



GOVERNMENT OF NCT OF DELHI
DELHI TECHNOLOGICAL UNIVERSITY

(General Administration)

Bawana Road, Delhi 110 042

Tel: +91-11-27294673 www.dtu.ac.in, Email: ga@dtu.ac.in

File No.: DTU/GA/83/145/2014-15

**NOTICE FOR INVITING TENDER FOR HOSPITALITY & CATERING IN CONVOCATION
2018 AT DELHI TECHNOLOGICAL UNIVERSITY**

1. E-tenders are invited under two bid system from reputed agencies, either by themselves or as a joint venture having capacity to provide Hospitality & Catering Services with the suitable and uniformed trained manpower for the **Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi – 110042.**
2. Last date for submission/receipt of tender(s) is **22-11-2018** at **03:00 PM** and will be opened by the Tender committee in the presence of tenderers or their authorized representatives who wish to be present on the same day at **03:30 PM** in the Office of Assistant Registrar (General Administration), DTU, Government of NCT of Delhi. In case, any holiday on the day of opening, the tenders will be opened on the next working day at the same time. Only the bids uploaded through e-procurement portal of Delhi Govt. NCT of Delhi at <http://govtprocurement.delhi.gov.in> will be consider for their evaluation. No tender by FAX will be entertained.

3. Bid Schedule

Date of start and downloading tender	06-11-2018
Earnest Money Deposit (EMD)	Rs 20000/- (Rupees Twenty Thousand only)
Pre Bid Meeting to be held on	14-11-2018 at 3:00 PM
Last Date and Submission of Tender	22-11-2108 at 3:30 PM
Date and Time of opening Bid	22-11-2018 at 3:30 PM
Designation of the Authorized Officer and Address for Communication	Assistant Registrar (General Administration) Delhi Technological University Shahbad Daulatpur, Bawana Road, New Delhi – 110042

***Assistant Registrar
(General Administration)***



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Guidelines/Procedure to be followed in introduction of (e)-procurement solution:

1. **Payment of Cost of Tender Document:** The collection of cost of Tender documents is dispensed away with, as there is no physical supply of tender documents and also to have absolute anonymity of bidder participating in e-procurement solutions. The bidders can view/download the tender documents from the <http://govtprocurement.delhi.gov.in> .
2. **Submission of Bids:** The bidders who are desirous of participating in e-procurement shall submit their price bids in the standard formats prescribed in the Tender documents, displayed at: <http://govtprocurement.delhi.gov.in> . The bidder should upload the scanned copies of all relevant certificates, documents etc. in the <http://govtprocurement.delhi.gov.in> in support of their price bids. The bidder shall sign on all the pages of tender document, statements and certificates uploaded by him, owning responsibility or their correctness/authenticity and original EMD thereof may also be submitted in the office of the Assistant Registrar (General Administration), DTU. However, documents of the bidders downloaded online or requisitioned subsequently only will form the basis for deciding the tender.
3. **Payment of Bid Security (Earnest Money Deposit):** The EMD shall be in the form of the Demand Draft/Pay Order of scheduled bank/Fixed Deposit Receipt of a scheduled bank issued in favour of **Registrar, Delhi Technological University, Delhi**. Zerox copy of the DD/PO/FDR is to be scanned and uploaded along with the bid, and the original DD/PO/FDR shall be sent to DTU so as to reach before the date and time of closing of the bids. Failure to furnish the original DD/PO/FDR before the closing of the bid, will entail rejection of bid and blacklisting. PSUS/Govt. agencies participating in the bids are exempted from submission of EMD.
4. **Price Bid Opening:** The Price Bids will be opened online by the concerned officer/officers at the specified date & time and the result will be displayed on the: <http://govtprocurement.delhi.gov.in> which can be seen by all the bidders who participated in the tenders.
5. **Processing of Tenders:** The concerned officer/officers will evaluated and process the tenders as done in the conventional tenders and will communicate the decision to the to the bidder online.
6. **Payment of Performance Guarantee:** The successful tenderers shall furnish a bank guarantee/FDR of 5% of the Tender Value from a nationalized bank to ensure the satisfactory performance of item supplied. The performance guarantee is to be submitted at the time of



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award of work. In case the performance of the work is not found satisfactory, the amount of bank guarantee will be forfeited & credited in university account.

7. **Participation of Bidders at the time of opening of bids:** Bidders have two options to participate in tendering process at the time of opening of Bids:

- (i) Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process.
- (ii) Bidders can visualize the process online.

8. **Participation Financial Rules for e-procurement:** The e-procurement system would be applicable for purchase of goods, outsourcing of services and execution of work as prescribed in GFRs.

9. **Visit to Department:** The bidder is required to provide Services to this University and is advised to visit and acquaint himself with the area and operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Department and is aware of the operational conditions prior to the submission of the tender documents.

**ASSISTANT REGISTRAR (GENERAL ADMINISTRATION)
DELHI TECHNOLOGICAL UNIVERSITY,
SHAHBAD DAULATPUR,
BAWANA ROAD, DELHI - 110042**



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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/Corporate/5-star hotels and satisfactorily delivered at least one work of more than 3500 persons or two works of more than 2000 persons after 01/April/2017.
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 (2017-18, 2016-17, and 2015-16) duly certified by Chartered Accountant (C/A).
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.
8. Vendor should furnish a certificate stating that he has not been debarred/black listed by any Central Government/State Government/Ministry/Department/PSU/Body from participating in its Tender Process.

B. GENERAL TERMS AND CONDITIONS:-

1. The Bidders shall quote rates in Indian currency only and rates shall include taxes as well as waiter services/cookeries etc.
2. Incomplete or wrong information bid shall be rejected.
3. Revision of rates shall not be allowed after the bids have been opened.



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4. 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.
5. The items will be served in Bone china only.
6. The successful bidder shall make a necessary arrangement so that quality services can be ensured on **12.12.2018** while serving the dinner & on **13.12.2018** while serving the high tea & lunch. The bidders are advised to consider this fact while submitting their bids.
7. In case of quality of food is found to be inferior, the contractor can be blacklisted for further services in the university.
8. The raw material for the food shall be superior quality and must be certified through FSSAI wherever applicable.
9. The food shall be prepared and served in highly hygienic conditions.
10. **Inspection:** The authorized representative of DTU shall inspect the material and quality of food before the dinner on 12th Dec & before the lunch on 13th Dec 2018.
11. **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.
12. The food shall be strictly prepared as per the nomenclature & specifications of the contract specified in the scope of work.
13. The rates shall be inclusive of GST, loading, unloading etc. all complete. Nothing extra shall be paid on any account.
14. The payment shall be made within 30 days through ECS after the successful completion of service.
15. Any damage to the items during transportation/ delivery shall be solely on the contractor's account.



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16. 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.
17. 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.
18. 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.
19. **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.
20. **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.

21. **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



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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.

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.

- 22. 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. Dinner for 250 people on **12.12.2018** as prescribed in the menu.

(a) Menu

- **Starters**

Paneer Tikka,
Veg Manchurian Dry,

- **Soup**

Tomato Soup,

Main Course

Kadhai Paneer,

Malai Kofta,

Daal Tadka,

Mix Veg,



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Veg Manchurian,
Veg Hakka Noodles,
Veg Pulao,
Pine apple Raita,
Assorted Breads,
Salad/Papad/Aachaar

- **Sweets**

Moong Dal / Gajar Halwa,
Water Bottles & Cold Drinks,
Cold Drinks,
Coffee.

- (b) There must be sufficient number of food counters and staff to serve lunch for University Guest, Staff, & Students. Bone china crockery to be used at food counters.
- (c) Agencies/caterer are advice to visit the workplace before submitting their interest.
- (d) The staff deployed shall be in proper uniform with complete record of Police Verification.

2. To provide lunch on the day Annual Convocation programme of the university, i.e. on **13.12.2018** as prescribed in the menu.

A High Tea Menu (Before Convocation): -For 150 Persons

Tea,
Coffee,
Chips/Waffers,
Kaju Barfi,
Paneer Pakode,
Water Glasses + Water dispensers



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B Lunch Menu for Faculty & Guest: -For 3000 Persons

Mix Vegetables,

Chhole,

Dal Makkhani,

Sahi Paneer,

Dahi Bhalle,

Rice Pulao,

Gajar Halwa/Moong Dal Halwa,

Lachha Parantha/Roti/Poori,

Coffee,

Papad/Salad/Achar,

1500 water Glasses + Water dispensers

- C** There must be sufficient number of food counters and staff to serve lunch for University Guest, Staff, & Students. Bone china crockery to be used at food counters serving University Guest & Staff whereas Melamine Crockery can used at food counter for students.
- D** Agencies/caterer are advice to visit the workplace before submitting their interest.
- E** The staff deployed shall be in proper uniform with complete record of Police Verification.



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F. Technical and financial documents envelopes

I. The technical bid must contain following documents

S No.	Name of Documents	Page No.
1.	(a) Proof of experience (not less than 03 years) of handling Catering services as per Para A of the NIT. (b) Work Experience Certificate of Handling catering services for minimum 3500 persons. Or 02 Work Experience Certificates of handling catering for minimum 2000 persons.	
2.	Proof of Earnest Money Deposit of Rs. 20000/- (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	
8.	Certificate on the letter head that the Vendor has not be debarred /black listed by any Central government/State government/Ministry/Department/ PSU/ Body from participation in its Tender process.	



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II. Financial bid consist of the rate quoted as given below: -

S. No.	Item Description	Menu	Rates per unit in Figures To be entered by the Bidder/Agency including Taxes Rs. P	TOTAL AMOUNT In Words (₹)
A	B	C	D	E
1	Dinner menu for 250 Persons	Paneer Tikka, Veg Manchurian Dry, Tomato Soup, Kadhai Paneer, Malai Kofta, Daal Tadka, Mix Veg, Veg Manchurian, Veg Hakka Noodles, Veg Pulao, Pine apple Raita, Assorted Breads, Salad/Papad/Aachaar Moong Dal / Gajar Halwa, Water Bottles & Cold Drinks, Cold Drinks, Coffee.		
		Total in Figures (₹)		
2	i) High Tea Menu (Before Convocation) (Approx. 150 persons)	Tea, Chips/Waffers, Kaju Barfi, Paneer Pakode, Water Glasses + Water Dispensers		
2	ii) Lunch Menu for Faculty & Guest (Approx. 3000 persons)	Mix Vegetables, Chhole, Dal Makhani, Sahi Paneer, Dahi Bhalle, Rice Pulao,		



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		Gajar Halwa / Moong Dal Halwa, LachhaParantha/ Roti/Poori,, Coffee, Papad/Salad/Achar, 1500 Water Glasses + Water dispensers		
		Total in Figures for 2(i)+2(ii) only (₹)		

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.