



गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ0ग0)
Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)

Phone 07752-260209, 260381, Web site www.ggu.ac.in

No 17/ Store/ Canteen/EoI /2018

Bilaspur, Date: 20 /02/2018

E-Tendering

EOI-cumTender For Canteen Services

Guru Ghasidas Vishwavidyalaya, Bilaspur (A Central University), invites "Expression of Intrest (EOI)" from the reputed firms (under three pkt system) to cater the needs of Students/Officers/Staff/Faculty of GGV for Canteen Services in the university campus through e-tender. Details & formats regarding the EOI can be obtained from the websites:- www.eprocure.gov.in or www.ggu.ac.in

Interested bidders may upload the tenderer on the website www.eprocure.gov.in. Also the Sealed tenders(hard copy) addressed to the Registrar, GGV, Bilaspur (C.G.), should reach to the office of the Assistant Registrar (Stores), Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur-495009(C.G.).Last date for submitting the hard copyof the EoI/tender at GGV and uploading the same in www.eprocure.gov.in is upto 3.30 pm on **21/03/2018**. Hard copies must be sent to GGV through registered/speed post only. The University is not responsible for any delay in receving documents and reserves the rights to accept/reject any or all offers without assisgning any reason therof.

Registrar (Acting)

Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)

(A Central University established by the Central Universities Act, 2009 No. 25 of 2009)

Phone 07752-260381, Website – www.ggu.ac.in

GSTIN 22AAAJG2058G1ZP

TENDER DOCUMENT



Expression of Interest (EoI) cum Tender for Canteen Services at GGV

EOI CUM TENDER NO.: 18/ Store/ Canteen/EoI /2018 , Date: 20/02/2018

Last Date of submission (Soft & Hard) : **20.03.2018 upto 3.30 PM**

Opening of Tender : **21.03.2018 at 3.30 PM**

Bid Fee (Non-refundable) : **Rs. 5,000/-**

Earnest Money Deposit : **Rs. 2,00,000/-**

Expression of Interest (EoI) cum Tender for Canteen Services at GGV

Expression of Interest (EoI) cum Tender is invited from the eligible bidders (under two bid/ three packets system) through e-tender to cater the needs of students/Employees of GGV for Canteen Services in the campus. The successful bidder will be required to provide Breakfast, Lunch, Snacks, Beverage, Dinner in the canteen and to fulfill the demand of similar services during the meetings on the campus, which may include High Tea, Buffet/Packed Lunch etc. Bidders having the experience of at least 5 years of providing Canteen, catering and mess services at any Govt. sector/PSUs/ PSEs/ any Educational Institutions. The Bidder must have a relevant FSSAI valid License, GST registration and fulfill other eligibility criteria to participate in this EoI. Detailed list of items/edibles with approved rates are given in Annexure "A".

Tender Form and EoI documents can be downloaded from University website www.ggu.ac.in or www.eprocure.gov.in. The bid fee of Rs. 5000/- (Non-Refundable) and Earnest Money Deposit Rs 2,00,000/- (Rs. Two Lakh) by way of Demand Draft/ Pay Order favoring "Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) and payable at Bilaspur (C.G.) shall have to be submitted in original by the bidder along with the hard copy of technical bid in the EoI. The bid documents will not be considered without the bid cost and EMD.

Following are the salient dates for the EoI

Last Date of submission (soft & Hard)	: 20.03.2018 upto 3.30 PM
Opening of Tender	: 21.03.2018 at 3.30 PM
Bid Fee (Non-refundable)	: Rs. 5,000/-
Earnest Money Deposit	: Rs. 2,00,000/-

The financial bid (as per BoQ in e-tender) will be opened on later date for which the information shall be given to the technically qualified bidders through their concerned e-mails and/or telephone

1.0 Scope of the Work

- 1.1** Canteen is to be run at University Campus for Students and Employees of GGV. Canteen has to cater Breakfast, Lunch, Snacks, Beverage, Dinner and similar arrangement on demand, for meetings in GGV from time to time, which may include High Tea, Buffet/Packed Lunch etc. The details of the menu are as per Annexure A.
- 1.2** The period of contract will be initially for one year and contract period is extendable for another two years (in each installment of six month or so) on the basis of satisfactory services rendered by the vendor during the completed preceding contract period duration. The same shall be decided by competent authority of GGV. The price escalation (if any) shall be mutually agreed upon during the extension of the contract period in consultation with canteen management committee/person authorized by GGV competent authority. The unsatisfactory performance may lead to cancellation of the contract with appropriate prior notice by GGV.
- 1.3** The canteen premises can be inspected by the bidder on any working day between 10.00 A.M. to 5.30 P.M before submitting their offer/bid.

2. Essential Eligibility Criteria for the bidder:

The bidders who interested to participate shall meet the following eligibility requirements:

- 2.1** Minimum 05 years of experience in successful execution of canteen services/ Catering/ Mess services separately or in combination thereof, at any Educational Institutions, Govt. sector/PSUs/ PSEs. (Annexure "B" must be filled along with supporting documents). The experience of merely Tea/Coffee/Chocolate/Packed food items stall/Juice stall shall not be considered as the experience of canteen services.
- 2.2** The firm must have successfully executed similar services during the last three financial years 2014-15, 2015-16 and 2016-17, with gross profit and without any adverse complaint.

- 2.3** Audited balance sheet of last 03 financial years with a minimum average turnover of Rupees 100 Lakhs per annum in Canteen, catering and/or mess services along with gross profit Statement. (Annexure “B” must be filled along with Audited balance sheet for last three FY).
- 2.4** The bidder must have relevant valid food license issued by Food Safety and Standards Authority of India (FSSAI) of relevant category (Cooked food items preferably vegetarian) issued by government for their existing business. (Annexure “B”)
- 2.5** Should possess statutory requirement such as labour license (as applicable), Municipal Food License from municipal corporation (FDA), PF, ESIC, GST, Shop and Establishment Registration Certificate and PAN card for their existing businesses. (Annexure “B”).

ELIGIBILITY CRITERIA FOR BIDDERS Clause 2.0				
CLAUSE no 2.0	CRITERIA SATISFIED BY THE BIDDER YES/NO	DOCUMENT / CERTIFICATE ATTACHED IN SUPPORT YES/NO	GIVE THE RELEVANT PAGE NO IN THE BID DOCUMENT SUBMITTED BY THE BIDDER	
			From	To
2.1				
2.2				
2.3				
2.4				
2.5				

Note: The EOI cum tender documents will considered valid in case of non-fulfillment of the above eligibility criteria. However, GGV, reserves all the rights to take appropriate decision in this regard.

3. Submission and Opening of Bids:-

Important:

3.1 The tender document can be downloaded from the websites www.ggu.ac.in or www.eprocure.gov.in. “Corrigendum, if any, would appear only on the above websites and not be published”.

3.2 Bid must be duly signed by an authorized signatory, of the bidding firm.

3.3 Mode of Submission of Bids:

3.3.1 Submission of Bid in Hard Copy

i. Bidder may download the bid documents for expression of interest (EOI) cum tender from the website www.ggu.ac.in or www.eprocure.gov.in. Bid cost (Non refundable) of Rs. 5,000/- and EMD Rs 2,00,000/- in the form of demand draft in favor of “Registrar, Guru Ghasidas Vishwavidyalaya” Bilaspur, drawn on any scheduled bank payable at Bilaspur (C.G.) is to be enclosed in Envelope-I along with the Bid. The Bid received without the Bid Cost and EMD shall not be acceptable/considered.

ii. List of Documents must be submitted in hard copy in Bid within the period of tender submission. The hard copy of the EOI document/bid shall be submitted in two parts (Part – A & Part – B) in three envelopes as under, enclosed & sealed in a single cover envelope:

Part-A :

Envelope-I: Envelope–I should contain demand draft for Bid Cost Rs 5000/- (Non-refundable) and Earnest Money Deposit (EMD).

EMD of amount Rs. 2.00 lakh should be in the form of demand draft in favor of “Registrar, Guru Ghasidas Vishwavidyalaya” Bilaspur, drawn on any scheduled bank payable at Bilaspur (C.G.).

Envelope-II: Technical Part : Containing EOI, with all desired relevant information(in prescribed annexure A, B, C,D, Checklist and signed copy of EOI cum tender documents) along with the attested copies of documents of turnover, gross/net profit, experience, etc in support of the information furnished by the bidder as per eligibility criteria. Only those technical bids whose bid cost and EMD are found valid will be opened.

Part-B :

Envelope-III: Financial Bid (BoQ): Containing the financial bid as per Annexure-E and print out of the filled in BoQ template as per in e-tender.

The tenderer is required to quote the rate strictly as per the terms and conditions, specifications, standards given in the financial bid(BoQ) of e-tender documents and not to stipulate any deviations.

- i. The printout of BoQ in e-tender is to be enclosed in envelope-III as financial bid.
- ii. The quoted rate in BoQ must be inclusive of all taxes including service tax, GST, etc. However the details may be furnished separately.
- iii. Notwithstanding anything stated above, GGV reserves the rights to assess the capabilities and capacity of the tenderer to perform the contract in the overall interest of GGV.
- iv. It is expected that the bidder must offer the monthly rent which should be more than the base monthly rent of Rs 50,000/-(with GST).
- v. The bid shall be rejected if the quoted monthly rent is less than the monthly base rent of Rs 50,000/- (with GST).
- vi. All the three envelopes (I, II & III) shall be sealed separately and shall bear markings indicating the part of the bid. These three envelopes in turn shall be enclosed and sealed in an outer envelope marked “EOI (under two bid/three envelope system) for Canteen Services in the G.G.V. campus through e-tendering”.
- vii. Financial bid of only technically qualified bidders which will fulfill the criteria laid down in this EOI cum Tender shall be opened subsequently. Relevant information in this regard can be seen in subsequent part of the Bid.

3.3.2 Online (soft copy) Bid Submission

- i. The bid document consisting of scope of work and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from websites www.ggu.ac.in or www.eprocure.gov.
- ii. Bidder must be registered on the website www.eprocure.gov.in for uploading the soft copy of the bid.

- iii. The interested tenderer(s) must read the terms and conditions of this EOI carefully. Firm should only submit the bid if eligible, and should possess all the documents required.
- iv. The intending tenderer(s) must have valid digital signature to submit the bid.
- v. Bidder should upload documents in the format available on the website www.eprocure.gov.in.
- vi. Bidder must upload the Tender documents on the e-Tendering website www.eprocure.gov.in. The scanned copy of demand draft for Bid Cost (Non-refundable) and demand draft of Earnest Money Deposit (EMD) in pdf format. All two files should be uploaded in one file named "Bid Cost_EMD_E-Tender Fee_Name of Bidder.pdf" within the period of bid submission.
- vii. Bidders must upload on their tender on the e-Tendering website www.eprocure.gov.in. The scanned copy of the bid documents Technical (in pdf format) and Financial Bids (as per format available on the website www.eprocure.gov.in) within the period of bid submission.
- viii. First pdf file titled "Technical Bid _Name of Bidder must have all required documents related to Technical Bid.
- ix. Second file (as per the format available on the website www.eprocure.gov.in) titled "Financial Bid Name of Bidder" must have the Financial Bid.
- x. The Technical bid file must contain the scanned copies of duly signed EOI, certified copies of documents related to Eligibility Criteria, all relevant information and documents of turnover, net profit (after tax), experience, ongoing work, documents relevant for evaluating the bidder technically, Corrigendum / Addendum / Other documents, if any, etc. as per the attached annexure (except annexure –E). Only those technical bids whose Bid cost and EMD are found valid will be opened.

- xi. The bidders are required to upload and submit page of (Audited) summarized Balance Sheet /summarized Profit & Loss Account for last 03 years.
- xii. Bidder must ensure to quote rate in the Financial Bid as per Annexure-E. The rate shall be quoted up to 2 Decimals.
- xiii. If any cell is left blank and no rate is quoted by the tenderer, rate of such item shall be treated as "0" (ZERO).
- xiv. Information and Instructions for tenderers uploaded on websites shall form part of bid document.
- xv. The bidders are advised to submit complete details with their bids. The Technical Bid Evaluation will be done on the basis of documents submitted/uploaded on e-tendering website(s) by the bidders with the bids. The information should be submitted in the prescribed performa. Bids with Incomplete/Ambiguous information will be rejected.
- xvi. Online technical bid documents submitted by intending tenderers shall be opened only of those tenderers, whose Earnest Money Deposit, Cost of Bid Document and other documents placed in the envelope are found in order. GGV reserves all the rights to reject the bid, if three envelopes do contain relevant information with regard to the content of the envelope.
- xvii. Before the scheduled last date and time of submission of bid as notified, the tenderer can submit their revised bid any number of times indicating the relevant details on the concerned envelope.
- xviii. On opening date and time, the bidder may login to see the bid opening process.
- xix. The tenderer may submit their queries (if any), through E-mail (arstore@ggu.ac.in) and in writing to the Registrar, Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur, 495009 (C.G.) to seek clarifications regarding the tender submission etc. GGV will reply only those queries which are essentially required for submission of bids. GGV will not reply the queries which can be implied /found in the EOI cum tender documents or which are not relevant or in contravention to EOI cum tender documents. Technical Bids are

to be opened on the scheduled date and time. Requests for extension of opening of Bids will not be entertained.

3.4 Last date for receipt of bids online as well as hard copy at **03:30 PM** on **20/03/2018**.

3.5 Online technical bid documents submitted by tenderers shall be opened only of those tenderers, whose Earnest Money Deposit, Cost of Bid Document and other documents placed in the envelope are found in order.

3.6 Date and Time of opening of the online/sealed bids at **3:30 PM** on **21/03/2018**.
(Venue: Conference Hall in Administrative Block, GGV).

4.0 Evaluation of the Bid:

For evaluation of Technical bids, assessment towards eligibility criteria and other information as per Technical Bid of the EoI cum Tender shall be conducted. Those bidders who are found technically qualified shall be considered for Financial Bid opening. The evaluation criteria for Financial Bid shall be based on highest monthly rent offered by the Bidder above the base rent(with Taxes) of Rs 50,000/- (as per Annexure–E / BoQ) to GGV.

5.0 Facilities Provided by GGV:

The premises can be inspected by the bidder on any working day between 10.00 A.M. to 6.00 P.M. Furniture will be provided by GGV. However, raw materials, food articles, cooking fuel, utensils, stoves, cleaning/washing materials, tools, exhaust arrangement, additional lighting(if any), safety measures and man power, etc. shall have to be arranged by the successful bidder at his/her/their own cost/charge.

6.0 Requirements from Bidder:

i) The successful bidder shall have to make following additional deposits/payment in respect to the contract:

a. Security Deposit: Rs.2,50,000/- (in the form of demand draft./ FDR/Bank Guarantee). The Security Deposit submitted by the contractor shall be refunded without any interest, on successful completion of all the obligations of the contract and after 60 days from the expiry of the contract period. In case of

premature termination of the contract, the security deposit shall be forfeited by GGV.

b. Water Charges: Water Charges payable @ Rs. 1,000/- per month to GGV.

c. Electricity Charges: Electricity charges shall be paid by the contractor to GGV on actual consumption, other charges and terms of contract/agreement.

- ii)** The contractor must have to procure best quality food articles and fresh vegetables. The Canteen Committee shall have the right to inspect and ask to replace any substandard material used for cooking.
- iii)** The raw materials used for cooking can be inspect checked by GGV officials/ Canteen committee, at any time and if substandard/unauthorized materials are found, the contractor will be penalized at the discretion of GGV and contractor will have to abide by it.
- iv)** The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food are served and the stale materials are not recycled and served. Stale food shall be removed from Canteen premises at the earliest. Un-refrigerated cooked food, not consumed within six hours in summer months and ten hours in winter months (as per nature of the food), shall deemed to be stale and unfit for consumption.
- v)** The food shall be neither too spicy nor too oily. The food preparation shall be wholesome and shall generally cater to the taste of the employees/students.
- vi)** The oil that remains from deep frying at the end of the day shall have to be destroyed and shall not be allowed to be recycled for the purpose of cooking/frying again.
- vii)** The food shall be cooked and served in clean utensils and no laxity shall be permitted. The utensils shall have to be maintained sparkling clean at all time.
- viii)** Trey shall be sterilized each morning before serving of any items.

- ix)** The contractor shall pay special attention to maintain the Canteen in a neat and tidy condition at all times. For this purpose, the Canteen shall be cleaned thoroughly after each meal regularly.
- x)** The contractor shall ensure that only hot food (as the case may be) is served to the students/employees. Complaint, (if any) in this regard, shall be dealt with severely.
- xi)** The contractor shall ensure that sufficient manpower is deployed for preparation and service of each meal including cleaning, washing and overall upkeep of Canteen assets and premises. The contractor shall also ensure proper room services for the GGV teaching/officials (if needed).
- xii)** The contractor should supply the items at the rates that are mentioned in the rate list Annexed as “Annexure ‘A’”. The same rate list should also be displayed at GGV Canteen, so that it is legible and visible to the canteen users.

GENERAL TERMS AND CONDITIONS

1. Bidder has to accept the rates quoted by GGV for canteen and menu for the Mess in this EoI, for the items to be served in Canteen. The bidder shall not be allowed to reduce/curtail the items required for the canteen without prior written permission from GGV. Failure to supply any item at the indicated cost shall be considered a breach of contract and invite action against the contractor.
2. Site Visit: Bidders are encouraged to submit their respective bids after visiting the Canteen site and ascertain for themselves the site conditions, traffic, location, surroundings, climate, availability of power, water and other utilities, access to site, handling and storage of materials, weather data, applicable laws and regulations, and any other matter considered relevant by them.

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- It shall be deemed that by submitting the Bid, the bidder has: made to the Canteen facility and has ascertained the site conditions, climate, availability of infrastructure and other applicable Govt. laws and regulations.
3. Bids shall be submitted in the given format as per this EoI only. In case submitted tender is in any other format, the same may be rejected.
 4. No bidder shall submit more than one tender, otherwise it may lead to rejection of the bid.
 5. All the documents and certificates must be in bound form. Each page of the bid document should sequentially numbered and duly signed by the bidder.
 6. The name and address of the bidder with rubber stamp shall be clearly written in the space provided and no overwriting, corrections, insertion shall be permitted in any part of the bid, unless duly countersigned by the bidder. The tender should be filled in and submitted in strict accordance with the instructions laid down herein otherwise the tender is liable to be ignored.
 7. Bidder must furnish information as per formats given in **Annexure–B to E**.
 8. The successful bidder, in case of allocation of contract, shall be initially on a trial basis for 6 months. Thereafter, if the performance is found to be satisfactory, then the contract shall be continued & confirmed for the contract period.
 9. Even during the contract period, in case of default, the contract can be terminated and in such case bidder has to vacate the premises within 48 hours of such notice. GGV shall be entitled to take over possession of the premises after expiry of 48 hrs notice with no further correspondence. However, any case of default should be pointed out in writing to the bidder as and when it comes to the notice to enable him to correct and rectify his mistake from his/her part as contractor.
 10. GGV reserves the right to get periodic inspections through its canteen committee/ empowered authorities to ensure the quality and quantity of food stuff and consumables etc being offered/served for sale without any hindrance.

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11. The listed menus (Annexure-A) for Canteen services to be rendered, must not be altered by the bidder. Any modifications/alterations of the rate schedules considered necessary by the bidder should be in the separate letter accompanying the tender.
 12. Individual signing the tender or other documents connected with the tender must specify whether he signs as:
 - a) A sole proprietor of the concern or constituted attorney of such sole Proprietor.
 - b) If the bidder is having a partner in that case the bidder must have authority to execute contracts on behalf of the partner by virtue of partnership agreement or by a power of attorney duly executed by the partners of the firms.
 - c) As authorized signatory of a Private Limited company.
 - d) please submit a certified copy of legal document in support of your firm being a Partnership firm or a private Limited Company
 13. In case of partnership, a copy of the deed or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of Attorney should be furnished. The attested copy of the certificate or registration of firm should be attached along with the tender copy of the certificate or registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm.
 14. The Earnest Money deposit of the successful bidder shall be liable to be forfeited if the bidder fails to fulfill any of the following:
 - a) Fails to execute/sign an agreement with GGV in the prescribed format within 30 (Thirty) days of the receipt of the letter awarding the contract.

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- b)** Fails to commence the Canteen Services within 30 (Thirty) days of the receipt of the letter awarding the contract.
- 15.** The bids submitted should be valid for at least three months period from the date of opening of the bid and if any bidder withdraws or alters the terms of the bid during this period, the earnest money deposit shall be forfeited.
- 16.** Corrections/deletion/over-writing, if any, in the tender must be duly attested/counter signed.
- 17.** Bids received late after due date and time may not be considered.
- 18.** GGV reserves the right to accept or reject any or all the bids either fully or partly without assigning any reason in the interest of the university.
- 19.** GGV reserves the right to execute a parallel contract with more than one bidder, for the canteen services under this EoI.
- 20.** Either party, after giving one month notice with valid reason(s) to the other party, may terminate the contract. Nevertheless; GGV may terminate the contract without any notice in case the contractor commits a breach of any of the terms of the contract, or fails to deliver the services to the satisfaction of GGV.
- 21.** The contractor will have to provide a list with complete details along with police verification and medical report, of workers employed for the service, for canteen at GGV Campus.
- 22.** The contractor will also submit a medical certificate on half yearly basis that all the workers employed by the contractor, are not having any contagious diseases.
- 23.** The contractor will have to submit an affidavit at the time of signing the agreement on a Rs. 100/- Non-Judicial stamp paper indicating that all employees of the contractor shall be paid the minimum wage as per Minimum Wages Act of Govt. of India. No minor employee shall be engaged in the canteen work.
- 24.** The contractor will be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions given by a statutory authority with

- regard to Quality, relevant FSSAI, safety, security, labour laws, welfare measures of its employees, PF&ESI remittance or any other prevalent government laws.
- 25.** The contractor will ensure that neat and clean clothes, hand gloves head cap and aprons must be used by his/her employees handling food at all times. Every employee so appointed by the contractor shall wear the prescribed uniform. The said uniform shall be provided by the contractor at his/her own cost. The canteen workers will bear the Identity Card issued by the Contractor during the working hours in the GGV campus.
 - 26.** The canteen shall remain open from 6:00 A.M. to 10:00 P.M. on all days. However, depending on the exigencies, the contractor may be required to keep the Canteen open or close as per requirement of GGV, from time to time.
 - 27.** The contractor will occupy the accommodation earmarked for canteen and kitchen and shall not occupy the adjacent verandas and open space in the vicinity.
 - 28.** At the time of evacuating/leaving the premise the contractor shall handover the possession/materials/furniture etc. back to the university in good/intact and usable condition. If the contractor fails to do so, then the university reserves the right to take appropriate action against the firm to recover such loss.
 - 29.** The contractor shall not prepare/cook any eatable/edible items outside the campus and transport/use/serve the same in the university canteen services. Similarly the contractor shall not transport/sell/serve outside of the campus/ any other outlet, any of the items/materials which have been prepared in the university canteen/GGV premises.
 - 30.** The contractor will ensure that his/her employees do not loiter around in the GGV campus. In case of any loss to GGV caused by these employees of the contractor, then the contractor shall be held responsible/accountable.
 - 31.** GGV reserves the right to ask the contractor to remove any employee deployed by the contractor without assigning any reason or notice thereof.

- 32.** The contractor will ensure high standard of cleanliness, hygiene and sanitation in the kitchen and canteen.
- 33.** The contractor will make the arrangements for keeping all eatables / edibles in covered showcase. Contractor must ensure that the Dining / kitchen areas are free from flies and insects.
- 34.** Adequate number of dustbins shall have to be provided by the contractor to ensure proper disposal of garbage/peels/rappers. There should not be any littering of unused food or any other articles within the canteen and its vicinity.
- 35.** The contractor will also ensure that no soiled utensils viz paper Cups, Thalties etc. are lying in the canteen vicinity and such waste materials should be removed/disposed immediately.
- 36.** The responsibility of cleaning the Mess premises, daily/routine including fans, glass panes, walls, etc. will be the sole responsibility of the contractor. The responsibility of safe disposal of all the bio-waste and other garbage materials will also be the sole responsibility of the Contractor. However, GGV may choose, at its discretion, to give any support to the Contractor.
- 37.** The contractor will ensure that the cooks/confectioners should have proper shave and clipped nails, while cooking food etc. and should wear apron and head gear.
- 38.** The contractor will ensure that the cooked and uncooked food is stored & covered properly and no stale food is served. In case of any food poisoning, the contractor will be held solely responsible and will be penalized besides legal action.
- 39.** The contractor should have sufficient equipment & crockery and other items normally required to cater to at least 200 – 300 persons at a given time at a place. He should have sufficient utensils, crockery and other infrastructure to provide the service and also for Buffet Lunch/High Tea, as and when required.

40. The contractor should take all safety measures while running canteen. He/she should keep a First- Aid box for the persons deployed to work in canteen, in case of any emergency.
41. All Taxes/levies/duties shall be binding and applicable upon the contractor.
42. The contractor will not facilitate any illicit consumption (such as bidies/ cigars, alcoholic beverages or narcotic substances) or immoral activities in the Campus. Stern action will be taken against the Contractor if she/he or his employees are found violating this norm.
43. In the event of disruption of water supply on account of power failure, the contractor shall make his/her own arrangement for supply and storage of water in the canteen for smooth running of the canteen. In the event of power failure, the contractor should make his own arrangements for grinding etc., at his/her own cost.
44. Contractor has to make all the arrangements for cashless transactions at the counter in the canteen and facilitate the users and provide easy transactions.
45. No responsibility will be taken by the GGV for credit sales to students, staff, employees and others, loss or pilferage etc.
46. No legal right shall vest in the contractor's workers to claim employment or otherwise absorption in GGV nor the contractor's workers shall have any right whatsoever to claim the benefit and/or emoluments that may be permissible or paid to the employees of GGV. The workers will remain the employees of the contractor and this should be the sole responsibility of the contractor to make it clear to his/her workers before deputing them to work at GGV.
47. The contractor shall not sublet the contract/services to any sub- contractor or transfer the contract to any other person. If, it is found/revealed at any time that the contractor is unable to provide the canteen services and has sub contracted to any other party, the GGV has right to terminate the contract and to forfeit all security deposits by giving one month notice.

48. The contractor shall repair and change all the fixtures and other materials which are damaged/lost due to any act or default of the contractor, his agents or servants or employees to any property of the University. The GGV reserves the option to charge from the contractor or get repaired/changed/recovered such damaged/lost fixtures/goods by the contractor. Whole expenses shall be borne by the contractor in this regard. Decision of GGV shall be final and binding on the bidder/contractor.
49. The bidder should indicate the names of the organization along with location where they are currently having business with them. If required, these places may be visited by the GGV Officials. A satisfactory report issued by such organization/s should also be enclosed with the bid
50. If required & agreed by the University, the rates approved for sale (Annexure–A) may be revised once per annum, only after 12 months of successful services rendered by the firm.
51. GGV reserves the right to induct any new canteen item with justified rate as and when required on demand and in the interest of the university.
52. Any corrigendum / addendum, modification, etc. with regard to this EoI shall be uploaded on the university website (www.ggu.ac.in) only. The bidders are informed to see the university website regularly for latest update in this regard.
53. Without prejudice to right under any other clause of the contract, the GGV may in the event any breach of the conditions on the part of the contractor cancel the contract and charge the contractor with any loss arising from such cancellation.
54. The contractor shall submit duly signed declaration (Annexure–D) attached in the EoI with the tender document/format.
55. Firms submitting bid would be considered to have read & accepted all terms & conditions. No enquiries verbal or written shall be entertained in respect of acceptance or rejection of the tender.
56. Arbitration and Laws: In case of any dispute or difference arising out of or in connection with the EOI conditions / order and Contract, the GGV and

the bidder will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by GGV. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Bilaspur only. The resolution of the Arbitrator shall be final and binding on both the parties.

- 57.** The University reserves all the rights to run service outlets/canteen services at any other locations in the campus.
- 58.** Jurisdiction: The courts at Bilaspur (C.G.) alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this EOI / contract. It is specifically agreed that no court outside and other than Bilaspur (C.G.) court shall have jurisdiction in the matter.
- 59.** Please feel free to contact Assistant Registrar (Store), Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) for any clarification or any other information, with regard to this EoI.

Annexure – A
(Schedule of Menu & Price)
Approved Price List for CANTEEN Services

S.N.	Item	Qty.	Price(Rs.)
1	Snacks & Drinks		
1.1	Coffee	100 ml (per cup)	10.00
1.2	Tea	100 ml (per cup)	8.00
1.3	Kachori	Per Piece	15.00
1.4	Poha / Upma	Per Plate	15.00
1.5	Kesar Milk (200 ml)	Per Glass	30.00
1.6	Cold Drinks, Soft drink, fruity, juice, Mineral water etc.)	Not more than Print rate with tax	
1.7	Soup (corn/tomato/mashroom)	100 ml	15.00
1.8	Packaged consumables /Edible items.	Not more than Print rate with tax	
1.9	Biscuits (sweet/namkin)/Bakery items	Not more than Print rate with tax	
1.10	Samosa (standard size)	per piece	7.00
1.11	Samosa chat (01 Samosa)	per plate	15.00
1.12	Aalu – vada (standard size)	per piece	7.00
1.13	Bread Pakoda (standard size)	Per piece	7.00
1.14	Pakoda (Gobhi/Aalu/Onion)	100 gram (per plate)	12.00
1.15	Paneer Pakoda (standard size)	Per plate	30.00
1.16	Sambhar-Vada (02 piece)	Per plate	25.00
1.17	Idly-Sambhar (02 piece)	Per plate	20.00
1.18	Plain Dosa	per piece	30.00
1.19	Masala Dosa	per piece	45.00
1.20	Chhole-Bhaturey (02 piece)	Per plate	35.00
1.21	Toast with butter (04 piece)	Per plate	25.00
1.22	Corn-flakes – Milk (150 ml)	Per Bowl	25.00
1.23	Paneer Chilli	Per Plate	50.00
1.24	Veg Cutlet	2 Piece	20.00
1.25	Veg Pullav	Per Plate	25.00
1.26	Aalu / Methi Paratha	Per Piece	20.00
1.27	Kachori Chaat (One Kachori)	Per Plate	20.00
1.28	Dabeli (2 Piece)	Per Plate	20.00

1.29	Choumin	Per Plate	35.00
1.30	Manchurian	Per Plate	40.00
1.31	Uttapam	Per Piece	25.00
1.32	Potato Finger Chips(100 gm)	Per Plate	30.00
1.33	Dahi Bada (2 piece) Standard size	Per Plate	30.00
1.34	Bhel	Per Plate	15.00
1.35	Bread Sandwich	2 Piece	15.00
1.36	Pawbhaji(02- paw)(Additonal Paw Rs 5 each)	Per Plate	25.00
1.37	Sprouted chana/mung	Per Plate	20.00
1.38	Gupchup/ Pani Puri	4 Piece	10.00
1.39	Dahi Gupchup	4 Piece	15.00
2	SWEETS		
2.1	Kala Jaam	Per Piece	15.00
2.2	Chhena Rasgulla	Per Piece	10.00
2.3	Moong Halwa (50 gms)	Per Plate	20.00
2.4	Jalebi (100 gms)	Per Plate	20.00
3	For Fasting (Upwaas):		
3.1	Sabudana Vada (2 Piece)	Per Plate	20.00
3.2	Sabudana Khicchdi	Per Plate	25.00
3.3	Singhara papad (standard size)	Per Piece	10.00
3.4	Aallo Papad(standard size)	Per Piece	10.00
4	FOOD (LUNCH/DINNER):		
4.1	Eco-Plain Veg. Thali (Rice+Dal+Vegetable+Achaar)OneTime	Per Thali	40.00
4.2	Plain-Veg. Thali		
	Rice	150 gram	60.00
	Dal	150 gram	
	Roti	04piece	
	Seasonal Vegetable	150 gram	
	Salad	-	
	Aachar	-	
	Sweet/Ice cream	-	
4.3	Normal Veg. Thali		
	Rice/Pulao	150 gram	80.00
	Dal	150 gram	
	Razma/Chhola/Chana/ Dry Vegetable	150 gram	
	Raita/Curd	50 gram	
	Roti	04 piece	
	Salad,	-	
	Papad	-	
	Aachar (pickle),		
	Sweet/Ice cream		

4.4	Special Veg. Thali		
	Soup (Tomato/Baby Corn/Masroom)		
	Starter		
	Jeera Rice/ Pulav		
	Roti with Butter		
	Dal Makhani/Dal Tadka		
	Razma/Chhola/Chana/ Dry Vegetable /Seassional Vegetable		250.00
	Shahi Paneer/Mutter Paneer/Malai kopta/palak Paneer		
	Bundi Raita/Fruit Raita		
	Dahi Bada		
	Salad		
	Papad		
	Aachar (pickle)		
	sweet/Ice Cream		

Note: In the above list, any item may be added/removed/alterd (if required) in consultation with the canteen management committee/officer authorized by GGV and the price shall be finalized with mutual agreement in writing.

Declaration by the bidder: I/we accept the above approved rates with the conditions of the tender and the rates in the BoQ for the monthly rent is being quoted accordingly.

Dated:

Signature of Bidder.....

Name.....

Designation.....

Firm's seal.....

Annexure - B

TECHNICAL INFORMATION OF THE BIDDER

1. Name of the Bidding firm :

2. Office Address :

Telephone No. :

Mobile No. :

E-mail Address :

3. Address for Correspondence :

3. Name & Designation of authorized representative(s) with Phone/mobile No. :

4. Registration Certificates (Please enclose relevant valid certified copies in support) :

SN.	Description	Details to be furnished by the Bidder	Page No in your EoI/Bid
1.	FSSAI License		
2.	PF Registration No. District & State		
3	ESI Registration No. District & State		
4	Labour License		
5	Municipal Food License (FDA)		
6	PAN card		
7	GST registration no.		
8	Trade License/Firm Establishment Regn. No		
9	Authorization Certificate (containing the attested specimen signature) to sign this Bid/EoI document		
10	In case of partnership/private limited, relevant documents in support are to be attached by the bidder.		

5. **Bid Cost (Non refundable) of Rs 5,000/- (Rupees Two Thousand)** only is enclosed vide D.D. No. dated Bank Name drawn on

6. **Earnest Money Deposit of Rs 2,00,000/- (Rupees Two Lacs only)** is enclosed vide vide D.D. No. dated Bank Name drawn on

7. Financial Information:

Turn Over (Rs. in Lakh) Financial Year			Average (Rs. Lakh)
2014-15	2015-16	2016-17	
Note: Please enclose certificate, issued by CA in this regard			

8. Whether the bidder has earlier been punished/blacklisted/debarred/under legal proceeding:

Whether the bidder has earlier been punished/blacklisted/debarred/under legal proceeding: (state YES OR NO)	
If YES (please mention the details)	

9. Solvency certificate from scheduled or nationalized bank for up to Rupees Fifty lakh shall be required from the bidder.

Whether the bidder has attached the Solvency certificate : (state YES OR NO)	
If YES (please mention Page No of solvency certificate in this EoI/Bid)	

10 The bidder shall attach certified copies of last three financial years Income Tax Returns.

Whether the bidder has attached certified copies of last three financial years Income Tax Returns: (state YES OR NO)	
If YES (please mention Page Nos. in this EoI/Bid)	

11. It is desirable that the firms should have ISO-22000:2005 (Food safety Management) certification.

Whether the bidder has attached ISO-22000:2005 (Food safety management) certification : (state YES OR NO)	
If YES (please mention Page No of solvency certificate this EoI/Bid)	

12 PREVIOUS CLIENTELE DETAILS (Minimum 5 years experience is essential): For similar work orders such as Canteen, catering and/or mess services in any Educational Institutions, Govt. sector/PSUs/ PSEs. Similar work orders details each must have strength not less than 100 people on its dinning strength.

Year	Name & Address of the employer	Type of organization	Details of experience similar work (period of contract)	Nature of service	Work Order No	No of people on dinning strength	Proof of completion of the contract	Page No of documents attached in this EoI/Bid

Validity : The bids should be valid for at least three months period from the date of opening of the financial bid.

Dated:

Signature of Bidder.....

Name.....

Designation.....

Firm's seal.....

Annexure - C

ELIGIBILITY CRITERIA FOR BIDDERS Clause 2.0				
CLAUSE no 2.0	CRITERIA SATISFIED BY THE BIDDER YES/NO	DOCUMENT / CERTIFICATE ATTACHED IN SUPPORT YES/NO	GIVE THE RELEVANT PAGE NO IN THE BID DOCUMENT SUBMITTED BY THE BIDDER	
			From	To
2.1				
2.2				
2.3				
2.4				
2.5				

Dated:

Signature of Bidder.....

Name.....

Designation.....

Firm's seal.....

Annexure - D

DECLARATION

1. I, ----- Son /Daughter of Shri -----
Proprietor/ Partner/ Director/ Authorized Signatory of the bidding firm M/s. -----
----- and I am competent to sign this declaration and execute this EOI document.
2. I have carefully read and understood all the terms and conditions of the EOI and I hereby convey my acceptance and compliance of the same.
3. The information/ documents furnished along with this EoI/Bid application are true and authentic to the best of my knowledge and belief.
4. I/ we am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law, and my EMD may also be forfeited.
5. My/Our firm is neither blacklisted by any Government Department/PSUs/PSEs nor any Criminal Case is registered against the firm or its owner or partners or directors anywhere in India.
6. Total number of pages (including signed copy of EoI documents) being submitted in this bid is -----.

Dated:

Signature of Bidder.....
Name.....
Designation.....
Firm's seal.....

- Note :**
1. The above declaration, duly signed and sealed by the authorized signatory of the firm/company, should be enclosed with the EOI document.
 2. Certificate as per above must be submitted only on non-judicial stamp paper of Rs.100/-.

Annexure - E

FINANCIAL BID

(Keep this Sheet in a Separate Sealed envelope super-scribed as “Financial Bid” on it.)

- 1) Base Rate for Monthly Rent (Inclusive Tax): Rs. 50,000/-
- 2) Bidders may quote the Monthly Rental equal to or more than the monthly base rent of Rs 50,000/- (Rs Fifty Thousand Only) (with GST)
- 3) Bidders are required to take a print out of the duly filled up BoQ and enclose the same in this envelope.
- 4) After opening of technical bid the capability and suitability of the bidders shall be evaluated and Financial Bid of the qualified bidder shall be opened later for which the date will disclosed later through e-procure portal.
- 5) Rent (with Taxes) to be quoted on monthly basis for providing canteen facility with rate and items mentioned in the Annexure–A and terms & conditions mentioned in this EoI cum Tender documents.
- 6) The water and electricity charges shall be over and above the quoted monthly rent.

UNDERTAKING :

I/We have read and understood all the terms and conditions and are acceptable to the firm. I/we will obey/comply/abide by all the terms and conditions of this EoI cum Tender, if the contract is awarded to my firm.

Dated:

I accept the above condition

Signature of Bidder.....

Name.....

Designation.....

Firm's seal.....

CHECK – LIST

Details		Complied / attached Yes/No	Page Number	Compiled/ Not-Compiled
Envelope-I				
1.	DD of the Bid cost/fee of Rs 5000/- (non-refundable) has been kept in original in Envelope-I along with the DD of EMD as below. Also the scanned copy of the above DD has been uploaded in the e-procure site along with the e-tender documents.			
2.	DD of the Bid cost/fee of Rs 2,00,000/- (non-refundable) has been kept in original in Envelope-I along with the DD of Tender cost/fee as above Also the scanned copy of the above DD has been uploaded in the e-procure site along with the e-tender documents			
Envelope-II (Attach the duly signed copies of the following along with relevant supporting documents as detailed in the tender)				
1.	Weather bidder has read and signed each page of the EoI cum tender documents and enclosed in original of the same along with the technical bid documents in Envelope-II. Weather bidder has read and signed each page of the EoI cum tender documents and uploaded the scanned copy of the same along with the technical bid documents.			
2.	Annexure-A (in desired format) is attached by the bidder.			
3.	Annexure-B (in desired format) is attached by the bidder.			
4..	Annexure-C (in desired format) is attached by the bidder.			
5.	Annexure-D (in desired format) is attached by the bidder.			
6	Annexure-E (in desired format) is attached by the bidder along with the printout of filled in BoQ.			
7	Declaration Certificate			
In Envelope-III				
1.	Annexure-E (in desired format) is attached by the bidder in a separate sealed Envelope -III			

Dated:

Signature of Bidder.....

Name.....

Designation.....

Firm's seal.....