

गुरु घासीदासविश्वविद्यालय, बिलासपुर (छ0ग0)  
Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)  
Phone07752-260209, 260381, Web site [www.ggu.ac.in](http://www.ggu.ac.in)

No 51 /Store/ Canteen/EoI /2020

Bilaspur, Date: 21 /08/2020

**E-Tender**

**EOI-cumTender For Canteen Services**

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

Interested bidders may upload the tender on the website [www.eprocure.gov.in](http://www.eprocure.gov.in). Also the Sealed envelope containing the tender cost Rs. 2,500 (non-refundable) in form of DD and EMD Rs. 2,50,000, in form of DD/FDR, in original, 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.) through speed/registered post/courier service on or before 10/09/2020. Last date for submitting and uploading the bid, in [www.eprocure.gov.in](http://www.eprocure.gov.in) is upto 4.00 pm on 10/09/2020. The University is not responsible for any delay in submitting the bid and reserves all the rights to accept/reject any or all offers without assigning any reason thereof in the interest of university.

**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 e-Tender for Canteen Services at GGV**

EOI CUM TENDER NO.: 51/ Store/ Canteen/EoI /2020 , Date: 21/08/2020

- |   |                                |
|---|--------------------------------|
| ➤ Last Date of online bid submission  | <b>10/09/2020 upto 4.00 PM</b> |
| ➤ EMD &Tender Cost (original hard copy) 1<br>be submitted to GGV through Post | <b>10/09/2020 upto 4.00 PM</b> |
| ➤ Pre Bid Meeting   | <b>28/08/2020 at 1.00 PM</b>   |
| ➤ Opening of Technical Bid  | <b>11/09/2020 at 4.30 PM</b>   |
| ➤ Bid Fee (Non-refundable)  | <b>Rs. 2,500/-</b>             |
| ➤ Earnest Money Deposit   | <b>Rs. 2,50,000/-</b>          |

## Expression of Interest (EoI) cum E-Tender For Canteen Services at GGV

- Expression of Interest (EoI) cum E-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.
- Tender Form &EoI documents can be downloaded from the University website ([www.ggu.ac.in](http://www.ggu.ac.in)) or from the CPP portal([www.e-procure.gov.in](http://www.e-procure.gov.in)).
- **Scope of the Work:**The successful bidder will be required to provide Breakfast, Snacks, Beverage, Lunch, and Dinner(**only Vegetarian**)in the canteen and cater similar services(on demand) during the meetings/conferences/ seminars/ symposia etc. in the campus, which may include High-Tea, Buffet/Packed Breakfast/Lunch/Dinner etc. The tentative list of items to be supplied is given in Annexure “1-A”.
- The Bidder who fulfils the eligibility criteria as per the Clause 2.0 of this tender should participate in this EOI
- The Tender cost of Rs. 2,500/- (Non-Refundable) and Earnest Money Deposit (EMD) of Rs 2,50,000/- shall have to be submitted by the bidder.
- **Contract Period:** The period of contract will be initially for one year and during first six months of the service, the performance shall be evaluated by the cafeteria Committee of GGV. On the basis of satisfactory services/ performance during first six months, on recommendation of the cafeteria committee a letter of confirmation shall be issued to the firm to continue its services to another six months. The contract period is extendable maximum up to additional two years (in each instalment of six month or so) based on the performance of the vender in the preceding half of the financial year. The performance shall be evaluated by the cafeteria Committee of GGV. The unsatisfactory performance may lead to cancellation/discontinuation of the contract.
- 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
- **Clarification:** The tenderer may submit their queries (if any), through E-mail ([arstore@ggu.ac.in](mailto: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.

## **1. Mode of Payment of Tender Cost and EMD:**

Tender cost and EMD must be submitted in original before the scheduled last date through speed post/registered post/courier service to the Asst. Registrar (Store), Guru Ghasidas Vishwavidyalaya, Bilaspur 495009 (C.G). Also the scanned copies are to be uploaded on-line in eprocure.gov.in.

### **1.1 Tender cost**

A tender cost of Rs 2,500 (non-refundable) should be in the form of DD in favour of “Registrar, Guru Ghasidas Vishwavidyalaya”, payable at Bilaspur (C.G), from any nationalized bank.

### **1.2 Earnest money deposit (EMD)**

An EMD of Rs. 2,50,000 (refundable as per terms and condition of the tender) should be in the form of DD in favour of “Registrar, Guru Ghasidas Vishwavidyalaya”, payable at Bilaspur (C.G), issued by any nationalized bank or FDR of the firm issued by any nationalized bank.

The following shall be noted related to EMD:

- a) The EMD (without any interest) for all those bidders who are found not eligible shall be returned back to the bidder through registered post/speed post/Courier Service.
- b) The EMD without any interest shall be refunded/returned to remaining bidders only after signing of agreement/MoU with the successful bidder.
- c) No exemption from depositing the EMD shall be allowed to any participating bidder. However any rules or guidelines from GOI will be applicable.
- d) Validity of EMD shall be six (6) months from the last due date of submission of E-TENDER/EoI.
- e) The earnest money deposit (EMD) shall not carry any interest.
- f) EMD shall be forfeited in the following cases:
  - If any information or document furnished by the bidder turns out to be misleading or untrue in any material respect; and
  - If the successful bidder fails to execute the contract/ agreement within the stipulated time or any extension thereof provided by GGV.

## **2.0 Essential Eligibility Criteria for the Bidder:**

The bidder should fulfil the following Eligibility criteria for participating in this EoI for the Cafeteria Services (the bidder has to submit the filled-in format as per Annexure-1-B)

- 2.1** Minimum 03 (Three) years of experience of successful execution in Canteen / Cafeteria services with proper establishment of cafeteria services, with their own outlet or has successfully operated similar services at any PSUs, Educational Institutions/Departments (Govt./Govt Funded/Private). The experience of running merely Tea/Coffee/Chocolate/

Juice/packaged food/ Jan-Aahaar stall and other such outlets, shall not be considered eligible for participating in the bid.

- 2.2** The firm should have successfully executed canteen services, without any break/discontinuity due to unsatisfactory performance/complaint during the contract period (Certificate from the institution/ undertaking by tenderer must be attached as proof).
- 2.3** The firm should not have suffered any financial loss during the last three financial years 2017-18, 2018-19 and 2019-20 (copy of Annual Audit sheet should be attached as proof).
- 2.4** The firm should have minimum average turnover of Rupees 90 Lakh per annum in Canteen, catering and/or mess services along with Gross Profit Statement (Certified Annual Audited Balance sheet of last 03 financial years to be submitted).
- 2.5** The firm should have following:
- i) Food license issued by Food Safety & Standards Authority of India (FSSAI)/ Food & Drug Administration (FDA). Since the University campus is vegetarian campus so firm must have FSSAI-16 criteria certificate.
  - ii) Shop/Establishment Registration/ Municipal licence
  - iii) Labour license, EPF, ESIC etc.
  - iv) GST & PAN for the existing businesses transactions related to the cafeteria services

<b>Table-I: Eligibility Criteria for Bidders as per Clause 2.0</b>					
Sub clause	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		Remarks
			From	To	
2.1					
2.2					
2.3					
2.4					
2.5					

**3.0. Disqualification:** The University has all the rights reserved to disqualify the bid on account of any of the following reasons:

- i. If bid is received after scheduled last date and time.
- ii. If the bidder does not upload all the desired documents as stipulated in the EoI.
- iii. If any of the conditions prescribed in the EoI is not fulfilled or found incomplete in any respect.
- iv. If the bidder attempts to influence any member of the committee.
- v. If the bid is conditional.
- vi. If the bidder provides any misleading information or conceals any desired information.
- vii. If the Bid is received without the original hard copies of Bid Cost and EMD
- viii. If the bidders make any correction, addition, alteration in the downloaded bid document.
- ix. If bidder is under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of India (GoI), Central / State Government, or any other of their agencies.
- x. If any of the eligibility criteria is not fulfilled

- xi. If the Bid is submitted without the Declaration as per Annexure-D
- xii.If the quoted monthly rent is less than the monthly base rent of Rs 50,000/- (with GST).

The decision of the University in the matter of disqualification shall be final and binding and no further correspondence shall be entertained from any of the disqualified bidder, thereafter.

#### **4.0 Rights of the University:**

The University reserves (without assigning any reason, whatsoever) the right to:

- i. Accept or reject any or all bids for this EoI at any stage.
- ii. Amend the selection process at any stage, if situation so warrants.
- iii. Interpret any clause, modify/alter and amend the provisions of this EoI or any other document issued at any stage of selection.
- iv. Amend the scope of work.
- v. Debar the bidder, if during the process of selection or later at any stage, it is found or discovered that bidder has/ had provided incorrect/misleading information or material misrepresentation or concealment of information sought by the GGV.
- vi. Close the process/cancel the invitation/ tender notice at any stage.

#### **5.0 Downloading of the EoI cum E-Tender:**

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 may be seen and downloaded from websites [www.ggu.ac.in](http://www.ggu.ac.in) or [www.e-procure.gov.in](http://www.e-procure.gov.in)

#### **6.0 Submission of the Bids:**

##### **6(A)PART-A:TECHNICAL BID:**

Following duly signed documents are to be submitted by the bidders:

##### **6(A-1)Soft copies to be uploaded in the CPP Portal [e-procure.gov.in](http://e-procure.gov.in):**

- i. All relevant certificates, formats, undertakings, documentary evidence in support of the information furnished by the bidder.
- ii. Signed and scanned copies of Tender Cost and EMD.
- iii. Signed copy of the tender / EoI document without any alteration.

##### **6(A-2) Steps for Online (soft copy) Technical Bid Submission:**

- i. Bidder must be registered on the website [www.eprocure.gov.in](http://www.eprocure.gov.in) for uploading the soft copy of the bid.
- ii. 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.
- iii. The intending tenderer(s) must have valid digital signature to submit the bid.
- iv. Bidder should upload documents in the format available on the website [www.eprocure.gov.in](http://www.eprocure.gov.in).
- v. Bidder must upload the Tender documents on the e-Tendering website [www.eprocure.gov.in](http://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 need to be submitted. The 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.

- vi. Bidders must upload their tender on the e-Tendering website [www.eprocure.gov.in](http://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](http://www.eprocure.gov.in)) within the period of bid submission.
- vii. First pdf file titled “**Technical Bid \_Name of Bidder**” must have all required documents related to Technical Bid.
- viii. Second file (as per the format available on the website [www.eprocure.gov.in](http://www.eprocure.gov.in)) entitled “**Financial Bid Name of Bidder**” must have the Financial Bid.
- ix. 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 –II). Only those technical bids whose Bid cost and EMD are found valid will be opened.
- x. The bidders are required to upload and submit page of (Audited) summarized Balance Sheet /summarized Profit & Loss Account for last 03 years.
- xi. Bidder must ensure to quote rates in the Financial Bid as per Annexure-II. The rate shall be quoted up to 2 Decimals.
- xii. If any cell is left blank and no rate is quoted by the tenderer, rate of such item shall be treated as “0” (ZERO).
- xiii. Information and Instructions for tenderer uploaded on websites shall form part of bid document.
- xiv. 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 proforma. Bids with Incomplete/Ambiguous information will be rejected.
- xv. 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 not contain relevant information with regard to the content of the envelope.
- xvi. Before the scheduled last date and time of submission of bid as notified, the tenderer may submit their revised bid any number of times indicating the relevant details on the concerned envelope.
- xvii. On opening date and time, the bidder may login to see the bid opening process.

**6(A-3)Hard copy of Tehnical Bid:**

Hard copy of Original Tender Cost & EMD is to be submitted in a sealed envelope to the “Assistant Registrar (Store), Guru Ghasidas Vishwvisdyalaya, Koni, Bilaspur(C.G.),495009 by registered/speed post/courier service.

**6(B)PART-B-FINANCIAL BID:**

Financial bid is to be submitted online only on [e-procure.gov.in](http://e-procure.gov.in) in the BoQ format as per

Annexure II. The offered monthly rent for the cafeteria premises (Ground floor only) with approx plinth area as 648 m<sup>2</sup>, is to be quoted (over and above 50,000/- per month) by the bidder in the above BoQ.

- a. Base Rate for Monthly Rent (Inclusive GST Tax) is Rs. 50,000/-
- b. Bidders are required to quote the Monthly Rent more than Rs 50,000/- as the base monthly rent with GST for the ground floor accommodation of the Cafeteria building at GGV campus.
- c. After opening of technical bid the capability and suitability of the bidders shall be evaluated as per evaluation criteria given in the EoI. The Financial Bid of technically qualified bidder shall be opened later, the date for which will be disclosed through e-procure portal.

## **7.0 OPENING AND EVALUATION OF THE BID:**

- i. The bids shall be opened on-line for only those bidders who successfully submit the desired tender cost & EMD in original in a sealed envelope on or before the scheduled last date & time to the store section of the University by prescribed mode only.
- ii. The bid is invited under two Stages (three packets system), accordingly the stage-wise bids shall be opened on line.
- iii. On scheduled date, the Technical bids shall be downloaded and evaluated (by the Technical Committee of GGV) as per the eligibility criteria and other conditions of EoI.
- iv. The Financial Bids of technically qualified bidders as above, shall be opened on-line as per the date decided and uploaded in the [www.e-procure.gov.in](http://www.e-procure.gov.in) and [www.ggu.ac.in](http://www.ggu.ac.in).
- v. The evaluation criteria for Financial Bid shall be based on highest monthly rent offered by the Bidder over & above the base rent of Rs 50,000/- (with GST).

## **8.0 Facilities Provided by GGV:**

The facilities available in the existing building may be inspected by the bidding firm before submitting their bid on any working days between 10:30 to 5:30 with prior intimation /permission from Assistant Registrar (Store). No addition shall be made in the existing facilities as detailed below.

- The ground floor accommodation in the cafeteria Building with electrical fixtures & fittings.
- Furniture in the cafeteria as available.
- Toilets with fittings.

## **9.0 Requirements from Bidder:**

- a. **Security Deposit:** Rs.2,50,000/- (in the form of demand draft./ FDR/BankGuarantee). The above Security Deposit submitted by the successful bidder 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 premature termination of the contract, the security deposit shall be forfeited by GGV.

The EMD (Rs 2,50,000) deposited by the bidder shall be returned back to the bidder without any interest by the University, if the bidder requests for the same otherwise . The EMD may be treated as the Security deposit, if it is submitted in the form of DD along with the bid.



- b. Water Charges:** Water Charges shall be payable @ Rs. 1,000/- per month to GGV. In case of any breakdown or unforeseen situation, the alternate arrangement shall have to be made by the successful bidder on his/her own cost.
- c. Electricity Charges:** Electricity charges shall be borne by the successful bidder on actual electric consumption, as per the terms of the agreement to be executed with GGV.
- d. HouseKeeping Expenses:** Housekeeping expenses in and around the cafeteria premises, shall be borne by the successful bidder.
- e. Drinking Water Facility:**The successful bidder shall have to arrange/install water coolers, purifiers etc in appropriate number, for the cafeteria users on his own cost.
- f. Smoke Exhaust Arrangement:** The successful bidder shall have to arrange/install chimney, exhaust fan etc for proper ventilation of smoke etc in the kitchen area.
- g. Digital Transaction facility:**The successful bidder shall have to arrange/install facilities like Swipe Machine, BHIM App, etc. for digital transaction.
- h. Utensils other Gadgets etc.** The successful bidder shall have to arrange/install the required utensils, cooking facilities, Commercial cooking gas, Refrigerators, for cafeteria operation to cope up with the fullest capacity of the accommodation.
- i. Cooling facility:** The successful bidder shall have to arrange/provide the appropriate cooling facility for the cafeteria users.

## **10.0 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) Bidder must ensure that any packed item sold by it in cafeteria must be of good quality and product must be FSSAI certified. The bidder shall not be allowed to reduce/curtail the items required for the canteen without prior written permission from GGV.
- 3) Cafeteria Site Visit: Bidders are encouraged to submit their respective bids after visiting the cafeteria site at GGV 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.
- 4) It shall be deemed that by submitting the Bid, the bidder has visited the Canteen and ascertained the site conditions, climate, and availability of infrastructure
- 5) 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.
- 6) No bidder shall submit more than one tender; otherwise it may lead to rejection of the bid.
- 7) All the documents and certificates must be in bound form. Each page of the bid document should sequentially number and duly signed by the bidder.
- 8) 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.

- 9) Bidder must furnish information as per formats given in **Annexure–1B to 1D and Annexure - II.**
- 10) 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.
- 11) Even during the contract period, in case of default, the contract may 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 would 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.
- 12) 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 /sold without any hindrance.
- a. The listed menus (Annexure-1-A) for Canteen services to be rendered must not be altered by the bidder. Any modifications/alterations in the rate schedule, if considered necessary by the bidder, should be placed in a separate envelop accompanying the tender.
  - b. Individual signing the tender or other documents connected with the tender must specify whether he signs as:
    - i. A Sole Proprietor of the concerned firm or constituted attorney of such sole Proprietor.
    - ii. If the bidder is 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.
    - iii. As authorized signatory of a Private Limited company.
    - iv. 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 fulfil 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 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 in good health and not having any contiguous or frequently recurring diseases.
- 23) The contractor will bring no unauthorized person inside the cafeteria premises.
- 24) The contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
- 25) The contractor shall not stock any inflammable or otherwise dangerous material, goods, narcotics or drugs in any part of the allotted space which are fire and health hazard to the property.
- 26) Employment of child labour is strictly prohibited under the law. Therefore, the contractor will not employ any child as the labour in cafeteria.
- 27) The contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surrounding etc.
- 28) The contractor shall not appoint any sub-contractor to carry out his obligations under the contract. Subcontracting will lead to immediate termination of contract
- 29) The contractor shall install his electronic fly-kill / insect repellent equipment, emergency lighting/gas and fuel supply at his own cost.
- 30) Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited inside the university campus.
- 31) No minimum guarantee will be furnished to the contractor towards consumption of food items. He/she is advised to maintain the highest quality at the minimum possible prices so as to attract the maximum number of personnel to avail canteen services.
- 32) The contractor will bring his own tools, cookers, hot boxes, steam boxes, trolleys, equipments, utensils, plates, jugs etc. in sufficient quantity as needed to maintain the canteen services in addition to what is provided by the university.

- 33) In the event there is any query, objection, delay or dispute with regard to any bill or a part thereof, during the operation of the cafeteria, the contractor shall not be entitled to any interest of any kind to be paid by the university.
- 34) 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.
- 35) 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 regard to Quality, relevant FSSAI, safety, security, labour laws, welfare measures of its employees, PF&ESI remittance or any other prevalent government laws.
- 36) The canteen shall remain open from 8:00 am to 9:00 pm from Monday to Friday. However, depending on the situation and need, the schedule of opening and closing of the Cafeteria may be revised with prior intimation to the contractor.
- 37) The contractor will occupy the space earmarked for canteen and kitchen (only ground floor) and shall not occupy the adjacent verandas and open space in the vicinity.
- 38) 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.
- 39) 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.
- 40) The contractor shall procure food articles and vegetables of good quality to the satisfaction of the canteen committee. The canteen committee shall have the right to change any brand of material used for cooking, provided the cost of the same does not exceed the specified brand.
- 41) The contractor would be required to use ISI/Agmark/Food grade products
- 42) In case eatables are sold after expiry date (if any on the packet), a penalty of Rs 500 will be imposed for each default.
- 43) The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served and the stale food is not recycled. Stale food shall be removed from the canteen premises as soon as possible. Un-refrigerated cooked food, not consumed within six hours in summer months and ten hours in winter months, shall deemed to be stale and unfit for human consumption.
- 44) The food items should be neither too spicy nor too oily. The food preparation shall be wholesome and shall generally cater to the taste of the employees
- 45) 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 again

- 46) The food shall be cooked and served in clean utensils. The garbage of the canteen shall also be disposed by the contractor on daily basis.
- 47) The contractor shall ensure that only hot and fresh food is served to the employees and students. Complaint, if any in this regard shall be dealt severely, which may include termination of the contract
- 48) The contractor shall ensure that sufficient man power is deployed for preparation, serving of each meal and for cleaning, washing and overall upkeep of canteen assets and premises
- 49) The contractor will ensure neat and clean clothes and aprons used by his/her employees. Every employee so appointed by the contractor should be well behaved and polite to the employees and students of the university. They shall wear the prescribed uniform provided by the contractor at his own cost. The canteen workers shall bear the identity card issued by the contractor during the working hours. The contractor will ensure that the cooks will have proper shave and clipped nails while cooking food and should wear apron and head gear. The canteen workers will bear the Identity Card issued by the Contractor during the working hours in the GGV campus.
- 50) 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.
- 51) 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.
- 52) No legal right shall vest in the bidder's workers to claim employment or otherwise absorption in neither GGV nor the bidder'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 bidder and this should be the sole responsibility of the bidder to make it clear to his/her workers before deputing them to work at GGV.
- 53) GGV reserves the right to ask the contractor to remove any employee deployed by the contractor without assigning any reason or notice thereof.
- 54) The contractor will ensure high standard of cleanliness, hygiene and sanitation in the kitchen and canteen.
- 55) The contractor shall pay special attention to maintain the canteen in a neat and tidy condition at all times. For this purpose, used plates/glasses should be removed from the dining table immediately as the person leaves the table after having his food and the canteen shall be cleaned regularly with phenyl etc.
- 56) 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.
- 57) 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.
- 58) The contractor will also ensure that no soiled utensils viz. paper Cups, dining plates etc. are lying in the canteen vicinity and such waste materials should be removed/disposed off immediately.

- 59) The responsibility of daily/routine cleaning of the Cafeteria premises, 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.
- 60) 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.
- 61) 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.
- 62) 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.
- 63) The contractor should take all safety measures while running canteen. He/she should keep
- 64) A First-Aid box for the persons deployed to work in canteen, in case of any emergency.
- 65) All Taxes/levies/duties shall be binding and applicable upon the contractor.
- 66) 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.
- 67) Contractor has to make all the arrangements for cashless transactions at the counter in the canteen and facilitate the users and provide easy transactions.
- 68) Contractors will have to install necessary Swipe cards reader & billing machines.
- 69) Contractors must ensure that the presentation and quality of service should be well mannered.
- 70) No responsibility will be taken by the GGV for credit sales to students, staff, employees and others, loss or pilferage etc.
- 71) The contractor shall have no right to claim for accommodation of any type within the University premises.
- 72) 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.
- 73) 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.
- 74) 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.

- 75) The rates of Items enlisted in Annexure-1A are tentative as per prevailing market rate and shall be finalized with mutual agreeable terms with the GGV authorized committee & the Vendor before entering in to the agreement.
- 76) The rates & the items may be revised by the University from time to time looking into the demand & prevailing market rates & the quality of the food stuff served by the vendor. Any change in the rates as above during the contract period will be finalized with mutual consent of the canteen committee and the contractor/bidder and shall be effective for sale after due approval of competent authority of GGV.
- 77) 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.
- 78) A canteen management committee will be nominated by the university to inspect the functioning of the canteen with a view to ensure hygienic and satisfactory service. In case repeated failures or lacunae are noticed by the committee on the part of the contractor, the committee may impose a fine of upto Rs 1000/- on each occasion
- 79) In case services are found to be unsatisfactory or there is breach of any of the clause of terms and conditions, the contract is liable to be terminated at one months notice resulting in the forfeiture of Performance Security
- 80) For premature termination of the agreement, one month notice from the University and three months notice from the contractor's side shall be required in writing. The contractor shall vacate the premises, if desired by the university and shall handover the same to the university along with all articles as may have been provided. The decision of the competent authority of the university shall be final and will be binding upon the contractor.
- 81) Any corrigendum / addendum, modification, etc. with regard to this EoI, shall be uploaded on the university website- [www.ggu.ac.in](http://www.ggu.ac.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in) only. The bidders should ensure to visit the University website-[www.ggu.ac.in](http://www.ggu.ac.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in) regularly for latest update in this regard.
- 82) 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.
- 83) The contractor shall submit duly signed declaration (Annexure 1-D) attached in the EoI with the tender document/format.
- 84) 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.
- 85) 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.

86) The University reserves all the rights to run service outlets/canteen services at any other locations in the campus.

87) 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.

88) 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-I-A**

**LIST OF TENTATIVE ITEMS & PRICE)**

S.N.	Item	Qty. (Tentative)	Price(Rs.)
1	<b>Snacks &amp; Drinks</b>		
1.1	Coffee	100 ml	10/-
1.2	Tea	100 ml	8/-
1.3	Kachori (1 piece)	per piece	10/-
1.4	Poha / Upma	100 gm	15/-
1.5	Kesor Milk (200 ml)	per glass	20/- or MRP
1.6	Cold Drinks, Soft drink, fruity, juice, Mineral water etc.)	As per pack	MRP
1.7	Soup (tomato)	100 ml	15/-
1.8	Packaged consumables /Edible items.	As per pack	MRP
1.9	Biscuits (sweet/namkin)/Bakery items	As per pack	MRP
1.10	Samosa (standard size)	per piece	7/-
1.11	Samosa chat (01 Samosa)	per plate	15/-
1.12	Aalu – vada (standard size)	per piece	7/-
1.13	Bread Pakoda (standard size)	per piece	10/-
1.14	Pakoda (Gobhi/Aalu/Onion)	100 gm per plate	15/-
1.15	Paneer Pakoda (standard size)	per plate	30/-
1.16	Sambhar-Vada (02 piece) Standard size	02 piece	30/-
1.17	Idly-Sambhar (02 piece) Standard size	per plate	20/-
1.18	Plain Dosa	per piece	30/-
1.19	Masala Dosa	per piece	40/-
1.20	Chhole-Bhaturey (02 piece)	per plate	40/-
1.21	Toast with butter (04 piece)	per plate	25/-
1.22	Corn-flakes – Milk (150 ml)	per bowl	25/-
1.23	Paneer Chilli	per plate	50/-
1.24	Veg Cutlet (2 piece)	per plate	25/-
1.25	Veg Pullav	per plate	25/-
1.26	Aalu / Methi Paratha (1 piece)	per plate	20/-
1.27	Kachori Chaat (One Kachori)	per plate	20/-
1.28	Dabeli (2 Piece)	per plate	20/-

1.29	Chowmin (1 plate)	per plate	35/-
1.30	Manchurian (1 plate)	per plate	40/-
1.31	Uttapam (1plate)	per plate	30/-
1.32	Potato Finger Chips (100 gm)	per plate	30/-
1.33	Dahi Bada (2 piece) Standard size	per plate	30/-
1.34	Bhel (1 plate)	per plate	20/-
1.35	Bread Sandwich (2 pieces)	per plate	20/-
1.36	Pawbhaji(02- paw)( Additonal Paw Rs 5 each)	per plate	30/-
1.37	Sprouted chana/mung	per plate	30/-
1.38	Gupchup/ Pani Puri (5 piece)	per plate	15/-
1.39	Dahi Gupchup(4 piece)	per plate	15/-
2	<b>SWEETS</b>		
2.1	Kala Jaam	1 Piece	15/-
2.2	Chhena Rasgulla	1 Piece	10/-
2.3	Moong Halwa (50 gm)	per plate	25/-
2.4	Jalebi (100 gm)	per plate	15/-
3	<b>For Fasting (Upwaas):</b>		
3.1	Sabudana Vada (2 piece)	per plate	25/-
3.2	Sabudana Khicchi	per plate	30/-
3.3	Singhara papad (standard size)	1 Piece	15/-
3.4	Aallo Papad(standard size)	1 Piece	15/-
4	<b>FOOD LUNCH/DINNER</b>		
4.1	<b>Eco-Plain Veg. Thali</b> (Rice+Dal+Vegetable+Achaar) OneTime	Per Plate	50/-
4.2	<b>Plain-Veg. Thali</b>		
	Rice	Per Plate	90/-
	Dal		
	Roti (4 piece)		
	Seasonal Vegetable		
	Salad		
	Aachar		
	Sweet/Ice cream		
4.3	<b>Normal Veg. Thali</b>		
	Rice/Pulao	Per Plate	120/-
	Dal		
	Razma/Chhola/Chana/ Dry Vegetable		
	Raita/Curd		
	Roti(4 piece)		
	Salad,		
	Papad		
	Aachar (pickle), Sweet/Ice cream		

4.4	<b>Special Veg. Thali</b>	Per plate	250/-
	Soup (Tomato/Baby Corn/Masroom)		
	Starter		
	Jeera Rice/ Pulav		
	Roti with Butter (4 piece)		
	Dal Makhani/Dal Tadka		
	Razma/Chhola/Chana/ Dry Vegetable /Seasonal Vegetable		
	Shahi Paneer/Mutter Paneer/Malai kofta/palak Paneer		
	Bundi Raita/Fruit Raita		
	Dahi Bada		
	Salad		
	Papad		
	Aachar (pickle)		
	sweet/Ice Cream		
4.5	<b>Premium Veg. Thali</b>	Per plate	375/-
	Soup (Tomato/Baby Corn/Masroom)		
	Starter(Veg Kabab/Paneer Tikka)		
	Jeera Rice/ Pulav/Veg Biryani		
	Roti with Butter /Nan With Butter		
	Dal Makhani/Dal Tadka		
	Razma/Chhola/Chana/ Dry Vegetable /Seasonal Vegetable		
	Shahi Paneer/Mutter Paneer/Malai kofta/palak Paneer		
	Veg Tawa		
	Bundi Raita/Fruit Raita		
	Dahi Bada		
	Salad		
	Papad		
	Aachar (pickle)		
	sweet		
	Ice-cream		

Note: In the above list, any item may be altered/modified (if required) in consultation with the canteen committee of GGV/officer authorized by GGV and the price shall be finalized with mutual consent with the vendor, and agreement in writing. Please refer clause 73 & 74 (under General Terms & conditions) in this regard.

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-I-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 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 2,500/-(Rupees Two Thousand Five Hundred) only is enclosed vide**

D.D. No. ....dated .....Bank Name .....drawn on.....

6. **Earnest Money Deposit of Rs 2,50,000/-(Rupees Two Lacs fifty thousand 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)
2017-18	2018-19	2019-20	

**Note:**Please enclose certificate, issued by CA in this regard

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

Whetherthebidderhasearlierbeenpunished/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.**

WhetherthebidderhasattachedtheSolvency certificate : (state YES OR NO)	
IfYES(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 certifiedcopies of last three financial years Income Tax Returns: (state YES OR NO)	
If YES (please mention Page Nos. in this EoI/Bid)	

**11 The bidder shall attach certified copies of FSSAI certificate**

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 dining strength.

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

**Validity:** The bids should be valid for at least 3 months period from the date of opening of financial bid

**Annexure-I-C**

<b>ELIGIBILITY CRITERIA ( AS PER CLAUSE-2)</b>				
<b>Clause No. 2.0</b>	<b>Criteria satisfied by The bidder Yes/No</b>	<b>Document / certificate Attached in support Yes/No</b>	<b>Give the relevant page No. in the bid document Submitted by the bidder</b>	
			<b>From</b>	<b>To</b>
2.1				
2.2				
2.3				
2.4				
2.5				

**Dated:** .....

**Signature of Bidder**.....

**Name**.....

**Designation**.....

**Firm's seal**.....

**Annexure –I-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 is any Criminal Case registered against the firm or its owner or partners or directors anywhere in India.
6. 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.
7. 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 -II**

### **FINANCIAL BID (BoQ)**

- Base Rate for Monthly Rent (Inclusive GST Tax): Rs. 50,000/- to be quoted **online only** in the BoQ.
- Bidders are required to quote the Monthly Rent more than Rs 50,000/- as the base monthly rent with GST. for the ground floor accommodation of the Cafeteria building at GGV campus.
- 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.
- The water and electricity charges shall be over and above the quoted monthly rent.

## CHECK – LIST

Sr.No.	Detail	Complied/ AttachedYe s/No	Page Number	Compiled/ Not-compiled
1	Original DD of the Bid cost/fee of Rs 2,500/- has been kept in the Envelope along with the DD/FDR of EMD Rs 2,50,000/- and duly sealed and sent to GGV. Also the scanned copy of the above DD has been uploaded in the e-procure site along with the e-tender documents.			
<b>Technical BID (scanned and duly signed copy is to be uploaded in e-procure.gov.in)</b>				
2	Whether bidder has scanned the original DD of the Bid cost/fee of Rs 2,500/- and DD/FDR of EMD Rs 2,50,000/- and have uploaded in the e-procure.gov.in			
3	Whether bidder has read and signed each page of the <b>EoI cum tender documents</b> and uploaded the scanned copy of the same in the e-procure.gov.in			
4	Whether bidder has read the details in the <b>Annexure-I-A</b> and duly signed it and have uploaded in the e-procure.gov.in			
5	Whether bidder has read and filled up all the desired Information in <b>Annexure-I-B</b> and duly signed it and have uploaded in the e-procure.gov.in			
6	Whether bidder has read and filled up all the desired information in <b>Annexure-I-C</b> and duly signed it and have uploaded in the e-procure.gov.in			
	Whether bidder has read and filled up the Declaration as per <b>Annexure-I-D</b> and duly signed it and have uploaded in the e-procure.gov.in			
<b>Financial BID (BoQ) (To be uploaded in e-procure.gov.in)</b>				
7	Whether bidder has read and filled up (online in the e-procure.gov.in), the Financial Bid(BoQ) as per <b>Annexure-II</b>			