

UNIVERSITY OF DELHI SOUTH CAMPUS

Benito Juarez Road, New Delhi 110021

Website: www.du.ac.in and www.south.du.ac.in

Ref. No. GB-SDC/072/Cafeteria Services/2016-17

Dated: 26th May, 2016

CAFETERIA SERVICES TENDER

NOTICE INVITING TENDER

Sealed tenders are invited from reputed contractors/cafeteria service providers for the provision of cafeteria services in the cafeteria of University of Delhi South Campus (UDSC).

The cafeteria in University of Delhi, South Campus is run in a beautifully designed building with two big dinning halls with a seating capacity of 90 persons each (approx) and a small hall (The covered area of the Ground floor is 397 sqm. and first floor is 310 sqm.). The entire building is centrally air-conditioned with provision for all the basic amenities. The University seeks to hire cafeteria services for managing this cafeteria which is run for the benefit of University's students, faculty members and administrative staff. The interested contractors/cafeteria service providers may also visit the cafeteria before submitting their proposal.

Tender documents may be purchased from the "Assistant Registrar (General), General Branch, IInd Floor, Administrative Block, University of Delhi South Campus New Delhi-110021" on any working day between 10.00 AM to 05.00 PM upto 16th June, 2016 against payment of crossed demand draft (Non Refundable) of Rs.500/- in favour of Director, University of Delhi, South Campus. The tender document is also available on University of Delhi web site www.du.ac.in which can be downloaded by the vendors. If the tender documents are downloaded from our website, the bidder has to pay the cost of tender documents through demand draft at the time of submission of tender.

The rates may be quoted in Indian rupees. Completed tender along with all the documents must reach the office of Assistant Registrar (General), University of Delhi South Campus, Benito Juarez Road, New Delhi-110021 on or before 16th June, 2016 by 05.00 PM.

Tenders are liable to be rejected if any of the conditions contained in tender document are not complied with. Amendment/corrigendum, if any in the tender document shall appear only in the web site of University of Delhi.

Incomplete or conditional tender or tenders submitted after the due date would be summarily rejected. University of Delhi reserves the right to cancel any or all tenders without assigning any reason thereof.

Assistant Registrar (General)



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Tender Document

Provision of Cafeteria services in the Cafeteria of University of Delhi South Campus

Sealed tenders are invited from reputed contractors/cafeteria service providers for providing cafeteria services in the cafeteria of University of Delhi South Campus (UDSC). The cafeteria is run primarily for the benefit of students, faculty and administrative staff of the campus.

Tender documents may be purchased from the "Assistant Registrar (General), General Branch, IInd Floor, Administrative Block, University of Delhi South Campus New Delhi-110021" on any working day between 10.00 AM to 05.00 PM up to 16th June, 2016 against payment of crossed demand draft (Non Refundable) of Rs.500/- in favour of Director, University of Delhi, South Campus. The tender document is also available on University of Delhi website www.du.ac.in which can be down loaded by the vendors. If the tender documents are downloaded from our website, the bidder has to pay the cost of tender documents through demand draft at the time of submission of tender.

Bid Details

Introduction

Date of issue of Tender document	26 th May, 2016
Last date and time for submission of tender	16 th June, 2016 at 5:00 p.m.
Date, time and venue of technical bid opening	17 th June, 2016 at 03.00 pm. Committee Room No-1 Basement Director's office Block.
Address of communication	Assistant Registrar (General), Administrative Block, University of Delhi, South Campus, New Delhi- 110021
Contact Official	Assistant Registrar (General)
Contact Details	Phone:- 24116938, 24111955-7111 Fax:- 011-24117772, 24111788, 24116938



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Terms and Conditions of the Tender

1. Eligibility Criteria

- Bidder should have at least 3 years satisfactory experience of providing catering/cafeteria service in hotels/guest houses of reputed training or educational institutes/PSUs/Central/state government. Documentary evidence to be submitted.
- Bidder should have handled works of aggregate billing of Rs.10/- Lakhs per annum for the last 03 (Three) years i.e 2013-14, 2014-15, 2015-16. **(Please enclose proof)**
- Bidder should not have defaulted on any bank/financial institute loans in the past. There should not be any statutory dues and undisputed liability.
- Bidder must have at least enough supervisory staff, in addition to the requisite number of subordinate staff, efficient in managing the provision of cafeteria service of the University of Delhi, South Campus cafeteria.

2. Two Bid System Tender

Separate Technical and Commercial Bids duly sealed and superscribed 'Quotations for provision of cafeteria services at University of Delhi, South Campus cafeteria - Technical Bid' and 'Quotations for provision of cafeteria services at University of Delhi, South Campus cafeteria – Commercial Bid' shall be submitted as per bid details given in this document.

The tender not submitted in the prescribed format(s) or incomplete in detail is liable for rejection. The University of Delhi is not responsible for non receipt of quotation within the specified date and time due to any reason including postal holidays or delays

Envelope I (Technical Offer):

The technical offer should be complete in all respects and contain all information asked for, except prices. The technical offer should include all component asked for in Annexure IV. The suggested format for submission of technical offer is as follows:

- Index
- Covering letter as per Annexure I
- EMD in the form of an Account payee Demand Draft in favour of Director, University of Delhi, South Campus, for the amount mentioned in the tender document.
- The Company profile as per Annexure II



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- Experience/Details of operation at present in the last 3 years as per Annexure III
- Technical Offer with specifications as given in Annexure IV complete with all the columns filled in. This table should not contain any price information.
- Technical Documentation, if any.

Envelope II (Commercial Offer)

- The Commercial Offer (C.O) should give all relevant price information as per Annexure V. The Bid Form must be filled in completely, without any errors, erasures or alterations. The Commercial offer must not contradict the technical offer in any way.

3. Documentation

The bidder shall furnish, as part of its tender offer, documents establishing the bidder's eligibility to participate in the tender and its qualifications to perform the Contract. The documentary evidence of the vendor's qualifications to perform the Contract, shall establish to University of Delhi's satisfaction that the vendor is eligible as per the criteria outlined in the Eligibility Criteria at para 1 above.

4. Earnest Money Deposit

Bidder must submit Earnest Money Deposit (EMD) for Rs.20,000/- (Twenty Thousand only/-) in form of an Account payee Demand Draft in favour of Director, University of Delhi South Campus, New Delhi, for period of six months from the last date of receipt of the tender failing which the quotation will be rejected.

5. Costs

The offer should include the following:

- Cost of the menu items or other quoted items, if any, should be inclusive of all taxes and Statutory levies.

6. Preliminary Scrutiny

University of Delhi will scrutinize offers to determine whether they are complete, whether any errors have been made in the offer, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule. The University of Delhi may, at its discretion waive off any minor non-conformity or any minor irregularity in an offer. This shall be binding on all vendors and University of Delhi reserves the right for such waivers.

A handwritten signature in blue ink is written over a blue circular stamp. The signature appears to be 'A. K. Man'.



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7. Clarification of Offers

To assist in the scrutiny, evaluation and comparison of offers, University of Delhi may, at its discretion, ask some or all vendors for clarification of their offer. The request for such clarifications and the response will necessarily be in writing. If deemed necessary, the bidder may be required to give presentation on the proposed offer.

8. Technical inspection and Performance Evaluation

University of Delhi reserves its right to carry out a technical inspection and performance evaluation (benchmarking) of the offers made by short listed bidders. This may also include site visit of the current engagement of the bidders.

9. Verification

The University of Delhi reserves the right to verify any or all statements made by the vendor in the tender document and to inspect the vendor's facilities, if necessary, to establish to its satisfaction about the vendor's capacity to perform the job.

10. No Commitment to Accept Lowest or Any Tender

University of Delhi shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason what so ever. University of Delhi reserves the right to make any changes in the terms and conditions of the work. University of Delhi will not be obliged to meet and have discussions with any bidder, and or to listen to any representations.

11. Shortlisting of Bidders

University of Delhi will create a shortlist of technically qualifying bidders and the commercial offers of only those bidders will be opened. After opening Commercial Offers of the short listed tenders, if there is a discrepancy between word and figures, the amount indicated in words will prevail.



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12. Cancellation of Contract

University of Delhi reserves the right to cancel the contract/tender process without assigning any reason.

However, some of the grounds on which contract can be cancelled are detailed below. (This list is only illustrative and not exhaustive.)

- Serious discrepancy in the provision of the required services by the contractor.
- Breach by the tenders of any of the terms and conditions of the tender.
- Any action by the bidder which is in breach of law or accepted practices in the commercial transactions.
- If the Vendor goes into liquidation voluntarily or otherwise.
- Any attempt to influence the decision of the University officials through direct/indirect methods/means.

13. Resolution of Disputes

University of Delhi and the vendor shall make every effort to resolve amicably, by direct informal negotiations, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, University of Delhi and the Vendor have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution by formal arbitration. The Vice Chancellor, University of Delhi, shall appoint a sole Arbitrator for the dispute who will not be related to the contract and whose decision shall be final and binding.

14. Licence

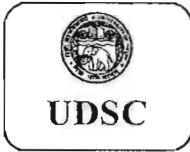
The contractor should provide valid Licence for running Canteen.

The Canteen Contractor will not be allowed to provide their services for Private Parties/functions etc.

15. Jurisdiction

The jurisdiction of the courts shall be Delhi.

16. Income Tax may be deducted at source as per rules.



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Catering Arrangements

The contractor shall provide, inter-alia, the following services in the Campus cafeteria on an on-going basis:-

- 1. The contractor shall provide cooking raw materials as per the standard quality certification such as AGMARK and comply with regulations of Food Safety and Standards Authority of India wherever applicable.**
2. To provide cafeteria services in the main cafeteria as well as other units like Administrative Block, Examination Blocks, S. P. Jain Center, Biotech Center and any other such unit which is set up subsequently.
3. The cleanliness and hygiene of the working and cafeteria area including its surroundings will be the responsibility of the contractor. The contractor will also ensure that the manpower engaged will maintain requisite standards of personal hygiene. All the cafeteria staff including the stewards/bearers will wear distinct uniform. All the staff employed by the contractor will be required to provide medical fitness certificate from time to time.
4. Rate List will be displayed prominently on the notice board of the cafeteria and its constituent units Menu items would be provided as per the displayed rate list. The University would constantly monitor quality and price of the items provided.
5. Contractor shall ensure to arrange the cooking fuel, utensils (both cooking & serving), and other materials required for serving. The contractor shall also arrange for standard/better quality cutlery.
6. Contractor shall equip the kitchen with cooking stoves, refrigerators, insect repellants and other gadgets required for smooth provision of services in the cafeteria.
7. It will be the responsibility of the contractor for removal and proper disposal of waste material, garbage etc. from the Cafeteria.
8. The contractor shall keep adequate stock of cooking materials/food ingredients of acceptable standard at least for one fortnight and he shall procure seasonal vegetables & fruit on daily basis.
9. The contractor would also be required to make arrangements for organizing special lunch/dinner/high tea etc. for occasions such as seminars/symposium/conferences/related activities organized by different departments of University of Delhi, South Campus.
10. License fee for only kitchen storage and wash room shall be recovered i.e. for 135 sqm. which works out proportionately to ₹25,000/- pm. (Approximately). The calculation is based on Govt. guidelines & would vary as per the guidelines received in this connection from time to time.



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Catering Arrangements

11. The electricity consumption charges as per actual consumption would be payable by the Canteen Contractor.
12. The water consumption charges shall be payable @ ₹5,000/- per month by the Canteen Contractor (likely to be revised).
13. The contractor or any of his employees will not reside in the campus at night.
14. The contractor would not indulge in sub-contracting.
15. The contractor shall serve the requirement of South Campus only from the Cafeteria.



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Annexure I

(Letter to the University on the vendor's letterhead)

The Assistant Registrar (General),
University of Delhi, South Campus,
New Delhi - 110021

Dear Sir,

Sub: Your tender for provision of cafeteria services in the UNIVERSITY OF DELHI,
SOUTH CAMPUS Cafeteria

With reference to the above tender, having examined and understood the instructions, terms and conditions forming part of the tender, we hereby enclose our offer for the provision of cafeteria services in the University of Delhi, South Campus Cafeteria as detailed in your above referred tender.

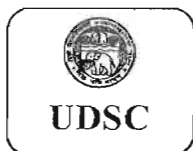
We undertake that we have never been black listed by any agency.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in your above referred letter and enclosures. We also understand that the University is not bound to accept the offer either in part or in full and that the University has a right to reject the offer in full or in part without assigning any reasons whatsoever.

We enclose the requisite Earnest Money Deposit of Rs _____ in the form of A/c Payee Demand Draft in favour of 'Director, University of Delhi South Campus', drawn on Bank _____, DD No. _____, Dated: _____.

Yours faithfully,

Authorised Signatories
(Name and Designation, seal of the firm)
Date:



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Annexure II

Company Profile

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

S. No.	Item	Details
1.	Name of Firm/Contractor	
2.	Owner/Partner	
3.	Mailing Address	
4.	Telephone and Fax numbers	
5.	Year of Commencement of Business	
6.	Name and designation of the person authorized to make commitments to the University	
7.	Contact details of the person authorized to make commitments to the University	
8-a	Aggregate billing in 2013-14	
8-b	Aggregate billing in 2014-15	
8-c	Aggregate billing in 2015-16	
9.	PAN No.	
10.	Manpower details	
11.	Details of registration of appropriate Labour Commissioner	
12.	Valid Health Trade License	
13.	Service Tax Registration Number	
14.	Details of Earnest Money Deposit (EMD)	

Signature (Name and Designation)

Date:



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Annexure III

Experience/Details of operation at present and in the last 3 years

Name of the Firm/Contractor _____

S.No.	Name of the Client	Period of contract	Clients contact Details (including name, email phone and fax no. and address)	Value of the Contract (in terms of billing per annum)	Remarks
1.					
2.					
3.					

Signature (Name and Designation)

Date:



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Annexure IV

Technical Bid

The contractor willing to participate in the bid may visit UNIVERSITY OF DELHI, SOUTH CAMPUS cafeteria for perusing our requirements and furnish a conceptual plan of the strategy in providing the services which may inter-alia include scope of the work, requirements of manpower etc. **This is a technical evaluation and should not include the financial quote.**

Item No.1: Conceptual plan for provision of Cafeteria services:

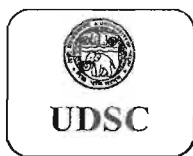
Name of the Vendor: - _____

Subject	Your conceptual Plan
Scope of work	
Manpower proposed to be deputed	
Any other details/plan	

Item No. 2: The menu items expected to be provided in the cafeteria (The wt. /vol. of items shall not be varied from what is given below.)

Table 1: Compulsory items

SI No.	Items	Unit of measure	Remarks
1	Tea	Per cup (125 ml.)	
2	Coffee	Per cup (100 ml.)	
3	Samosa	Per piece (100 gm.)	
4	Burger	Per piece (150 gm.)	
5	Bread Pakora	2 pcs per plate (200 gm.)	
6	Masala Dosa	Per piece (375 gm.)	
7	Plain Dosa	Per piece (375 gm.)	
8	Onion Utthapam	Per piece (375 gm.)	
9	Idli	Two Pcs per plate (300 ml.)	
10	Sambhar Vada	Two Pcs per plate (375 gm.)	
11	Kulche Chhole	Three Pcs per plate (375 gm.)	
12	Chhole Bhature	Two Pcs per plate (375 gm.)	
13	Rajma/Chhole Rice	Per plate (375 gm.)	
14	Puri Allu	6 pcs per plate (375 gm.)	
15	Gulab Jamun	Two pcs per plate (150 gm.)	
16	Bread Omelet	Two eggs, Two slice per plate (slice should be bigger)	
17	Butter Toast	Butter 25gm., Two Slice (Slice should be bigger)	
18	Lunch (Thali)	Puri/Chapati, Rice, Dal, One subji, Raita, Salad (375 gm.)	



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Table 2: Optional items

SI No.	Items	Unit of measure	Remarks
1	Sandwich	4 pcs per plate (175 gm.)	
2	Allu Tikki	Two Pcs per plate	
3	Vegm. Patties	Per pc (250 gm.)	
4	Chowmin	Per plate (300 gm.)	
5	Cheese Patties	Per pc (375 gm.)	
6	Rasa Gulla	Two pcs per plate (150 gm.)	
7	Lassi	Per glass (200 ml.)	
8	Pineapple pastry	Per piece (75 gm.)	
9	Pao Bhaji	Per plate (250 gm.)	
10	Soft drinks (non aerated)	As per standard volume	
11	Jalebi	1 Plate of 100 gm.	
12	Gajar Ka Halwa	1 Plate 100 gm.	
13	Veg Sandwich	175 gm.	
14	Dhokla	Two Pc. Per Llate (150 gm.)	

Any other additional items the bidder wishes to add



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Item No. 3: Provision of providing milk/juice parlour in cafeteria of South Campus

SI No.	Type of Units	Items to be provided	Remarks
1	Milk Parlour (for providing products of brands like Mother Dairy, Nestle, Amul)	Butter Milk, Lassi, Curd, Ice creams, Flavoured Milk,	
2	Juice Parlour (For providing Package/Fresh items)	Fruit juices, Shakes	

Any other additional items the bidder wisher to add

Item No. 4: Special Lunch/Dinner (Buffet/Packed) (Kindly give details of dishes you would provide in each category)

SI No.	Category	Essential list	Remarks
1	Economy	Puri/Chapati, Rice/Pulao, Dal Makhani/Chhole, one seasonal vegetable, Bundi Raita / Vegetable Raita, Salad, Pickle	
2	Executive	Puri/Chapati/Nan, Vegm. Pulao/Jeera Rice/Peas Pulao / any other Pulao, Dal Makhani/Chhole, one seasonal vegetable, Paneer/Mushroom Vegetable, Pineapple Raita/Dahi Vada, Papad, Pickle, Salad, Sweet/ Ice Cream.	
3	Deluxe	Starters/Soups, Puri/Butter Nan/ Missi roti, Vegm. Pulao/Jeera Rice/Peas Pulao / any other Pulao, Dal Makhani/Chhole, Two seasonal vegetable, Paneer/Mushroom Vegetable, Pineapple Raita/Dahi Vada, Papad, Pickle, Salad, Sweet/ Ice Cream, Tea/Coffee & Soft drink / juices.	

Any other additional items the bidder wisher to add



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Item No. 5: High Tea (Kindly give details of items you would provide)

SI No.	Item as per our requirement	Remarks
1	Tea/Coffee & Cold drinks Two items of snacks, Two items of sweet/Pastry, Biscuits/Cakes.	

Any other item the bidder wants to include.

Date:

Signature (Name and Designation)



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Annexure V

Commercial Bid:

Item No. 1: The rate of menu items expected to be provided in the cafeteria, for the benefit of students, faculty and administrative staff.

Table 1: Compulsory items

SI No.	Items	Unit of measure	Quoted Price
1	Tea	Per cup (125 ml.)	
2	Coffee	Per cup (100 ml.)	
3	Samosa	Per piece (100 gm.)	
4	Burger	Per piece (150 gm.)	
5	Bread Pakora	2 pcs per plate (200 gm.)	
6	Masala Dosa	Per piece (375 gm.)	
7	Plain Dosa	Per piece (375 gm.)	
8	Onion Utthapam	Per piece (375 gm.)	
9	Idli	Two Pcs per plate (300 ml.)	
10	Sambhar Vada	Two Pcs per plate (375 gm.)	
11	Kulche Chhole	Three Pcs per plate (375 gm.)	
12	Chhole Bhature	Two Pcs per plate (375 gm.)	
13	Rajma/Chhole Rice	Per plate (375 gm.)	
14	Puri Allu	6 pcs per plate (375 gm.)	
15	Gulab Jamun	Two pcs per plate (150 gm.)	
16	Bread Omelet	Two eggs, Two slice per plate (slice should be bigger)	
17	Butter Toast	Butter 25gm., Two Slice (Slice should be bigger)	
18	Lunch (Thali)	Puri/Chapati, Rice, Dal, One subji, Raita, Salad (375 gm.)	

Table 2: Optional items

SI No.	Items	Unit of measure	Quoted Price
1	Sandwich	4 pcs per plate (175 gm.)	
2	Allu Tikki	Two Pcs per plate	
3	Vegm. Patties	Per pc (250 gm.)	
4	Chowmin	Per plate (300 gm.)	
5	Cheese Patties	Per pc (375 gm.)	
6	Rasa Gulla	Two pcs per plate (150 gm.)	
7	Lassi	Per glass (200 ml.)	
8	Pineapple pastry	Per piece (75 gm.)	
9	Pao Bhaji	Per plate (250 gm.)	
10	Soft drinks (non aerated)	As per standard volume	
11	Jalebi	1 Plate of 100 gm.	
12	Gajar Ka Halwa	1 Plate 100 gm.	
13	Veg Sandwich	175 gm.	
14	Dhokla	Two Pc. Per Lplate (150 gm.)	



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Table 3: Optional items: Provision of milk/juice parlour in cafeteria of South Campus
(The products should be branded at stated below and should be either available at MRP or discounted price.)

Sl No.	Type of Units	Quoted Price
1	Milk Parlour (for providing products of brands like Mother Dairy, Nestle, Amul)	
2	Juice Parlour (For providing Package/Fresh items)	

Any other additional items the bidder wishes to add



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Item No. 2: Special Lunch (Buffet/Packed)

Sl No.	Category	Quoted Price per plate
1	Economy	
2	Executive	
3	Deluxe	

Item No. 3: High Tea (Kindly give details of items you would provide)

Sl No.	Item as per our requirement	Quoted Price
1	Tea/Coffee & Cold drinks Two items of snacks, Two items of sweet/Pastry, Biscuits/Cakes.	

Note: For evaluation of commercial bid the following weightage shall apply to the (i) Compulsory items, (ii) Lunch/Buffer/ High tea, and (iii) Optional items respectively. 100 percentage weightage to the quoted price shall be given in respect of compulsory items, 75 percentage weightage to the quoted price shall be given in respect of Lunch/Buffer/High tea, 25 percentage weightage to the quoted price shall be given in respect of Optional items.

An example is given below: -

	Percentage weightage to the quoted price	Vendor A		Vendor B	
		Quoted Price	Evaluated Price	Quoted Price	Evaluated Price
Compulsory item	100 %	₹1,000.00	₹1,000.00	₹800.00	₹800.00
Lunch/Buffer/ High tea	75 %	₹200.00	₹150.00	₹300.00	₹225.00
Optional items	25 %	₹150.00	₹37.50	₹300.00	₹75.00
Total:		₹1,350.00	₹1,187.50	₹1,400.00	₹1,100.00

Date:

Signature (Name and Designation)

Government e-Procurement System
Tender Input Form-CPPP
(for ePublishing)

TENDER INPUT FORM

(A) BASIC DETAILS:

1	Tender Reference No. *	48-SBC/1072/ADVERTISEMENT/ 2016-17/471/01/ dt. 26.05.2016
2	Tender Type *	<input checked="" type="checkbox"/> Open <input type="checkbox"/> Limited <input type="checkbox"/> EOI <input type="checkbox"/> Auction <input type="checkbox"/> Single
3	Form of Contract *	<input type="checkbox"/> Piece Work <input type="checkbox"/> Lump-sum <input type="checkbox"/> Multi Stage <input type="checkbox"/> Supply <input checked="" type="checkbox"/> Fixed Rate <input type="checkbox"/> Turn-key <input type="checkbox"/> Buy <input type="checkbox"/> Works <input type="checkbox"/> Sale
4	No. of Covers *	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4
5	Tender Category *	<input type="checkbox"/> Goods <input type="checkbox"/> Works <input checked="" type="checkbox"/> Services
	Account Type Head *	<input type="checkbox"/> State Government Funder <input type="checkbox"/> Central Government Funded <input checked="" type="checkbox"/> Others
6	No of Bid Openers	<input checked="" type="checkbox"/> 2 of 2
7	Payment Mode *	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online
7 (a)	If Offline :	Instruments : <input type="checkbox"/> SS-Small Savings Instrument <input type="checkbox"/> BG-Bank Guarantee <input type="checkbox"/> BC-Bankers Cheque <input checked="" type="checkbox"/> DD-Demand Draft

(B) COVER DETAILS:

	No. of Covers	Cover type	Contents
1	Single Cover	Fee/Prequal/Technical/Financial	
2	Two Covers	(a) Fee/Prequal/Technical (b) Financial	
<input checked="" type="checkbox"/>	3 Covers	(a) Fee (b) Prequal/Technical (c) Financial	(a) Tender cost & EMD (b) Technical Bid (c) Financial Bid
4	4 Covers	(a) Fee (b) Prequal (c) Technical (d) Financial	

Government e-Procurement System
Tender Input Form-CPPP
(for ePublishing)

TENDER INPUT FORM

(A) BASIC DETAILS:

1	Tender Reference No. *	48-SDC/1072/ADVERTISEMENT/ 2016-17/471/01/1505 dt. 26.05.2016
2	Tender Type *	<input checked="" type="checkbox"/> Open <input type="checkbox"/> Limited <input type="checkbox"/> EOI <input type="checkbox"/> Auction <input type="checkbox"/> Single
3	Form of Contract *	<input type="checkbox"/> Piece Work <input type="checkbox"/> Lump-sum <input type="checkbox"/> Multi Stage <input type="checkbox"/> Supply <input checked="" type="checkbox"/> Fixed Rate <input type="checkbox"/> Turn-key <input type="checkbox"/> Buy <input type="checkbox"/> Works <input type="checkbox"/> Sale
4	No. of Covers *	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4
5	Tender Category *	<input type="checkbox"/> Goods <input type="checkbox"/> Works <input checked="" type="checkbox"/> Services
	Account Type Head *	<input type="checkbox"/> State Government Funder <input type="checkbox"/> Central Government Funded <input checked="" type="checkbox"/> Others
6	No of Bid Openers	<input checked="" type="checkbox"/> 2 of 2
7	Payment Mode *	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online
7 (a)	If Offline :	Instruments : <input type="checkbox"/> SS-Small Savings Instrument <input type="checkbox"/> BG-Bank Guarantee <input type="checkbox"/> BC-Bankers Cheque <input checked="" type="checkbox"/> DD-Demand Draft

(B) COVER DETAILS:

	No. of Covers	Cover type	Contents
1	Single Cover	Fee/Prequal/Technical/Financial	
2	Two Covers	(a) Fee/Prequal/Technical (b) Financial	
<input checked="" type="checkbox"/> 3	3 Covers	(a) Fee (b) Prequal/Technical (c) Financial	(a) Tender cost & EMD (b) Technical Bid (c) financial Bid
4	4 Covers	(a) Fee (b) Prequal (c) Technical (d) Financial	

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(C) NIT DOCUMENT (ONLY .JPG AND .PDF FILES ARE SUPPORTED)

SNo	File name	Type:	Size:
1	CAFETERIA SERVICES TENDER	PDF	

(D) WORK ITEM DETAILS:

1	Work Item Title *	CAFETERIA SERVICES
2	Work Description *	same as above
3	Pre qual. Details	— N.A. —
4	Product Category *	<input type="checkbox"/> civil works <input type="checkbox"/> electrical works <input checked="" type="checkbox"/> Fleet Management <input type="checkbox"/> Computer Systems
5	Product Sub Category	— N.A. —
6	Contract Type *	<input checked="" type="checkbox"/> Tender <input type="checkbox"/> Empanelment
7	Tender Value *	<input checked="" type="checkbox"/> INR <input type="checkbox"/> US <input type="checkbox"/> EUR Error! Not a valid bookmark self-reference. ₹ 4,00,000/- per month
8	Bid Validity days * If other, specify	<input type="checkbox"/> 120 <input type="checkbox"/> 90 <input type="checkbox"/> 60 <input type="checkbox"/> 30 Error! Not a valid bookmark self-reference. Last date 16.06.2016
9	Completion Period in months	N.A.
10	Location (Work/services/items) *	Services
11	Pin code	110021
12	Pre Bid Meeting *	<input type="radio"/> Yes <input checked="" type="radio"/> No
	If Pre Bid Meeting is Yes	N.A.
12 (a)	Pre Bid Meeting Place *	N.A.
12 (b)	Pre Bid Meeting Address *	N.A.
13	Bid Opening Place *	DIRECTOR'S BLOCK, SOUTH CAMPUS, UNIVERSITY OF DELHI, N.D-21
14	Tenderer Class *	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input checked="" type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V <input type="checkbox"/> Others
15	Inviting Officer *	Assistant Registrar (General), SOC
16	Inviting Officer Address * Phone/email:	UNIVERSITY OF DELHI, SOUTH CAMPUS, CONT. + 24116938

(E) FEE DETAILS:

(i) Tender cost ₹ 500/-
 (ii) E.M.D. cost ₹ 20,000/-

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1	<u>TENDER CHARGES:</u>	
1 (a)	Tender Fee	₹ 500/-
1 (b)	Processing Fee	N.A.
1 (c)	Surcharges	N.A.
1 (d)	Other Charges	N.A.
1 (e)	Tender Charges Payable To *	DIRECTOR, UNIVERSITY OF DELHI, SOUTH CAMPUS
1 (f)	Tender Charges Payable At *	NEW DELHI
2	<u>EMD FEE DETAILS:</u>	
2 (a)	EMD Fee	<input checked="" type="radio"/> Fixed <input type="radio"/> Percentage
2 (b)	If EMD Fee is Fixed EMD Amount: ₹ 20,000/-	If EMD Fee is Percentage EMD Percentage (%):
2 (c)	EMD Exemption Allowed	<input type="radio"/> Full <input type="radio"/> Partial <input checked="" type="radio"/> None
2 (d)	If EMD Exemption Allowed is Partial, EMD Exemption Percentage %	N.A.
2 (e)	EMD Fee Payable To *	DIRECTOR, UNIVERSITY OF DELHI, SOUTH CAMPUS
2 (f)	EMD Fee Payable At *	NEW DELHI

(F) CRITICAL DATES:

	DD / MM / YYYY	Hrs	Mins			
1	Publishing Date	26	05	2016		
2	Document Sale Start Date	26	05	2016		
3	Document Sale End Date	16	06	2016	17	00
4	Seek Clarification Start Date	26	05	2016		
5	Seek Clarification End Date	16	06	2016	17	00
6	Pre Bid Meeting Date	N.A.	N.A.	N.A.	N.A.	N.A.
7	Bid Submission Start Date	26	05	2016		
8	Bid Submission End Date	16	06	2016	17	00
9	Bid Opening Date	17	06	2016	15	00

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(G) UPLOADING THE TENDER DOCUMENTS;(ONLY PDF,JPG,XLS & RAR FILES ALLOWED)


SNo	File name	Description	Type	Size:
1	LAFETERIA SERVICES TENDER	LAFETERIA SERVICES	PDF	
2	/	/	/	
3	/	/	/	
4	/	/	/	
5				

Prepared by:
Name/Designation

Approved by:
Name/Designation

Date of updation:

Seal of the Office of the TIA:


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