



GOVERNMENT OF NCT OF DELHI  
**DELHI TECHNOLOGICAL UNIVERSITY**

*(General Administration)*

Bawana Road, Delhi 110 042

Tel: +91-11-27294673 [www.dtu.ac.in](http://www.dtu.ac.in), Email: [ga@dtu.ac.in](mailto:ga@dtu.ac.in)

# **NOTICE INVITING QUOTATION (NIQ)** **NO. DTU/Gen Admin/051/622/205-16**

## **NAME OF WORK**

**PROVIDING LUNCH (APPROX. 4500 PERSONS) IN THE ORIENTATION PROGRAMME  
OF THE UNIVERSITY**



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To  
Shri/M/s \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of the work: Providing lunch (approx. 4500 persons) in the Orientation programme of the university**

Ref NIQ No: DTU/Gen Admin/051/622/2015-16

Dated: July 2018

Dear Sir,

A detailed Notice Inviting Quotation incorporating the requirement as well as terms and conditions is enclosed herewith. You are requested to submit your sealed quotation with all relevant documents latest by 19.07.2018 at 3:00PM.

Yours faithfully,

Officer in-charge  
General Administration  
Delhi Technological University  
Delhi - 110042



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**Notice Inviting Quotation (NIQ)**

1. A sealed quotations are invited from experienced Caterers/Agencies for providing Lunch/snack in Orientation Programme-2019 of the university for approximate 4500 persons at University Campus for one day i.e. 02.08.2018.
2. The sealed quotations containing details of NIQ can be submitted/dropped in a box placed at the office of the Officer-in-Charge (General Administration) Delhi Technological University Shahbad Daulatpur, Bawana Road, New Delhi – 110042 latest by 20.07.2018 at 3:00PM. NIQ received after the due date and time shall be rejected.
3. Quotations will be received up to **3.00 pm on 19 July 2018** and will be opened on the same day at 3.30 pm. In case, the day of submission of the quotation happens to be a holiday on account of Govt. notification and quotation cannot be received or opened, the quotations shall be opened on the next working day at 3.30 pm for which no separate communications will be made. Other terms and conditions enclosed at Annexure–A.

**Officer In-charge  
(General Administration)  
Delhi Technological University, Delhi**



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**ANNEXURE-A**

**QUOTATION INFORMATION**

**A. Eligibility Criteria:-**

1. The Agency/caterer shall have minimum 03 years of experience in handling catering services and have worked with government organization/PSU/ University/Corporates/5-star hotels. At least one satisfactory work delivered by agency/caterer must be more than 3500 persons or two works of more than 2000 persons.
2. Bidder shall have to submit Earnest Money Deposit (EMD) of ₹ **20000/-** (Rs. Twenty Thousand Only).
3. The Agency/caterer must be registered for GST.
4. Caterer/Agency must produce the copy of the return filed of income tax department for last three Financial Years.
5. Caterer/Agency must have PAN Card Aadhaar Card.
6. Caterer/Agency must be registered in FSSAI (Food Safety and Standards Authority of India) Number.
7. Registration of MCD Health Trade License.

**B. GENERAL TERMS AND CONDITIONS:-**

1. The interested Agency/caterer shall submit their interest in a sealed big envelope addressed to Officer-in-Charge (General Administration) Delhi Technological University Shahbad Daulatpur, Bawana Road, New Delhi – 110042. The big envelope consist of two small sealed envelopes such as technical documents and price documents. The technical documents envelope shall consist of documents related to eligibility criteria and price documents envelop consist of quoted rates for the items.
2. The Bidders shall quote rates in Indian currency only and rates shall includes taxes as well as waiter services/cookeries etc.
3. DTU Authority does not bind itself to accept the lowest or any bid at all.
4. Incomplete or wrong information bid shall be rejected.
5. Revision of rates shall not be allowed after the bids have been opened.
6. DTU Authority reserves the right to reject any or all tenders without assigning any reason at any stage, and its decision will be final in all cases in respect of acceptance/rejection or any other action to be taken.



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7. The items will be served in Bone china only.
8. The successful bidder shall make a necessary arrangement so that quality services can be ensured on **02.08.2018** while serving the lunch. The bidders are advised to consider this fact while submitting their bids.
9. In case of quality of food is found to be inferior, the contractor can be blacklisted for further services in the university.
10. The raw material for the food shall be superior quality and must be certified through FSSAI wherever applicable.
11. The food shall be prepared and served in highly hygienic conditions.
12. **Inspection:** The authorized representative of DTU shall inspect the material and quality of food before lunch time.
13. **Award of Contract:** The eligibility shall be decided as per eligibility criteria and proof of documents submitted. The contract shall be awarded to the lowest bidder from amongst the eligible agency/caterer and lowest bidder will be decided on the basis of lowest quoted price. In case of tie of lowest quoted price, then the amount of last three-year income tax return filled will be considered.
14. The food shall be strictly prepared as per the nomenclature & specifications of the contract specified in the scope of work.
15. The rates shall be inclusive of GST, loading, unloading etc. all complete. Nothing extra shall be paid on any account.
16. The payment shall be made within 30 days through ECS after the successful completion of service.
17. Any damage to the items during transportation/ delivery shall be solely on the contractor's account.
18. Before the start of work, the agency shall deposit a security deposit of Rs. 1,00,000/- (Rupees one lac only) in the form of a Demand Draft/Pay Order on a Nationalized Bank/Scheduled Indian Bank (as RBI scheduled) but not Cooperative/ Gramin Bank, payable in favor of "Registrar, Delhi Technological University, Delhi" payable at New Delhi. If the agency fails to deposit such security deposit, his empanelment shall be treated as cancelled. The security deposit would be forfeited on non-compliance of any terms and conditions. Agency would not be able to make any claim for any loss/compensation after non-compliance of any terms and conditions by the agency. Security Deposit would be released after the completion of work.



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19. The food waste shall be finally disposed of by the caterer in the dustbins of DTU as instructed by members of the Committee or their authorized representatives. In case the food waste is found scattered anywhere in the campus, the security deposit shall be forfeited absolutely.
20. Any terms & conditions specified by the caterer/agency will not be accepted. Right of cancellation of the offer at any stage, without assigning any reason, is reserved with DTU.
21. Schedule of Payment: 100% payment shall be made after successful completion of tasks. All the payments to the contractor shall be made invariably through Electronic Fund Transfer (ECS/RTGS/NEFT) into their designated bank accounts. Therefore, the bank account number with the branch code and mandate needs to be submitted necessarily while submitting the bills/invoice by the successful bidders.
22. **Liquidated damages:** In case the vendor fails to complete the work satisfactorily within the stipulated period in DTU, without prejudice to any other right or remedy available, may recover from the concerned vendor by forfeiting the security deposit.
23. **Force Majeure:** In the event of either party being rendered unable by force majeure to perform any other obligations required to be performed, then under the agreement, the relative obligation of the vendor effective by such force majeure shall be suspended for the period during which such case lasts.

The terms force majeure as embodied herein shall mean acts of God, War, riot fire, flood sabotage and acts and regulations of Government. Upon the occurrence of such clause and its termination, the vendor alleging that he had been rendered unable as aforesaid hereby, shall notify alleged beginning & ending of such occurrence giving full particulars and satisfactory evidence in support of the claims. Time for performance of relative obligation suspended by the force majeure shall stand extended by the period for which such case lasts. If the progress of work is suspended by force majeure conditions lasting for more than two months, DTU Authority shall have the option of canceling the contract in whole or part thereof at its discretion.

24. **Arbitration:** If any dispute or difference arises between the parties hereto as to the construction, interpretation effect and implication of any provision of the purchase/work order including the right or liabilities or any claim or demand of any vendor against other or in regard to any other matter under these conditions but excluding any matters, decisions or determination or which is explicitly provided for in the work order, such disputes or difference shall be referred to the sole arbitration of Hon'ble Vice Chancellor, DTU or that of its nominee. A reference to the Arbitration under this clause shall be deemed to be submitted within the meaning of the Arbitration and Conciliation Act, 1996 and the rules framed there under for the time being in force.



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The venue of the Arbitration shall be at Delhi. Each party shall bear and pay his own cost of the arbitration proceedings unless the arbitrator otherwise decides in the award.

The High Court at Delhi and courts subordinate to it shall have exclusive jurisdiction in all matters concerning the work order, including any matter arising out of the Arbitration Proceedings or any Award made therein.

- 25. Indemnity:** The concerned vendor shall always keep DTU indemnified of any action/damages or other legal proceedings and liabilities that may arise directly or indirectly on DTU with respect to the systems provided by the concerned vendor to DTU. Such liability of the concerned vendor shall always survive irrespective of the duration of any agreement made with the concerned vendor.

The vendor will be liable to remove the rejected material immediately if the inspected goods are not satisfactory.

### E. Scope of work

1. To provide lunch on the day orientation programme of the university, i.e. on **02.08.2018** as prescribed in the menu.

**(a) Menu for Normal Lunch: -**

Mix Vegetables,  
Sahi Paneer,  
Rice/Pulao/Jeera Rice,  
Dal/Dal Makhni,  
Raita/Dahi Bhalla with Sounth,  
sweet/ice-cream (Vanilla),  
Salad + Achaar + Papad,  
Chapati/Nan/Lachha Parantha/missi roti+tandori),  
Mineral Water.

**(b) Menu for VIP Lunch: -**

Cream of Tomato Soup,  
Rajma Masala,  
Paneer Lababdar,  
Palak Corn,  
Dum Aloo Kashmiri,  
Methi Mattar Malai,  
Kashmiri Pulao,  
Assorted Bread,  
Dahi Bhalla with Sounth,  
Pineapple Raita,  
Faluda Kulfi,  
Chocolate Truffle Cake,  
Fresh Fruit Counter,



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Chapati/Nan/Lachha Parantha/missi roti+tandori),  
Coconut Water/Soft Drink/Juices,  
Mineral Water Bottle.

- (c) There must a sufficient number of food counters and staff.
- (d) Agencies/caterer are advice to visit the workplace before submitting their interest.
- (e) Food shall be served in a bone china crockery.
- (f) The staff deployed shall be in proper uniform.

### F. Technical and financial documents envelopes

I. The technical envelope must contain following documents

S No.	Name of Documents	Page No.
1.	Proof of experience (not less than 05 years) of handling Catering services as per Para A of the NIT.	
2.	Proof of Earnest Money Deposit of Rs. <b>20000/-</b> (Rs. Twenty Thousand Only)	
3.	Proof of GST Registration and submit a copy of GST return of minimum one year	
4.	Proof of income tax return filed of minimum three years	
5.	Copy of PAN Card	
6.	Copy of FSSAI Registration Number	
7.	MCD Health Trade Licence	



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<b>S. No.</b>	<b>Item Description</b>	<b>Menu</b>	<b>Rates per unit in Figures To be entered by the Bidder/Agency including Taxes</b> <b>Rs. P</b>	<b>TOTAL AMOUNT In Words (₹)</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
1	VIP Lunch (Approx. 150 persons)	Cream of Tomato Soup, Rajma Masala, Paneer Lababdar, Palak Corn, Dum Aloo Kashmiri, Methi Mattar Malai, Kashmiri Pulao, Assorted Bread, Dahi Bhalla with Sounth, Pineapple Raita, Faluda Kulfi, Chocolate Truffle Cake, Fresh Fruit Counter, Chapati/Nan/Lachha Parantha/missi roti+tandori), Coconut Water/Soft Drink/Juices, Mineral Water Bottle.		
2	Normal Lunch (Approx. 4350 persons)	Mix Vegetables, Sahi Paneer, Rice/Pulao/Jeera Rice, Dal/Dal Makhni, Raita/Dahi Bhalla with Sounth, sweet/ice-cream (Vanilla), Salad + Achaar + Papad, Chapati/Nan/Lachha Parantha/missi roti+tandori, Mineral Water,		
		<b>Total in Figures (₹)</b>		

**Note: Any clarification regarding this NIQ can be clarified on any working day between 10:00 AM to 4:00 PM before the last date of submission of interest.**