

**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 services , as per the details given below:

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



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

- 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](http://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.


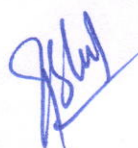
(-----)  
Registrar  
IKGPTU, Kapurthala

## 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

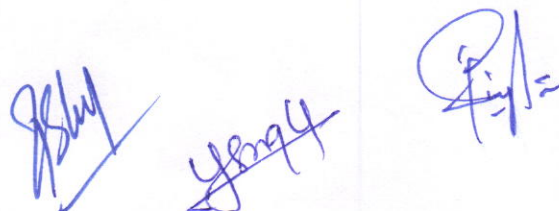
### 1 Instructions for Online Bid Submission:

- 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.	<ul style="list-style-type: none"><li>• Copy of certificate of registration</li></ul>
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)	<ul style="list-style-type: none"><li>• Copies of work orders and completion certificates/ satisfactory certificate issued.</li><li>• Certificate of proof</li><li>• Any other proof of experience/certificate.</li></ul>



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>].

Three handwritten signatures in blue ink are located at the bottom right of the page. The first signature is a stylized 'S' with a long horizontal stroke. The second signature is 'Yenale' written in a cursive script. The third signature is a stylized 'P' with a horizontal stroke.

#### **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.

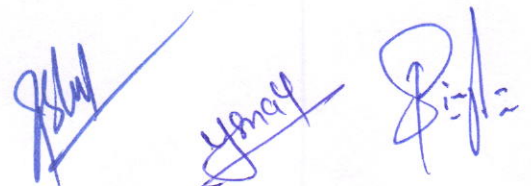
**11 Evaluation of Bids**

- 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

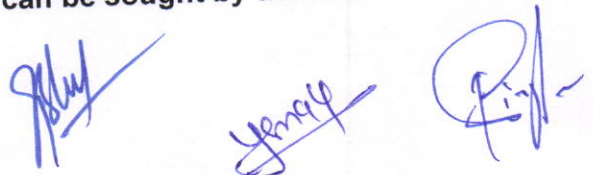
### A. Scope of Work:

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.

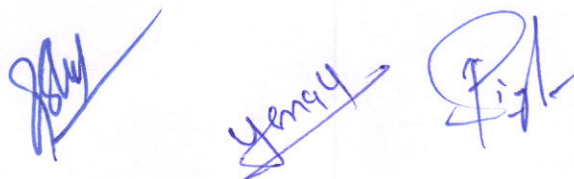
- (f) A contract will be awarded initially for a period of one year which may be extended up to three years basis on the satisfactory performance of the firm on the same term and conditions. **Canteen contract extension is the prerogative of the University, no claim regarding that can be sought by the 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.

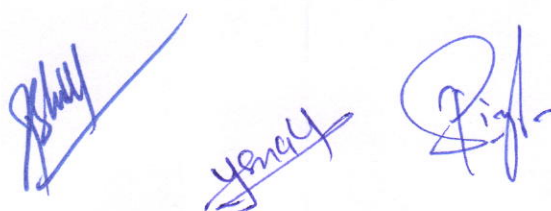


16. IKGPTU reserves the right to terminate or withdraw the work order if the performance of the contractor is not found to be satisfactory. In case of any dispute arising thereof the decision of the IKGPTU will be final. The contract can be terminated by giving one month notice by the University.
17. 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.



23. 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

24. 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.

25. 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



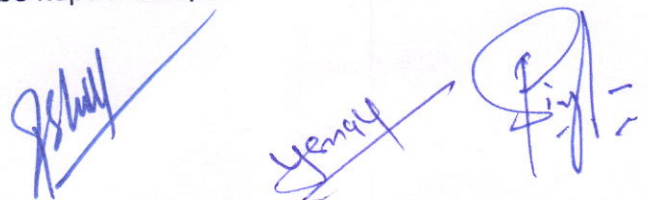


steam. (Optional)

- (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.

26. 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.

27. 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.

28. 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.

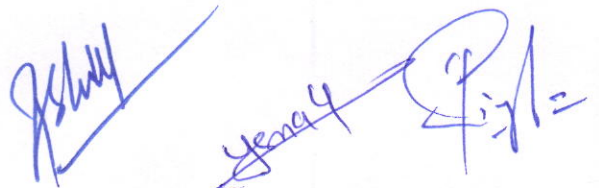
29. Conservation of Energy:

- (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.

30. If anybody suffers any health hazard 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.

31. 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.

32. Terms and conditions regarding Premises:

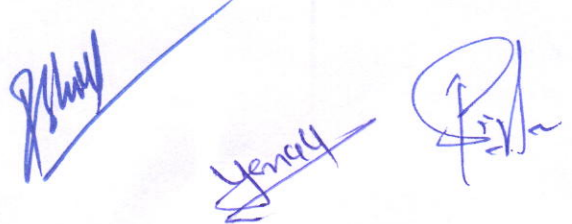
- (a) The contractor will not transfer or sublet the contract.
- (b) The contractor will not make any kind of excavation or construction including alteration or modification in the premises, without the permission of IKGPTU in writing and further he shall have no right to use IKGPTU property for his 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.

33. Rent and penal rent: The Contractor shall not be required to pay any rent except electricity charges. Therefore, rates shall be quoted accordingly by taking into consideration of waiver of rent.

34. 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.

35. The use & sale of alcoholic drinks and tobacco in any form and smoking shall be strictly prohibited.

36. It should be mandatory for the contractor to display the rate list of all the eatable items





inside the canteen.

37. If anybody suffers any health hazard 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.
38. 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 contract period.
39. **The Contractor shall be responsible for fulfilling the requirement of all the statutory liability pertaining to various Labour Laws etc. The right for the termination is only be kept with IKGPTU.**
40. 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.
41. The contractor is bound to follow the EPF and ESIC or any other relevant documents/rule/ labor law/ department provision/rules/instructions.
42. 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.
43. In case the contractor is found selling items on unapproved rates, the IKGPTU will have right to terminate the contract without notice.
44. Canteen contractor has to maintain hygienic / sanitary condition inside the kitchen and canteen. If Unhygienic condition etc. if found by any Govt. authority, the contractor shall solely responsible for the same and if any penalty imposed by authority will be borne by contractor.
45. Contractor will registered with appropriate govt. agency /civic authority mandated as per rule and nature of his business and tax liabilities, if any, will be borne entirely by the contractor.
46. (i) The contract will be awarded to the bidder offering lowest rates against category 'A' (Sum of all 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 (sum of all items in category B) 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 reserves 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 :

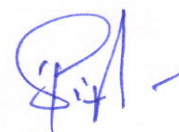
Schedule – A

### 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	Annual Turnover of the Firm of last three years during the period after 2014. (Attested copy duly verified by CA should be attached.)	
7	Copies of Income Tax Returns of last two years ending in 31 <sup>st</sup> March 2018.	
8	(i). Minimum two years work experience of running Mess/canteen/Food Court/ Dhaba/ Restaurant w.e.f. 2014.	
	(ii). Proof of successful work completion certificate/ any other experience certificate.	
9	PAN No of Firm (Attested copy should be attached)	
10	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)	
11	GST Registration No. or proof of application submitted. (If applicable) (Attested copy should be attached)	
12	EPF No. (If applicable)	
13	ESIC No. (If applicable)	



14	FSSAI Registration No. (Attested copy should be attached)	
15	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.)	

Name of Firm:.....

Signature:.....

Email Id.....

Address:.....

Seal of firm:

.....


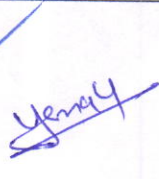
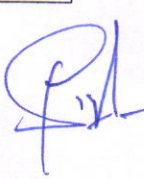
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**Annexure-ii**  
**Financial Bid Performa**  
Rates to be quoted by the firm

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



	(Per Piece)	Mix Pakora (Per plate)	100 gm	
7.	Branded Fruit Juice Packed (Real/Tropicana/B-Natural)			
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			
12.	Branded Kheer Packed (Amul/verka)			
13.	Special Lunch (Per head - Unlimited diet)	Chapati (Taldoori /Tawa different type), 01 Veg pulao, 02 Seasonal Mix Veg., 01 Paneer dish (only shahi paneer & karahi paneer) 01 Dal, 01 Raita, Pickle, Papad, Veg.Salad, Packed Water One sweet dish (Gulab Jamun or Mugi da Halwa or Ice-Cream or Kheer etc.) on rotation basis		
14.	Cold Coffee	250 ml		
15.	Hot Milk (medium fat-quality)	250 ml		
16.	Boiled Egg	Per Piece		
17.	Egg Bhurji	Per Egg		
18.	Egg Omelets	Per Plate (Two Egg)		
19.	Bread Omelets	01 Egg + 02 Bread Slice		
		02 Egg + 04 Bread Slice		

**Note:**

- The contract will be awarded to the bidder offering lowest rates against items in category 'A'. (Sum of all items In category A) This will be on the basis of total rates against quoted in the category 'A' items.
- In case of tie of price of items mentioned in category 'A', then the total price of the items mentioned in category 'B' (Sum of all items In category B) will be taken into account to determine the lowest (L1) bidder.
- In case of branded items MRP or rate quoted by the firm, whichever is lower will be applicable.

Name of Firm:.....

Signature:.....

Address:.....

Seal of firm: