

Geol./19/88 dated 24.1.19

E-TENDER CATERING DOCUMENT

**DEPARTMENT OF GEOLOGY
UNIVERSITY OF DELHI
DELHI – 110007**



Department of Geology
34, Chhatra Marg
University of Delhi
Delhi – 110007.

G-201/19/88 dated 24.1.19

**DEPARTMENT OF GEOLOGY
UNIVERSITY OF DELHI
Delhi-110007**

E-PROCUREMENT TENDER NOTICE

Department of Geology, University of Delhi invites tenders under Two Bids System (Technical and Financial) from reputed & eligible Catering Agencies through e-procurement for providing 'Catering Services on 27th of February (2019)' at the premises of the Department of Geology, 34, Chhatra Marg, Delhi 110007.

Item	Details/Date
Bid Document Download Start Date	On 25.01.2019 at 9:00 AM
Bid Submission Start Date	On 25.01.2019 at 9:00 AM
Bid Submission End Date	On 14.02.2019 at 9:00AM
Bid Opening Date	On 15.02.2019 at 9:00AM

Notes:

(i) All details regarding the subject tender are available on our websites www.du.ac.in and <https://eprocure.gov.in/eprocure/app>. Bidders are therefore, requested to visit our websites regularly to keep themselves updated.

(ii) Manual bids shall not be accepted.

(iii) For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.

(iv) Clarifications/ queries, if any, can be addressed to the:

Prof. Anupam Chattopadhyay, Head of the Department and Dy. Coordinator, CAS,
Department of Geology, University of Delhi, Delhi 110007.

Prof. Anupam Chattopadhyay
Head of the Department and Dy.
Coordinator, CAS,
Department of Geology,
University of Delhi, Delhi-110007

उप समन्वयक, सी.ए.एस.-III
Deputy Coordinator, CAS-III
भू-विज्ञान विभाग / Department of Geology
उन्नत अध्ययन केन्द्र
Centre For Advanced Studies
दिल्ली विश्वविद्यालय, दिल्ली-110007
University of Delhi, Delhi-110007

INFORMATION & INSTRUCTIONS FOR BIDDERS

Earnest Money Deposit	Rs. 1000 /- (Rupees Two Thousand only)	
Cost of Tender Form	NIL	
Bid Document Download Start Date and Time	On 25.01.19	at 9.00 am
Bid submission start date and Time	On 25.01.2019	at 9.00 am
Bid Submission End Date and Time	On 14.2.2019	at 9.00 am
Bid Opening Date and Time	On 15.2.2019	at 9.00 am

1. BID SUBMISSION

“**Technical Bid**” shall be submitted as per **Annexure I**

“**Financial Bid**” shall be submitted as per **Annexure II**

Bids shall be submitted online only at CPP portal:
<https://eprocure.gov.in/eprocure/app>.

Tenderer/contractor are advised to follow the instructions provided in the ‘Instructions to the Contractor/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>.

Bid documents may be scanned with 100 dpi with black and white option that helps in reducing size of the scanned document.

Tenderer who has downloaded the tender from the University website www.du.ac.in and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>, 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 and EMD, if any, would be forfeited and tenderer is liable to be banned from doing business with Delhi University.

Intending tenderers are advised to visit again University website www.du.ac.in and CPP Portal <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

2. OPENING OF FINANCIAL BID AND EVALUATION

Financial bids of eligible and technically qualified bidder will be opened. The lowest financial bid in respect of Catering Agency will be considered for award of work.

An "Earnest Money Deposit" (EMD) to the tune of Rs. 1000 /- only (Rupees one thousand only) in the form of Demand Draft drawn in favor of "Registrar, University of Delhi" shall be submitted.

NOTE: THE EMD (ORIGINAL DEMAND DRAFT) SHOULD BE SUBMITTED TO THE TENDER INVITING AUTHORITY (AT THE DEPARTMENT OF GEOLOGY, UNIVERSITY OF DELHI) ON OR BEFORE THE LAST DATE OF BID SUBMISSION, FAILING WHICH THE TENDER WILL BE SUMMARILY REJECTED.

Tenders with no earnest money deposit will be summarily rejected. In case of successful bidder of the financial bids, the earnest money deposit will be returned after successful completion of the order in all respects.

In the case of unsuccessful bidders, the Earnest Money Deposit will be refunded without any interest.

3. FINAL DECISION MAKING AUTHORITY

The Tender Inviting Authority reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/paid by the university to the bidder(s).

4. SUMMARY REJECTION OF TENDER:

The tenders not accompanied with Earnest Money Deposit shall be summarily rejected. Similarly, if the bidder proposes any alternation in or additions to the prescribed form of tender or declines to carry out any work of the tender document; or any conditions mentioned, etc., his tender is liable to be rejected.

5. AMENDMENT OF TENDER DOCUMENT:

Before the deadline for submission of tender, the University may modify the tender document by issuing addendum/corrigendum.

Any addendum/corrigendum thus issued shall be a part of the tender document and shall be uploaded on the University website (www.du.ac.in) and CPP portal <https://eprocure.gov.in/eprocure/app>. Prospective bidders must visit the website before filling and submission of Tender Document for such information.

6. ARBITRATION AND SETTLEMENT OF DISPUTES:

In the event of any question, dispute or difference arising under this agreement or in connection therewith (except as to matter the decision of which is specifically provided under this agreement), the same shall be referred to sole arbitration of the

Registrar or any other person as approved by the Vice-Chancellor, University of Delhi. There will be no objection for any such appointment on the ground that the arbitrator is an Employee of University of Delhi or that he/she has to deal with the matter to which the agreement relates or that in course of his/her duties as University of Delhi Employee he/she has express views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties.

The arbitrator may from time to time with the consent of parties change the time for making and publishing the award. Subject to India Arbitration and Conciliation Act 1996 and the Rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

7. TERMS OF PAYMENT

PAYMENT MODE: After the completion of job/service, the vendor has to submit the bill in proper format. The Payment will be released through RTGS after completion of order in all respects.

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

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: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrolment**" on the CPP Portal which 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 / 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 DSC's 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 / e-Token.

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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 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" or "Other Important Documents" 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 they can 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) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
- 4) 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.
- 5) 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 125 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric

encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), 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.
- 8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

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.

Annexure-I

TECHNICAL BID

1. Name of the Company/Catering Agency:

2. Address (with Tele No. fax No. & e-mail) :

3. Contact person Name and mobile number:

4. (a) The number of years of experience in dealing with catering. _____

(The Caterer/s or Catering Agency should have a minimum experience of three years in dealing with catering).

5. (a) GST Registration Number _____

(b) PAN Number _____

(c) Service Tax Number _____

6. Menu Details: (for approx. 130 to 150 Persons; number may vary depending on attendance)

Date	Food Menu
27/02/2019	
High Tea (11:30 AM)	Tea/Coffee, Mix Veg Pakoda, Pastry, Biscuits, wafers
Lunch (13:30 PM)	Jeera rice, Nun/Roti, Dal Tadka,, Kadai Paneer, Alu Gobi Masala, Raita/Dahi, Green Salad, Papad, Gulab Jamun
Tea (16:30 PM)	Tea/Coffee, Biscuits
Evening Tea (6.00 PM)	Matar Samosa, Dhokla, Khandvi, Tea/Coffee
NOTE - Drinking water (well known branded mineral water) has to be provided throughout the day.	

Note:

1. All items should be of good/branded quality only. Food quality will be checked before taking decision on opening of financial bid.
2. Crockery [plates, spoons, napkins, etc.], serving vessels, and tentage items [tables, table mats, frill, canopy cover of the serving area etc.] will be provided by the Catering Agency.
3. Serving should be distributed through three stalls – two for Students/Scholars and one for the Guests. It is the responsibility of Catering Services to put proper labels at the stalls.
4. Segregation/Disposal of waste and cleanliness in the food distribution area is responsibility of catering agency and **MUST BE DEALT WITH PRIORITY.**

7. Confirm the Attachments:

S.No.	Document	Whether Attached
1.	Scanned copy of Earnest Money Enclosed (Scanned DD) [The original demand draft (in sealed envelope) should be submitted in Department of Geology (University of Delhi)]	
2.	Whether the firm is in existence for three years or more in the trade in Central/State Govt/Autonomous bodies/etc in dealing with catering. Please attach necessary documents.	
3.	Have you attached a copy of authorization certificate?	
4.	Have you attached a copy of Service Tax Registration Certificate, GST Registration Certificate and PAN Certificate?	
5.	Have you attached details of complete address of the company/catering agency office with names of contact person/s and their telephone/mobile/fax numbers?	
6.	Have you attached a letter that company/catering agency has not been blacklisted by any state/central government/public section undertaking/university in India?	
7.	Have you attached a copy of the tender acceptance letter as per Annexure III?	

Declaration

I hereby certify that the information furnished above are full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the company/catering agency will be blacklisted and will not have any dealing with the Centre in future.

Authorized Signatory with Seal of Company/Catering Agency

Annexure - II		
Financial Bid		
S.No.	For details of 'Food Menu' see Annexure I	Per Plate Cost [Inclusive of all taxes]
1.	High Tea	
2.	Tea	
3.	Evening Tea	
4.	Lunch	
	TOTAL	
	(In words)	

Signature of the Bidder,
(with Official Seal)

Annexure-III

TENDER ACCEPTANCE LETTER
(To be given on Company/Catering Agency Letter Head)

To

Subject: Acceptance of Terms & Condition of Tender

Tender Reference No: _____

Name of Tender / Work:-

Dear Sir

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

As per your 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 document (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have 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/entirely.
5. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector undertaking.
6. I/we certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your 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 absolutely.

Yours sincerely,

Signature of the Bidder,
(with Official Seal)