



Hansraj College

University of Delhi
Mahatma Hansraj Marg, Malka Ganj
Delhi - 110007

हंसराज महाविद्यालय

दिल्ली विश्वविद्यालय
महात्मा हंसराज मार्ग, मल्कागंज
दिल्ली 110007

F. No.: HRC/Build./Tender/2018-19/04

Date: 01/01/2019

ANNUAL RATE CONTRACT FOR RUNNING A FOOD KIOSK AT HANSRAJ COLLEGE

Online tender from bonafide and experienced Companies/Firm/Agency/Food Chain Company of financial standing for the work stated above as per the required food item list whatsoever given in this tender document.

The tender and other details are available on Hansraj college website www.hansrajcollege.ac.in & central public procurement portal (cppp) website <http://eprocure.gov.in/eprocure/app>. The interested Companies/Firm/Agency/Food Chain Company of repute may download the tender document from above cppp websites and upload the same after completing in all respect in the portal as per guidelines mentioned in the portal by or before the due date & time.

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'Hansraj College'. Thereafter, Click on "GO" button to view all Hansraj College tenders). Select the appropriate tender, fill them with all relevant information, and submit the complete tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given below.

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted through E-procurement portal).

Not more than one tender shall be submitted by one bidder(s) or bidder(s) having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

SCHEDULE

Name of the Organization	Hansraj College University of Delhi
Tender Type	Open
Tender Category	Services
Type /Form of Contract	Annual
Item Category	Hotel/Catering
Tender Fee	Nil
EMD (No Exemption is allowed)	Rs. 25,000/- Demand Draft (DD) or Banker's Cheque In favor of: The Principal, Hansraj College Payable at: Delhi
Is Multi currency allowed	No (Only Indian Rupees)
Date of Issue/Publishing of Tender	Date and Time as on CPP Portal
Document Download/Sale Start Date	
Document Download/Sale End Date	
Last Date and Time for Uploading of Bids	
Date and Time of Opening of Technical Bids	
No of Covers	02
Bids Validity Days	180 days from the date of opening of Financial bid
Venue for the opening of Bids	Contact Principal's Office, Hansraj College
Annual Rate contract to be signed	Within 10 days after issue of Work/Supply Order to successful bidder
Address for communication (if any)	The Principal, Hansraj College University of Delhi Mahatma Hansraj Marg, Malka Ganj Delhi-110007
Contact No.	Ph.: 91-011-27667747
Email:	principal_hrc@yahoo.com

INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. 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.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission 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 other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as “on-line” to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, an EMD / Tender fee is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS (Refer to Schedule, Page No.2).
4. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

OR

In some cases, Financial Bids can be submitted in PDF format as well (in lieu of BoQ).

5. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
9. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

GENERAL INSTRUCTIONS TO THE BIDDERS

1. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
2. In financial bid to be submitted in .xls file or PDF as per the file specification given in the tender.
3. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
4. Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

GENERAL TERMS AND CONDITIONS

1. Introduction:

The Licencee/Contractor shall use the said licensed premises only for the purpose of operating a food and beverage and sale of tea, coffee, cold drinks, ice creams and mineral water at the Kiosk subject to the terms and conditions of this tender and the guidelines and policies framed by the Licensor from time to time, and for no other purpose. The Licencee/Contractor should not use the kiosk area for preparation and sale of food items other than Hansraj College staff/students. Apart from licensed premises, no other area adjacent to Kiosk shall be used by the Licensee.

2. Language of Bid:

The Bid submitted by the Bidder and all subsequent correspondence and documents relating to the Bid exchanged between the Bidder and the Purchaser, shall be written in the English language. However, the language of any printed literature furnished by the Bidder in connection with its Bid may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the Bid, the English translation shall prevail.

3. Amendment(s) to Bid Documents:

- (i) At any time prior to the deadline for submission of bid, the Purchaser may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid document by issuing suitable amendment(s) to it.
- (ii) Such an amendment to the bid document will be uploaded on college website: www.hansrajcollege.ac.in and Central Public Procurement (CPP) Portal.
- (iii) Prospective bidders are advised in their own interest to visit Website of Hansraj College and CPP Portal for any amendment etc. before submitting their bids.
- (iv) In order to afford prospective bidders reasonable time to take into account the amendments in preparing their bids, Hansraj College may, at its discretion, suitably extend the dead line for submission of bids.

4. Modifications/withdrawal of bids:

- (i) The bidder, after submitting the bid, is permitted to submit alterations/modifications to the bid, so long such alterations/ modifications are received duly sealed and marked like original bid, up-to the date and time of submission of bid.
- (ii) Any amendment/modification submitted after the prescribed date and time of receipt of bids is not to be considered.
- (iii) The bidder may modify or withdraw his bid after submission, provided that a written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of bids.

5. Clarification of Bid Documents

- (i) A bidder requiring any clarification or elucidation on any issue in respect of the bid document may take up the same with the Purchaser in writing. The Purchaser will respond in writing to such request provided the same is received (by the Purchaser) not later than 10 days prior to the prescribed original date of submission of bid.
 - (ii) Any clarification issued by Purchaser in response to query(ies) raised by the prospective bidders shall form an integral part of bid document and it may amount to an amendment of the relevant clause(s) of the bid document.
- 6. Late bids:** Any bid submitted after the specified date and time for submission of bids shall not be considered.
- 7. Bid format:**

The bidders are to furnish their bids as per the prescribed format at Annexure-IV and also as per the instructions incorporated in the bid document.
- 8. Preparation Of Bids:**

Bid is two bid system, i.e., “Technical Bid” and “Financial Bid” prepared by the bidder shall comprise of the following:-

 - (i) **Technical Bid: Bidders are requested to follow Annexure-VI “ONLINE BID SUBMISSION DETAILS” for preparation and upload/submission of technical bid.**
 - (ii) The bidding Company/Firm/Agency/Food Chain Company are required to attest (self-attestation) the scanned copies of documents, along with the bid, signed on each page with seal, to establish the bidders’ eligibility and qualifications failing which their bid shall be summarily rejected and will not be considered. The bidders are responsible for what they attest and claim; if, later on, it is found that whatever has been attested by the bidder is not true/ correct, the Company/Firm/Agency/Food Chain Company of the bidder will render itself liable for punitive action including black-listing for purpose of procurement of any item(s), in addition to attracting penal provisions of the agreement.
 - (iii) The Technical bid shall not include any financial information. Such a bid shall be summarily rejected.
 - (iv) **All required hard copy of Annexure(s) or certificates (as mentioned in the Annexure – VIII) and DD/BC for Tender fee/EMD should reach to Principal’s Office, Hansraj College, University of Delhi, Delhi on or before the date and time of tender opening.**
 - (v) **Financial Bid:** This should be uploaded online in the prescribed .xls format as per the financial bid/BoQ uploaded with this tender notice on CPP Portal.
- 9. Bid currency:** The tender supplying indigenous goods or already imported goods shall quote only in Indian Rupees. Tenders, where prices are quoted in any other way shall be treated as non-responsive and rejected.
- 10.** Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid will be disqualified.

11. Bidder may download the tender document from the CPP Portal <https://eprocure.gov.in/eprocure/app> or from the website of the University, <https://www.du.ac.in>. He shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected.
12. **Manual bid will not be accepted.**
13. There should not be any overwriting or corrections in the quotation. If a figure is to be amended, it should be neatly scored out, the revised figure should be written above and the same should be attested with full signature by the same signatory with stamp, who signed the quotations. In the absence of the attested corrections the quotations is liable to be rejected.
14. In the event of furnishing false/incorrect/incomplete/forged information/documents by the bidder, the EMD in respect of such bidder shall be forfeited. Further during the performance of the contract, if it is detected that the contract has been obtained by furnishing the false/incorrect/incomplete information in the tender, the agreement is liable to be terminated and performance security and other payments due to the contractor shall be forfeited without prejudice to the contractor liable to be blacklisted accordingly and is liable to be banned from doing business with the Hansraj College.
15. The successful bidder will deposit Security Money/deposit (Performance Bank Guarantee) i.e. Rs. 50,000/- (Fifty Thousand only) to The Principal, Hansraj College, Delhi-110007 within 10 days from the date of award of order/contract, preferably in the form of **performance Bank Guarantee** in favour of “The Principal, Hansraj College” payable at Delhi. Hansraj College will not pay any interest for such deposit.
16. Rates of successful bidder will remain valid for **180 days** from the date of execution of the contract/agreement and no increase of rates, on any account will be considered.
17. **The Principal, Hansraj College has right to accept any bid and to reject any or all bids:** The Purchaser reserves the right to cancel the bidding process and reject all bids at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidders.
18. **Opening of bids:**
- (i) The Purchaser will open the bids at the specified date, time and place as indicated on CPP portal. If due to administrative reasons the venue/date/ time of bid opening are changed, it will be displayed prominently in the notice board of the Purchaser and on the Hansraj College website.
 - (ii) In case the specified date of bid opening falls on a holiday or is subsequently declared a holiday or closed day for the Purchaser, the bids will be opened at the appointed time and place on the next working day.
 - (iii) Authorized representatives of the bidders, who have submitted bids on time may attend the bid opening provided they bring with them letters of authority from the corresponding bidders.
 - (iv) Letter of authority (as per annexure -VI) for attending the bid opening meeting to be produced by the representative of bidder.

- (v) **Technical Bids** will be opened in the first instance, at the prescribed date and time as per tender. During the Technical bid opening, the bid opening official(s) will read the salient features of the bids like brief description of the items offered, delivery period, Bid Security and any other special features of the bids, as deemed fit by them.
- (vi) Thereafter, in the second stage, the **Financial Bids** of only the technically acceptable bids / offers (as decided in the first stage) shall be opened for further scrutiny and evaluation on a date notified after the evaluation of the Technical Bid. The prices, special discount if any offered etc., as deemed fit by bid opening official(s) will also be read out.

19. Minor infirmity/irregularity/Non-conformity:

If during the preliminary examination, the purchaser finds any minor infirmity and/ or irregularity and/ or non-conformity in a tender, the purchaser will convey its observation on such 'minor' issues to the bidder by short fall of documents provision through CPP Portal and asking the bidder to response by a specified date and time. If the bidder does not reply by the specified date and time or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.

20. Qualification Criteria: Bids of the Bidders, who do not meet the required Qualification Criteria prescribed in this tender on page no. , will be treated as non - responsive and will not be considered further.

21. Comparison of Bids and Award Criteria:

- (i) The comparison of the techno commercially responsive Bids for ranking purpose shall be carried out on Free Delivery at Consignee Site basis.
- (ii) The Contract shall be awarded to the responsive Bidder(s) who is overall/item wise (to be specified by the Purchaser as per functional requirement) lowest (L-1) and who meets the laid down Qualification Criteria in the Bid documents.
- (iii) The Purchaser reserves the right to give the price preference/ purchase preference as per the instruction in vogue while evaluating, comparing and ranking the responsive Bids. The Bidders claiming the same should enclose the concerned Notification of Govt. of India along with other relevant documents so as to establish their claim for such preferences.

22. Contacting the Purchaser:

- (i) From the time of submission of tender to the time of awarding the contract, if a BIDDER needs to contact the purchaser for any reason relating to this tender enquiry and / or its tender, it should do so only in writing.
- (ii) In case a bidder attempts to influence the purchaser in the purchaser's decision on scrutiny, comparison & evaluation of tenders and awarding the contract, the tender of the bidder shall be liable for rejection in addition to appropriate administrative actions being taken against that bidder, as deemed fit by the purchaser

23. L1 will be decided on the bases of Quotation with Highest Rent.

- 24. Cancellation of Bid:** The Purchaser reserves the right to cancel the bid(s)/contract without assigning any reason.
- 25. Disqualification:** Purchaser reserves the right to disqualify the bidder for a suitable period who fails to run the food kiosk as per the contract or direction of canteen committee of the Hansraj College.
- 26.** Payment (if any) will be made through NEFT/RTGS only. The taxes or deduction will be deducted as per Income Tax Act & Rules, as applicable.
- 27.** The Principal, Hansraj College, may, at its discretion, relax any minor non-conformity or any minor infirmity in an offer.
- 28.** In the event of any default, fails to meet the terms and conditions as per contract or negligence by the bidder/vender in complying with the order to the complete satisfaction of Canteen committee of Hansraj College may recommend to the Principal Hansraj College to deduct/forfeit from the security deposit for the loss / damage.
- 29.** The right to accept the tender(s) will rest with Principal, Hansraj College which reserves the right to reject any or all the bids without assigning any reason thereof.
- 30.** If any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, in connection with the construction, meaning, operation, effect, interpretation or breach of the contract which parties are unable to settle mutually, the same may first be referred to conciliation through a committee as agreed to by both parties.
- 31.** If the parties are not able to resolve the dispute through the committee or do not opt for conciliation through the committee, the aggrieved party may invoke the arbitration clause as provided in the contract.
- 32.** In the event of any question, dispute or difference whatsoever arising between the parties out of or in relation to the construction, interpretation, application, meaning, scope, operation, performance or effect of this tender contract or the validity or breach thereof, the matter shall be referred to the sole arbitrator to be appointed by the Principal, Hansraj College, New Delhi. The provisions of Arbitration and Conciliation Act, 1996 (No. 26 of 1996) shall be applicable to the arbitration under this clause.
- 33.** Venue of Arbitration: The venue of arbitration shall be the place from where the contract has been issued, i.e., New Delhi only.
- 34.** The arbitrator may, from time to time, with the consent of parties, change the time for making and publishing the award. The Arbitration and Conciliation Act, 1966 and the rules made there under, as amended from time to time shall be deemed to applicable to the arbitration proceeding under this clause.

35. The proceedings of the arbitration shall be carried out in Delhi which shall be subject to the jurisdiction of courts in Delhi.
36. Conditional tenders shall not be accepted. Any tender containing addition / alternation in the above terms and conditions and the specifications of items / materials will also not be considered except where Purchase Committee of the Hansraj College recommends so in the interest of College
37. The firm must be reputed and must be registered with Sales Tax/Income Tax Authority.
38. Any dispute or disagreement will be interpreted and addressed under Indian Laws in the Hon'ble Courts of Delhi Jurisdiction only.

SPECIAL TERMS AND CONDITIONS OF THE TENDER

1. The bidder should possess SQF certificate for quality of its products
2. The bidder should have experience of operating such cafeteria satisfactorily in the premises of Govt. organization, Hospital, Educational Institutes.
3. The bidder to pay rent per month, of floor area (72 sq. ft.), as per their rate quoted in financial bid to Hansraj College. Bidder will also pay the electricity and water bill on monthly basis.
4. The contractor should be ISO 9001-2008 certified and possess license as per food safety and standards Act, 2006
5. The bidder should have a valid catering license issued by the competent authority.
6. The Registered office or branch office of the bidder should be located in Delhi/NCR region.
7. The contract will be awarded initially for the period of one year which may be extended up to three year on half yearly/yearly basis subjected to satisfactory performance.
8. The successful bidder will be provided space (72 sq. ft) for the food kiosk
9. The successful bidder will ensure that raw material used for cooking are of very good quality, safe for human consumption and conform to the standard laid down by the Govt. of India in this regard. In the event of any food poisoning/contamination, the contractor will be held responsible and other penal actions under the law
10. The contractor will ensure proper sanitation/hygienic condition in the premises and deploy persons free from infectious diseases.
11. The contractor shall be responsible for compliance with the labour laws in respect of the personnel employed by them.
12. The contractor would be responsible for verifying antecedents of the persons deployed by him and a certificate to this effect shall be provided by him to the college in respect of each staff member.
13. The eatables will be served in neat and clean utensils/disposable and the cafeteria staff will be in proper uniform.
14. The contractor is required to provide catering services in Principal's Office, Teachers Staff room, and Administrative office.

15. Cost of food and beverages must be competitive and reasonable. Any revision in the rates would be subjected to approval by canteen committee of the college. The contractor may also supply those eatable items which are not under the contract in case of any demand. The cost of such items may be fixed on MRP rates.
16. The approved prices of the eatable should be prominently displayed at the counter/Notice Board of food kiosk. Tentative list of items to be submitted by the contractor with technical bid. However the contractor can add items as per demand/consumption, etc.
17. The food kiosk shall be opened for catering during office hours from Monday to Friday from 8:40 AM to 5:00 PM. The food kiosk may also be required to be opened on Saturday, Sunday and other Holidays and beyond office hours, if considered necessary. However, the food kiosk will remain closed on Saturday, Sundays and other Govt. Holidays unless specifically told to open by the official of Hansraj College.
18. A Canteen Committee will inspect the functioning of the Canteen with a view to ensure hygienic and satisfactory service. In case repeated failures or lacunae are noticed by the Committee on the part of the contractor, the Canteen Committee may recommend to the Principal to impose a fine of upto Rs. 1,000/- on each occasion.
19. In case services are found to be unsatisfactory or there is breach of any of the clause of terms and conditions of the contract, the contract is liable to be terminated at one month's notice resulting in the forfeiture of Performance Security.
20. For premature termination of the agreement, one month's notice from the Hansraj College side and three months' notice from Contractor's side shall be required in writing. The Contractor shall vacate the premises, if desired by the College and shall handover the same to the College along with all articles as may have been provided. The decision of the Principal, Hansraj College shall be final and will be binding upon the Contractor.
21. The contractor shall be responsible for all damages or losses of College property and will be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by natural calamity.
22. It shall be the sole responsibility of the contractor to obtain and keep ready necessary license/permissions from various government bodies and/or NDMC for running catering services and produce the same before the concerned authority as and when asked for. An undertaking in this regard has to be given by the Contractor.
23. Liability/responsibility in case of any accident causing injury/death to worker working in food kiosk or any of his staff shall be of the caterer. The Hansraj College shall not be responsible in any means in such cases.

24. The Contactor shall not employ any worker whose track record is not good. He should not have involved in any crime/offence/police case.
25. The Contractor caterer is required to maintain the details of all his employees/ workers.
26. The Contractor should execute an agreement in the non-judicial stamp incorporating the various terms and condition of this tender.
27. In case eatables are sold by the Licensee after the expiry date as mentioned by the manufacturer, a penalty of Rs. 500/- will be imposed for each default.
28. The contractor would be required to use ISI/Agmark/Food grade products only.

QUALIFICATION CRITERIA

Sr. No.	Qualification Criteria	
1.	The bidder must be a company/firm/sole proprietor registered in India from last 05 years as on the bid submission date.	Enclose copy of certificate of incorporation/registration issued by relevant authority in India.
2.	Average Annual Turnover of Rs. 20, 00, 000/- (twenty lakhs only) of Bidder during the last three (03) years (2015-16, 2016-17 & 2017-18).	Certificate such as balance statement/profit and loss statement from CA should be furnished
3.	The Bidder should have experience of running canteen or food kiosk in the premises of Govt. organization, Hospital, Educational Institutes during the past 05 years as on bid submission date. In case bidder has not provided government experience/public sector experience, then the bidders with experience in Private reputed organizations may be considered by the competent authority of the College.	Furnish the details such as order copies and satisfactory completion certificate
4.	Bidder should be ISO 9001-2008 certified or as applicable.	Enclose copy of certificate
5.	Should have a valid catering license from competent authority as per Food Safety and Standards Act, 2006	Enclose copy of license
6.	The bidder must be registered with the Income Tax Dept., GST	

ANNEXURE-I

DETAIL OF THE BIDDER

Name & address of Company/Firm/Agency/Food Chain Company:	
Phone No.:	
Email:	
Contact Person Name:	
Mobile No.:	
Registration of Companies/Firm/Agency/Food Chain Company	
TIN No.:	
PAN No.:	
GSTIN No.:	
ISO 9001:2008 certificate details	
License No. and Issuing Authority	
Bank's Detail & Address:	
IFSC code & Account No. (for NEFT transaction)	(for correct information attach copy of cancelled cheque)
Cost of Tender Fee detail:	DD/BC No.: NA Dated: NA
EMD detail	DD/BC No.: Dated:

ANNEXURE-II

A. Details of Similar Experience (Managing catering services/food kiosk/Canteen):

Sr. No.	Name & Address of the Govt. client	Contract Period	Annual Work/Sale Value (In lakh)	Contact Person (Client) Name & Mobile No.
1				
2				
3				

B. Details of skilled manpower

Sr. No.	Name	Designation	Qualification	Experience
1				
2				
3				
4				
5				

C. Financial Capability: Average Annual Turn Over of the bidder during the last 3 years

Sr. No.	Financial Year	Turnover (in Lakhs)
1	2017-18	
2	2016-17	
3	2015-16	

TENDER ACCEPTANCE LETTER
(To be given on Company/Firm/Dealer Letter Head)

Date: __/__/2018

To,
The Principal,
Hansraj College,
University of Delhi,
Mahatma Hansraj Marg,
Malkaganj,
Delhi 110007.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: **HRC/Build./Tender/2018-19/04**

Name of Tender / Work: - **ANNUAL RATE CONTRACT FOR RUNNING A FOOD KIOSK AT HANSRAJ COLLEGE**

Dear Sir/Madam,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: <http://eprocure.gov.in/eprocure/app> as per advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents of all pages (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by department/organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our Company/Firm/Agency/Food Chain Company has not been blacklisted/debarred by any Govt. Department/Public sector undertaking/Private organization.
6. I/We certify that all information furnished by the our Company/Firm/Agency/Food Chain Company is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit/Security deposit or both absolutely.
7. The downloaded tender document as published at the website <http://eprocure.gov.in/eprocure/app> in has been used for bidding in this tender. It is certified that no modification has been done to the contents of the document.

ANNEXURE-IV

CONTRACT AGREEMENT FOR PROVIDING CATERING SERVICES THROUGH FOOD KIOSK (AREA) IN HANSRAJ COLLEGE

This Agreement is made in New Delhi on this _____ day of _____ ' 2018.

BETWEEN

The Principal, Hansraj College (hereinafter referred to as "Principal HRC", having its office at University of Delhi, Malka Ganj, Delhi – 110007.

AND

M/s. _____, a company firm registered in _____, acting through Mr./Mrs. _____ who is duly authorized to sign and execute this Agreement on behalf of the company, through resolution of the Board of Directors/owners of the company,(hereinafter referred to as "caterer/contractor or Service Provider").

The terms and conditions mentioned hereinafter, it is hereby confirmed as having been agreed to between the respective parties as under:

(Canteen committee will make the agreement as per the terms and conditions of this tender)

IN WITNESS WHEREOF the parties have signed this Agreement on the day, month and year as mentioned above in presence of witnesses and in presence of each other.

Signed on behalf of the Contractor
Name:
(Authorized Signatory)

Principal
Hansraj College

ANNEXURE-V

FINANCIAL BID UNDERTAKING

Name of the Bidder: _____

Address of the Bidder: _____

To,
The Principal
Hansraj College
University of Delhi
Malka Ganj
Delhi-110007

Dear Sir/Madam,

1. I/We submit the Financial Bid for Tender Reference No. HRC/Build./Tender/2018-19/04 and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the Financial Bid/BoQ excluding all applicable taxes.
4. I/We will submit the schedule of Financial bid in the form of BoQ_XXXX .xls only
5. I/We have not modified Financial bid/BoQ template provided along with this tender and the same is uploaded after filling the relevant columns only, such as name of the bidder, basic rate per unit (without taxes).
6. My/Our financial bid will be liable to cancelled if we do any modification in the template provided with this tender.
7. If I/We become successful bidder for executing above annual contract, taxes will mentioned extra as per govt. GST rule while submitting the bill(s) if any.

Yours Faithfully,

ANNEXURE-VI

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING MEETING

Tender Id. _____

Subject: Authorization for attending bid opening on _____ (date) in the tender of

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ (bidder) in order of preference given below:-

Order of Preference

Signature

Name

1.

2.

Alternate Representative

Signatures of bidder

Or

Officer authorized to sign the bid documents on behalf of the bidder.

Note:

1. Maximum of two representatives will be permitted to attend bid **opening. In case where it is restricted to one, first preference** will be allowed. Alternate representatives will be permitted when regular representative are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not furnished.

ANNEXURE-VII

TENTATIVE LIST OF ITEMS TO BE PROVIDED BY BIDDER/CONTRACTOR

Sr. No.	Name of the Item	Rate per unit (Rs.)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

ANNEXURE-VIII

ONLINE BID SUBMISSION DETAILS:

The Online bids (complete in all respect) must be uploaded online in two Envelops as explained below:
Hard copy (original) of certain document is to be submitted before last date and time of bid submission

Envelop – 1				
Document Types	Sr. No.	Contents (*single .pdf of document(s) to be made and same to be uploaded)	File types for uploading	Hard Copy (original) to be submitted
Technical bid	1	Scanned copy of EMD/ Tender Fee, if any,	.pdf	YES
	2	Valid Catering License from competent authority as per Food Safety and Standards Act, 2006 and any other related certificate	.pdf	NO
	3	Scanned copy of dully filled and signed ANNEXURE-I, and supporting document(s) in support of all claims made at ANNEXURE-I	.pdf	NO
	4	Scanned copy of dully filled and signed ANNEXURE-II, and supporting document(s) in support of all claims made at clause A of ANNEXURE-II	.pdf	NO
	5	Scanned copy of latest GST return, ITR for last three years and supporting document(s) in support of all claims made at clause C of ANNEXURE-II	.pdf	NO
	6	Scanned copy of ANNEXURE-III, V and VII with Seal of authorized signatory from bidder	.pdf	YES
Envelop – 2				
Financial Bid	1	Financial bid/BoQ	.xls	NO

*single .pdf file means that if the contents of any Sr. No. contains more than one page, then scan all the pages and convert them to .pdf format. After that, attach all the .pdf files into a single .pdf file and this single .pdf file to be uploaded against respective Sr. No. in the technical bid.

Every scanned copy of documents to be self-attested