within 10 days from the date of receipt of Purchase/supply Order. The Performance Security should be issued by a nationalized/ scheduled bank in favour of "**Registrar, I.K. Gujral Punjab Technical University, Kapurthala (Punjab)**" to be valid for a period of 90 days beyond the date of completion of warranty period. **Performance security will be refunded at the end of the contract after clearance of all the dues.**

10 Risk Purchase Clause

In event of failure to supply the meals of required quality and quantity as per approved rates within the stipulated period, the IKGPTU has all the right to procure the meals from the other source(s) on the total risk of the supplier under risk purchase clause.

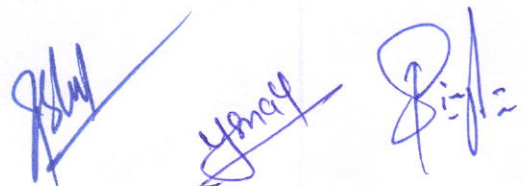
11 Evaluation of Bids

- 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.

- A committee of I.K. Gujral Punjab Technical University, Kapurthala (Punjab) will evaluate the bids of all the bidders, both technically and financially.
- Conditional bids shall be summarily rejected.
- The bids shall be evaluated as per the following:-
- Compliance to eligibility criteria: Compliance to the eligibility criteria specified in section "Minimum Criteria/ Qualification for bidding" of this tender document. Non-compliance of any eligibility criteria would result in disqualification of the bid.
- The Financial Bids of only the technically qualified bidders would be opened. The date and time of the opening of the Financial Bids will be intimated to the bidders who have qualified technical bid. if there is **any change of date and time, the same shall be uploaded on <https://eproc.punjab.gov.in>** No separate advertisement will be given in the newspaper.
- The bidder of the lowest commercial bid would be awarded the contract. In case of tie, preference will be given to the firm having experience of working in educational institution

Note:

Where ever any document has been issued in vernacular language, its translated copy in English from the competent authority is also required to be uploaded.



I.K. GUJRAL Punjab Technical University

Scope OF Work & Terms & 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 as per requirement etc in canteen Hall or the venue within the campus as required by 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 employees at Workstations/Offices twice everyday as per requirement.
- (c) Any other service incidental to above.
- (d) The contractor will have right for sale of approved food items (veg items) of eatables in IKGPTU campus. But the contractor is bound to comply any of order issued by Incharge to 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. **Canteen contract extension is the prerogative of the University, no claim regarding that can be sought by the bidder.**

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) Furniture (tables and chairs) in the canteen dining hall will be provided by the by IKGPTU.
 - (e) 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 Kapurthala 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. 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.
4. 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.
5. 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.

6. The Contract would be for duration of one year (this period will start from the date of signing the agreement) extendable up to three years 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.
7. The rates for various items finalized will be valid for a period of 12 months if need to be revised a separate committee will work on it after 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 of waiting for revision.
8. 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.
9. The Tenderer shall display the approved daily menu prominently in the canteen.
10. The contractor shall have to establish a kitchen with necessary equipment within 01 week of award of contract and start operation thereof.
11. The contractor shall obtain the entire requisite license(s) related to all concerned departments for running the canteen use of cooking gas etc.
12. 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.
13. 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.
14. The Tenderer will have to obtain general insurance against risk of fire accident for his belonging etc. for the Canteen services and his workmen including that of kitchen and will be solely responsible for maintaining the standard.
15. 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.

16. 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.
17. 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.
18. 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.
19. The contractor shall be responsible for compliance of the MRP Act and other such Acts applicable to canteen services and sale of food items.
20. 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.
21. Period of Agreement: Subject to other conditions appearing hereinafter, the contract shall be for a period of one (01) year extendable for upto 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 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 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

22. 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 submitted to Accounts Section.

