

ONLINE TENDER DOCUMENT

CATERING/DINING MESS FACILITY TENDER



Saramati and Aravali Post Graduate Men's Hostel

at

UNIVERSITY OF DELHI, SOUTH CAMPUS

Benito Juarez Road, New Delhi - 110021

Telefax Number: 011-24114347

EPABX: 011-24111955, Extn.: 7352

THIS TENDER DOCUMENT CONTAINS 13 NOS.OF PAGES

INCLUDING COVER PAGE

Cost of Tender: ₹500/- only



Saramati and Aravali Post Graduate Men's Hostel
University of Delhi South Campus
Benito Juarez Road, New Delhi - 110021

UDSC/ASPG-HOSTEL/Mess/2019/01

Dated: 04th July, 2019

TENDER NOTICE

Digitally encrypted online bids are invited from eligible and registered firms/agencies owner(s) or authorized person(s) for running the hostel mess facility at Saramati and Aravali Post Graduate Men's Hostel at University of Delhi South Campus for **one-year** (extendable for another year based on satisfactory performance and student's feedback) **w.e.f. from 11.08.2019**. The experience as mentioned should be of more than two years of running a hostel mess facility for over 100 residents in University of Delhi or any other reputed central university or any other government educational institutions (graduation level and above) anywhere in India. The firms/agencies with experience of running a canteen with snacks and beverages only, or a school mess/canteen will not be considered. Appropriate experience certificate must be included with the online bid documents. **The format for application is given in Annexure IIA and IIB**. The cost of tender is Rs 500.00, to be submitted as a demand draft/banker's cheque (payable in Delhi) made in favour of Provost, Aravali PG Men's Hostel, University of Delhi South Campus, Benito Juarez Road, New Delhi-110021, at the hostel office within the last date of bid submission.

Saramati and Aravali PG men's hostels (two independent hostels) accommodate approximately 200 residents from all over India and abroad. A few non-residents dining members are also permitted to avail the mess facilities. **The hostels put high emphasis on Hygiene, Nutrition and Good conduct of the mess workers. The hostels remain full to the capacity (around 200 residents) from August to May and with less occupancy (around 100 residents) during June and July every year.**

The Mess will serve breakfast, lunch (or packed lunch), evening tea with snacks, and dinner to the residents on all the days. Special meals (either dinner or lunch) will be served on 3 national holidays.

Bidders should read the **Terms and Conditions** carefully (Annexure I) for more details.

The bidder must submit a bid security (refundable earnest money) of Rs. 10,000.00 along with bid. The amount should be submitted as a demand draft/banker's cheque (payable in Delhi) made in favour of Provost, Aravali PG Men's Hostel, University of Delhi South Campus, Benito Juarez Road, New Delhi-110021, at the hostel office within the last date of bid submission.

In this two-bid system, **Annexure IIA** should be filled as technical bid and **Annexure IIB** as financial bid and uploaded online separately. The bidder may choose the option of using Annexure IIB as the template upload the duly completed the financial bid as a PDF file.

Please note that hard copy of any bid related document will not be accepted at the hostel office except the original copy of the demand draft/banker’s cheque covering the bid security (refundable earnest money) of Rs. 10,000.00.

On final selection, the bidder will be required to sign a License Deed. A copy of the license deed may be collected from the hostel office on a working day.

The complete proposal, addressed to The Provost, Aravali and Saramati Post Graduate Men’s Hostel, University of Delhi South Campus, Benito Juarez Road, Dhaula Kuan, New Delhi- 110021, must be up loaded to e -procurement portal within due date.

Please note that

1. Short-listed contractors qualifying the technical bids will be contacted and invited for interaction/discussion with the hostel authorities.
2. Hostel authorities and student members may visit any of the venues without any prior notice where services are in operation for evaluation and feedback.
3. **Please note that the lowest bidder needs not necessarily to be awarded the contract. The best value bidder fulfilling all the mentioned criteria and positive recommendation of the students after the site visit will be considered.**
4. The proposal should be in complete compliance with the mess menu and tender document.
5. The tender document may be down loaded from the e-procurement portal and a hard copy may be obtained from hostel office.
6. The contractor has to use the raw materials of the specified brands as enclosed with the menu.
7. **The hostel authorities reserve the right to cancel this tender without any further explanation.**

Information & Instructions for Bidders

Cost of Tender Form (Non-Refundable)	Rs.500/- (Rupees Five Hundred only) through Demand Draft/Banker’s Cheque in favour of Provost, Aravali PG Men’s Hostel, University of Delhi South Campus, New Delhi-110021, Payable at Delhi.
	Tender cost should reach the Provost, Aravali PG Men’s Hostel, University of Delhi South Campus New Delhi-110021 before the end date and time of bid submission. Bidders, however have to attach scanned copies of tender cost along with the e-tender. Tender Document may be downloaded from the University of Delhi website www.du.ac.in and CPP Portal https://eprocure.gov.in/epublish/app per the schedule.

Earnest Money Deposit (EMD)	Rs.10,000/- (Ten Thousand only/-) in form of an Account payee Demand Draft in favour of Provost, Aravali PG Men's Hostel, University of Delhi South Campus, New Delhi-110021, Payable at Delhi.
Date of issue of Tender document	04 th July, 2019
Bid document Download Start Date & Time	04 th July, 2019 at 14:00 pm.
Bid Submission Start Date & Time	04 th July, 2019 at 14:00 pm.
Last date and time for submission of tender	25 th July, 2019 at 14:00 pm.
Date, time and venue of technical bid opening	26 th July, 2019 at 15.00 pm.
Address of communication	Provost, Aravali PG Men's Hostel, University of Delhi, South Campus, New Delhi- 110021
Contact Official Contact Details	Provost, Saramati & Aravali PG Men's Hostel Phone: - 24114347, 24111955-7352

**Provost,
Saramati and Aravali Post Graduate Men's Hostel**

Terms and conditions

- The mess staff is required to maintain good hygiene conditions and wear caps while cutting vegetables, cooking and serving food.
- As per hostel guideline, 75% rebate will be allowed to the Mess members if they don't avail of Mess service for 7 or more consecutive days anytime during an academic session.
- The hostel will provide basic infrastructure to run the mess such as kitchen space, water, electricity connection, gas cylinders (empty), dining hall with furniture, Bain Marie and Fly Killers. Contractor will provide all the staff, crockery, cutlery, refrigerator for storage of perishable items, additional utensils for cooking purpose etc. The contractor will also pay for the electricity consumed as per the sub-meter. He/she does not have to pay any rent except a nominal license fee. There will be security deposit (refundable).
- The bidder should provide certificate of food safety compliance by FSSAI at the time of applying.
- The bidder shall ensure that the mess staff is dependable, have genuine identity proof, has evidence of medical check-up and police verification, when selected for running the mess facility.
- Child workers/labours are not permitted in any circumstances and disciplinary action will be taken on event of violation.
- The awarded firm/agency would sign the license deed. A copy of the license deed may be collected from the hostel office on a working day.

Technical Bid

To
The Provost,
Saramati and Aravali Post Graduate Men's Hostel
University of Delhi South Campus
Benito Juarez Road, New Delhi-110021

**Recent
Photograph of
owner/applicant**

**Application for Hostel Mess Contract
(Tender Ref. No: UDSC/ASPG-HOSTEL/Mess/2019/01)**

1. Name of the Firm/Company:
2. Registration no. and validity:
3. Correspondence Address:
& phone/mobile No.
4. Email/ website (if any) :
5. Name(s) of proprietors/partners:
6. Correspondence address & mobile no.:
7. Permanent address & phone no.:
8. Experience details (attach relevant documents):

9. Validity of offer : Minimum 90 Days

10. Other terms & conditions, if any, enclosed separately:

We have read and agree to:

- All terms and conditions of the mess catering contract (Annexure IV)

Date:

Place:

**Signature of
Authorized signatory/Proprietor
with seal**

Enclosures to be attached with filled Annexure 1:

1. Experience details
2. Copy of work orders from other organizations
3. Earnest Money Details (Draft no.)
4. Self-certified copy of Pan Card
5. Self-certified copy of GST No.
6. Self-certified Income Tax returns of previous Two Financial Years.
7. Bidder is responsible for complying to GST and IT returns as per the GOI rules
8. FSSAI certificate/registration for food safety compliance
9. Self-certified compliance to labour laws and no employment of child labour
10. Any other terms and conditions considered important by the contractor.

The complete proposal should be uploaded on the e-procurement portal within the indicated end date and time.

Terms and conditions of contract

- i. The proposal should be in complete compliance with the mess menu and tender document.
- ii. The tender document may be down loaded from the e-procurement portal
- iii. The hostel authorities reserve the right to cancel this tender without citing any reason or communication.
- iv. The contractor has to use the raw materials of the specified brands **ONLY**, as provided in Annexure III along with the menu.

Financial Bid
(To be uploaded as a PDF file)

Rates per month per head, inclusive of all taxes : _____

All rates should be in compliance with the Sample menu (Annexure II) and the quality of ingredients (Annexure III). Any deviation may be mentioned here.

Signature of the Owner/ Authorized person with Seal

Mess Menu

Days	Break fast	Lunch	Snacks (5:00 PM)	Dinner
Monday	Idli/Vada,Sambhar, chatanior Regular Break fast	Rice, Roti,curd (packed), Rajma,Seasonal Veg.	Samosa + Tea + Green Chatani	Matter-fried Rice,Roti, Rice Kheer, Dal makhani,Karela with Aloo Bhujia or Aloo Sabji dry
Tuesday	Dalia Khichadi or Regular Break fast	Rice, Roti, kadi-pakoda, mashroom + Vegetable (Mix Veg.)	Chawmein + Tea	Rice, Roti, Chhole, Bhindi Bhujia or Sabji
Wednesday	Paratha Mix + Dahi or Regular Break fast	Rice,Roti, PattaGobhisabji, Masoor Dal.	french fries + Tea + Green Chatani	Rice, Roti, Suji Halwa, Arhar Dal, Chicken curry (2 Pieces without neck piece)/ Mattar Paneer
Thursday	Dal-Pudi/Aloo+ tomatosabji or Regular Break fast	Rice, Roti, Boondi Raita, Mix Dal, lauki-Chana sabji (no Aloo)	Pyaj+ gobhi Pakoda + Tea	Roti, Matter fried rice, Chana Dal Tadaka/ Aloo gobhi fried bhujia.
Friday	Pav Bhaji (beans tomato aloo vegetable)/ Chole Kulche or Regular Break fast	Rice, Roti, Curd, Arhar Dal, Parmal Aloo Bhujia	Bhel Puri + Tea / Alternate Jalebi	Rice, Roti, Sewai, Kathal + Aloo, Moog Dal (without chilka)
Saturday	Gobhi Parathaor Regular Break fast	Rice, Roti, Mix Raita, Masoor Dal, Aloo gobhi (50-50) sabaji	Namak Pare + Tea	Roti, Mixed Dal, Rice, Mix-Veg with Aloo
Sunday	Chhole-Bhature or Regular Break fast	Rice, Roti, Curd, Mix-Dal Tadaka, Bhindi Bhujia or Baigan bharta	Tea + Bread Pakoda	Rice, Roti, Chana-Dal Tadaka, Kadai Paneer

Regular Breakfast: 4 slices brown wheat bread, Butter, eggs (Boiled 02 eggs or Omelet 02 eggs alternate days), Jam, Sauce.

Please note:

1. In the breakfast, in addition to specified menu, **250 ml milk per person (single toned)**, should be provided every day.
2. Chicken curry, 2 pieces (around 150-200 grams) per person/paneer preparation should be provided twice in a month (during Wednesday dinner).
3. Salad should include-Kheera,onion,carrot,lemon,Pickle and Muli (in lunch and dinner).
4. Boiled Vegetable (with green leaves) should be provided to the North east students twice in week.

Annexure III

Brands of the raw material

Raw materials of the following brands must be utilized for cooking.

S. No.	Items	Brands
1	Butter	Cubes for all (Amul,unit 20gm each)
2	Jam	Tops/Kissan/Maggi
3	Sauce	Tops/Kissan/Maggi
4	Curd	Packed (mother dairy) for individual (80gm)
5	Milk	Toned (Mother dairy) 250ml per individual
6	Bread	Harvest/Britania
7	Rice	Dawat/Kohinoor/India Gate/ good brand unbroken Basmati rice
8	Atta	Kendriya Bhandar
9	Masala	Catch/MDH/Everest
10	Oil	Fortune/nature fresh
11	Soyabeen	Nutrella
12	Dal	Kendriya Bhandar
13	Tea	Tata Tea premium/Taj/Brooke Bond
14	Coffee	Nescafe/Bru
15	Besan	Kendriya Bhandar
16	Maida	Kendriya Bhandar
17	Suji	Kendriya Bhandar
18	Pickles	Tops/Mother's Recipe/Nilon

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>.

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. 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 125 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.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. 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.
- 10) 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.
- 11) All documents as per tender requirement shall be uploaded online through CPP Portal Website: <http://eprocure.gov.in/eprocure/app> and no documents except, original demand draft towards EMD and Tender Cost will be accepted offline.

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.

Signature Not Verified

Digitally signed by SUSHIL KUMAR
DOGRA
Date: 2019.07.04 11:51:43 IST
Location: eProcure 