

Tender No: KMV_eTender_02

**KESHAV MAHAVIDYALAYA
(UNIVERSITY OF DELHI)
H-4-5 ZONE, PITAM PURA, DELHI – 110034**

**NOTICE INVITING TENDERS FOR PROVIDING MESS SERVICES
AT KESHAV MAHAVIDYALAYA'S GIRLS HOSTEL**

1. The Girls Hostel at Keshav Mahavidyalaya under University of Delhi is equipped to offer stay to **78 Girls students and 1 Warden**. The Hostel is looking for vendors who can provide good quality food and service of the hostel mess. Of paramount importance is adherence to the best of quality and quantity at reasonable price beginning February, 2018.

2. Online bids are invited on single stage two bid system for "Providing Mess services at Keshav Mahavidyalaya's Girls Hostel. Manual bids shall not be accepted.

3. The mess shall serve Breakfast, Lunch (or Packed Lunch without any additional cost i.e in place of regular lunch), Evening Tea & Snacks and Dinner to the residents on all the days. A special dinner should be provided on six different occasions during over the one academic year (July-May)in place of regular dinner.

The Hostel remains full to the capacity from August to May except vacation period as per Delhi University Calender (from mid May – Mid July, Mid December – end of December).

4. Document Download: Tender documents may be downloaded from Keshav Mahavidyalaya web site keshav.du.ac.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

CRITICAL DATE SHEET

Published Date	8 January 2018 (16.00AM)
Bid Document Download / Sale Start Date	8 January 2018 (16.00AM)
Bid Submission Start Date	9 January 2018 (16.00AM)
Bid Submission End Date	23 January 2018 (16.00 PM)
Bid Opening Date	25 January 2018 (10.00 AM)

**Principal
Keshav Mahavidyalaya**

5. Bid Submission:

Bidders are advised to visit this website regularly to keep themselves updated as any change/ modification in the tender will be intimated through this website only.

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Tenderer/Contractor are advised to follow the instructions “Instructions To Bidder for Online Bid Submission” for online submission of bids - .

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

6. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parities liable to rejection.

7. Tenderer who has downloaded the tender from the Keshav Mahavidyalaya website www.keshav.du.ac.in and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> **shall not tamper/modify the tender form including downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and Security Deposit would be forfeited and tenderer is liable to be banned from doing business with Keshav Mahavidyalaya .

8. Intending tenderers are **advised to visit again** Keshav Mahavidyalaya website keshav.du.ac.in and **CPPP website** <https://eprocure.gov.in/eprocure/app> **regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.

9. Security deposit of Rs. 50000/- (Rupees Fifty Thousand only) is to be submitted along with the bid through **RTGS/ NEFT** in college account as per details listed below:

Name of the Beneficiary:	Principal, Keshav Mahavidyalaya
Account Number	: 2370101018813
IFSC Code	: CNRB0002370
Bank/ Branch	: Canara Bank, Rani Bagh, Delhi

The tender without security deposit will be rejected. The Security deposit of parties, who have not been awarded the contract, will be returned within 45 days upon finalization of the tenders.

However, the Security deposit of the party, who has been awarded contract, will be returned only after successful completion of the contract. No interest will be paid on the amount of the security deposit.

10. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated latter.

Submission of Tender

The tender shall be submitted online in **Two part, viz., technical bid and price bid.**

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered . No correspondence will be entertained in this matter.

Technical Bid

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document (signed and scanned copy):

- i. License from competent authority to run catering establishments/services.
- ii. EPF, ESI, VAT, FSSAI License Number, TIN / Service Tax Nos.
- iii. Copy of PAN
- iv. Testimonials of previous contracts performed
- v. Certificate issued by the Labor Department (Central/ State) etc.
- vi. Copies of audited financial statement for the preceding three years.
- vii. Certificate of Ethical Practices as per Annexure -C
- viii. **Proof for payment of Security Deposit**
- ix. **Tender Acceptance Letter**
- x. **Technical data sheet as per Annexure-A**
- xi. **Price Bid Undertaking as per Annexure-B**

PRICE BID

Schedule of price bid in the form of BOQ_XXXX .xls

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app> . Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with Keshav Mahavidyalaya .

TERMS & CONDITIONS OF THE CONTRACT

1. The Caterer should have

- (a) Experience of providing catering services to major Government / Public Sector/private Sector institutions/Hostel of repute for a minimum of 100 Persons per day.
- (b) Should have five years of experience in similar field.

2. Instruction to the Tenderer:

- (a) For clarification if any, please contact the Section Officer (Administration), Keshav Mahavidyalaya (University of Delhi), Pitam Pura, Delhi - 110034 (Telephone No. 011-27018805) on any working day (Monday to Friday) between 10.00 AM and 5.00 PM.
- (b) College reserves the right to reject any or all the tenders without assigning any reason.
- (c) The College shall provide basic infrastructure such as space (Dining, Kitchen, Store and Washing area), Water, Electricity connection and Furniture. The selected vendor will have to pay for electricity consumed as per the sub-meter, and a fix charge of Rs. 1000/- per month towards water charges. The selected vendor also has to provide required Utensils, Crockery/Cutlery. The vendor should make its own arrangement for any special equipment requirement.
- (d) The college is in the process of providing the Piped Natural Gas (PNG) through IGL. The ground work by IGL have been completed and the internal piping work is under progress. The vendor has to pay charges to the college as reading of the meter bill of the IGL.
- (e) Before submitting the E-tender the interested agencies may visit our Hostel Campus and may seek clarifications if any from the Principal, Keshav Mahavidyalaya (University of Delhi), Pitam Pura, Delhi -110034.
- (f) The agency should submit the monthly rate for individuals with all inclusive. Rate will be valid for a period of one year from the date of award of the contract.
- (g) The Mess Menu (Indicative) is enclosed.
- (h) The mess must be operational (at least) till the next day of the of the semester exam.
- (i) Half payment will be made if mess is operational for 10 days or less in a month. Full payment will be made if the mess is operational for more than 10 days in a month.
- (j) The contractor shall keep the premises of the hostel mess, the utensils, crockery and cutlery spotlessly clean. Hygienic conditions should be maintained at all times as regards both foods served and surrounding, otherwise penalty may be imposed.
- (k) The contractor shall be responsible for any mis-happening or accidents that may arise as a result of food adulteration or mishandling of electrical and gas equipments in mess area.
- (l) The cafeteria committee of the college has right to visit the mess periodically or make surprise visits to check on the quality of the food and the services that are being offered in the canteen, and

report directly to the Principal. If required feedback on the canteen facility shall be obtained from the student community.

(m) In case, the agency fails to comply the terms & conditions, the College may terminate the contract without assigning any reason.

(n) The college reserves the right to change the menu at any point of time during the tender process or after the process.

(o) At least three vendors who have quoted minimum prices with respect to fulfillment of technical specifications shall be called for quality inspection of food.

(p) Vegetarian and Non-Vegetarian food will be cooked and served separately.

(q) The caterer's workmen should be in proper uniform with apron, head cap and wear hand gloves at the time of work and maintain personal hygiene.

(r) The conduct/character/antecedents and proper bonafide of the workers in the Mess shall be the sole responsibility of the contractor. However, the contractor should provide the necessary details of all its employees to the college. All the employees should be police verified.

(s) The caterer shall follow the time schedule of opening and closing the mess each day.

(t) The Mess bill shall be paid to the Caterer after deducting TDS as per the income tax rules.

(u) Mess timing would normally be as under. The Mess Committee however reserves the right to make any alteration in the menu in consultation with the Caterer:-

Breakfast	8.00 a.m - 10.00 a.m
Lunch	12.30 p.m - 3.00 p.m
Evening Tea	5.00 p.m - 6.00 p.m
Dinner	8.00 p.m - 9.00 p.m

Mess Menu Indicative

Day	Breakfast	Lunch	Evening Tea	Dinner
Mon	Bread Normal/Brown, Butter, Jam, Poha/ porridge with milk with Complian/ Bournvita/Cornflakes, Tea, Fruit	Chapati, Rice, Dal, Seasonal Vegetable, curd/raita salad	Samosa/ Kachori/Sandwich, coffee/tea/fruit juice	Chapati, Dal, Rice, Seasonal vegetable, Salad, Fruit Custard
Tue	Parantha (stuffed), Bread Normal butter Curd, Pickle, Coffee/tea, fruit	Chapati, Rice, Kadi, Seasonal Vegetable, Salad	Veg Chowmein Tea/Fruit juice	Chapati, Dal, Rice, Seasonal vegetable, Salad

Wed	Bread Normal/ brown, butter Omelette/Bread roll, Coffee/tea	Chapati, Rice, Dal Seasonal Vegetable, curd	Coffee, Aloo bonda	Special Meal**
Thu	Bread Nrma./Brown, Butter, Jam, Tea, Veg/Paneer Cutlets	Chapati, Rice, Dal Seasonal Vegetable, curd/raita, Salad	Coffee, Bhelpuri	Chapati, pulao, Dal, Muter Paneer, Salad
Fri	Bread Normal/ Brown Butter, Jam, Egg, Tea, Fruits, Upma/Porridge	Chapati, Rice, Dal Seasonal Vegetable,Curd/ Raita, Salad	Tea, Spring rolls	Special Meal**
Sat	Dosa/Vada/Uttapam, Coconut Chutney, Sambhar, Coffee/tea	Chapati, Rice, Dal Seasonal Vegetable, Curd/raita, Salad	Coffee/ tea. Pasta/noodles	Chapati, Rice, Seasonal Vegetable, Salad
Sun	Bread Normal/ Brown, Butter, Jam, Tea, Milk, Chole Bhature, Egg*/stuffed parantha	Rajma-Rice, Mixed Vegetable,Salad, Roti,Curd/raita	Tea, French Fries/ Paneer Pakoda/ Vada Pao	Chapati, Rice, Dal, Seasonal Vegetable, Salad, Sweet dish

Tenderer should quote price per student per month as per the menu.

Note:

*Omelette/Boiled Egg/Fried Egg.

** Special meals will be served twice a week i.e for non-vegetarians there will be two serving for non-veg in dinner (one egg item- egg curry/ egg bhurjee/ masala egg etc.

Each special meal will have sweet dish/ Ice-cream/Pudding/Fruit Cream.

- In case of illness of a student, Mess Contractor to provide special items like khichdi, sheera etc.

S. No.	Item	Brand
1	Milk	Mother Dairy/ Amul
2	Bread	Brittania/ Harvest
3	Butter	Mother Dairy/ Amul
4	Jam	Kissan/ Tops
5	Tea	Taj Mahal/ Brooke Bond
6	Coffee	Nescafe / Bru
7	Tomato Sauce/ Ketchup	Kissan/ Tops
8	Chilli Sauce	Tops/other brand
9	Refined Cooking Oil	Safola/ Sun Flower/ Fortune
10	Vanaspati Ghee	Dalda/Rath
11	Mustard Oil	Fortune/ Dhara
12	Rice	Basmati India Gate, Parmal
13	Sugar	Good quality Agmark ISI brand
14	Atta/ Maida/ Besan	Rajdhani/ Shaktibhog/ Ashirwad
15	Pulses	Good quality

16	Spices	MDH/ Catch Agmark ISI brand
17	Fruits/ Vegetables	Seasonal fresh items of green vegetables, Beet root, Carrot etc.
18	Salad	Fresh and seasonal

Note : Perishable items like Paneer, Chicken/Mutton/ Fish etc. should be procured afresh daily.

Profile of Caterer/ Hotelier

Sl. No.	Particulars	
1.	Name of the agency	
2.	Address	
3.	Telephone/ Mobile No. & Fax. Email	
4.	Month and year of establishment	
5.	Name of Proprietor / Partner	
6.	Annual turnover during the last 3 years 2013-14 2014-15 2015-16 (enclose copies of the audited financial statement)	
7.	Whether the firm is income-tax assessee? If yes please give the details of PAN NO. and copy of the latest assessment order.	
8.	Registration No.	
9.	EPF No.	
10.	ESI No.	
11.	VAT No.	
12.	FSSAI License No.	
13.	TIN No.	
14.	Service Tax No.	
15.	Do you have office at Delhi. If so, please provide the address and Tel. No.	
16.	Details of Infrastructure, persons employed, number of Offices/ branches available with the Agency	
17.	Name at least 2 References of repute with address and tel. nos. (enclose their certificates)	

Previous Contracts

Period of Contract		Name & address of organization	Type of contract undertaken	Number of persons serviced	Value of contract (annual) and other details
From	To				

(18)

Give details of current contracts, if any, of similar nature being rendered by you and which will be available for inspection by our officials.

Present Contracts

Period of Contract		Name & address of organization	Type of contract undertaken	Number of persons serviced	Value of contract (annual) and other details
From	To				

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)_____

To,

Dear Sir/Madam,

I submit the Price Bid for_____ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to work at the rates as indicated in the price Bid, Annexure IV inclusive of all applicable taxes except Service Tax.

Yours Faithfully,

Signature of
authorized
Representative:

CERTIFICATE OF ETHICAL PRACTICES

- I. I / We assure the college that neither I/We nor any of my/our workers will do any act/s, which are improper/illegal during the execution of the contract awarded to us.
- II. Neither I /We nor anybody on my / our behalf will indulge in any corrupt activities /practices in my / our dealing with the College.
- III. I / We will have no conflict of interest in any of our works / contracts at the College.

SIGNATURE

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> or <https://etenders.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link **“Online bidder Enrollment”** on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage

encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.
