

## Tender Notice

**UNIVERSITY OF DELHI**  
Delhi -110007



**(E-Procurement) FOR FOOD CATERING SERVICES**

**FACULTY OF LAW,  
UNIVERSITY OF DELHI  
DELHI -110007**

**E-procurement Tender Notice**

**Ref.No.: LF/Lunch-Tea / High Tea/**

**Date: 16.10.2017**

Faculty of Law invites tenders for providing Refreshments, High Tea and Lunch/Dinner during various events organised by different Societies/Committees of Faculty of Law and its three Law Centres. It is expected that there may be 20-50 events in the academic year 2017-18. In each event the number of students/teachers/guests may vary from 70-200. Broadly speaking the following food items are expected to be served during these events:

**Tea / High Tea:** Tea/ Coffee, Pakoda/samosa, Pastry/cupcakes / Other sweet dish, Biscuits & wafers, masala dosa, idli sambar, sambar vada, chow mean, aloo tikki, pav bhaji, etc.

**Lunch/Dinner:** One Paneer Dish, One Dal, One Curd/Raita/Dahi Bhalla, Roti/Poori/Parantha/nan, Rice/Pulao, Sweet Dish & Water.

Online Quotations are invited from duly registered catering service providers to provide catering services during various programmes in the Faculty of Law and its three Law centres, Faculty of Law, University of Delhi, Delhi – 110007 during the academic year 2017-18 under Two Bids System (Technical and Financial) through e-procurement for **Lunch/ Dinner and Tea / High Tea**.

The Financial Bid will be opened only of those bidders who will be found to have satisfied the requirements of the Technical Bid.

All bids must be submitted online latest by **06.11.2017**.

**Important Information:**

- (i) All details regarding the subject tender are available on our websites [www.du.ac.in](http://www.du.ac.in) and <http://eprocure.gov.in/eprocure/app>. Bidders are, therefore, requested to visit the mentioned websites regularly to keep themselves updated.

Bid Document Download start Date:	<b>17.10.2017 at 10.00 a.m.</b>
Bid Submission start date	<b>17.10.2017 at 10.00 a.m.</b>
Bid Submission end date	<b>06.11.2017 at 05:00 p.m.</b>
Technical Bid Opening Date	<b>07.11.2017 at 05:00 p.m.</b>

**Notes:**

(i) All details regarding the subject tender are available on our websites [www.du.ac.in](http://www.du.ac.in) and <https://eprocure.gov.in/eprocure/app>. Bidders are therefore, requested to visit our websites regularly to keep themselves updated.

**(ii) Manual bids shall not be accepted.**

(iii) For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>

(iv) Clarifications/ queries, if any, can be addressed to the Dean and Head, Faculty of Law, University of Delhi, Delhi-110007 on phone no. **011-27667483** or email: [dean\\_law@du.ac.in](mailto:dean_law@du.ac.in)

Sincerely Yours  
**(Prof. Ved Kumari)**  
**Dean and Head,**  
**Faculty of Law**  
**University of Delhi**

## **INFORMATION AND INSTRUCTION FOR BIDDERS**

### **Eligibility for Technical Bid:**

- (i) The service provider should be registered under sales tax/GST/service tax. Registration with FSSAI would be preferred.
- (ii) The service provider should be an Income Tax Assesse for the last three years. IT Certificate with PAN/TAN details to this effect should be enclosed.
- (iii) The service provider must have provided such services to at least 3 reputed educational/ state or Central Government /PSU's institutions in last three years.

### **Instructions for Technical bid submission (As per Annexure B):**

- (a) Quotation should be from authorized sales agent.
- (b) Supporting documents to be attached. Without detailed compliance sheet, offer shall be summarily rejected.
- (c) User list with address, e-mail & Phone No. must be enclosed.
- (d) Tender acceptance letter (Annexure D) to be enclosed.

### **Instructions for Financial Bid submission (as per Annexure C):**

- (a) Prices must be quoted on both FOB and FOR (Delhi) basis. All charges including all taxes should be clearly indicated.
- (c) Validity of quotation must be for the whole of the academic year 2017-18
- (d) Mode of payment is through Wire transfer.
- (e) Supplier must submit TIN number/PAN number / GST as applicable.

### **FINAL DECISION MAKING AUTHORITY**

The University reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/paid by the university to the bidder(s).

## 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 Enrolment**” 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 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 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 (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.

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.

## **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.

**TECHNICAL BID**

1. Name of the Company \_\_\_\_\_

2. Address (with Tele No. fax No. & E-mail) \_\_\_\_\_

3. Contact person: Name and mobile number  
\_\_\_\_\_

4. (a) The number of years of experience in the catering business \_\_\_\_\_

(b) Total turnover per year in Catering Business during the last three years  
\_\_\_\_\_

(Attested certificate from Chartered Accountant should be attached.)

(C) Full details of supply of at least three Catering Orders above Rs.50,000/- in the last three years from Universities / Departments / Colleges, etc. recognised by the University Grants Commission; or Central/State Govt/Autonomous bodies in Delhi / NCR.

5. (a) Registration Number \_\_\_\_\_

(b) VAT number

(c) PAN Number \_\_\_\_\_

(d) Service Tax Number \_\_\_\_\_

(e) GST Number

6. Technical specification details of Lunch and Tea / High Tea are as given in Annexure C.

7. Confirm the attachment: -

<b>S.No.</b>	<b>Document</b>	<b>Whether attached</b>
01	Whether the firm is in existence for three years or more in the trade in Central/State Govt/Autonomous bodies. If yes necessary documents should be attached.	
02	Have you attached copies of the last three financial years	
03	Have you attached a copy of authorization certificate	
04	Have you attached a certificate regarding the technical assistance, repair and maintenance charges will be included in the financial bid	
05	Have you attached a copy of Service Tax Registration Certificate, VAT/GST, Registration Certificate and PAN Certificate	
06	Have you attached details of complete address of the company office and service centre with names of contact person(s) and their telephone/mobile/fax numbers	
07	Have you attached a letter that company/vender has not been blacklisted by any University / department / College, state/central government/public section undertaking/university in India in the last 3 years	
08	Have you attached a copy of the tender acceptance letter	

## FINANCIAL BID

S.No.	Name of the Description	Qty. May Vary from 70-200 persons	Unit Cost	Total Cost (inclusive of all taxes) (with decent crockery and service)
	<b>Lunch (Veg.)</b>			
<b>01</b>	<b>Dal Makhni/Chole/ Rajma/</b>			
<b>02</b>	<b>Shahi Paneer / kadahi paneer etc.</b>			
<b>03</b>	<b>Mix Veg. / seasonal vegetable</b>			
<b>04</b>	<b>Rice / Pulao</b>			
<b>05</b>	<b>Tandoori Roti/Nan / Poori</b>			
<b>06</b>	<b>Raita/ Dhahi Bhalla</b>			
<b>07</b>	<b>Salad/Papad</b>			
<b>08</b>	<b>Ice Cream/Gulab Jamun/ Rasgulla / Halwa</b>			
<b>09</b>	<b>Water</b>			
	<b>Masala Dosa, chatni, sambar</b>			
	<b>Idli Sambar</b>			
	<b>Sambar Vada</b>			
	<b>Chow mean</b>			
	<b>Tea / High Tea</b>			
<b>1.</b>	<b>Tea / Coffee</b>			
<b>2.</b>	<b>Biscuits and Wafers</b>			
<b>3.</b>	<b>Snacks: Sandwich / Bhajia Pakoras / Paneer Pakoda / Veg Patty, etc.</b>			
<b>4.</b>	<b>Pastry / cup cakes</b>			
<b>5.</b>	<b>Pav Bhaji</b>			
	<b>Aloo Tikki</b>			



**TENDER ACCEPTANCE LETTER**

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 documents(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), 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/organization 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/entirely.
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/organization 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)