



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

E-TENDER DOCUMENT - 2021

FOR

Providing Mess services

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**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 Mess Srevices , as per the details given below:

Name of work	For providing Mess Services in the Girls Hostels (Two Hostels in close proximity)
The Currency in which payment shall be made	Indian Rupees (INR)
Date of Publishing	13/05/2021 at 09.00 AM (Tentative Date)
Document Download Start Date	13/05/2021 at 09.00 AM (Tentative Date)
Start Date for uploading of Bids	24/05/2021 at 10.00 AM (Tentative Date)
Last Date for uploading of Bids	07/06/2021 at 11.00 AM (Tentative Date)
Date of Opening of Technical Bids	10/06/2021 at 11.00 AM (Tentative Date)
Date of Opening of Financial Bids	Will Intimation later on.
Processing Fee	Processing Fee (as mentioned on the web portal) to 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. 60,000/-. 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 Mess	Within 10 days from date of issuance of work Order
Performance Security	Rs. 1,40,000/- 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 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

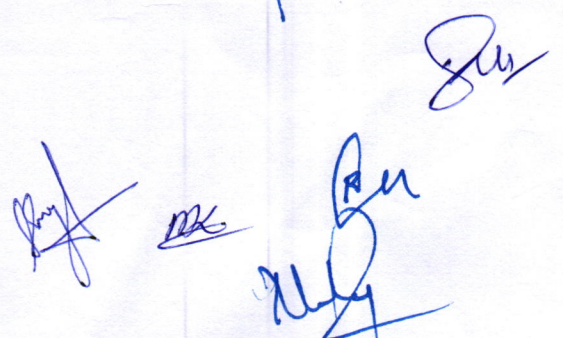
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ONLINE BID SUBMISSION DOCUMENTS

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

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INSTRUCTIONS FOR E-TENDERING

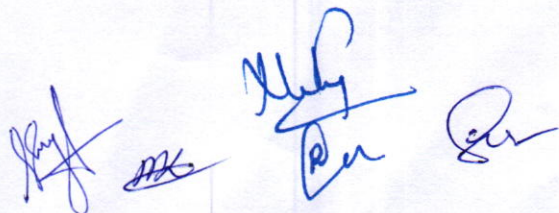
1 Instructions for Online Bid Submission:

- 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"> • Copy of certificate of registration
II.	Bidder should have minimum of two years' experience in running Mess/Canteen/Food Court/ restaurant. The experience is to be counted from 01.04.16.	<ul style="list-style-type: none"> • Copies of work orders and completion certificates/ satisfactory certificate issued. • Certificate of proof
iii	The average annual turnover of the bidder from the Mess/Canteen/FoodCourt/ restaurants should be Rs. 5,00,000 (Rs. Five Lakhs only) in the two years, as mentioned at Sl. No. 2 above. in the period during the last 04 financial years (2016-2017, 2017-2018, 2018-2019 & 2019-20). In	Certificate from the Chartered Accountant and copy of audited balance sheets/P&L Accounts



	<p>this regard, the bidder should submit copies of audited Balance sheets including profit and loss accounts for the relevant financial years as above.</p>	
IV	<p>(a) Food Safety Certificate issued by FSSAI. (b) GST No. (c) ESIC NO. (d) EPF NO</p> <p>Note :- The successful bidder has to submit the copy of registration number along with first month bill of payment will be made to the bidder after receipt the copy of above mentioned documents.</p>	
V	<p>The tenderers shall have to furnish the declaration that:</p> <p>a) They have not been black listed by any Govt./Semi Govt./Private Institutes or any other organization due to any reason(s).</p> <p>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.</p> <p>c) The utensils/equipment required for the work is owned by the bidder.</p> <p>d) They undertake not to object their disqualification on the basis of above declaration if found wrong and misrepresented.</p>	

Note:-

01. Upon selection the contractor have to deposit ESI/EPF payment proof of the workers as per norm.
02. Regular medical checkup of mess worker will have to be carried out the bidder.

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 2, 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 2 digital signature is mandatory to participate in the e-tendering process

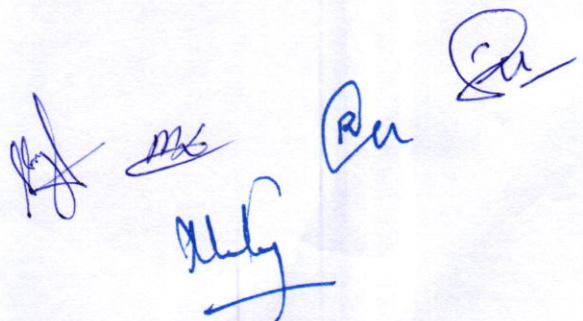
5 Preparation/ Submission of Bids

- 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. Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the names and content of each of the document that need to be submitted. 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 GST.
- 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.

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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 performance security of work awarded as per the tender.

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

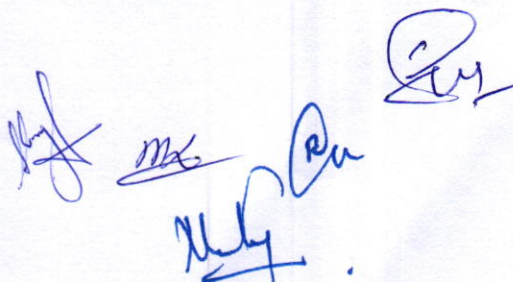
The successful bidder should be required to deposit Performance Security of Rs 1.40 Lakh within 10 days from the date of receipt of Purchase/supply Order. The Performance Security should be issued by a nationalized/ scheduled bank in favour of "**Registrar, I.K. Gujral Punjab Technical University, Kapurthala (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 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 result would 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 University website** <https://ptu.ac.in> and <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

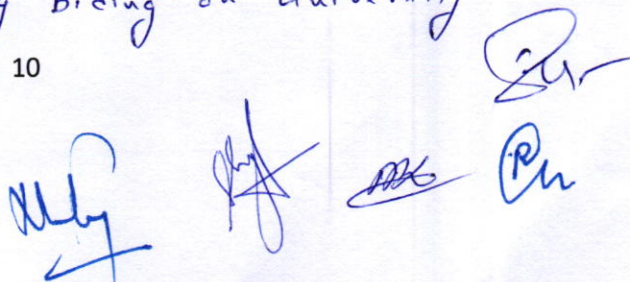
Note:

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

Terms & Conditions

1. **Obligation of IKGPTU:** Following facilities/infrastructure shall be provided by IKGPTU to Caterer free of cost.
 - (a) Mess Dining Hall & Kitchen.
 - (b) Serving utensils will be provided by the University.
 - (c) Proper supply of water in the mess kitchen will be provided by the University.
 - (d) Similarly proper arrangement will be made by the IKGPTU for cleanliness of the surroundings of the mess. However the cleanliness of the Mess Dining Hall & Kitchen shall be the responsibility of the contractor.
 - (e) Standard illumination equipment will be provided by the IKGPTU in mess 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.
 - (f) Furniture (tables and chairs) in the mess dining hall will be provided by the by IKGPTU.
 - (g) All the necessary civil, electrical and plumbing works required for the mess dining hall, kitchens and other food services shall be done by the IKGPTU but contractor shall be responsible for its upkeep and maintenance.
 - (h) There will be no minimum or maximum working days bounding on University as the scenario of COVID is effecting the working days.
 - (i) The mess bill of last one year is approximately above 20 Lakhs. *This figure is just for information about volume of work but didn't possess any bidding on University.*



2. That the successful bidder shall be required to furnish a Performance Security by way of bank guarantee/demand draft as mentioned in the tender document, in favour of Registrar, IKGPTU payable at Jalandhar. No interest will be paid on security deposit. The security deposit will be refunded to the contractor, after successful completion of the Contract after 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 tender 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. The Contract would be for duration of one year (this period will start from the date mentioned in the work/supply order) extendable up to one year 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.
4. University reserves the right to terminate the contract at any time if the contractor fails to comply with the terms & conditions of the contract. However, contractor may terminate the contract by giving one month notice in advance.
5. The timing and the working days of Mess services will be regulated by the University.
6. In case it is noticed that contractor is not complying with the terms and condition of the tender document. He/She will be issued warning by the Chief Warden to take correction measures within a period of 07 days. If no improvement is noticed then 2nd warning will be issued. Still, If no improvement is noticed, then second Warning letter will be issued. Still, if no improvement is noticed, then chief warden will forward the case to Head of Student Welfare for the termination of contractor.
7. 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. Estate office will generate the electricity bill and forward the same to the

