

TENDER NO.: 14/ Store/ Canteen/EoI /2017 , Date: 14/10/2017



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

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

No 14/ Store/ Canteen/EoI /2017

Bilaspur, Date: 14/10/2017

E-Tendering**EOI-cumTender For Canteen/Cafeteria Services**

Guru Ghasidas Vishwavidyalaya, Bilaspur a Central University, invites "Expression of Intrest (EOI)" from the reputed firms (under two bid system) to cater to the needs of students and Officers/Staffs of GGV for Cafeteria/Canteen Services in the university campus through e-tendering. Details & formats regarding the EOI can be downloaded from the following websites:- www.ggu.ac.in or www.eprocure.gov.in.

The soft copies of the duly filled in tenders shall be uploaded by the tenderer on the website www.eprocure.gov.in. Sealed offers of the hard copies addressed to the Registrar, GGV Bilaspur, should reach to the office of the Assistant Registrar (Stores), GGV, Koni, Bilaspur-495009. Both soft and hard copies should be uploaded and submitted respectively upto 3.30 pm on or before 14/11/2017. Hard copies should be sent through registered/speed post only. The University is not responsible for any delay in receiving the documents and reserves the right to accept/reject any or all application without assisgning any reason therof.

Registrar (Acting)

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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.: 14/ Store/ Canteen/EoI /2017 , Date: 14/10/2017

Pre-Bid Meeting	: 31.10.2017 at 11.00AM
Last Date of submission (soft & Hard)	: 14.11.2017 upto 3.30 PM
Opening of Tender	: 14.11.2017 at 4.00 PM
Bid Fee (Non-refundable)	: Rs. 5,000/-
Earnest Money Deposit	: Rs. 2,00,000/-

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EXPRESSION OF INTEREST (EOI) Cum TENDER
for Canteen Services at GGV

Expression of Interest (Eol) cum Tender is invited from the eligible bidders (under two bid system) through e-tendering to cater to the needs of students and Officers/Staffs of GGV for Cafeteria/Canteen Services in the campus. Successful bidder will be required to provide Breakfast, Lunch, Snacks, Beverage, Dinner in the canteen/cafeteria and to cater similar arrangement for meetings (in the campus, as required), which may include High Tea, Buffet/Packed Lunch etc. Bidders having the experience of at least 5 years of providing Cafeteria/ Canteen, catering and mess services in any Govt. sector/PSUs/ PSEs/ Any Educational Institutions and having a FSSAI valid License, GST registration and fulfill other eligibility criteria are eligible to participate in this Eol. Detailed list of items/edibles with approved rates is annexed in the Annexure "A".

Tender Form and Eol documents can be downloaded from University website www.ggu.ac.in or www.eprocure.gov.in. The bid fee of Rs. 2000/- (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 this Eol. The bid document will not be considered without the bid cost and EMD.

Following are the salient dates for the Eol

Pre-Bid Meeting	: 31.10.2017 at 11.00AM
Last Date of submission (soft & Hard)	: 14.11.2017 upto 3.30 PM
Opening of Tender	: 14.11.2017 at 4.00 PM
Bid Fee (Non-refundable)	: Rs. 5,000/-
Earnest Money Deposit	: Rs. 2,00,000/-

The financial bid (as per Annexure-E) 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

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1.0 Scope of the Work

- 1.1** Cafeteria/Canteen is to be run at University Campus for Students and Employees of GGV. Cafeteria has to cater Breakfast, Lunch, Snacks, Beverage, Dinner and similar arrangement 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 installment of six month each) on the basis of satisfactory services rendered by the vendor during the completed 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. The unsatisfactory performance may lead to cancellation of the contract with appropriate prior notice by GGV.
- 1.3** The premises can be inspected during any working days between 10.00 A.M. to 5.30 P.M by the bidder before submitting their offer/bid.

2. Eligibility Criteria for the bidder:

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

- 2.1** Minimum 05 years of experience in successful execution of cafeteria service/ Catering/ Mess services separately or in combination thereof, in any Educational Institutions, Govt. sector/PSUs/ PSEs. (Annexure "B" must be filled along with supporting documents).
- 2.2** The firm must have successfully executed similar services during the last three financial years 2014-15, 2015-16 and 2016-17, without any loss and adverse complaint.
- 2.3** Duly audited balance sheet of last 03 years with a minimum average turnover of Rupees 100 Lakhs per annum in Cafeteria/ Canteen, catering and/or mess

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services along with profit Statement. (Annexure “B” must be filled along with Audited balance sheet for last three FY).

- 2.4** The bidder must have valid food license issued by Food Safety and Standards Authority of India (FSSAI) for their existing business. (Annexure “B”)
- 2.5** Should possess statutory requirement such as labour license, Municipal Food License (FDA), PF, ESIC, GST, Sales Tax, Service Tax, Shop and Establishment Registration Certificate and PAN card for their existing businesses. (Annexure “B”).

Note: The EOI cum bid document may not be considered valid in case of non-fulfillment of the eligibility criteria. However GGV reserves the right 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

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				

www.eprocure.gov.in. “Corrigendum, if any, would appear only on the above web sites and not be published”.

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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) from the websites 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", 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 shall not be acceptable.

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) as under, enclosed & sealed in a single 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 lakh should be in the form of demand draft in favor of "Registrar, Guru Ghasidas Vishwavidyalaya", 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 documents) along with the attested copies of documents of turnover, net profit (after tax), 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 : Containing the financial bid as per Annexure-E.

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- i. The tenderer is required to quote the rate strictly as per the terms and conditions, specifications, standards given in the EOI documents and not to stipulate any deviations.
- ii. The quoted rate must be inclusive of all taxes including service tax, GST, etc.
- iii. Notwithstanding anything stated above, GGV reserves the right to assess the capabilities and capacity of the tenderer to perform the contract in the overall interest of GGV.

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 system) for Mess Services in Boys'and Girls' Hostels in the university campus through e-tendering".

- iv. Financial bid of only technically qualified bidders fulfilling the criteria laid down in this EOI 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. If needed they can be imparted training on online bidding process as per details available on the website www.eprocure.gov.in.
- iii. The intending tenderer(s) must read the terms and conditions of this EOI carefully. Firm should only submit the bid if eligible and in possession of all the documents required.
- iv. The intending tenderer(s) must have valid digital signature to submit the bid.

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- v. Bidder should upload documents in the form of PDF format or the format available on the website www.eprocure.gov.in.
- vi. Bidder must upload 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. 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 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-EI. The column meant for quoting rate in figures appears in pink colour and the moment rate is entered, it turns sky blue. The rate shall be quoted up to 2 Decimals.

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- xiii. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, 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 posted 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 uploaded on e-tendering web site(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.
- xvii. Before the scheduled last date and time of submission of bid as notified, the tenderer can submit revised bid any number of times.
- xviii. On opening date, the bidder can login and see the bid opening process. After opening of bids they will receive the competitor bid sheets.
- xix. The tenderer (s) if required, may submit queries, if any, through E-mail (E-mail of Assistant Registrar: arstore@ggu.ac.in) and in writing to the Registrar, Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur (C.G.) to seek clarifications within 07 days from the date of uploading of Tender on website. GGV will reply only those queries which are essentially required for submission of bids. GGV will not reply the queries which are not considered fit like replies of which can be implied /found in the NIT/ EOI Documents or which are not relevant or in contravention to NIT/EOI Documents, queries received after 07 days from the date of uploading of Tender on website, extension of time for opening of technical bids, etc.

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Technical Bids are to be opened on the scheduled dates. Requests for extension of opening of Technical Bids will not be entertained.

- 3.4 Date of Pre-bid Meeting for any query and clarification: at 11:00 AM on 31/10/2017 (Venue: Conference Hall in Administrative Block of GGV)
- 3.5 Last date for receipt of bids online as well as hard copy at 03:30 PM on 14/11/2017.
- 3.6 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.
- 3.7 Date and Time of opening of the online/sealed bids at 04:00 PM on 14/11/2017. (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 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** (as per Financial Bid of Annexure - E) to GGV.

5.0 Facilities Provided by GGV:

The premises can be inspected during any working days 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 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 :

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- 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 shall procure food articles and vegetables of good quality to the satisfaction of the Cafeteria/Canteen committee constituted by GGV from time to time. The Cafeteria/ Canteen. Committee shall have the right to ask to replace any brand of material by standard brand used for cooking, provided the cost variation of the same does not exceed the cost of specified brand.
- iii)** The raw materials used for cooking can be checked by GGV officials/ Cafeteria 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 Cafeteria/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.

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- 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 Cafeteria / Canteen in a neat and tidy condition at all times. For this purpose, the Cafeteria/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 Cafeteria/ 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 Cafeteria/Canteen, so that it is legible and visible to the cafeteria users.

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GENERAL TERMS AND CONDITIONS

1. Bidder has to accept the rates quoted by GGV for Cafeteria/canteen and menu for the Mess in this Eol, for the items to be served in Cafeteria/ Canteen. The bidder shall not be allowed to reduce/curtail the items required for the Cafeteria/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/Cafeteria 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.

It shall be deemed that by submitting the Bid, the bidder has: made to the Canteen/Cafeteria 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 Eol 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**.

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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 cafeteria committee/ empowered authorities to ensure the quality and quantity of food stuff and consumables etc being offered/served for sale without any hindrance.
11. The listed menus (Annexure-A) for Cafeteria/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) A partner of the firm (if it is a partnership firm), in which case he must have authority to execute contracts on behalf of the firm 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

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- 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.
 - b)** Fails to commence the Cafeteria/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/cafeteria 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

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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 cafeteria/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 contiguous 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 cafeteria/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, 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 and aprons are 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 Cafeteria/canteen workers will bear the Identity Card issued by the Contractor during the working hours in the GGV campus.
- 26.** The Cafeteria/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 Cafeteria/Canteen open or close as per requirement of GGV, from time to time.

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27. The contractor will occupy the accommodation earmarked for Cafeteria/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/furnitures 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 the 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 cafeteria 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 cafeteria/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 cafeteria/canteen and its vicinity.
35. The contractor will also ensure that no soiled utensils viz Cups, Thalties etc. are lying in the canteen vicinity and such waste materials should be removed immediately.

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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 cafeteria/canteen. He/she should keep a First- Aid box for the persons deployed to work in cafeteria, 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 beedies/ 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/cafeteria for smooth running of the canteen/cafeteria. In the event of power failure, the contractor should make his own arrangements for grinding etc., at his/her own cost.

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44. Contractor has to make all the arrangements for cashless transactions at the counter in the cafeteria/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 cafeteria/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

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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 reserve the right to induct any new cafeteria 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. 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.

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- 58.** 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.

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Annexure – A
(Schedule of Menu & Cost)
CAFETERIA / CANTEEN के लिये विश्वविद्यालय द्वारा निर्धारित मूल्य सूची

क्र.	आइटम	मात्रा		मूल्य (रु.)
1.	नास्ता (सुबह-शाम)			
	काफी	150 मिली	प्रति कप	10.00
	चाय	150 मिली	प्रति कप	8.00
	packed शीतल पेय(soft ड्रिंक,फ्रूटी,जूस पानी अन्य)एवं खादय पदार्थ		प्रिंटरेटपर	
	बिस्किटमीठी / नमकीनविभिन्नप्रकार		प्रिंटरेटपर	
	समोसा +चटनी	50 ग्राम	प्रतिनग	7.00
	आलूबन्डा	50 ग्राम	प्रतिनग	7.00
	ब्रेडपकौड़ा(सादा)	प्रतिनग	:	7.00
	ब्रेडपकौड़ा(सैण्डबिच)	प्रतिनग	:	8.00
	पकौड़ा(गोभी / आलू)	100ग्राम	प्रतिनग :	12.00
	पनीरपकौड़ा	100 ग्राम	प्रतिप्लेट	30.00
	सांभर-बड़ा (दो बड़ासांभर)	प्रतिप्लेट :		25.00
	इडली-सांभर (दो इडलीसांभर)	प्रतिप्लेट :		20.00
	डोसा (मसाला) सांभर चटनी (नारियल)	प्रतिनग :		30.00
	छोले-बटूरे (दो नग+छोले)	प्रतिप्लेट :		35.00
	टोस्टमक्खन के साथ (चार ब्रेडमक्खन)	प्रतिनग:		25.00
	कार्नफ्लेक्सदूध	150:		25.00
	सूपCorn/Tomato/Veg/Mashroom)	100 मिली		15.00
2	भोजन (दोपहर) शाकाहारी-सामान्य थाली		प्रतिथाली	60.00
	सूखीसब्जी (मौसमी)	100 ग्राम		
	दाल / कढ़ी	150 ग्राम		
	राजमा / छोला / चना	150 ग्राम		
	दही	50 ग्राम		
	सलाद / अचार	50 ग्राम		
	रोटी (4) औरचावल	150 ग्राम		
3	चौवल + दाल+ एक सब्जी		प्रतिप्लेट	35.00
क्र.	आइटम	मात्रा		मूल्य (रु.)
4	भोजन (दोपहर) शाकाहारी-विशेषथाली		प्रतिथाली	80.00
	मसरूममटर / मटरपनीर / मलाईकापता	150 ग्राम		
	एक सूखीसब्जी	150 ग्राम		
	दाल / राजमाछोला / चना+ एक सूखीसब्जी	150 ग्राम		
	रायता / दही	50 ग्राम		
	रोटी	04 नग		

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	चावल / पुलाव (शाकाहारी)	150 ग्राम		
	स्लाद, पापड, अचार, मिठाई	50 ग्राम		
5	पुलाव (शाकाहारी) + रायता + चटनी	150 ग्राम	प्रतिप्लेट	30.00
6	अन्य			
	छोले	150 ग्राम	प्रतिप्लेट	20.00
	दाल (फाई)	150 मिली	प्रतिप्लेट	15.00
	राजमा	150 मिली	प्रतिप्लेट	15.00
	कढ़ी / करी	150 मिली	प्रतिप्लेट	15.00
	दही	150 मिली	प्रतिप्लेट	15.00
	कोप्ता	150 मिली	प्रतिप्लेट	2.00
	मलाईकोप्ता	150 ग्राम	प्रतिप्लेट	25.00
	पनीरसब्जी	150 ग्राम	प्रतिप्लेट	30.00
	मैगी (छोटा पैकेट)			15.00
7	रोटी			
	रोटीतवा	प्रतिनग		5.00
	रोटीबटर के साथ	प्रतिनग		7.00
	नान (प्लेन)	प्रतिनग		9.00
	मिस्सीरोटी (मक्खन के साथ)	प्रतिनग		10.00
	पराठा (प्लेन)	प्रतिनग		10.00
	पराठा (भरवा)	प्रतिनग		15.00
	पुडी (4 नग+सब्जी)	प्रतिप्लेट		20.00
	मक्खन	25 ग्राम		8.00
8	स्वीटडीस		प्रतिप्लेट	
	खीर	150 मिली		30.00
	कस्टर्ड (सादा)	150 मिली		25.00
	कस्टर्ड (फल डालकर)	150 मिली		30.00
	पेस्ट्री	50 ग्राम		25.00
	आईसक्रीम	प्रतिनग	(पिंटरपपर)	
	गुलाबजामुन	25 ग्राम	प्रतिनग	10.00
	बेसनबर्फी	50 ग्राम	प्रतिनग	10.00
	लडडू (प्रति नग)	50 ग्राम	प्रतिनग	8.00
	हलवा (प्रति प्लेट)	100 ग्राम	प्रतिप्लेट	12.00

I accept the above rates with the conditions of the tender.

Dated:

Signature of Bidder.....

Name.....

Designation.....

Firm's seal.....

Seal and Signature of Bidder**Page 23 of 25**

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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.		

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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 / Profit (Rs. in Lakh) Financial Year						Average (Rs. Lakh)	
2014-15		2015-16		2016-17			
Turnover	Profit	Turnover	Profit	Turnover	Profit	Turnover	Profit

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)	

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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 Cafeteria/ 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.....

Seal and Signature of Bidder

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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.....

Seal and Signature of Bidder**Page 27 of 25**

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.)

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 on and the date will be informed accordingly through email.

Rent to be quoted on monthly basis for providing canteen facility as the details of rate and items mentioned at Annexure–A and terms & conditions mentioned in the tender documents.

Name of Work: To run the GGV CAFETERIA/CANTEEN

- 1.Name of Firm / Proprietor:
- 2.Quote the rate in view of information mentioned in the EoI
- 3. Monthly rent (To be quoted by the bidder) to be paid to GGV for the infrastructure and furniture provided Rs. (Rupees)

UNDERTAKING :

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

Dated:

I accept the above condition
 Signature of Bidder.....
 Name.....
 Designation.....
 Firm’s seal.....

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CHECK – LIST

Details		Complied / attached Yes/No	Page Number	Complied/ Not-Complied
Under Enevelope-I				
1.	Weather bidder has attached the Bid cost/fee of Rs 5000/- along with the technical bid			
2.	Weather bidder has attached the EMD of Rs 2,00,000/- along with the technical bid			
Under Enevelope-II				
1.	Weather bidder has read and signed each page of the EoI documents and attached them along with the technical bid			
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.	Declaration Certificate			
Under Enevelope-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.....

Seal and Signature of Bidder**Page 30 of 25**