

NOTICE INVITING TENDER

Indira Gandhi Institute of Technology, (A constituent college of GGSIP University) Kashmere Gate campus Delhi invites sealed tenders from reputed and eligible contractors/firms in two bid system for running the Canteen/Cafeteria in its Kashmere Gate Campus. Tender Document containing detailed terms and conditions can be obtained from to **30-08-2012** upto **21-09-2012** from **AR (GA) Room** Administrative Block, IGIT on payment of Rs.1000/- only through Demand Draft in favour of **‘Principal, Indira Gandhi Institute of Technology, Kashmere Gate, Delhi’**. Tender document can also be downloaded from University website: www.ipu.ac.in or www.igit.ac.in. The downloaded tender document can be used by paying Rs.1000/- in the form of draft/pay order drawn in favour of **‘Principal, Indira Gandhi Institute of Technology, Kashmere Gate, Delhi’** to be enclosed with the filled in tender document.

Duly completed tender documents are to be dropped in the Tender Box in Administrative Block of the University at Kashmere Gate campus latest by **11.00 a.m.** on **21-09-2012**. The tenders shall be opened at **11.30 a.m.** on **21-09-2012** in the Seminar Hall, Administrative Block GGSIP University Kashmere Gate campus Delhi -110006, in the presence of tenderers or their representatives, if any.

(Vijay Kumar)
Assistant Registrar

Notice Inviting Tender

Sealed tenders are invited by IGIT, GGSIP University, Kashmere Gate Campus, in two bid system (Technical and Financial) from the Agencies of National / International repute for the following works:

Name of the works	: Operation of Canteen at IGIT, GGSIP University, Kashmere Gate Campus, Delhi-06
Earnest Money Deposit	: Rs. 15,000/- (Rupees Fifteen Thousand only)
Cost of the Tender	: Rs. 1000/- (non-refundable) in the form of Demand Draft/Pay Order drawn in favor of “Principal, Indira Gandhi Institute of Technology” payable at “Delhi”
Last Date of Sale of Tender	: 20-09-2012 up to 4.30 p.m.
Last Date of Receipt of Bid	: 21-09-2012 upto 11.00 a.m.
Date, Time and Venue for Opening of Technical Bid	: 21-09-2012 at 11.30 a.m. Seminar Hall of the University at Admn. Block, Kashmere Gate Campus

1. Scope of work / location:

- i. Running and operation of Canteen/cafeteria including indoor and outdoor Hospitality services required for Kashmere Gate Campus.
- ii. Hospitality arrangements, **to order**, like Tea/Coffee/Soft drink/Snacks/ lunch (packed) Catering to all the Offices (i.e. on all the floors) of the university and also provide the service and Buffet Lunch/ Dinner/ Tea for various academic and Cultural Activities, Festivals, Seminars, Symposiums, Conferences, Training Programmes, Press Conferences, Statutory Bodies Meetings, Annual Day/Convocation, Teachers Day, Republic Day, Independence Day, Eid, Guru Parv, Holi Mangal Millan, Deepawali or any other function. In addition to this, arrangements are also required for Examinations and Admission/Counseling etc as informed by the University from time to time.
- iii. The tenderers are advised to visit the University canteen before participating. The tenderer should assess the volume of business by themselves. The IGIT, GGSIP University will not guarantee any minimum/maximum business.

2. The Canteen space is available as per details below:

- i. Covered Area of the Canteen is 250 Sq m behind the East Hostel building at Kashmere Gate Campus (**Annexure-VI**)

3. **Time Period:** The contract will be operative for a period of three years from the date of award, **(to be reviewed and approved every year, if found satisfactory)** extendable at discretion of the IGIT, GGSIP University, for another period of one/two years from the date of execution/award of the contract (whichever is earlier) subject to satisfactory working, on the same terms and conditions as the case may be, and the rates as decided by the university will be final. The license shall automatically cease to be effective, after the end of time period. However the IGIT, GGSIP University reserves the right to terminate the contract any time during the currency of license time period. The decision of the IGIT, GGSIP University in this regard will be final & binding on the tenderer.
4. **How to obtain:** The desirous tenderers may obtain the Tender Documents from the office of Assistant Registrar (GA), IGIT Admn. Block, G.G.S.I.P. University Kashmere Gate Campus on any working day w.e.f **30-08-2012 to 20-09-2012** between **10.30 a.m. to 4.30 p.m.** on payment of Rs.1000/- (non-refundable) in the form of Demand Draft/Pay Order drawn in favour of **“Principal, Indira Gandhi Institute of Technology” payable at “Delhi”**. Tender Document can also be downloaded from University website: www.ipu.ac.in or www.igit.ac.in The downloaded Tender Document can be used by paying Rs.1000/- in the form of Demand Draft/Pay Order drawn in favor of **“Principal, Indira Gandhi Institute of Technology” payable at “Delhi”** to be enclosed with the filled in Tender Document (Technical Bid).
5. **Eligibility Criteria:** The Agency of National / International repute who fulfils the following criteria :
- i. Should have at least 3 years (Ending March 2012) experience to run Canteen/cafeteria in University/Ministry/Public Sector Undertaking/MNC/Corporate Sector/School out of which should have atleast one year experience of running the canteen in the College/University/School in last 03 years.
 - ii. Should have average Annual Turnover of atleast Rs. 10 lacs in running /operation of Canteen in the last three years (2011-12, 2010-11 & 2009-2010)
 - iii. Should have valid Service Tax Registration No.
 - iv. Should have valid PAN No.
 - v. Should have valid VAT Registration No.
 - vi. Should have valid Sales Tax Registration No.
 - vii. Should have valid ESI & EPF Registration No.
6. **Documents to be enclosed for the proof of eligibility criteria :**
- i. Attested copies of experience (at least 3 years (Ending March 2012) experience to run Canteen/cafeteria in University/Ministry/Public Sector Undertaking/MNC/

Corporate Sector/School out of which should have atleast one year experience of running the canteen in the College/university/School in last 03 years).

- ii. Attested copies of Turnover [at least Rs. 10 lacs in running /operation of Canteen in the last three years (2011-12, 2010-11 & 2009-2010)] duly certified by Chartered Accountant.
 - iii. Attested copies of Service Tax Registration Number.
 - iv. Attested copies of PAN Number.
 - v. Attested copies of VAT Number.
 - vi. Attested copies of Sales Tax Number.
 - vii. Attested copies of ESI & EPF Number.
7. **How to submit:** The completed tender along with the E.M.D. of Rs. 15,000/- in the form of Demand Draft/Pay Order drawn in favor of **“Principal, Indira Gandhi Institute of Technology” payable at “Delhi”**. The last date to submit the completed tenders in the Office of Assistant Registrar (GA), IGIT **is 21-09-2012 up-to 11.00 a.m.** Tender without Earnest Money Deposit shall be summarily rejected.

The bids shall be submitted in sealed envelope superscribing “Tender for operation of Canteen at IGIT, GGSIP University campus at Kashmere Gate. and date / time of opening 21-09-2012 at 11:30 a.m.”. The name, address and contact person alongwith telephone should be mentioned on the envelope. This envelop should contain two separate sealed envelopes as under:

- i. **Envelop 1: Technical Bid:** This must contain-
 - a. Original/Downloaded Tender Document duly signed by authorized signatory on each page.
 - b. Documentary proof of eligibility criteria in prescribed formats duly signed by authorized signatory (**Annexure-I**)
 - c. Covering letter and letter of submission.
 - d. Earnest Money Deposit of Rs. 15,000/- in the form of DD/Pay Order.
 - e. Demand Draft/Pay Order of Rs. 1000/- (non refundable) in favor of **“Principal, Indira Gandhi Institute of Technology” payable at “Delhi”** towards Tender cost in case tender has been down loaded from website, if demand draft is not enclosed the tender will be rejected.
 - f. Partnership deed in case of partnership firm or article of association in case of limited company.
 - g. Power of attorney in favor of the Authorized signatory in case the Authorized Signatory is other than Proprietor/Partner.

- ii. **Envelop 2: Financial Bid:** Duly filled and signed by authorized signatory. (Annexure –II)

8. Opening of Bids:

- i. **Technical Bids:** The Technical Bids will be opened on 21-09-2012 at 11.30 a.m. in the Seminar Hall, Admn. Block of the University at Kashmere Gate Campus in the presence of the tenderers or their authorized representatives.
- ii. **Financial Bids:** The date of opening Financial Bids shall be intimated separately to the bidders whose Technical Bids are found satisfactory by the University.

9. Tenders to be rejected:

- i. Incomplete tender document.
- ii. Tenders without proper E. M. D.
- iii. IGIT, GGSIP University does not bind itself to accept the highest or any other bidder and reserves to itself the authority to reject any or all the tenders received without assigning any reason. Tender in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be liable for rejection. The decision of the IGIT, GGSIP University in this regard will be final & binding on the Tenderer.
- iv. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

10. Earnest Money Deposit (EMD): In the event of tender being rejected, the earnest money deposit of such tenderer shall be returned to tenderer, without any interest. The EMD of successful tenderer may be adjusted against the Performance Gurantee.

11. Performance Gurantee: The Performance Gurantee will be Rs. 1,00,000/- (Rupees One Lac only) which shall be in the form of DD/FDR/Bank Gurantee.(Annexure –III)

GENERAL CONDITIONS OF CONTRACT

1. Starting of work:

The Licensee shall start the IGIT, GGSIP University Canteen within **next fifteen days of acceptance of offer** given by the University. **If the Licensee fails to start Canteen with in fifteen days, the EMD/Performance Guarantee will be forfeited.**

2. Agreement:

The licensee shall sign an agreement with the IGIT, GGSIP University within 15 days of the acceptance of offer on a stamp paper of Rs. 100/- to be furnished by the bidder alongwith bid document.

3. Payment of License Fee, Water, Electricity & other Charges:

- i. The licensee shall pay the license fee at the rate quoted per month in advance by 10th day of each month (next working day if 10th is a holiday on any account) failing which penalty of Rs. 100/- per day will be imposed/charged, upto last working day of the month. There after the action may be initiated.
- ii. The Licensee shall pay Electricity charges at rates including fixed charges, taxes as charged by of BSES Yamuna Power Ltd. Delhi from the University as per the meter reading or to BSES Yamuna Power Ltd/BSES Rajdhani Power Ltd as the case may be.
- iii. The Licensee shall pay water consumption charges at the flat rate of Rs. 3000/- per month.
- iv. The Licensee will pay necessary fee, taxes as applicable, according to the rates prescribed by the MCD or any other Government Authority of India/Delhi for running the Canteen, directly to Concerned Authorities.

4. Rates for different items and packages:

- i. The contractor should ensure availability of the **essential items** in the canteen as per list enclosed **Annexure IV**.
- ii. The items other than those mentioned in Annexure IV may be served with prior approval of the IGIT, GGSIP University at rates and in quantities agreed by, the IGIT, GGSIP University.
- iii. The rate(s) once fixed would remain applicable at least for one year and will be revised on request of the contractor subject to approval by the IGIT, GGSIP University. IGIT, GGSIP University reserves the right to disallow/amend the request of contractor in this regard.
- iv. The Licensee shall display the approved list and rates of approved eatable items at the identified/designated place in the Canteen.

- v. Tenderers are advised to inspect and examine the Canteen space at locations and its surrounding and safety measures required for the operation of canteen services as per local bye-laws.

5. Maintaining cleanliness in and around the canteen:

- i. The Licensee is bound to maintain cleanliness in and around the canteen and will dispose off the waste material outside the IGIT, GGSIP University Campus at its own cost. No staff member of the IGIT, GGSIP University will be engaged for the purpose and it shall be entire responsibility of the Licensee.
- ii. All waste food should be removed from catering premises on a daily basis and ideally should be collected twice a day. The waste food should be stored in bins with close fitting lids, stored clear of the ground on steel racks and it should be possible to clean under and around the bins. Bins should be sited well away from open doors and windows. When the Licensee has removed the waste the bins should be hosed down as well as the surrounding area.
- iii. Adequate number of insect killers has to be installed by the Licensee in the Dining Area and Kitchen.
- iv. All IGIT, GGSIP University equipment functioning in the Canteen need to be kept in working condition. If any equipment does not work/function properly the information must be given to Concerned Department.

6. Staff deployment in the canteen:

- i. The Licensee shall deploy the employees only after due Police verification. The Licensee shall provide identity cards to its employees at its own cost and provide a copy to the Administration alongwith all the records.
- ii. The Licensee shall also be responsible to provide all the benefits viz. P.F., ESI, Bonus, Gratuity, Leaves etc., to the staff engaged by the Licensee as per rules from time to time.
- iii. The Licensee shall not deploy any minor employees to work in the canteen, proclaimed offender, persons involved in criminal cases or with criminal back ground, and with debt burden.
- iv. The Licensee will appoint sufficient number of waiters for providing services in the Offices/ Schools of the IGIT, GGSIP University. All waiters should be in proper uniform approved by the Canteen Committee. The catering service at Offices/ Schools is mandatory.
- v. The IGIT, GGSIP University will be under no obligation to provide employment to any personnel of the Agency after expiry of tender/agreement/contract period and the IGIT, GGSIP University recognizes no employer-employee relationship between IGIT, GGSIP University and the personnel deployed by the Agency.
- vi. In every case, in which by virtue of the provisions of the Workmanø Compensation act, the Government of India/Government of Delhi is obliged to pay compensation to such person employed by the Licensee in execution of the work; the IGIT, GGSIP University will be entitled to recover from the Licensee the amount of compensation so paid.

7. PAYMENT OF BILLS:

- i. Payment will be made by IGIT, GGSIP University **within 30 days** from the date of submission of the proper/satisfactory bill. The bills shall be submitted in triplicate along with dully signed work order issued by the university
- ii. IGIT, GGSIP University reserves the right to carry out post payment audit and/or technical examination of the final bill including all supporting vouchers, abstract etc. IGIT, GGSIP University further reserves the right to enforce recovery of any overpayment whenever detected.
- iii. Last payment of the agency will be cleared only after ascertaining clearance of any liability pending with the Agency.
- iv. Income Tax will be deducted at source where ever applicable. PAN No. & TIN No. should be quoted on each bill.
- v. No responsibility will be taken by the IGIT, GGSIP University for Credit Sales Losses or pilferage. The IGIT, GGSIP University shall not provide any residential accommodation to the catering/canteen personnel employed by the Agency. No cooking or lodging shall be allowed in the IGIT, GGSIP University for the personnel engaged by the Agency.
- vi. The Licensee shall give 30 days credit facility towards supply made and special parties/outdoor catering organized for the offices/Branches/Schools/IGIT, GGSIP University only after getting a written order.

8. Timings:

- i. The Licensee shall keep the Canteen open from **8.00 A.M. to 8.00 P.M.** (all days including Saturday/ Sunday. The Canteen shall not be closed on any working day of the IGIT, GGSIP University without the prior written permission of the IGIT, GGSIP University Administration. Penalty of Rs 5000/- per day shall be levied for each day when canteen is found closed un-authorizedly. In case the Canteen is required to be opened beyond 8.00 p.m. the Licensee shall obtain permission from the University.
- ii. **The licensee must ensure availability of all the essential items as per Annexure IV**
- iii. The Licensee will provide catering services for the students, staff and visitors on campus, and in associated areas using both its own resources and where applicable, outside suppliers.
- iv. The Licensee shall be allowed to run a movable trolley in the IGIT, GGSIP University at Kashmere Gate campus, if required.

9. Restrictions on the Licensee :

- i. Any person who is in Government Service or an employee of the IGIT, GGSIP University should not be made a partner to the contract by the Licensee directly or indirectly.
- ii. The Licensee shall not sublet a part or whole of the premises to any other Agency for any purpose, what so-ever.
- iii. The Licensee shall not indulge himself in carrying out activities other than the purpose stipulated here under
- iv. The IGIT, GGSIP University reserves the right not to allow the Licensee for the **sale** of any brand/make item/ food item including cold drink.
- v. The Licensee shall not sell the items banned by Central Govt./State Govt./Any Other Regulatory Authority.

10. Termination of License:

- i. On termination of the license, the license shall handover, peaceful possession of the licensed premises to the IGIT, GGSIP University, in the same condition as was offered to him. In case, he fails to vacate the IGIT, GGSIP University canteen premises within stipulated time period the IGIT, GGSIP University reserve the right to remove his items at the Licensee's risk & cost. **The IGIT, GGSIP University** reserves the right to cancel the contract agreement or to withhold the payment in the event of non-commencement or unsatisfactory performance of the work contract. In such eventuality, IGIT, GGSIP University further reserves the right to get the work done from open market or through some other agencies. Licensee will be black listed in the IGIT, GGSIP University from participating in such type of tender & his performance guarantee/security deposit will be forfeited, if so warranted. All legal disputes shall be subject to jurisdiction of Delhi Courts, IGIT, GGSIP University will have right to make good any due from the agency from the performance security.

SPECIAL CONDITIONS

1. Responsibilities/Liabilities of Licensee

a) Food Hygiene: It is the responsibility of the Licensee to ensure that all staff employed during an event is appropriately trained in hygiene procedures. It is the responsibility of the Licensee to ensure that the necessary equipment and services are available to ensure that good hygiene practice can be followed during any event taking place on IGIT, GGSIP University premises.

Food handlers must notify their manager or supervisor if they are aware that they are suffering from any of the following: typhoid, paratyphoid, other salmonella infections, amoebic dysentery, and bacillary dysentery, any staphylococcal infection likely to cause food poisoning, boils, spots, burns or nasal infections.

The following measures should also be taken:

Exclude the person from work and arrange a medical examination.

Not permit the food handler to return to work until cleared by a doctor.

It is the responsibility of the Licensee to get the Verification and antecedent of the employees, employed to run the IGIT, GGSIP University Canteen.

b) The Utensils: All cutlery & crockery etc. used in the Canteen must be of very good quality. In case plastic products are used, it should be the food grade plastic for storage & serving.

c) Fire Precautions: All areas of The IGIT, GGSIP University are provided with fire-fighting equipment suitable for the hazards normally found in these areas. If the work of a Licensee introduces unusual fire hazards into an area, he is responsible for providing the appropriate type of fire-fighting equipment.

The Licensee is strongly advised to ensure that their employees on first arriving at the work site should check: -

- i. The nearest means of escape in case of fire.
- ii. The location, site and method of operation of fire-fighting equipment.
- iii. The location of the nearest fire alarm.
- iv. The procedures to be taken in case of fire or on the sound of the fire alarm.
- v. Licensee personnel must obey alarm signals whilst on IGIT, GGSIP University premises and act in accordance with fire instructions posted in the premises.
- vi. LPG cylinders used must be safely stored and used. Any fire accident arising out of misuse/improper use/storage of Gas Cylinder shall be the responsibility of the Licensee.
- vii. Training to the staff deployed for fire frightening equipments and other electrical gadgets in use.

2. FOLLOWING SHALL BE STRICTLY PROHIBITED:

- i. Serving of Alcoholic Drinks, selling of Narcotics, Tobacco items, and other items not normally covered in restaurant business.
- ii. Running catering services from the licenses premises to any other offices / organizations except those located in & under IGIT, GGSIP University.
- iii. Use of Plastic etc. and recycled colored plastic bags.

3. LEGAL LIABILITY AND RESPONSIBILITY OF LICENSEE

- i. It will be the responsibility of the Licensee to get all the related clearances as applicable under the Indian Laws and complete the necessary formalities as required under relevant statues, rules and regulations.

- ii. The Licensee shall comply with all the statutory provisions as laid down under various Labour Laws/Act/Rules like minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour(R&A) Act, Delhi Works Contract Act and other Labour Laws/Acts/Rules in force from time to time at its own cost (from within the rate quoted). In case of violation of such statutory provisions under Labour Laws and/or any other law applicable, by the Agency, there will not be any liability on the part of IGIT, GGSIP University.
- iii. The Licensee has to maintain all the relevant records, register and documents as required by the Labour Department, Regional Provident Funds Commission and Employees State Insurance Corporation or other local bodies as per the existing rules and/or regulations as amended from time to time.
- iv. The Licensee shall indemnify to the IGIT, GGSIP University against any payments to be made under and for the observance of the above mentioned various laws and rules.

4. Food Hygiene Inspections

A Committee of Officers/Staff of the IGIT, GGSIP University shall be set-up by the Competent Authority, IGIT, GGSIP University to monitor the functioning of the Canteen and ensure compliance with quality/quantity standards of food, health, hygiene. The Canteen committee member (s) may inspect the preparation from time to time and reject such preparations, which are not considered wholesome or hygienic without any compensation.

- 5. All equipment used by Licensees on IGIT, GGSIP University premises must be safe and suitable for work being undertaken. All such equipment must meet all legal requirements as to construction and use and where all operators recommended shall be suitably trained.
- 6. It is the responsibility of the Licensee to provide his/her employees with suitable Personal Protective Equipment (PPE) where required. The Licensee must instruct his/her employees to use Personal Protective Equipment when provided
- 7. Agreement shall be drawn with the successful tenderer on stamp paper of Rs. 100/- which shall be provided by the successful tenderer. Tenderer shall quote the rates as per various terms and conditions of the tender document, which shall form part of the agreement.
- 8. **PENALTIES:**

- i. If the Licensee fails to fulfill his obligations of the contract at any time during the contract period, IGIT, GGSIP University shall have the power to terminate the contract and in that case the performance guarantee deposited by the Licensee shall be forfeited at the discretion of the IGIT, GGSIP University.
- ii. The Licensee shall not sublet a part or whole of the premises to any other Agency for any purpose what so-ever. Performance Guarantee deposited by the licensee may be forfeited and immediate termination of Contract by the IGIT, GGSIP University.

- iii. In case eatables are sold by the Licensee after the expiry date as mentioned by the manufacturer penalty of Rs.2000/- will be imposed for each default.
- iv. For not maintaining the Hygienic conditions in and around canteen at first instance /default warning letter will be issued and on subsequently defaults a penalty of Rs. 5000/- per default will be charged.
- v. For littering at any place in IGIT, GGSIP University Campus Rs. 2000/- per default.
- vi. Any penalty levied by the local authorities like MCD, PF, ESI, food adulteration, FDA, DPCC and etc on account of non compliance of local laws, the licensee will bear the cost.

I have understood completely about this tender document and the terms and conditions therein. I agree to sell the eatables and packaged items (Snacks /Lunch) on the rates mentioned in the tender. I have also understood that I have to maintain hygiene and provide good quality of eatable and food items.

Date:

**(Name & Signature of Tenderer
with Seal of the Agency)**

ANNEXURE-I

TECHNICAL BID FORM

(Technical Bid should be kept in separate sealed cover super scribing “Technical Bid” on it).

Name of Work: Operation of Canteen at IGIT, GGSIP University at Kashmere Gate campus, Delhi-06	PHOTO
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1. Name of Licensee and Agency. :í í í í í í í í í í í í í í í í

Details of the demand draft: in case it is downloaded from the website

Amount(Rs.) í í í í í í í í í í í í í í í í

DD/Pay Order No. í í í í í í í í í í í í í í í í Date:í í í í í í í ..

Issuing Bank í í í í í í í í í í í í í í í í .

2. Details E.M.D. (Rs. 15,000/-) :í í í í í í í í í í í í í í í í .

DD/Pay Order No. :í í .í í í í í í í í í í í í í í í í Date:í í í í í í

Issuing Bank :í í í í í í í í í í í í í í í í .

3. Details of 03 years (ending March 2012) experience in running canteen/cafeteria Services in University/Ministry/Public Sector Undertaking/MNC/Corporate Sector/School out of which one year experience should be in running Canteen in the College/University/School. (Attach proof of work) :

<i>S.No</i>	<i>Year</i>	<i>Name of Work and period of Contract</i>	<i>Name of Client and Address</i>	<i>Contact person with designation and telephone number</i>	<i>Financial component</i>
1	2011-12				
2	2010-11				
3	2009-10				

4. Annual Turnover dully supported by copy of Annual Accounts certified by the Chartered Accountant

Year	Turn over (Rs. in Lacs)	Loss, if any
2011-12		
2010-11		
2009-10		

6. Service Tax Registration Number (attach copy) :
7. Permanent Account Number (attach copy) :
8. VAT Registration Number (attach copy) :
9. Sales Tax Registration Number (attach copy) :
10. ESI &EPF Registration Number (attach copy) :

Date:

**(Name & Signature of Tenderer
with Seal of the Agency)**

FINANCIAL BID (PACKET-II)

- i. The tenderer should quote the rate of License fee for running the canteen and providing the catering services
- ii. The tenderer should take care that the details, rate and amount should be written in such a way that interpolation is not possible. No cutting/overwriting in the figures mentioned in Financial Bid will be allowed and such type of tender is liable for rejection. No blanks are left which would otherwise make the tender liable for rejection.
- iii. Amount should be quoted in figures as well as words
- iv. The financial bid should have the stamp of the firm or company and signed by the tenderer or his authorized signatory on every page.
- v. The envelope containing the financial bid shall be super-scribed as “**Financial Bids for Canteen services (Packet-II)**” and it should be sealed.

Annexure-II

(Keep this Financial Bid in Separate Sealed envelop)

	Name of work	:	Operation of Canteen at IGIT, GGSIP University at Kashmere Gate campus, Delhi
1.	Name of Tenderer and Agency	:	
2.	Period of contract	:	Three years from the date of actual engagement (to be reviewed every year, if the service found satisfactory)

3. Quote the License Fees for providing the catering services :

Rs. í í í í í í í í í í í í per month (In words í í í í í í í í í í í í í í í í í í í í í í í í í í í í í í í í í í)

I have understood completely about this tender document and the terms and conditions therein and shall abide by those and all other rules & regulation as imposed by the IGIT, GGSIP University from time to time.

Date:

**(Name & Signature of Tenderer
with Seal of the Agency)**

**Form of Performance Security (Guarantee)
Bank Guarantee Bond**

1. In consideration of the IGIT, GGSIPU (hereinafter called "the University") having offered to accept the terms and conditions of the proposed agreement between _____ and _____ (hereinafter called "the said Contractor(s)") for the work _____ (hereinafter called "the said agreement") having agreed to production of a irrevocable Bank Guarantee for Rs. _____ (Rupees _____ only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and condition in the said agreement.

We, _____ (hereinafter referred as "the Bank") hereby undertake (Indicate the name of the Bank) to pay to the University an amount not exceeding Rs. _____ (Rupees _____ only) on demand by the University.

2. We, _____ do hereby undertake to pay the amounts due and (Indicate the name of the Bank) payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ only)
3. We, the said bank further undertake to pay the University any money so demanded not withstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor (s) shall have no claim against us for making such payment.

4. We, _____ further agree that the guarantee herein contained shall (Indicate the name of the Bank) remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-Charge on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor (s) and accordingly discharges this guarantee.

5. We, _____ further agree with the University that the University _____ (indicate the name of the name)

shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said contractor(s) and to forbear or enforce any of the term and condition relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance , act of omission on the part of the University or any indulgence by the University to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision , have effect of so relieving us.

- 6 This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).

7. We, ----- lastly undertake not to revoke this guarantee except (indicate the name of the bank) with the previous consent of the University in writing.

- 8 This guarantee shall be valid upto ----- unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. ----- (Rupees ----- only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged. Dated the ----- day of ----- for----- ----- (indicate the name of the Bank)

LIST OF ESSENTIAL ITEMS WITH RATES / PORTION SIZE

S. No	Name of the Items	Rate (Rs.)		Portion Size
1.	Tea (Dip)	5.00	Per cup	150 ml.
2.	Tea readymade	4.00	Per cup	80ml (per cup)
3.	Coffee	8.00	Per cup	150ml (per cup)
4.	Veg. Sandwich	10.00	01 pc.	90 gm.
5.	Sandwich (Cheese)	15.00	01 pc.	90 gm.
6.	Veg. Cutlet	15.00	02 pc.	150 gm.
7.	Mix. Pakora	12.00	04 pc.	130 gm.
8.	Samosa	5.00	01 pc.	90 gm.
9.	Aloo Bonda	5.00	01 pc.	60 gm.
10.	Bread Pakora (potato filled)	7.00	01 pc.	75 gm.
11.	Bread Omlet	15.00/20.00 01/02pcs.		
12.	Egg Curry	20.00	02 pcs.	
13.	Slice Butter/Butter Toast	10.00	02 pcs.	
14.	4 Puri (50 gm each) + Sabzi/Chhole (150 gm)	20.00		
15.	Curry with one Pakora	15.00	Per Plate	150 gm.
16.	Raita	8.00		100 ml
17.	Roti	3.00	per Roti	75 gm each
18.	Two Bhature (100 gm each) with chhole (150 gm) with onion & pickle	25.00		
19.	Besan Burfi	7.00	01 pc.	60 gm.
20.	Gulab Jamun	8.00	01 pc.	60 gm.
21.	Balushahi	7.00	01 pc.	70 gm.
22.	Dal (Fry)	15.00	01 Plate	200 gm.
23.	Rajma	15.00	01 Plate	200 gm.
24.	Subji	15.00	01 Plate	200 gm.
25.	Rice	15.00	01 Plate	250 gm.
26.	Rice plate with Rajma	20.00		300 gm
27.	Veg. Thali	35.00	01Thali	One Vegetable, Rice, Raita, One Dal, 04 nos. Roti
28.	Samber Vada	20.00	02pcs.	120 gm.
29.	Idly Samber	20.00	02pcs.	150 gm.
30.	Masala Dosa	25.00	01 pc.	200 gm.
31.	Chowmin	20.00		200 gm.

32.	Aloo Prantha with pickle	10.00	01 pc.	150 gm.
32.	Packed food/Beverage products	Milk/milk products and beverages quality National & International brands will be allowed on MRP or below MRP only		

Date:

**(Name & Signature of Tenderer
with Seal of the Agency)**

Annexure -V

FOOD PACKAGES FOR MEETINGS/FUNCTIONS OF THE IGIT, GGSIP UNIVERSITY

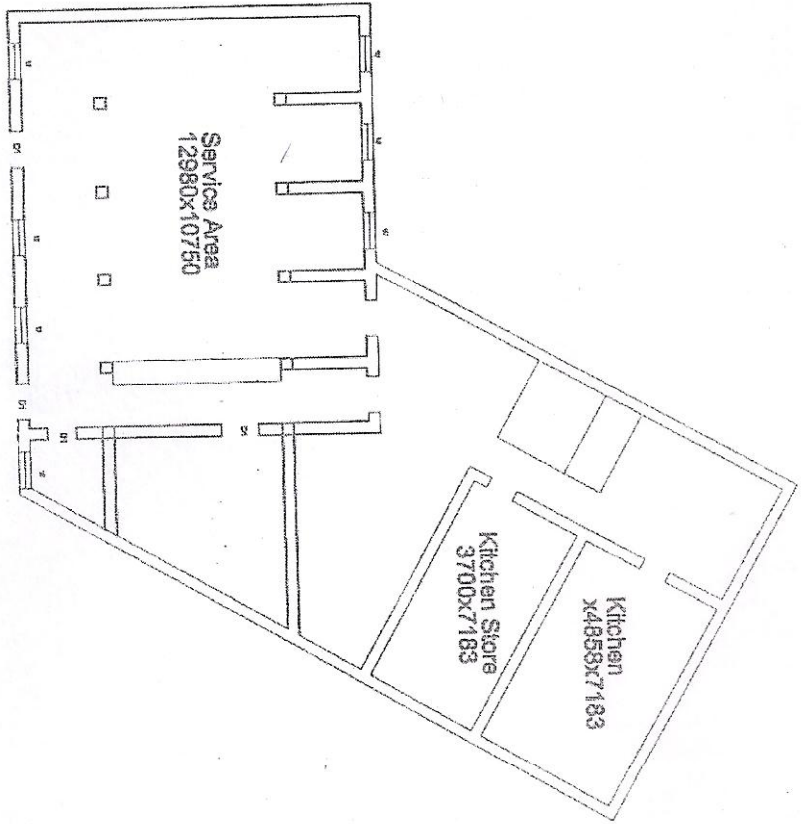
S. No.	Package	Items	Amount
1	I	<ol style="list-style-type: none"> 1. Mineral water (1/2 Ltrs) 2. Tea/Coffee* 3. Wafers 4. Samosa/Dhokla 5. Cookies 4 Pcs. (Sweet & Salted) 	Rs. 35/-
2	II	<ol style="list-style-type: none"> 1. Mineral Water (1/2 Ltrs.) 2. Tea/Coffee* 3. Wafers 4. Samosa/Dhokla/Khandvi 5. Cookies 4 Pcs. (Sweet & Salted) 6. Gulab Jamun/Milkcake/Sandesh/Ladoo (Basen/Bundi) 	Rs. 45/-
3	III	<ol style="list-style-type: none"> 1. Mineral Water (1/2 Ltrs.) 2. Tea/Coffee* 3. Wafers 4. Samosa/Dhokla/Khandvi 5. Cookies 4 Pcs. (Sweet & Salted) 6. Gulab Jamun/Milkcake/ Sandesh/Ladoo (Basen/Bundi) 7. Paneer Pakora/Veg.Cutlet/Aloo Bonda 	Rs. 55/-
4	IV	Lunch Packed Thali (Two Vegetables, Pulav, Naan/Laccha Prantha 02 nos., Raita, Salad, Acchar and Gulab Jamun/Rasgulla)	Rs. 60/-
5	V	Lunch Buffet System (One Dal, One SeasonalVegetable, One Paneer Item, One other Mix Veg, Rice, Naan/Laccha Prantha, Salad, Veg/Fruit Raita, Sweet/Ice Cream, Achar and Papad)	Rs. 120/-

* Rs. 10/- extra if Cold Drink is served instead of Tea/Coffee.

(If any item will be served from Haldiram/Makhanlal/Bikaner etc., extra charges will be taken depending upon the item & quantity ordered).

Date:

**(Name & Signature of Tenderer
with Seal of the Agency)**



Kashmere Gate Campus
 Gurni Gehind Singh Indraprastha University
 Drawing Title - West Hostel
University Canteen
 Date _____ Signature _____

AZNTXCRM-M