



दिल्ली कौशल और उद्यमिता विश्वविद्यालय
DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY
(A State university Established under Govt. of NCT of Delhi Act 04 of 2020)
Integrated Institute of Technology Complex
Sector 9, Dwarka, New Delhi - 110077

F. No 1(51)/DSEU/Estt./2021/40

Date 18-10-2021

Eprocurement Tender ID.: 2021_DSEU_209897_1.

E-Tender for outsourcing of the Canteen Service at all campuses of Delhi Skill and Entrepreneurship University, New Delhi for ordering and maintaining necessary food service supplies, preparing & selling food to Students, faculty, Staff and Visitors at various location.

Important Information

S.No.	Items	Description
1	Scope of Works	Providing Canteen Services at 15 Campuses of DSEU. List of Location is placed in annexure-2
2	Cost of bid Document	NIL
3	Date of uploading of Tender Document on Website/procurement portal	21-10-2021 04:30 pm
5	Last Date & Time for upload submission of bid	09-11-2021 11:00 am
6	Date of Opening of technical bid	09-11-2021 11:30 am
7	Date of opening of financial bid	Will be communicated to successful bidders
8	Bid Security (Earnest Money Deposit)	NIL
9	Performance Security	Rs. 6,00,000 (Rupees Six Lakh only) accepted in the form of Account Payee Demand Draft/ Bankers Cheque, Fixed Deposit or Bank Guarantee from any the Commercial Banks in favour of Drawing & Distributed Officer, Delhi Skill and Entrepreneurship University, IIT Dwarka, New Delhi - 110007
10	Forming part of BID Document	a) e-Tender for outsourcing of the Canteen Service at all campuses of Delhi Skill and Entrepreneurship University, New Delhi for ordering and maintaining necessary food service supplies, preparing & selling food to Students, faculty, Staff and Visitors at various location b) Bidder can upload documents in the form of PDF format only. c) Bidder must ensure to quote rate of each item in BoQ. The column meant for quoting rate in figures d) if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "O" (ZERO) e) The eligibility documents shall be opened first for technical bid on due date and time as mentioned above. Financial bid (BOQ) of Bidders/firms who qualified in technical evaluation will be opened on a later date.
11	List of Document to be scanned and uploaded with the Period of Bid Submission	a) Duly filled Technical Bid Proforma b) Income Tax Assessment Completion Certificates for last three financial years duly certified by a Chartered Accountant/Statutory Auditor c) Copy of PAN Card d) Certificate of Registration for GST e) Certificate of EPF/ESI Registration Nos. f) Certificate of Food Safety Regi. No. (FSSAI)

		<p>g) Certificate of ISO: 22000:2005 and SQF Certificate</p> <p>h) Copy of work orders present and past cafeteria contracts with their contact details as per Annexure-A</p> <p>i) Performance certificate from past and present clients in last 5 years as per Annexure-B</p> <p>j) Certificates from your Statutory Auditor as per proforma Annexure-C regarding Average volume Sales/Turnover of cafeteria/catering/canteen business done not being less than 1 crore (One Crore) per annum during each of the last 3 financial years.</p>
12	Place of Opening of Bid	Room no. 312, Integrated Institute of Technology, Sector-10, Dwarka, New Delhi-110077
13	Address of Communication	Registrar, Delhi Skill and Entrepreneurship University Integrated Institute of Technology – Campus Sector-9 , New Delhi -110077

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Ashwani Kumar Kansal
Registrar, DSEU



दिल्ली कौशल और उद्यमिता विश्वविद्यालय
DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY
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Integrated Institute of Technology Complex
Sector 9, Dwarka, New Delhi - 110077

F. No 1(51)/DSEU/Estt./2021/40

Date 18-10-2021

Notice Inviting Tender

E-Tender for outsourcing of the Canteen Service at all campuses of Delhi Skill and Entrepreneurship University, New Delhi for ordering and maintaining necessary food service supplies, preparing & selling food to Students, faculty, Staff and Visitors at various location.

1. E-Tenders are invited for providing Canteen Services at **all campuses (as mentioned in Annexure-1) of Delhi Skill and Entrepreneurship University, New Delhi** for ordering and maintaining necessary food service supplies, cooking & selling food items for a period of three years or till satisfactory performance whichever is earlier. The performance will be reviewed on yearly basis at the end of each year. The contract is extendable subject to satisfactory performance. The detailed eligibility condition, terms and conditions of the contract are given in Annexure-1. The rates are to be quoted as prescribed in BOQ.
2. Complete tender documents can be downloaded from website of eTendering System Government of NCT of Delhi (<https://govtprocurement.delhi.gov.in>) or from the Website of the University under tender section (<http://dseu.ac.in/>). Information on issuance of corrigendum, if any, related to this tender will also be available on eTendering System Government of NCT of Delhi and also on the website of university.
3. NIT of e-Tender shall be two stages; one is Technical Bid (Documents) and another is Financial Bid (BOQ). Bids shall be accepted only in online mode through eprocurement Portal. The eligibility documents shall be opened first for evaluation of technical bid on due date and time as mentioned above. Only Financial bid (BOQ) of Bidders/firms shall be eligible to open who are qualified in technical bids as per requirement. The last date of upload/submission of Documents and BOQ is 08-11-2021 4:00 pm.
4. The Delhi Skill and Entrepreneurship University reserves the right to cancel any / all the bid(s) tender at any time / stage or relax /amend/ withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof. Any enquiry, after submission of the bid by the firm, shall not be entertained. In case of withdrawal of bid by the successful firm, the firm will be blacklisted and will not be allowed for participated in university tenders.

-sd-

Ashwani Kansal
Registrar, DSEU

F. No 1(51)/DSEU/Estt./2021/41-42
2021

Date 18-10-

Copy to

1. Assistant Registrar (IT)- for uploading the Notice for Tender on the website of the University
2. All Campus-Director, for uploading the Notice for Tender on the Website of respective Campus website.

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Ashwani Kansal
Registrar, DSEU

ELIGIBILITY, TERMS & CONDITIONS, EVALUATION OF BID**A.1. Eligibility Conditions**

Following bidders/firms will be eligible to submit the bid

- a) The bidder must be presently operating a cafeteria in at least one other Central Government Ministries/Department/PSUs/ State Bhawans/ Delhi Government Departments or establishment of Centre or State Govt. located in Delhi.
- b) The average turnover from the business of operating a cafeteria should not be less than 1 crore/annum during the last 3 years.
- c) The bidder must have successfully operated at least 2 canteens/cafeteria in different Central or State Government establishment Ministry/Department/PSUs/ Companies or establishment of Centre of State Govt located in Delhi during the last 5 years.

A.2.General Terms and Conditions

1. Delhi Skill and Entrepreneurship University reserves the right to obtain feedback from the previous/present clients of the Tenderer and also deposes its team(s) to inspect the site(s) at present contract(s) for on-the-spot first-hand information regarding the quality of food and services provided by the Tenderer. Decision of university with regard to award the contract will depend upon the feedback received from the previous and present clients and also from its team(s) deputed for the purpose. The decision of university in this regard will be final and binding on the bidders.
2. Person Signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which signing. The tender document must be filled in neatly and clearly. Incomplete or conditional tenders will not be entertained.
3. The rates must be written in figure as well as in words. Erasing and overwriting in the rates quoted will make the tender void. All alteration in the rates should be signed in ink otherwise the quotation /tender will not be considered.
4. University reserves the right to reject any or all the tenders without assigning any reason thereof.
5. The firm should be ISO: 22000:2005 certified and/or possess SQF certificate for quality of its products.
6. The firm will have to enter into an agreement with DSEU before taking charge of the Canteen and commencement of the canteen work.
7. The firm 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 Government of India/ GNCTD in this regard from time to time. In the event of any food poisoning/contamination, the firm will be held fully responsible and liable to other penal actions under the law. The firm will ensure proper sanitation/hygienic conditions in the premises and deploy person free from infectious diseases.
8. The firm shall be responsible for compliance of the labour laws in respect of personnel employed by them. The firm shall be the employer for his workers and the DSEU will not be held responsible fully or partially for any dispute that may arise between the firm and his workers.
9. The DSEU will provide space free of cost for running the cafeteria. However, contractor will bear the damage, if any, to the facility, site by him or his workers.
10. All electricity for running of the cafeteria including air conditioners, lights, appliances, ridges, etc will be borne by the contractor on actual consumption as per the sub-meter provided for the purpose. In addition, the contractor shall pay for water at a consolidated amount of Rs. 1000/- (Rupees one thousand only) per month per campus.
11. The contractor shall be responsible to pay gas consumption charges (IGL piped gas) in the kitchen/ cafeteria (wherever gas pipe is available).
12. The contractor shall pay Rs. 30000/- (Rupees Thirty Thousand Only) as maintenance charges per month to the University.
13. The agreement/contract has to be signed within 7 days of receipt of letter of intent with the Delhi Skill and Entrepreneurship University. As the project is time bound, there will be 0.5% increase of performance security/guarantee for every day of delay after initialization of time schedule.

14. The firm would be responsible for verifying antecedent of the persons deployed by him/ her and a certificate to this effect shall be provided by them to university in respect of each staff member.
15. The Contractor shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
16. The workers of the cafeteria will vacate the premises of the building every day after the work is over and they will not be allowed to sleep in the office premises or otherwise utilize it in any other way after the working hours, unless their services are required to meet any exigencies.
17. The eatables will be served in neat and clean utensils and the Cafeteria staff must be in proper uniform at all times.
18. Cost of food & beverages must be competitive and reasonable. There shall be a complete ban on use of single use plastic in all operations of cafeteria.
19. The firm may also supply those food/eatable items which are not under the contract in case of demand from employees/Students/faculty. The cost of such food/items should not be more than MRP rates.
20. The approved price of the eatables should be prominently displayed at the counter/Notice Board in Canteen.
21. Cleaning of canteen shall be done by the firm. The garbage of the canteen shall also be disposed of by the firm on daily basis. The firm shall ensure cleanliness of the canteen all the time.
22. The firm shall be responsible for all damages or losses of DSEU's 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.
23. It shall be the sole responsibility of the firm to obtain and keep ready necessary license/permissions from various government bodies and/or municipal body for running catering services and produce the same before the concerned authority as and when asked for. An undertaking to this effect has to be given by the firm.
24. Liability/responsibility in case of any accident-causing injury/death to canteen worker or any of their staff shall be of the firm. DSEU shall not be responsible by any means in such cases.
25. The caterer is required to maintain the details of all his employees/workers and a list of such employees along with their details should be provided to the Campus Director in the prescribe proforma. Only those employees of the Firm will be allowed to be engaged whose police verification has been completed. The firm will be responsible for payment of wages/salaries and social security dues of all such employees. A quarterly certificate to this effect shall be submitted by the firm certifying all such dues such as PF, ESI, etc have been paid for their employees.
26. Timings: The Cafeteria/ Canteen shall operate from 7 AM to 8 PM on working days and from 10 AM to 6 PM on holidays/ Saturday/ Sunday would depend on the requirement of the Campus.
27. Food items which are usually demanded / consumed as snacks (such as Samosa, Patties, Sandwich, Pakoda, Breadroll, Dhokla, Paha etc.) also be made available in the canteen throughout the day. Any special demand or requirement for meeting of officers should also be met.
28. The firm would be required to use only ISI/Agmark/Food grade products and as per FSSAI norms.
29. The firm shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
30. The firm shall ensure that all the canteen employees, during their working hours, wear neat and tidy uniform and use hygienic gloves supplied by the firm. No canteen employee shall be allowed to perform his duty without proper uniform/attire.
31. The firm shall not stock any inflammable or otherwise dangerous material, goods, narcotics or drugs in any part of the allotted space which are fire and health hazard to the property.
32. The firm will have to supply breakfast/lunch in the canteen situated in Campuses premises as per requirement and schedule drawn for the purpose by the authorities concerned of Campuses or University. The firm shall engage sufficient bearers to supply the items to the rooms of officers/staff and also serve the food items during the official meetings.
33. The firm will deploy adequate manpower for work during late hours and on Saturdays/Sundays including other holidays, according to the requirement of campuses or university.
34. The firm shall be personally responsible for conduct and behaviour of its staff. If it is found that the conduct or performance of any person employed by the firm is unsatisfactory, the firm shall have to remove the concerned person concerned and engage a new person within 48 hours of intimation by Campus or University. The decision of the University's designated officer in this regard shall be final and binding on the firm.
35. University reserves the right to appoint officers/officials to inspect the quality of raw material food and other items prepared and sold in the canteen. Any defect(s) pointed out by such faculty/officers/officials during their visits shall be properly attended to by the firm. Committee of

- University offices will carry out necessary quality checks on a daily/weekly basis.
36. The firm shall keep the canteen and its surrounding areas clean and up to date sanitation will be maintained every day. The cleaning includes of utensil, kitchen canteen hall, floor, counter, benches, tables, chairs etc. The firm shall install its electronic fly-kill/insect repellent equipment at its own cost. The firm shall maintain a very high level of hygiene, purity, cleanliness and shall ensure that the image of the cafeteria does not get adversely affected by the poor upkeep, smell or untidy looks of canteen staff, facilities, utensils or food quality.
 37. The owner of the firm shall ensure that either he/she himself/herself or his/her representative is available for proper administration and supervision at the works to the entire satisfaction of DSEU. The firm shall appoint a person qualified in Food Technology/Hotel Management as in-charge of the canteen on full time basis.
 38. The firm will bring its own tools, utensils, cookers, crockery, hot boxes, trolleys, equipment, jugs, plates etc. in sufficient quantity as needed to maintain the canteen services. 'Single Use Plastic' items would not be allowed to use in the Canteen.
 39. The firm shall issue electronic receipts/vouchers and accept digital payments. The firm shall install a desktop, monitor and printer of its own for this purpose.
 40. The firm shall process the bills of items supplied to Officers/in meetings on monthly basis and submit the bills by third week of succeeding month in prescribed format and will also ensure timely payment of bills to the authorities concerned.
 41. The Firm shall submit a certificate stating that it is not under liquidation, court receivership or similar proceedings, is not bankrupt.
 42. Delhi Skill and Entrepreneurship University reserves the right to increase the number of campuses in future and therefore vendor shall have to give service to those campus also.
 43. Vendor cannot object Delhi Skill and Entrepreneurship University's decision of allocating more canteens/ cafés in the campus.
 44. The Delhi Skill and Entrepreneurship University reserves the right to cancel any / all the bid(s) tender at any time / stage or relax /amend/ withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof. Any enquiry, after submission of the bid by the firm, shall not be entertained. In case of withdrawal of bid by the successful firm, the firm will be blacklisted and will not be allowed for participated in university tenders.
 45. Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.
 46. The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the Department, or are necessary to correct errors made by the bidder, in which case such corrections shall be initiated/signed and dated by the person or persons signing the bid.
 47. The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.
 48. The bidder shall submit one copy of the Tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.
 49. The successful bidder will be required to execute a contract agreement within a period of 7 days from the date of issue of Letter of Offer.

A.3.Evaluation of Technical Bids

1. The technical bid of the tenders will be evaluated by the duly constituted Evaluation Committee who will be adopting the following criteria earmarked for evaluation of technical bids.

S.No.	Criteria	Range	Marks to be awarded	Weightage in %
1.	Average Turnover in last 3 years from Cafeteria business	1 cr. < 2 cr. 2 cr. < 4 cr. 4 cr. and above	3 5 7	35%
2	Experience of running Cafeteria business in Govt./PSU establishment or as mentioned in A.1.a	1 to 3 years >3 to 5 years More than 5 years	3 5 7	35%
3	Feedback from previous/present clients(Min 2) (in last 5 years)	Satisfactory Very Good Excellent	2 4 6	30%
		Total	20	

2. Minimum score for qualifying the technical Bid will be 50% of the total score i.e. 10. An Evaluation Committee will be constituted in University which may obtain feedback from the past/ present clients canteens/ cafeteria presently being operated by the bidders in New Delhi.

A.4.Evaluation of Financial Bid

1. Financial bid would be evaluated on the basis of price quoted by bidder in respect of all items mentioned in proforma for financial bid. Rates for all items should be mentioned by the firm in the following category:
 - a. Lunch
 - b. Snacks
 - c. Beverages, Sweets, fruits
2. Rate will be calculated as $\text{Rate} = \text{average}(\text{rate quoted for breakfast, lunch, beverages})$ and bid will be awarded to the bidder whose rate comes lowest.

A.5.Opening of Bid

1. The Technical bid will be opened in Room no. 312, Delhi Skill & Entrepreneurship University IIT-Campus Sector – 9, Dwarka Delhi-110077 in the presence of constituted committee for the purpose or/and such bidders who may wish to be present, either in person or through their authorized representative (duly supported with authorization letter).
2. The Financial bids of only technically acceptable tenders securing 50% or more of total technical score will be opened for further consideration. The decision of university in this regard will be final and no requests etc. will be entertained from the bidders. The date and time of opening of financial bids will be intimated to all technically qualified bidders.

B. Performance Security

1. The successful firm will be required to submit Performance Security in the form of Account Payee Demand Draft I Bankers Cheque, Fixed Deposit or Bank Guarantee from any of the Commercial Banks in favour of Drawing & Disbursement Officer, Delhi Skill and Entrepreneurship University, IIT

Dwarka, New Delhi -110077 for a sum of Rs. 6,00,000/- (Rupees Six lakh only). Performance Security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations.

2. Performance Security shall be for the due and faithful performance of the contract and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded or agreed to between the successful tenderer and University under the terms & conditions of acceptance to the tender.

C. Amenities to be provided by University and Campuses

1. University will provide space in very campuses of its. However, contractor will bear the damage, if any, to the facility, site by him or its workers. The interested parties may visit various campuses to see the spaces.
2. Electricity charged will be borne by the firm.
3. The firm/Contractor shall pay for water at a consolidated amount of Rs. 1000/- (Rupees One thousand only) per month per campus.
4. The firm/contractor shall pay Rs. 30,000 /- (Rupees Thirty Thousand only) as maintenance charges per month to the university.
5. If gas piped installed in any campus is used by the contractor, charges will be paid by firm. In case contractor wish to install gas pipe, firm shall get prior permission from university.

D. Payment

1. No advance payments shall be made. The payment in respect of official hospitality bills of University/Campuses submitted in duplicate by the firm shall be released on receipt basis subject to fulfilment of obligations by the firm.
2. In event of any query, objection, delay or dispute with regard to any bill or a part thereof, no interest will be paid by University/Campus for late payment.

E. Validity of Contract

1. The contract for Canteen Services shall remain valid initially for a period of three years. However, in order to evaluate the performance and services of the firm, the contract will have probationary period of three months. The contract for the remaining 33 months will be confirmed only if the services and quality of items served by the firm are found satisfactory during the probationary period. Thereafter performance would be reviewed on yearly basis.
2. On termination of the contract, the firm will hand over all the equipment/furniture/articles etc., if any, supplied by University/Campuses, in good working condition, back to University/Campuses.
3. For premature termination of the agreement, one month notice from the University's side and three months' notice from Firm's side shall be required in writing. The firm shall vacate the premises, if desired by the University and shall handover the same to the University along with all articles as may have been provided. The decision of the Competent Authority in the University shall be final and will be binding upon the firm.
4. University reserves the right for the termination of the contract at any time by giving one month notice if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by the DSEU from Security Deposit or pending bill or by raising a separate claim. However, the agreement can be terminated by the firm by giving three months' notice in advance. If the agency fails to give three months' notice in writing for termination of the Agreement, then three months payment, etc. and any amount due to the agency from this DSEU shall be forfeited.

5. If university is not satisfied with the quality of eatables, served, services provided or behaviour of the firm or his/her employees, the firm will be served with 24-hour notice to improve or rectify the defect(s). failing which university will be at liberty to take appropriate necessary steps as deemed fit.

F. Penalty

1. The designated officials of the University or Inspection Committee will be nominated to inspect the functioning of the Canteen with a view to ensure hygienic and satisfactory service. In case of repeated failures or lacunae are noticed by the Committee on the part of the firm, the HoD or Chairman of the Inspection Committee may impose a fine of upto Rs. 10,000/- on each occasion.
2. In case services are found to be unsatisfactory or there is breach of any of the clause of terms and conditions, the contract is liable to be terminated at one month's notice resulting in the forfeiture of Performance Security.
3. In case eatables are kept for selling by the firm after the expiry date as mentioned by the manufacture, a penalty of Rs. 10,000/- will be imposed for each default.
4. In the event of violation of any contractual or statutory obligations, by the firm, it shall be held responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the University by any individual, agency or Government Authority due to acts of the firm, the firm shall be liable to make compensate such claims or damages to university. As a result of the acts of the firm, if University would be required to reimburse such individual, agency or Government Authority, the firm would be required to reimburse such amount to the University or University reserves the right to recover such amount from the payment(s) due to the firm while settling its bills or from the amount of Security Deposit of the firm lying with University.
5. If the contract is terminated by the firm without giving stipulated period of notice or fails to observe the terms and conditions of the Tender, Letter of Award for the Contract and the Agreement signed by the firm with University, the Security Deposit will be forfeited without prejudice to the University's right to proceed against the firm for any additional damages that University suffers as a result of the breach of the aforesaid terms and conditions.
6. DSEU reserves the right to impose a penalty (to be decided by university authority) to the firm for any serious lapse in maintaining the quality and the services wilfully or otherwise by the firm or its staff or for any adulteration.

G. Jurisdiction

All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi and Agreement will be governed by and be construed in accordance with the laws of India.

List of Campuses

S.No.	Name	Address
1	Meerabai DSEU, Maharani Bagh Campus	Eastern Avenue Road Kalindi Colony, Maharani Bagh, New Delhi, Delhi 110065
2	DSEU Siri Fort Campus	August Kranti Marg, Siri Fort Institutional Area, Siri Fort, New Delhi, Delhi 110049
3	DSEU Dwarka Campus	Sector-9, Dwarka, New Delhi- 110077
4	DSEU Rajokri Campus	Golden Gate, Rajokri, New Delhi- 110038
5	DSEU Okhla -II Campus	Maa Anandmayi Marg (Near DJB Water Tank), Okhla Industrial Area Phase- III, New Delhi- 110020
6	G B Pant DSEU Okhla -I Campus (GBPEC)	Industrial Estate Okhla Phase-III Delhi-20
7	DSEU Pusa Campus	Near Employment Exchange Pusa new Delhi, New Delhi, Delhi 110012
8	DSEU Wazipur-1 Campus	AG-18, Mahatma Gandhi Marg, Shalimar Bagh, New Delhi, Delhi 110052
9	Ambedkar DSEU Shakarpur Campus-I	Opp. Madhuban Colony, Near Nirman Vihar Metro Station, Shakarpur, New Delhi, Delhi 110092
10	Bhai Parmanand DSEU Shakarpur Campus-II	
11	DSEU Vivek Vihar Campus	C177, Block C, Vivek Vihar Phase I, Vivek Vihar, Delhi, 110095
12	Aryabhata DSEU Ashok Vihar Campus	GT Karnal Road Industrial Area, Ashok Vihar, Delhi, 110007
13	Kasturba DSEU Pitampura Campus	Muni Maya Ram Jain Marg, Guru Govind Singh College, Pitam Pura, Delhi, 110088
14	Guru Nanak Dev DSEU Rohini Campus	Sector 15, Sector 15A, Rohini, Delhi, 110089
15	G B Pant DSEU Okhla -I Campus (GBPIT)	Industrial Estate Okhla Phase-III Delhi-20

Summary of Present and Past Clients/Cafeteria Contracts

Name of the Firm _____

S.No.	Name of the Client, Location, Contact details	Year of Operation	Whether still continuing at present (Yes/No)	Document at Page No.
1.	XXX	2020-21		
		2019-20		
		2018-19		
		2017-18		
		2016-17		
2	yyyy	2020-21		
		2019-20		
		2018-19		
		2017-18		
		2016-17		

Name & Signature _____

FORMAT FOR PERFORMANCE CERTIFICATION REFERRED

(Furnish this information for each individual work from the employer for whom the work was executed)

1. Name of the contract and location
2. Agreement No.
3. Scope of Contract
4. Contract Cost
5. Date of start
6. Period
7. Amount of compensation levied, if any
8. Performance Report
 - Quality of Food -Excellent/Very Good/Good/Fair
 - Resourcefulness -Excellent/Very Good/Good/Fair
9. Compliance of all statutory requirements -Yes/ No

Date

Signature of the Authorized representative
(Seal of the Organization)

Annexure-C

Name of Firm/Company _____

S.No.	Financial Year	Turnover from Canteen/Cafeteria Business (Rs. Cr.)	Firm's Total Sales Turnover from All sources (Rs. Cr)
1	2020-21		
2	2019-20		
3	2018-19		

(Statuary Auditor)
Sign & Stamp

Technical Bid Proforma

Name of Firm/Company _____

1	Name of the Firm (As per Registration Certificate)	
2	Complete Postal Address	
3	Company Address	
	(a) Legal Status (Individual, Proprietary firm, Partnership, Limited Company or Corporation)	
	(b) Has your company/firm ever changed its name any time ? if so , when, the earlier name and the reason thereof?	
	(C) Were you or your company every required to suspend canteen/catering services for a period of more than 02 months continuously after you commenced the catering services? If so, give details of the contract and reasons thereof	
	(d) Have you or your constituent ever left the contract awarded to you incomplete? If so, give details of the contract and reasons for not completing the contract.	
4	Name, Designation and Telephone No(s) of the contact person, FAX No(S) and email address	
5	Year of commencement of catering/cafeteria business	
6	Statutory Details (photocopy to be attached) a. PAN b. GST No. c. EPF/ESI Registration No. d. Food Safety Reg No.	
7	Income Tax Assessment Completion Certificate for last three financial years duly certificate by a Chartered Accountant/Statutory Auditor.	
8	Certificate ISO: 22000 : 2005 and/or SQF certificate (Copy to be attached)	
9	List of Present and past cafeteria contracts with their contact details as per Annexure-A	
10	Performance Certificate from Past and Present clients in last 5 years (copy to be attached) as per Annexure-B	
11	Average volume Sales/Turnover of cafeteria/catering/canteen business done not being less than 01 crore (one crore) per annum during each of the last 3 financial years (submit documentary proofs/ Certificate from your statutory auditor as per proforma as Annexure-C	
12	Certificate stating that the firm is not under liquidation, court receivership or similar proceedings or bankrupt	

Name & Signature _____

GUIDELINES FOR SUBMISSION OF TENDER

1. Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender Documents will be rejected.
2. Before submitting the tender, details of documents to be attached may be verified from the Check List of the Tender Document.
3. All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender.
4. University reserves the right to obtain feedback from the previous/ present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on the-spot first-hand information regarding the quality of food and services provided by the Tenderer. Decision of University with regard to award of the contract will depend upon the feedback received by it from the previous/ and present clients and also from its team(s) deputed for the purpose. The decision of the University In this regard will be final and binding on all bidders.
5. Tender shall be submitted in University's official tender form only. If submitted in any other manner, the same shall be summarily rejected.
6. Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which signing.
7. The University reserves the right to reject any or all the tenders without assigning any reason.
8. Before submitting the Tender Document to the University, the bidders may seek clarification(s), if any, during the pre-bid meeting.
9. The University reserves the right to change any condition of the tender before opening of the Technical Bids.
10. The successful bidder will have to enter into an agreement with the University before taking charge of the Canteen and commencement of the canteen work.
11. Canvassing in any form will make the tender liable to rejection. Conditional tender will not be accepted and will be rejected outright.
12. The bidders' performance, as per format at Annexure-B for each work completed in the last five years and in hand should be certified by the authorized signatory from the company. The certificate should also indicate the compliance of statutory requirements. Feedback received from the previous/present clients and on the spot assessment of the DSEU's designated team, will also be evaluated for technical qualification. Financial bids of only technically qualified bidders shall be opened.
13. The Contractor will use only branded raw material for preparation of items. The permissible brands of various items are given in Annexure-4.

Proforma of BOQ For Financial BID

S.No	Name of Items	Unit	Volume/Weight/ No.	Rate (in Rs)	Rate (in word)
a. Beverages					
1.	One Cup Tea (standard) Masala Chai	ML	125		
2.	One Cup Coffee (Standard)- Espresso	ML	125		
3.	Ice Tea	ML	125		
4.	Lassi/ Chhachh	ML	200		
5.	Masala Butter Milk	ML	200		
6.	Green Tea (Different Flavours)	ML	125		
b. SNACKS					
1.	Samosa	Gms	70		
2.	One Bonda	Gms	70		
3.	One Dal Vada	Gms	70		
4.	One Chand Vada	Gms	70		
5.	One Gobhi Pakora	Gms	70		
6.	One Bread Pakora	Gms	70		
7.	One piece Sambhar Vada with Sambhar, Tomato and Coconut Chutney	Gms	70		
8.	Two Piece sambhar vada with sambhar, tomato and coconut chutney	Gms	140		
9.	One vegetable cutlet	Gms	70		
10.	Two-layer sandwich	Big Size	1		
11.	Samosa Chat (with chole and garnishing with onion tomato and dhaniya)	Plate	1		
12.	Dahi Bhalla	Plate	1		
13.	Papri Chaat	Plate	1		
14.	Raj Kachori	Plate	1		
15.	One Boiled egg	No.	1		
16.	Omelette (one Egg)	Plate	1		
17.	Omelette (two Egg)	Plate	1		
c. LUNCH					
1	One Roti Tandori/Plain	GMS	60		
2	One Plate Dal	GMS	250		
3	One Plate Chole	GMS	250		
4	One Plate Rajma	GMS	250		
5	One Plate Kadhi Pakora (2 pc pakora)	GMS	250		
6	One Plate Sessional Vegatable	GMS	200		
7	One Plate Koft Curry(with 2 pc kofta)	GMS	250		
8	One Plate Aalu Matar	GMS	200		
9	One Plate Mixed Vegetable	GMS	200		
10	One Plate Raita (Bondi)	GMS	200		
11	One plate matar panner	GMS	250		

12	One Plate Palak Panner (with 2 pc of paneer)	GMS	250		
13	Half Plate Rice (Basmati)	GMS	175		
14	Full Plate Rice	GMS	300		
15	Stuff Parantha with curd and pickle	GMS	125		
16	Executive Thali (Dal, Mix Veg, 4 roti, Salad, curd, one sweet)	Thali	1		
17	Deluxe Lunch (Dal, Seasonal vegetable, 1 paneer sabzi, 2 Naan/Parantha or 4 roti, Curd, Salad, Rice, sweet)	Thali	1		
18	Rajma (250 gms) + Rice (200 gms)	Plate	1		
19	Chhole (250 gms) + Rice(200 gms)	Plate	1		
20	Kadhi (250 gms) + Rice(200 gms)	Plate	1		
21	Pizza (8 inch)- think crest/Normal Base with cheese, Onion, Capsicum, Tomato/Veg Topping, Sauce etc)	Gms	150		
22	Pasta (drum wheat) with sauce	GMS	200		
23	Dosa-Plain	GMS	150		
24	Dosa Masala	GMS	250		
25	Dosa Onion	GMS	250		
26	Utthapam (with tomato or mix vegetable)	GMS	200		
27	Two Rice Idli with sambhar and chutney	GMS	150		
28	Two vada with sambhar and chutney	GMS	150		
29	Gulab Jamun	GMS	70		
30	Burfi	GMS	60		
31	Rasgulla	GMS	70		
32	Rasmalai	GMS	70		
33	Ice-Cream (Standard Brand and Weight)	GMS (1 scoop)	70		
	Average Rate				

PERMISSIBLE BRANDS OF**CONSUMABLES ITEMS****BRAND**

Salt	Iodised salt such as Tata, Annapurna, Nature Fresh etc.
Spices	MDH, MTR or equivalent quality brands
Ketchup	Maqji, Kissan, Heinz
Oil	Mustard oil, Groundnut oil, Sunflower oil, Rice bran oil, Olive oil Sundrop, Nature fresh, Ohara, Kanodia, Tei, Godrej, Patanjali)
Pickle	Mothers, Tops, Goldee
Atta	Aashirvad, Pilsbury, Nature Fresh
Butter	Amul, Britannia, Mother Dairy
Bread	Harvest/Britannia make
Jam	Kissan, Nafed
Milk	Toned milk of Mother Dairy, Delhi Milk Scheme, Amul
Paneer	Amul/Mother Dairy
Tea	Brook Bond, Lipton, Tata
Coffee	Nescafe, Rich Bru
Mineral Water	ISI marked, FSSAI
Besan, Dal	Rajdhani, Aahar, Shakti Bhog
Rice Basmati	(India Gate, Patanjali, Jagat, Lal Quila)
Sweet	Bikaner, Haldiram, Bikano

The Contractor may use other equivalent brand after obtaining prior approval from university.