

Tender Document

Name of Work: Providing Catering facility for two University Canteens (1. Adjacent to Workshop 2. Near J. C. Bose Block) by Food Chain Vendor/Contractor/Caterer at Deenbandhu Chhotu Ram University of Science & Technology, Murthal, Sonapat(Haryana)



DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE & TECHNOLOGY, MURTHAL – 131 039 (HARYANA)

Last Date of Submission of Bid	03.30 P.M. on 28/10/2016
Date of Opening of Technical Bid	04.00 P.M. on 28/10/2016

INDEX

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Sl. No.	Description	Page No.
1	Notice Inviting Tender	3-6
2	Terms and Conditions	7-12
3	Letter of Transmittal	13
4	Annexures (A-F) List of Items with rates/portion size Organizations structure of the Food Chain Vendor/Canteen Contractor/Caterer Details of annual turnover Performance report of each work Declaration for fair business by the Food Chain Vendor/Canteen Contractor/Caterer Format for Financial Bid	14-22

NOTICE INVITING TENDER

Offline tenders are invited on behalf of University from Food Chain Vendors/Contractors/Caterers to provide catering facility in two University Canteens(1. Adjacent to Workshop 2. Near J. C. Bose Block) as per the terms and conditions laid down in tender document.

Name of Work: Providing Catering facility for two University Canteens(1. Adjacent to Workshop 2. Near J. C. Bose Block) by Food Chain Vendor/Contractor/Caterer at Deenbandhu Chhotu Ram University of Science & Technology, Murthal, Sonapat, Haryana.

- 1. Eligibility Criteria:** The Vendors/Contractors/Caterers who fulfill the following requirements shall be eligible to apply:-
 - a) Should be a reputed Food Chain Vendor/Contractor/Caterer.
 - b) Should have minimum turnover of Rs.50.00 lacs (Rs. fifty Lacs Only) in running/operation of catering services in the last financial year i.e. 2015-16 and should have earned profit.
 - c) Should be registered with food safety and standard authority of India (FSSAI).
 - d) Should have valid PAN/ Service Tax/ VAT/EPF/ESI Registration Nos.

2. Criteria for Evaluation and Selection:

The financial bid of eligible Vendors/Contractors/Caterers who fulfill the eligibility criteria as per clause 1 above and also who have submitted documents as mentioned under clause 9 below, shall only be opened and Vendor/Contractor/Caterer, who quotes the highest rent will be awarded the work. The minimum base rent is Rs.39,600/- per month (Thirty Nine Thousand Six Hundred only), The eligible contractor has to quote the rent in the Financial Bid as per **Annexure F**.

3. Definitions

- a) The Contract means the documents forming the tender and acceptance thereof and the formal agreement executed between the Competent Authority on behalf of the DCRUST and the Contractor, together with the documents referred to therein including these conditions, the specifications, designs, drawings and instructions issued from time to time by the Officer-in-Charge and all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.
- b) The Site / Location shall mean the places where work is to be executed under the contract.
- c) The Food Chain Vendor/Contractor/Caterer shall mean the individual, firm or company, whether incorporated or not, undertaking the works and shall include the legal personal representative of such individual or the persons composing such firm or company, or the successors of such firm or company and the permitted assigns of such individual, firm or company.
- d) The DCRUST means the Deenbandhu Chhotu Ram University of Science and Technology, Murthal represented by the Registrar. The University has been established by Govt. of Haryana under the provision of Deenbandhu Chhotu Ram University of Science and Technology, Murthal Act, 2006. The University is recognized by the University Grant Commission (UGC), India under Section 2(f) and 12(b) of the UGC Act.
- e) The Competent Authority / Officer-In-Charge shall mean the Registrar, DCRUST or his authorized representative.
- f) Schedule(s) referred to in these conditions shall mean the relevant schedule(s) annexed to the tender papers, with the amendments thereto issued up to the date of receipt of the tender.

4. Scope of Work :-

- a) Running, operation & maintenance of two University Canteens (1. Adjacent to Workshop 2. Near J. C. Bose Block) for about 4000 students/staff/guests & visitors at DCRUST Campus of the University including University guest house.
- b) Providing Hospitality & Catering Services as per rates and items given in **Annexure-A**
 - i) For the students, staff, residents, guests and visitors etc. of the University.
 - ii) For all the official meetings against the written requests (i.e. on all the floors) 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, Special Days, Convocation, Teachers Day, Republic Day, Independence Day and other functions at the approved rates.
 - i) For Entrance Examinations and Admission/Counseling etc. as required by the University from time to time.
 - ii) Special Catering arrangements for the Statutory Body Meetings, VIPs, International Conferences, Foreign Delegations etc. at the approved rates.
 - iii) Tea, Breakfast, Lunch, Dinner etc. for the guests in the University Guest House.

5. The intending bidder must read the terms and conditions of the bid. He/She should only submit bid if he/she considers himself/herself eligible and he/she is in possession of all the documents required.

6. Information and instructions for bidders shall form part of bid document.

7. The bid document consisting of the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from University website www.dcrustm.org free of cost.

8. Technical Bid shall consists of the following documents to be submitted with the letter of transmittal:-

- a. Organization structure of vendor/contractor/caterer as per **Annexure-B**.
- b. A certified copy as per **Annexure-C** by Chartered Accountant for minimum turnover of Rs.50.00 lacs (Rs. fifty Lacs Only) in running/operation of catering services in the last financial year i.e. 2015-16 and should have earned profit.
- c. Performance report and attested copies of experience of running and maintaining canteen/cafeteria/mess in Govt. Organization/ PSUs/ Educational Institutions / Schools / Universities /Hospitals/ Defense Reputed Private Organization etc. **if any** may be provided as per **Annexure-D**.
- d. An affidavit as per **Annexure-E** has to be submitted.
- e. Attested copies of valid PAN/ Service Tax/ VAT/EPF/ESI Registration Nos.
- f. Attested copy of valid food safety and standard authority of India (FSSAI) Registration No.
- g. EMD of **Rs. 50,000/-** in the form of Demand Draft/Bankers Cheque in favour of the Registrar, DCRUST in original.
- h. Demand Draft of **Rs. 2000/-** in favour of the Registrar, DCRUST towards the cost of tender document(even if the document has been downloaded from the website).

9. Financial bid shall be submitted in the format as per **Annexure-F**.

10. The bid of the firm providing incomplete or illegible documents will be summarily rejected.
11. **The Technical Bid and Financial Bid shall be submitted in separate sealed envelopes superscribing “Technical Bid” and “Financial Bid” in a outer single sealed envelope superscribing “Technical and Financial Bids for Catering Facility” in the office of Deputy Registrar, General Administration DCRUST upto the period for submission.**
12. The Technical bid shall be submitted upto 3.30 P.M. on 28/10/2016 and shall be opened at 04.00 P.M. on 28/10/2016. In the case holiday on 28/10/2016, the bids shall be submitted and opened on the next working day. Time and date of opening of Financial Bid will be intimated to those bidders who are found eligible and qualify in Technical Bid. Financial Bid of only those bidders shall be opened who are found eligible and whose documents are found in order and approved by Competent Authority.
13. The bid submitted shall become invalid if:
 - a) The bidder is found ineligible.
 - b) The bidder does not submit all the documents as stipulated in the bid document.
 - c) If the bidder does not submit EMD in original with the technical bid as notified.
14. The successful agency to which contract will be awarded shall have to submit a Security Deposit equivalent to 5 times of monthly rent quoted by tenderer (rounded to nearest 100, if needed) in form of demand draft / Banker Cheque in favour of “Registrar, Deenbandhu Chhotu Ram University of Science and Technology, Murthal ”, payable at Sonepat at the time of award of work, which is refundable on satisfactory completion of contract. No interest will be payable on this security deposit money. If the contractor fails to pay security deposit **within 10days** of issue of allotment letter, the contract will stand cancelled. In that event the EMD will be forfeited. Such vendor is liable to be blacklisted by the University.
15. Intending Tenderers are advised, if wish, can visit the University Canteen sites with the help of the Executive Engineer Construction Division of University to see University canteens and its surroundings and satisfy themselves before submitting their tenders as to the form and nature of the site, the means of access to the site and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he/she inspects it or not and no extra charges consequent upon any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his/her own cost the services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tenderer implies that he/she has read this notice and all other contract documents and has made himself/herself aware of the scope and specifications of the work to be done and of conditions, local conditions and other factors having a bearing on the execution of the work.
16. 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.
17. The Competent Authority on behalf of the REGISTRAR, DCRUST reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.

18. The contractor shall not be permitted to tender for works in DCRUST, if his/her near relative is posted in the University in any grade. He/she shall also intimate the names of persons who are working with him/her in any capacity or are subsequently employed by him/her and who are near relatives to any gazetted officer in DCRUST. Any breach of this condition by the contractor would render him/her liable to be black listed.
19. No officer of gazetted rank working or retired from Government service, is allowed to work as a contractor or any of his/her employees without the permission of the University in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the University as aforesaid before submission of the tender or engagement in the contractor's service.
20. If any tenderer withdraws his tender or makes any modifications in the terms and conditions of the tender, then DCRUST shall, without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money as aforesaid. Further, the tenderer shall not be allowed to participate in the re-tendering process of the work. University shall be at liberty to invite next highest bidder if the earlier bidder does not accept the work.
21. This Notice Inviting Tender shall form a part of the contract document. The successful tenderer / contractor, on acceptance of his tender by the Accepting Authority, shall, within **10 days** from the stipulated date of start of the work, **sign the contract** consisting of the Notice Inviting Tender, all the documents including additional conditions, specifications and drawings, if any, forming the part of the tender as submitted at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.

Deputy Registrar
General Administration

Terms and Conditions

1. The Earnest Money Deposit (EMD) of **Rs. 50,000/- (Fifty Thousand Only)** must be attached with Technical bid document. The earnest money shall be accepted with a validity of minimum three months in the form of Demand Draft/Bankers Cheque and shall be in favour of “the Registrar, DCRUST”, payable at Sonapat. Tender without earnest money deposit will be summarily rejected. In case of unsuccessful bidders, the Earnest Money Deposit will be returned without any interest. The earnest money of the successful bidder shall be retained by the university as a part of Security Deposit.

2. Security Deposit:

The successful agency to which contract will be awarded shall have to submit a Security Deposit equivalent to 5 times of monthly rent quoted by the tenderer (rounded to nearest 100, if needed) in form of Demand Draft/Bankers Cheque in favour of “ Registrar, Deenbandhu Chhotu Ram University of Science and Technology, Murthal ”, payable at Sonapat at the time of award of work, which is refundable on satisfactory completion of contract. No interest will be payable on this security deposit money. If the contractor fails to pay security deposit within 10 days of issue of allotment letter, the contract will stand cancelled. In that event the EMD will be forfeited such vendor is liable to be blacklisted by the University.

3. Starting of work:

The Successful Food Chain Vendor/Contractor/Caterer shall start the University Canteen within fifteen days of acceptance of offer given by the University. If the Food Chain Vendor/Contractor/Caterer fails to start canteen within **60 days**, the EMD will be forfeited.

4. Agreement / Validity:

The tender is valid for 90 days. The successful Food Chain Vendor/ Contractor/Caterer shall sign an agreement with the University within 10 days from the stipulated date of start of work on a stamp paper of Rs. 100/- to be furnished by the Food Chain Vendor/Contractor/Caterer alongwith bid document which shall be **valid for period of two years from the date of Award of work and can be further extended yearly upto five years after receiving the satisfactory report.**

5. Payment of rent, Water, Electricity & other Charges:

The Food Chain Vendor/Contractor/Caterer shall pay an amount of rent (as offered) per month by 10th day of each month (next working day, if 10th is a holiday) in the university account failing which penalty of Rs. 100/- per day will be imposed/charged, till the date of payment(Max. 60 days). Beyond 60 days, the contract shall be cancelled and security deposit shall be forfeited. The Food Chain Vendor/Contractor/Caterer shall pay electricity charges of entire canteen area as per rules of UHBVNL as per the meter reading/sub meter installed by University or UHBVNL as the case may be including fixed charges, taxes etc. under commercial/ domestic supply as the case may be. The Food Chain Vendor/Contractor/Caterer shall pay water consumption charges at the flat rate of Rs. 500/- per month. The Food Chain Vendor/Contractor/Caterer will pay necessary fee/charges/taxes etc. as applicable, according to the rates prescribed by the Municipal Corporation Sonapat or any other Authority for running the canteen, directly to the Concerned Authorities.

6. **Pre- Visit of canteen site of the University :**

Before participating, Food Chain Vendors/Contractors/Caterers are advised to visit the canteen space at locations and its surrounding and safety measures required for the operation of canteen services. The Food Chain Vendor/Contractor/Caterer should assess the volume of business by them. The University will not guarantee any minimum/maximum business. For visiting the space, they may contact the office of the Executive Engineer of the university.

7 **Responsibilities/Liabilities of Food Chain Vendor/Contractor/Caterer**

7a) **Rates for different items and packages:**

Items approved by the University shall only be prepared and served at the approved rates as per Annexure-A. No other items will be prepared & served without prior approval of the University. The rate(s) once fixed would remain applicable for at least six months and may be revised on request of the contractor subject to approval by the University. The University reserves the right to amend/disallow the request of contractor in this regard and withdraw the items from the list. The approved rate list of eatable items should be displayed at the identified/designated place in the canteen and contractor cannot charge more than the approved rates.

7b) **Maintaining cleanliness in and around the canteen:**

- i. To take necessary statutory approvals from the local authorities at his own cost.
- ii. Bound to maintain cleanliness in and around the kitchen, service area, store & washing area of the canteen and will dispose off the waste material outside the University Campus with its own arrangements.
- iii. All waste food should be removed from catering premises on a daily basis.
- iv. Tables and sitting area arranged by the contractor in the dining space closed/open has to be cleared and cleaned immediately.
- v. Sole responsibility for the maintenance of utensils / crockery/ cutlery/ ovens/ fridge/ or any other appliances installed by the Food Chain Vendor/Contractor/Caterer for catering purpose etc.
- vi. Shall buy good quality raw materials e.g. grocery, vegetables & fruits etc. for preparation of all meals at his own cost (**Non-Veg. preparation is totally prohibited**).
- vii To ensure that the area under their control is free from flies and fix the insect catcher machines etc.
- vii Dust bin (stainless steel with covered lids) to be provided and maintained in the dining area at his own cost.
- ix. All equipment/fixtures installed by the University if any in the kitchen/store/washing area/service area/toilets etc. shall be taken over by the Food Chain Vendor/Contractor/Caterer from the University. These are to be kept in working condition and to be maintained which shall be returned to the University in good working conditions after the completion of the contract failing which the due amount shall be recovered from the security money.
- x. Furniture/Fixtures/Utencils arranged by the contractor shall be of good quality and esthetically compatible with best institutions of higher learning.

7c) Hygiene and Precautionary Measures :

- i. The staff deployed in the kitchen, housekeeping etc. should be medically fit and the contractor should immediately withdraw staff with any contagious disease from deployment.
- ii. Food Chain Vendor/Contractor/Caterer and his employees shall maintain proper decorum and decency befitting a higher institution. Any complaint in this regard will be viewed seriously and may amount to disqualification of the Food Chain Vendor/Canteen Contractor/Caterer.
- iii. Fire Precautions: Food Chain Vendor/Canteen Contractor/Caterer is responsible for providing the appropriate type of fire-fighting equipments within the canteen area.
- iv. Good quality disposable material like plates, glasses, cups etc. by the Food Chain Vendor/Contractor/Caterer at his own cost will be used.

7d) Legal Liability and Responsibility of Food Chain Vendor/Contractor/Caterer shall also form the part of Terms and Conditions of the tender, which consists :-

- i. To get all the related clearance as applicable under the Indian Law and complete the necessary formalities as required under relevant statues, rules and regulations.
- ii. Shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Fund, ESI, Bonus, Gratuity, Contract Labour (R&A) Act, Food Safety and Standards 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, the responsibility shall rest with the contractor. There will not be any liability on the part of the University.
- iii. To maintain all the relevant records, registers and documents as required by the Labour Department, Regional Provident Funds Commission, the Food Safety and Standards Authority of India and Employee State Insurance etc. Corporation or any other local bodies as per the existing rules and/or regulations as amended from time to time.
- iv. Shall indemnify to the University, if any, against any payments to be made under and for the observance of the above mentioned various laws and rules.

8. Staff deployment in the canteen:

- a) Shall deploy the employees only after due police verification and provide identity cards to its employees at their own cost duly authenticated by the University. No employee shall be allowed without identity card authenticated by the University. Copy of the same to be deposited in the office In-charge of the University time to time.
- b) Shall not deploy any minor employees to work in the canteen, proclaimed offender, persons involved in criminal cases or with criminal background and with debt burden.

- c) The University will be under no obligation to provide employment to any personnel of the agency after expiry of agreement/contract period and the University recognizes no employer-employee relationship between the University and the employees deployed by the agency.
- d) In every case, in which by virtue of the provisions of the Workman's Compensation Act, the Government of India/Government of Haryana is obliged to pay compensation to such person employed by the Food Chain Vendor/Contractor/Caterer in execution of the work; the University will be entitled to recover from the Food Chain Vendor/Contractor/Caterer the amount of compensation so paid.

9. Payment of Bills against supply of food items:

For providing service as per para 4(b) of the scope of work, payment will be made by the University within 30-45 days from the date of submission of the proper/satisfactory bills. The bills shall be submitted in triplicate alongwith duly signed work orders issued by the University. The University reserves the right to carry out post payment audit and/or technical examination of the final bills including all supporting vouchers, abstract etc. The University further reserves the right to enforce recovery of any overpayment whenever detected. Last payment of Food Chain Vendor/Contractor/Caterer will be cleared only after ascertaining clearance of any liability pending with the tenderer. Income Tax will be deducted at source wherever applicable. PAN No. should be quoted on each bill. No responsibility will be taken by the University for Credit Sales Losses or pilferage. The University shall not provide any residential accommodation to the catering/canteen personnel employed by the Food Chain Vendor/Contractor/Caterer.

10. Timings:

The Food Chain Vendor/Canteen Contractor/Caterer shall keep the canteen open from 8.00 a.m. to 10.00 p.m. (all days including Saturday/Sunday). The canteen shall not be closed on any working day of the University without the prior written permission of the University Administration. Penalty of Rs 5000/- per day shall be levied for each day when complaint of canteen is found regarding un-authorized closure. In case the canteen is required to be opened beyond 10.00 p.m., the Food Chain Vendor/Contractor/Caterer shall obtain permission from the University.

Restrictions to the Food Chain Vendor/Canteen Contractor/Caterer :

- a) Any person who is in Government service or an employee of the University should not be made a partner to the contract by the Food Chain Vendor/Contractor/Caterer directly or indirectly.
- b) Food Chain Vendor/Canteen Contractor/Caterer shall not indulge himself in carrying out activities other than the purpose stipulated in the scope of work.
- c) The University shall decide and finalize the brand/make/company for beverages/soft drinks etc for sale in the canteen.
- d) The University reserves the right not to allow the Food Chain Vendor/Contractor/Caterer for the sale of any local brand brand/make item/ food item including cold drink.
- e) Shall not sell the items banned by Central Govt./State Govt./Universities/Any other Regulatory Authority.
- f) Shall not perform / provide any promotional activity of any firm / company without the permission of the University.

- g) Shall not alter / change the items of the menu without the permission of the University
- h) Shall not be allowed to serve food beyond 10:00 PM in the canteen dining area for any birthday parties, get together without prior permission of the University.

12. Facilities provided by the University and to be arranged by the vendor:

Good quality canteen facilities (at par with best institutions /universities of the country) such as adequate mosquito catcher machines in working condition, kitchen fixtures, equipment's, utensils, crockery, furniture, furnishings, electrical fittings appliances like refrigerators, coolers, fans, air conditioners, RO water facility etc. shall be arranged by the vendor at his own cost. Sitting space has to be air conditioned. The toilet fixtures like w.c. suits, wash hand basins, bib taps, stop cocks, urinals, towel rails etc. Shall also be arranged by the contractor himself. One toilet will be maintained for disabled persons. The contractor will have to occupy the canteen spaces on "as is where is" basis. **Intended bidder may be ready to invest to the tune of 10-15 lacs towards above mentioned infrastructure development by him/her in the two canteens under reference. Inferior quality of infrastructure and facilities will not be permitted.** After the contract is over, university may take over the items installed in the canteen by the vendor on the cost estimated by the committee on depreciation basis supported by bills/ vouchers.

13. Following shall be strictly prohibited:

- a) Serving of alcoholic drinks, selling of narcotics, tobacco items and other items which are not normally covered in restaurant business.
- b) The canteen shall be no alcohol and no smoking zone.
- c). Use of plastic etc. and recycled colored plastic bags.

14. Food Hygiene Inspections:

The Canteen Committee of DCRUST or any other officer in-charge or authority by person(s) designated by the University will check/inspect/taste the quality/quantity, standards of food, preparation, service, health, hygiene etc. on daily basis at any time. They may take appropriate action as deemed fit which shall be binding on the Food Chain Vendor/Contractor/Caterer and reject such preparations, which are not considered wholesome or hygienic without any compensation.

15. Penalties against complaints :

- a) Use of unclean utensils, penalty of Rs.100/- will be imposed for each default.
- b) Sale of new items without permission of the University will attract a penalty of Rs.500/- for each default.
- c) In case, eatables are sold by the Food Chain Vendor/Contractor/Caterer after the expiry date as mentioned by the manufacture, a penalty of Rs.1000/- will be imposed for each default and all the repercussions will be the liability of Food Chain Vendor/Contractor/Caterer.
- d) A penalty of Rs. 1000/- will be imposed if persistent complaints are received regarding flies and unclean of area under the control of the contractor.
- e) A penalty of Rs. 5000/- per day shall be imposed on unauthorized closure of canteen and also providing services like food for birthday parties, get together beyond 10:00 P.M. without prior permission of the University.

- f) Sale of approved items at higher rates than the approved rates will attract a penalty of Rs. 500/- for each default.
- g) Shall not sublet a part or whole of the premises to any other agency for any purpose whatsoever. This may result immediate termination of contract by the University and forfeiture of security deposit.
- h) Misuse of area allotted for canteen is not allowed.
- i) If the Food Chain Vendor/Canteen Contractor/Caterer fails to fulfill his obligations of the contract at any time during the contract period, the University shall have the power to terminate the contract and in that case the security deposit deposited by the Food Chain Vendor/Canteen Contractor/Caterer shall be forfeited at the sole discretion of the University.
- j) The University reserves the right to terminate the contract and forfeit the security deposit on persistent complaint related to unhygienic food, use of adulterated food articles, oil etc.
- k) Any penalty levied by the local authorities like Municipal Corporation Sonipat, PF, ESI, food adulteration, FDA, HSPCB etc. on account of non compliance of local laws shall be borne by the Food Chain Vendor/Contractor/Caterer and University will nowhere be responsible for any such lapses.
- l) University reserves the right to arrange food from outside vendors if required.

16. Dispute Resolution:

Any dispute arising out of the aforesaid contract shall be resolved through the process of arbitration as per the Arbitration & Conciliation Act, 1996. Any party having any grievance may approach the Vice Chancellor of the University for appointment of arbitrator to adjudicate upon the representative claiming of the parties. The Vice Chancellor shall have the exclusive right to appoint the sole arbitrator including any employee of the University whose decision shall be final and binding upon the parties. In case of legal dispute, the jurisdiction will be Sonapat.

LETTER OF TRANSMITTAL

From,

M/s _____

To,

The Registrar,
Deenbandhu Chhotu Ram University of
Science & Technology, Murthal (Sonapat)

Sub: Providing Catering facility for two Canteens(1. Adjacent to Workshop 2. Near J. C. Bose Block) by Food Chain Vendors/Contractors/ Caterers at Deenbandhu Chhotu Ram University of Science & Technology, Murthal, Sonapat (Haryana)

Sir,

Having examined the details given in tender document for the above work, I / we have submitted bid and hereby submit the relevant information:

1. I / we hereby certify that all the statement made and information supplied in the enclosed annexures / forms accompanying statement are true and correct.
2. I / we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I / we also authorize the DCRUST to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I / we have read and examined the NIT, all terms & conditions and other contents of tender document.

SEAL, SIGNATURE & NAME OF THE CONTRACTOR

LIST OF ITEMS WITH RATES / PORTION SIZE

Annexure-A1			
FOOD PACKAGES FOR MEETINGS/FUNCTIONS OF THE UNIVERSITY			
S. No.	Items included in the packages for each person as requisitioned	Quantity to be Served	Approved Rates
1.	i. Tea/Coffee -100 ml ii. Cookies 2 Pcs. (Sweet & Salted) (Britania/McVities/Sunfeast/Frontier) iii. Wafers (Lays/Uncl Chips/Bingo) – not lesser than 5 gram	Each	20
2.	i. Bottled water (1/2 Ltrs) (Bisleri/Kinley/Aqufina /Kingfisher/Bailey) ii. Tea/Coffee -100 ml iii. Wafers (Lays/Uncl Chips/Bingo) – not lesser than 5 gram iv. Samosa/Dhokla/Bread Pakora/Veg. Sandwich - 1 no. 100 gram v. Cookies 2 Pcs. (Sweet & Salted) (Britania/ McVities/ Sunfeast/Frontier)	Each	40
3.	i. Bottled Water (1/2 Ltrs.) (Bisleri/Kinley/Aqufina /Kingfisher/Bailey) ii. Tea/Coffee- 100 ml iii. Wafers(Lays/Uncl Chips/Bingo)-) – not lesser than 5 gram iv. Cookies 4 Pcs. (Sweet & Salted) v. Samosa/Dhokla - 1 no. 100 gram vi. Paneer Pakora / Veg.Cutlet / Aloo Bada- 1 no. 100 gram vii. Gulab Jamun/Rasgula- 1 no. 40 gram	Each	60
4.	Veg Thali(400 gram): One Dal(100 gram), One Seasonal Veg.(100 gram), 100 gram Rice,Tawa Roti-02 nos.(100 gram), Salad (additional Chapati Rs. 5/- each)	Each	40
5.	Special Veg Thali(600 gram): One Dal (100 gram), One Seasonal Veg. (100 gram), One Paneer Subji(100 gram), 100 gram Zeera Rice, Tawa Roti - 02 nos. (100 gram), Raita(100 gram), Achar, Papad and salad(additional Chapati Rs. 5/- each)	Each	60
6.	Special package for Statutory Body meetings / International Conference / Special functions as per menu at Annexure A3 High Tea Veg Lunch / Dinner	Each	150 220

MENU LIST FOR UNIVERSITY CANTEEN

S. No.	Items Description	Approved Rates
1.	Veg. Sandwich -100 gram	10
2.	Samosa-100 gram	10
3.	Bread Pakora-100 gram	10
4.	Veg Patty-100 gram	10
5.	Paneer Patty-100 gram	20
6.	Bread Slice- 2 slice (branded)	5
7.	Bread Butter-2 slice (branded)	10
8.	Mutter Kulcha – 02 Pc	30
9.	Paneer Bread Pakora-100 gram	20
10.	Kachori with sabji -02 Pc-250 gram	25
11.	Grilled Sandwich	35
12.	Aloo Tikki Burger	20
13.	Aloo/ Onion Parantha-150 gram	20
14.	Veg Fried Momos-8Pc	40
15.	Cholle Bhatura – 2 pc-250 gram	30
16.	Pav Bhaji – 2 pc	30
17.	Karhi / Rajma / Chole with Rice-250 gram	25
18.	Veg Noodles	20
19.	Veg Manchurian	20
20.	Chilli Potato	30
21.	Fried Rice with Manchurian	35
22.	Spring Roll- 1Pc	20
23.	Veg Kathi Roll -1Pc	20
24.	Plain Dosa	20
25.	Masala Dosa	30
26.	Sambar Vada- 2Pc- 150 gram	20
27.	Sambar Idli- 2Pc-150 gram	20
28.	Uttam	30
29.	Gulab Jamun / Rasgulla-1Pc.-40 gram	10
30.	Gajar Halwa (Seasonal)-100 gram	25
31.	Veg Assorted soup-150 ml	10
32.	Dal /Channa Masala/Rajma / Dal Makhani- 150 gram	25
33.	Seasonal Vegetable-150 gram	25
34.	Panner sabji-150 gram	35
35.	Raita-150 gram	10
36.	Butter Naan / Lachha Paratha / Stuffed Naan / Stuffed Parantha-150 gram	20
37.	Plain Tawa Roti(Ashirwad/shaktibhog atta)- 50 gram	5
38.	Tandoori Roti(Ashirwad/shaktibhog atta)- 75 gram	7
39.	Papad(Lijjat)	4
40.	Plain Rice (basmati) half plate	20

41.	Jeera Rice (basmati) half plate	25
42.	Fried Veg. Rice (basmati) half plate	35
43.	Ice Cream Shake/ Cold Coffee	25
44.	Normal Tea-100 ml	7
45.	Hot Espresso Coffee-100 ml	15
46.	Soft drink, Bottled, Ice Cream, Juices, Biscuits, Wafers etc	MRP

Note:

1. Packing charges: Disposable Thali: Rs 8 extra and Sabji/Mini Meals etc: Rs.5/- extra
2. Rates for food packages for meetings/ functions of the University (Annexure- A1) will only be applicable for minimum 10 persons and applicable service charge may be charged extra
3. All the products should be prepared with AGMARK items
4. Branded Sauce bottles (Kisan/Maggi/Tops) and sauce pouches with paper napkin has to be provided in sufficient quantity.
5. Crockery/Cutlery items has to be of standard make/ quality as approve by University Administration specially during High Tea/Lunch/Dinner to be served to VIPs.
6. For any complaint please contact General Administration Branch

Table A : Menu of High Tea for the statutory body meetings/conference:

S.No.	Name of the items	No. of items to be ordered
1.	Cold Drinks / Real Juices (Branded)	Select any one
2.	Tea / Coffee / Green tea / Black Tea / Nimbu Pani	As per requirement
3.	Wafers (Haldiram / Lays / Bikanerwala)	Sufficient Quantity
4.	Paneer Pakora / Spring Roll / Veg Cutlet / Paneer Cutlet	Select any one
5.	Dhokla /Samosa / Cocktail Samosa	Select any one
6.	Big Cookies – 2 Pcs (Haldiram/Bikaner)	Select any one
7.	Gulab Jamun/Chhenna Toast/White Rasgola/Raj Bhog (Haldiram / Bikaner)	Select any one
8.	Salted Kaju/Roasted Kaju/Roasted Badam	Select any one
9.	Bottled water – 200 ml(Bisleri/Kinley/Aquafina /Kingfisher/ Bailey)	Sufficient Quantity

Table B: Menu of Lunch / Dinner for the statutory body meetings/conference:

S.No.	Item List	Name of the items	No. of items to be ordered
1.	Soup	Cream of tomato / Sweet corn Soup	Select any one
2.	Dal	Dal Makhni / Yellow Dal / Kadi Pakora	Select any one
3.	Paneer	Kadai Paneer / Paneer Pasanda / Shahi Paneer / Palak Paneer / Mutter Mushroom Paneer Korma / Malai Kofta / Paneer Lababdar	Select any one
4.	Seasonable Veg	Mix Veg / Veg. Jalfreji / Shahi Gobi / Bhindi Masala / Gobhi Masala / Soya Chaap	Select any one
5.	Optional	Any one from (a) and (b)	
a	South Indian	Idli / Vada / Dosa / Dal Vada / Utppam / Uppam	Select any two
b	Chinesse	Chowmin / Hakka Noodles / Manchurian / Chilly Paneer / Fried Rice / Singapori Noodles	Select any two
6.	Curd	Raita Mix / Dahi / Pineapple Raita / Bhoondi Raita / Dahi Bhalla	Select any one
7.	Rice	Rice / Pulao / Steamed Rice / Jeera Rice/ Fried Rice / Veg Fried Rice	Select any one
8.	Breads	Naan / Lachha Prantha / Missi Roti / Pudina Prantha / Stuffed Naan / Roti / Butter Naan	Select any two
9.	Salad (Veg)	Salad Green / Russian / Fruit / Beans / Potatoes / Sprouts / Macroni salad / Vinegar Onion / Corn salad / Fruit cream	Select any three
11.	Accompaniments	Achaar / Chutni / Papad	Sufficient quantity
12.	Deserts	Gulab Jamun / Rasgola / Ice cream / Gajar Halwa (seasonal) / Moong Dal Halwa	Select any one
13.	Bottled water – 200 ml(Bisleri/Kinley/Aquafina /Kingfisher/ Bailey)		Sufficient Quantity

**ORGANISATION STRUCTURE OF THE FOOD CHAIN
VENDOR/CONTRACTOR/CATERER**

1. Name & Address of the Food Chain Vendor/Contractor/Caterer : (Attach photograph)
2. Telephone No./Fax No./E-mail:
3. Legal status of the Food Chain Vendor/Contractor/Caterer (Attach copies of original document defining the legal status)
 - a) An Individual
 - b) A proprietary firm
 - c) A firm in partnership
 - d) A limited company or Corporation
 - e) A Public Sector Undertaking
4. Particulars of registration
 - a) Service Tax Registration Number (Attach copy):
 - b) Permanent Account Number (Attach copy):
 - c) VAT Registration Number (Attach copy):
 - d) FSSAI Registration Number(Attach Copy):
 - e) EPF Registration Number (Attach Copy):
 - f) ESI Registration Number (Attach Copy):
5. Names and titles of Officers with designation(to be concerned with this work):
6. Name & Designation of individuals authorized to act for the organization : (Please attach power of attorney in favour of authorized representative duly signed by authorized signatory)
7. Has the Food Vendor/Contractor/Caterer ever abandoned the awarded work before its completion? If so, give name of the work and reasons for abandonment.
8. Has the Food Vendor/Contractor/Caterer ever been debarred/black listed for tendering in any organization at any time? If so, give details.
9. Has the Food Vendor/Contractor/Caterer, ever been convicted by a court of law? If so, give details:
10. Any other information considered necessary but not included above. :

(Stamp, Name & Signature of Food Chain Vendor/Contractor/Caterer)

DETAILS OF TURNOVER IN THE FINANCIAL YEAR 2015-16
(To Be Certified By Chartered Accountant)

A. FINANCIAL DETAILS

Financial Year	Turn Over (Rs. In Lacs)	Profit (Rs. In Lacs)
2015-2016		

(Stamp, Name & Signature of Food Chain Vendor/Contractor/Caterer)

Certificate by the Chartered Accountant

Certified that the above details of Annual turnover and profit has been checked and verified from the annual accounts of M/s

Name (Of the Chartered Accountant) : Address :

Phone No. :

Seal :

PERFORMANCE REPORT OF EACH WORK

1. Name of work/Location :
2. Name of Client and Address with
Contact details :
3. Agreement No./ Work Order No. :
4. Date of start :
5. Date of completion :
- i) Stipulated date of completion :
- ii) Actual date of completion :
6. Performance Report (Excellent/Very Good/Good/Fair/Poor) :

(Name, Signature & Stamp of Officer with whom agreement was made or his/her authorized officer not below the rank with Grade Pay Rs. 6600/-

Dated :

Note :

1. Name of work should be clearly indicate the similar work nature as per eligibility criteria.
2. The Name, Address, Contact details (Mobile, Fax, Email, and Landline Phones) of Client should be indicated to facilitate confirmation of work.

**DECLARATION FOR FAIR BUSINESS BY THE FOOD CHAIN
VENDOR/CONTRACTOR/CATERER**

(Affidavit on Non-Judicial Stamp Paper of Rs.10/- duly attested by Notary/Magistrate)

This is to certify that We, M/s _____ in submission of this offer confirm that:-

- i) We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- ii) We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii) Business has not been banned with us by any Govt. Organization/PSUs/Institutions/Schools/Universities.
- iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- v) The information and documents submitted with the bid by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.
- vi) We understand that in case of any statement/information/document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our EMD in full will be fortified and business dealings will be banned.
- vii) We have not been punished/penalized by way of imprisonment in last three years.
- viii) We have not been blacklisted/debarred by any of the Government/Public Sector Agency in last three years.
- ix) Non of our relative is working in the University.
- x) Will fulfill all the Terms and Conditions of the tender and undertake to provide services as per Terms and Conditions including the contract entered with the University

(Stamp, Name & Signature of Food Chain Vendor/Contractor/Caterer)
(Signing this document)

Annexure-F

Format for Financial Bid

1. Name of contractor :
2. Address of the contractor :
3. Contact No. :
4. Rate offered :

S. No.	Description	Amount of Total rent payable by the bidder in Rs. (In Figure) per Month	Amount of Total Rent payable by the bidder in Rs. (In words) per Month
1.	Rent (Per Month) for running two University Canteens (1. Adjacent to Workshop 2. Near J.C. Bose Block) of Deenbandhu Chhotu Ram University of Science and Technology (DCRUST), Murthal, Sonapat, Haryana <i>(The minimum base rent for both the canteens together is Rs.39,600/- per month (Thirty Nine Thousands Six Hundred only), The eligible contractor has to quote the rent of Rs. 39,600/- or above per month)</i>		

Note: Service tax or any tax levied by the State Govt./ Central Govt. will be charged extra from the contractor over and above monthly rent.

Stamp, Name & Signature of Food Chain Vendor/Contractor/Caterer
(Signing this document)