



**SSCBS/e-Tender/2/2017-18**

**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES  
(UNIVERSITY OF DELHI)**

**REQUIREMENT OF MESS AND CANTEEN SERVICES**

**CONTENTS OF BIDDING DOCUMENT**

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SSCBS/e-Tender/2/2017-18

**SECTION-1**

**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES  
(UNIVERSITY OF DELHI)  
PSP AREA-IV, DR. K. N. KATJU MARG, SECTOR-16, ROHINI, DELHI – 110 089**

**NOTICE INVITING TENDER FOR PROVIDING MESS AND CANTEEN SERVICES**

E-Tenders are invited under Two-Bid system from reputed agencies, either by themselves or as a joint venture/consortium/partnership having proven capacity to provide mess and canteen services, for Shaheed Sukhdev College of Business Studies (SSCBS), PSP Area IV, Sector 16, Rohini, Delhi – 110 089, for a period of two years on contract basis. **Manual bids shall not be accepted.**

**Document Download:** Tender documents may be downloaded from [www.sscbs.du.ac.in](http://www.sscbs.du.ac.in) (for reference only) and Central Public Procurement Portal (CPPP) site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under:

**CRITICAL DATE SHEET**

<b>Published Date</b>	<b>2 May 2018(Wednesday, 05.00 pm)</b>
<b>Bid Document Download</b>	<b>3 May 2018 (Thursday, 10.00 am)</b>
<b>Clarification Start Date</b>	<b>7 May 2018 (Monday, 10.00 am)</b>
<b>Clarification End Date</b>	<b>11 May 2018 (Friday, 02.00 pm)</b>
<b>Bid Submission Start Date</b>	<b>15 May 2018 (Tuesday, 10.00 am)</b>
<b>Bid Submission End Date</b>	<b>25 May 2018 (Friday, 11.00 am)</b>
<b>Technical Bid Opening Date</b>	<b>28 May 2018 (Monday, 12.00 noon)</b>

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

Bidders are advised to follow the ‘Special Instructions to the Contractors/Bidders for the e-submission of the bids online’ available through the link ‘Help for Contractors’ at the e-Procurement Portal <https://eprocure.gov.in/eprocure/app>

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

2. Not more than one tender shall be submitted by one bidder or bidders 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 bidders. A breach of this condition will render the tenders of both parties liable to rejection.

3. Bidder who has downloaded the tender from the college website [www.sscbs.du.ac.in](http://www.sscbs.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 EMD would be forfeited and bidder is liable to be banned from doing business with the college.

4. Intending bidders are **advised to keep checking the college** website [www.sscbs.du.ac.in](http://www.sscbs.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.

#### **5. Bid Security/EMD Payment:**

Earnest Money Deposit of Rs.5,00,000/- (Rupees Five Lakhs only) in the form of Account Payee Cheque/ Bank Guarantee in favour of Principal, Shaheed Sukhdev College of Business Studies to be submitted in SSCBS or may transfer to the college Account as Bank Transfer (RTGS). College Bank details are:

Account Name: Principal, S.S.C.B.S Maintenance A/c

Account Number: 35810777577

IFS Code: SBIN0011550

Bank: State Bank of India, Sector-11, Rohini

**Cash/Bank Draft will not be accepted.**

EMD of unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

6. Bids (Technical) 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 as Financial-Bid opening date will be intimated later.

#### **Submission of Tender**

**The tender shall be submitted online in two part, viz., Technical bid and Financial 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:** As per details given in section 2 of the tender document.

**Financial Bid:** Financial bid in the form of BOQ\_XXXX .xls

**Administrative Officer  
SSCBS**

**INSTRUCTIONS FOR BIDDERS**

**1. GENERAL:** The present tender is being invited for Mess and Canteen Services under which the approved contractor shall provide uniformed trained personnel and will use its best endeavours to provide hygienic food and beverage as specified in the SCOPE OF WORK (Annexure II).

**2. BIDDERS AND CONTRACTOR**

2.1 Bidder is the person who places a bid under this application system and Contractor is a person/ joint venture/consortium/partnership whose bid wins and is appointed to serve the SSCBS with Mess and Canteen Services.

**2.2 Eligibility of the Bidders:**

- 2.2.1. All agencies that are providing similar kind of services for at least last three consecutive years and having annual turnover of Rs.1 crore or more during each of the last three financial years i.e. 2014-15, 2015-16 and 2016-17 in the books of accounts are eligible to bid as on the date of closing of bid. (Proof Audited Accounts)
- 2.2.2. The bidder should have the experience of atleast three years with similar work in any of the reputed MNCs/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public-Sector Banks or Local Bodies/Municipalities.
- 2.2.3. The bidder should have awarded single work order for atleast 30 lakh rupees during the last three consecutive years (2015, 2016, 2017 calendar years) from the date of closing the bid.
- 2.2.4. The bidder must have a valid FSSAI license to sell or deal in food products. The bidder must follow the general hygienic and sanitary practices (GHSP) as stipulated in Part V of Schedule IV of FSS (Licencing and Registration of Food Businesses) Regulations, 2011.

**3. QUALIFICATION OF THE BIDDERS**

3.1. The Bidder, to qualify for award of contract, shall submit a power of attorney authorizing the signatories of the bid to commit each member of the Partnership/Consortium/Joint venture.

3.2.

- a) Memorandum of Understanding has to be provided in case the Bidder comprises of Joint venture/Consortium/Partnership.
- b) Nomination of one of the members of the partnership, consortium or joint venture to be in charge and this authorization shall be covered in the power of attorney signed by the legally authorized signatories of all members of consortium/joint venture/partnership firm;
- c) Details of the intended participation by each member shall be furnished with complete details of the proposed division of responsibilities and corporate relationships among the individual members.

- d) The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.
- 3.3 The bidder shall submit full details of his ownership and control or, if the Bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.
- 3.4 Bidder or members of a partnership, joint venture or consortium shall submit a self-attested copy of PAN card under Income Tax Act and Aadhaar Card.
- 3.5 Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender.
- 3.6 Each Bidder (each member in the case of partnership firm/joint venture/consortium) or any associate is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission will be paid and that the tender price will not include any such amount. If Shaheed Sukhdev College of Business Studies subsequently finds to the contrary, the college reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.
- 3.7 Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

**4. ONE BID PER BIDDER:** Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the tender applications are liable to be rejected.

**5. COST OF BID:** The bidder shall bear all costs associated with the preparation and submission of this bid and the College will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

**6. VISIT TO COLLEGE:** The bidder is required to provide Mess and Canteen Services to this college 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 bidder has undertaken a visit to the college and is aware of the operational conditions prior to the submission of the tender documents.

## **7. TENDER DOCUMENTS**

### **7.1. Tender Documents**

7.1.1. The Tender Invitation Document has been prepared for the purpose of inviting tenders for providing Mess and Canteen Services and disposal of garbage. The Tender document comprises of:

- a) Notice Inviting Tender (**Section 1**)
- b) Instructions for Bidders (**Section 2**)
- c) Terms and Conditions of the Contract (**Section 3**)
- d) Tender form for providing Mess and Canteen Services (**Annexure I**)
- e) Scope of Work (**Annexure II**)
- f) Check list for Pre-qualification Eligibility (**Annexure III**)
- g) Check list for technical evaluation (**Annexure IV**)
- h) Evaluation criteria for Technical Bid (**Annexure V**)
- i) Financial Bid (Sample of BOQ) (**Annexure VI**)
- j) Undertaking (**Annexure VII**)
- k) Form of Bank Guarantee for Bid Security (**Annexure VIII**)
- l) Form of Bank Guarantee for Performance Security (**Annexure IX**)
- m) Form of Contract agreement (**Annexure X**)
- n) Specification of Raw Material Used in Food Preparation (**Annexure XI**)
- o) Penalties (**Annexure XII**)

7.1.2. The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

7.1.3. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

### **7.2. Clarification of Tender Document**

7.2.1. The bidder shall check the pages of all documents against page number given in indexes and, in the event of discovery of any discrepancy or missing pages the bidder shall immediately inform the Office of Administrative Officer (SSCBS).

7.2.2. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification from the Office of Administrative Officer before submitting his bid. All communications between the bidder and the college shall be carried out in writing.

7.2.3. Except for any such written clarification by the college, which is expressly stated to be an addendum to the tender document issued by the Office of Administrative Officer, no written or oral communication, presentation or explanation by any other employee of the College shall be taken to bind or fetter the college under the contract.

## **8. PREPARATION OF BIDS**

**8.1. Language:** The bids and all accompanying document shall be in English.

**8.2. Documents Comprising the Bid:** Tender document issued for the purposes of tendering as described in Clause 7.1 and any amendments issued shall be deemed as incorporated in the Bid.

8.2.1. Upload one copy of the Tender document and Addenda, if any, thereto with each page signed and stamped shall be attached to acknowledge the acceptance of the same.

8.2.2. The bidder shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs.5,00,000/- (Rupees Five lakhs only).

8.2.3. All correspondence shall be addressed to the Principal, Shaheed Sukhdev College of Business Studies, PSP Area IV, Dr. K.N. Katju Marg, Sector 16, Rohini, Delhi – 110089 and submitted in the Office of Administrative Officer at the address given in the Tender document.

8.2.4. The Bidder (each member in case of joint venture/consortium/partnership firms) shall furnish the details regarding works completed as stated in Clause 2.2, in preceding three years, which were similar in nature and complexity as in the present contract requiring supply of trained man power and equipments to provide Mess and Canteen Services.

### **8.3. Bid Prices**

8.3.1. Bidder shall quote the rates in Indian Rupees excluding taxes for the entire contract on a 'single responsibility' basis such that the Tender price covers bidder's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Mess and Canteen Services at Shaheed Sukhdev College of Business Studies. This includes all the liabilities of the contractor such as cost of uniform and identity cards of personnel deployed by the contractor cost of raw materials, LPG, electricity and water consumptions, maintaining hygienic conditions, man power and all other statutory liabilities.

8.3.2. Conditional bids/offers will be summarily rejected.

### **8.4 Form of Bid**

All the documents attached with the bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the Bidder. If the Bidder comprises a partnership firm, consortium or a joint venture, it shall be signed by a duly authorized representative of each member of participant thereof. Signatures shall be witnessed and dated. Copies of relevant power of attorney shall be attached. **Financial Bid should be strictly as per BOQ.**

**8.5. Currencies of Bid and Payment:** The Bidder shall submit his financial bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

**8.6. Duration of Contract:** The contract shall be valid initially for two years and the college reserves the right to curtail or to extend the validity of contract on the same terms and conditions for such period as may be agreed to, but not beyond further two years.

- 8.6.1. Escalation Clause: After the initial duration of the contract of two years and the satisfactory performance of the service provider the contract may be extended with a 10% escalation in the bid value for the duration of the extended period. The other terms and conditions would remain the same.

## **8.7. Bid for Mess and Canteen**

- 8.7.1. The bidder shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs.5,00,000/- (Rupees Five lakh only) along with the Tender document. (**Refer Section 1 point 5**). The Bid Security should remain valid for a period of Sixty days beyond the final bid validity period. Bid securities of the unsuccessful bidders will be returned to them without any interest at the earliest after expiry of the final bid validity period and latest on or before the 30<sup>th</sup> day after the award of the contract.
- 8.7.2. Any Tender application not accompanied by Bid Security shall be rejected.
- 8.7.3. Bid security of the successful bidder shall be returned on receipt of Performance Security by the college and after signing the agreement.
- 8.7.4. Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.
- 8.7.5. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security (Annexure IX) within the time frame specified by the College.

## **8.8. Format and Signing of Bid**

- 8.8.1. The bidder shall upload all the tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.
- 8.8.2. The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.
- 8.8.3. The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the College, or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed and dated by the person or persons signing the bid.

## **9. SUBMISSION OF BIDS**

- 9.1.1. The bidder shall submit the Pre-qualification eligibility (Annexure III) and Technical Bid (Annexure IV) and the Financial Bid (Annexure VI) online.
- 9.1.2. Pre-qualification eligibility (Annexure III) and Technical Bid (Annexure IV) should consist of the following documents:
- a) Bid Security (Earnest Money Deposit);
  - b) One self-attested recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;
  - c) Undertaking on a non-judicial stamp paper of Rs. 100/- as per the format prescribed in Annexure VII;



- d) Self-attested copy of PAN card under Income Tax Act;
- e) Self-attested copy of GST Registration Number;
- f) Self-attested copy of valid Provident Fund Registration Number;
- g) Self-attested copy of valid ESI Registration Number;
- h) Self-attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules;
- i) Self-attested copy of FSSAI license/certificate
- j) An undertaking to the effect that the bidder will follow the General Hygienic and Sanitary Practices (GHSP) as stipulated in Part V of Schedule IV of FSS (Licencing and Registration of Food Businesses) Regulations, 2011.
- k) Proof of experiences of last three years as stated in Clause 2.2.2 of the notice inviting tender along with satisfactory performance certificates from the concerned employers;
- l) Proof of IT returns of previous three years supported by audited balance sheet and P/L A/C as stated in Clause 2.2.1 of notice inviting tender;
- m) Self-attested copy of valid Aadhar Card;
- n) Other documents, if any;
- o) Duly filled and signed Annexure(s).

9.1.3. The tender bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of tender.

## **9.2 Late and Delayed Tenders**

9.2.1. Bids must be uploaded online not later than the date and time stipulated in the notice inviting tender. The College may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the college and the Bidder will be the same.

9.2.2. Any bid uploaded online after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the bidder.

## **10 BIDDING PROCESS**

### **10.1 Bid Opening and Evaluation**

10.1.1. The authorized representatives of the College will open the Technical Bids in the presence of the Bidders or their representatives who choose to attend at the scheduled place and time.

10.1.2. The bid of any bidder who has not complied with one or more of the conditions will be summarily rejected.

10.1.3. Conditional bids will also be summarily rejected.

10.1.4. Technical bids will be evaluated as per the methodology given in the Annexures - III, IV & V of the Tender document.

10.1.5. Financial bids for evaluation will be opened in the presence of only qualified bidders who qualify from Technical bids.

10.1.6. Financial bid will be evaluated as per methodology given in the Annexure – VI of the Tender document.

## **10.2 Right to accept any Bid and to reject any or all Bids**

- 10.2.1. Shaheed Sukhdev College of Business Studies (SSCBS) is not bound to accept any bid and may at any time by notice in writing terminate the tendering process.
- 10.2.2. SSCBS may terminate the contract if it is found that the agency is black listed on previous occasions by any of the Colleges / Institutions / Local Bodies / Municipalities / Public Sector Undertakings / MNCs, etc.
- 10.2.3. SSCBS may reject the Bid in the event that the Bid is accepted but the successful bidder fails to furnish the Performance Security (Annexure IX) or fails to execute the contract agreement. Also the EMD shall be forfeited.

## **11 AWARD OF CONTRACT**

- 11.1. SSCBS will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- 11.2. SSCBS will communicate the successful bidder by email, followed by letter transmitted by post that his bid has been accepted. This letter hereinafter and in the condition of contract called the “Letter of Award”.
- 11.3. The successful bidder will be required to execute a contract agreement in the form specified in Annexure X within a period of 30 days from the date of issue of Letter of Award.
- 11.4. The successful bidder shall be required to furnish a Performance Security within 15 days of receipt of “Letter of Award” @ 10% of the contract value in the form of an Account Payee Cheque or Bank Guarantee Annexure-VIII) in favour of Principal, Shaheed Sukhdev College of Business Studies or may transfer to the college Account as Bank Transfer (RTGS). College Bank details are:  
Account Name: Principal, S.S.C.B.S Maintenance A/c  
Account Number: 35810777577  
IFS Code: SBIN0011550  
Bank: State Bank of India, Sector-11, Rohini.  
The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the college and the contractor under the contract accordingly.
- 11.5. Contract value is the total value of bid for contract by the contractor.
- 11.6. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Performance Security.

**TERMS AND CONDITIONS OF THE CONTRACT**

1. College provides guarantee of 75 meals for the hostel. However, no guarantee of minimum meals for hostel is provided during summer vacation. Period of summer vacation starts from mid of May and ends on mid of July tentatively.
2. Mess will be operational from mid of July 2018 tentatively and will be closed during the period of summer vacation. Final date for opening of mess will be communicated later.
3. Canteen will run for all 12 months in a year and will be operational from award of contract.
4. The contractor will pay the following charges to the college through cashless mode only.
  - i) Licence fee (as per the rules to be paid @Rs.10,000/- p.m. subject to change as per govt. rules)
  - ii) Electricity charges - Actual basis as per sub meter for Kitchen area only.
  - iii) Water charges – Actual basis as per meter/sub meter for canteen area only.
  - iv) IGL Meter Bill - Actual basis as per meter/sub meter for Kitchen area only.
5. The contractor shall have to pay a penalty for non-payment of charges @ Rs. 50/- per day,
6. Timings for the canteen will be from 08:30 a.m. to 05:30 p.m. and may change as per requirements of college authorities.

Mess timings shall be as follows:

Breakfast	:	07:30 a.m. – 8:45 a.m.
Lunch	:	12:00 noon – 01:00 p.m.
		<b>(1:00-1:30 additional time for teachers &amp; staff)</b>
Tea	:	04:30 p.m. - 05:30 p.m.
Dinner	:	08:00 p.m. – 10:00 p.m.

7. The contractor shall not keep/sell items like drugs, alcohol, weapons, cigarette and other tobacco items etc.
8. The college premises should not be used for any other commercial activity by the contractor.
9. The college authorities have the right to visit the canteen / mess periodically, and / or make surprise visits to check on the quality of the food and the services that are being offered in the canteen / mess. If required, feedback on the canteen / mess facility shall be obtained from the student community.
10. The canteen and mess contract cannot be terminated by the contractor in the midst of the contract period. However, if the contractor decides to terminate the contract in the midst of the contract period, he/she has to give two months' notice. The performance security shall be forfeited, if the contractor does not serve the notice period.
11. The canteen and mess contract can be terminated by the college (SSCBS) by giving two months' notice in advance.
12. Nobody will be allowed to smoke or consume tobacco and alcohol / banned / abused drugs in the canteen.
13. The contractor shall be responsible for maintenance and cleanliness of canteen / mess and its sewerage, if any, outside or surrounding the canteen / mess premises at his own expense.
14. Covered dustbins should be provided by the contractor and they should be placed both inside the canteen and outside (nearby) the canteen / mess.

15. The contractor is required to dump garbage/waste of the canteen / mess outside the premises of the college at his own expense and at the authorised disposal centres.
16. The contractor should provide table service to the staff members as and when required. Room service should be provided during any meetings or gathering etc. Room service to the Principal office, Warden Offices and College rooms will have to be provided. These services shall be free of any additional charge.
17. The contractor shall be under the discipline of the college and shall in no case disturb the working of the college and follow the instructions issued from time to time in this connection.
18. The contractor has to arrange for water tank at his / her own cost if water crises occur.
19. Canteen will be open on all six days (Monday to Saturday) except Gazetted Holidays. However, the mess will function on all days (Monday to Sunday) of the week including Gazetted holidays.
20. College reserves the right to allot space within the college premises to set up kiosk(s) to sell food and beverages items to any party other than the canteen / mess contractor.
21.
  - a. The cleanliness will be periodically checked by the college authorities or any person or body authorized by them based on certain objective criteria which are decided to measure the level of cleanliness and hygienic conditions and the contractor has to abide by those criteria.
  - b. The areas of the Mess and Canteen be kept in clean state including the entire surrounding area, viz.:
    - (i) Main lobby of the canteen
    - (ii) All the furniture, fixtures and fittings including outer units of air conditioners
    - (iii) Outside corridors of the canteen
    - (iv) Entry and exit gates to the canteen
    - (v) Rest rooms
22.
  - a. In case any complaint is received attributable to misconduct/misbehavior of contractor's personnel and proved beyond doubt, a penalty of Rs.500/- for each such incident shall be levied and the same shall be paid by the contractor. Further the concerned contractor's personnel shall be removed from the system immediately.
  - b. In case the contractor fails to commence/execute the work as stipulated in the agreement within 30 days or does not meet the statutory requirements the contract will be terminated & the EMD/Performance Security shall be forfeited and the bidder quoted 2<sup>nd</sup> lowest price as per the financial bid will be considered and offered the contract forthwith.
  - c. In case the minimum required mess services are not provided on any particular day, the food will be procured from the open market and difference, if any, will be recovered from the contractor. On such continued defaults, the college reserves the right to cancel the agreement and get this job to be done by any other agency from the open market or 2<sup>nd</sup> lowest bidder in the tendering process. Further, the Principal of the college reserves the right to impose the penalty as deemed fit or as per Annexure XII.
23. Every employee so engaged by the contractor shall wear uniform and a badge wearing his/her name, photograph, blood group, emergency contact number while on duty. The said uniform and badge shall be provided by the contractor at his own cost.

24. The College may provide residential dormitory to some of the personnel of the contractor for smooth functioning of mess and canteen services. The contractor is required to provide a list along with police verification of those employees who may stay at the dormitory provided by the college. Any unauthorized absence and presence shall be dealt with severely.
25. The College shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The College does not recognize any employee- employer relationship/principal-agent relationship with any of the workers of the contractor.
26. The contractor shall engage the men/women whose age shall be above 18 years. Only physically fit personnel shall be deployed for duty by the contractor.
27. The contractor shall be responsible to provide additional staff as may be required with prior information.
28. The contractor shall abide by and comply with all the relevant and concerned laws and statutory requirements.
29. The College shall have the right to ask for the removal of any person deputed by the contractor, who is not found to be competent and orderly in the discharge of his duty.
30. The antecedents of staff deployed shall be verified by the contractor from local police authority and an undertaking in this regard has to be submitted to the College. To ensure compliance to law and towards necessary fulfilment of its internal regulations, the college may ask for necessary information and records on workers, as and when required.
31. All liabilities arising out of any accident or death of worker while on duty shall be borne by the contractor.
32. The contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the College and shall not knowingly lend to any person or company any of the effects of the college under its control.
33. The staff engaged by the contractor shall not accept any gratitude or reward in any shape from any student, faculty, staff, vendors, visitors to the college.
34. The contractor shall be responsible to maintain all property and equipment of the College entrusted to it. Any damage or loss caused by contractor's persons to the College would be recovered from the contractor.
35. That in the event of any loss occasioned to the College, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the College, the said loss can be claimed from the contractor up to the value of the loss. The decision of the College Authorities will be final and binding on the contractor.
36. The contractor will not be held responsible for the damages/sabotage caused to the property of the College due to the riots/mobs attack/armed dacoit activities or any other event of force majeure.
37. The staffs deputed by the contractor have to be extremely courteous with very pleasant mannerism in dealing with the Staff/visitors, especially with female staff/visitors and should project an image of utmost discipline and follow rules and regulation of the college.
38. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the College.
39. The contractor shall disburse the wages to its staff deployed in the college every month through ECS/cheque only latest by 7th day of each month as per the relevant Acts/rules.

40. If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the college, such money shall be deemed to be payable by the contractor to the college within seven days. The college shall be entitled to recover the amount from the contractor by deduction from money due to the contractor or from the Performance Security.
41. The contractor shall not engage any sub-contractor or transfer the contract/part of contract to any other person in any manner.
42. The College may direct the contractor, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the College.
43. The contractor shall ensure the desired standards of services with the help of effective supervision.
44. The contractor shall ensure that its personnel shall not at any time, without the consent of the College in writing divulge or make known any trust, accounts matter or transaction undertaken or handled by the College and shall not disclose to any information about the affairs of College. This clause does not apply to the information, which becomes public knowledge.
45. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the court as and when required.
46. "NOTICE TO PROCEED" means the notice issued by the College to the contractor and is a part of Letter of Award communicating the date on which the work/services under the contract are to be commenced.
47. If the contractor is a joint venture/consortium/group/partnership of two or more persons, all such persons shall be jointly and severally liable to the College for the fulfilment of the terms of the contract. Such persons shall designate one of them to act as leader with authority to sign. The joint venture/consortium/group/partnership shall not be altered without the approval of the College.
48. The contract period shall be Twenty four months from the date of the commencement (as mentioned in Notice to Proceed).
49. During the course of contract, if any of contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the College or any impact on operations of college, the college shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Security.
50. The contractor shall indemnify and hold the College harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
51. The contractor should be registered with the concerned authorities of Labour Department under Contract Labour (R&A) Act 1970, etc. (Wherever applicable).
52. The contractor shall have his own Establishment/Setup/Mechanism, etc. outside the campus at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
53. The contractor shall submit police verification report of the canteen employees within one month of such appointment.
54. The contractor will use food items (Annexure XI) as per prescribed Indian standards such as "FPO" and "Agmark" etc.

55. The rates of the food items as are approved by the college will be displayed by the contractor at a prominent place in the canteen.
56. The contractor shall keep a complaint book which shall be made available by the contractor to any person who desires to record any complaint and which shall be open to inspection by the college authorities.
57. The college reserves the right to cancel or reject all or any of the tender without assigning any reason.
58. Any act on the part of the tenderer to influence anybody in the College is liable to rejection of his tender.

**FORCE MAJEURE:** If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge the obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any, or seven days, whichever is more; either party may at its option terminate the contract.

**OBLIGATION OF THE CONTRACTOR:** The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep SSCBS fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.

## **DISPUTE RESOLUTION**

- A) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Principal, SSCBS.
- B) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
- C) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi/New Delhi only.

**JURISDICTION OF COURT:** The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.



**SECTION – 4**

**ANNEXURE-I**

**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES  
(UNIVERSITY OF DELHI)  
PSP AREA IV, DR. K.N.KATJU MARG, SECTOR 16, ROHINI, DELHI – 110 089**

**TENDER FORM FOR PROVIDING MESS AND CANTEEN SERVICES**

1. Due date for submitting tender : \_\_\_\_\_
2. Opening time and date of tender : \_\_\_\_\_
3. Names, address of firm/Agency/Company : \_\_\_\_\_  
and Telephone numbers.
4. Registration No. of the Firm/ Agency/Company : \_\_\_\_\_
5. Name, Designation, Address and Telephone No. : \_\_\_\_\_  
of Authorized person of Firm/ Agency to deal with.
6. Please specify as to whether tenderer is sole : \_\_\_\_\_  
proprietor/ Partnership firm/Company. Name,  
address and Telephone No. of Directors/partners  
should be specified.
7. Copy of PAN card issued by Income Tax : \_\_\_\_\_  
Department, copy of previous three Financial  
Year's Income Tax Return and audited Balance  
Sheet and profit loss account
8. Employee Provident Fund Registration No. : \_\_\_\_\_
9. ESI Registration Number : \_\_\_\_\_
10. Licence number under Contract Labour : \_\_\_\_\_  
(R&A) Act, if any.
11. Details of Bid Security (EMD) deposited : \_\_\_\_\_
- (a) Amount (Rupees in words also) : \_\_\_\_\_



(b) Cheque No. or Bank Guarantee in favour of : \_\_\_\_\_

(c) Date of issue : \_\_\_\_\_

(d) Name of issuing authority : \_\_\_\_\_

12. Details of valid FSSAI Certification : \_\_\_\_\_

13. Any other information : \_\_\_\_\_

14. Declaration by the bidder : \_\_\_\_\_

15. Aadhaar No. : \_\_\_\_\_

**This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.**

**(Signature of the Bidder)**  
**Name and Address (with seal)**



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES  
(UNIVERSITY OF DELHI)  
PSP AREA IV, DR. K.N.KATJU MARG, SECTOR 16, ROHINI, DELHI – 110 089**

**SCOPE OF WORK**

The contractor shall provide the Mess and Canteen services and cleaning of areas near canteen and disposal of garbage as per the norms in Shaheed Sukhdev College of Business Studies.

The contractor shall ensure hygienic atmosphere and clean environment in the college.

To Provide the Three Time Meal (Breakfast, Lunch & Dinner) & Tea (Morning & Evening) at Shaheed Sukhdev College of Business Studies dedicated agency is required for mess and canteen services.

Particulars	Minimum Guarantee (Per Day)
Breakfast With Tea	75
Lunch	75
Dinner	75
Morning & Evening Tea	75

**Total number of students to whom food will be provided will be given by the college warden to the contractor on semester basis and the payment will be made accordingly.**

**For number of minimum guarantee of meals refer to section 3 point 1.**

Scope of work includes trained manpower in uniform, branded raw material, & LPG, with quality service and hygiene.

**DUTIES AND RESPONSIBILITY OF MESS AND CANTEEN STAFF:**

1. Provide hygienic food and beverages to the students, staff and visitors.
2. Cleaning of floor areas, vertical finishes (walls) Roof and False ceilings, Glass areas, doors and attached fixture, windows with attached fixtures and frames, and stilt area in front of the corridor, Rolling shutters, railings, mirrors aluminum grills, pillars, curtains, slabs, cabinets, almirah with attached fixtures, cobwebs, drinking water coolers, water filters etc. in the mess and canteen (Kitchen) area. Sanitation of bathrooms and toilets including supply of necessary items like liquid soap, naphthalene balls, air fresheners etc. to maintain hygienic and functional conditions in bathrooms.
3. Manual cleaning and maintenance of all the drains within the canteen of the college.
4. Cleaning of dustbins to an approved location, clearance of segregated garbage as per the norms.
5. Cleaning of all equipments available in the canteen including tables, chairs placed in the canteen including the kitchen, telephone sets and accessories, furniture, signage boards, notice boards, switch boards, Air-conditioners, etc. with dusting or wet mopping or vacuum cleaning.

6. Cleaning of fire-fighting equipment's and shafts etc. in the canteen areas.
7. Vendor shall lay buffet on time as per the instruction received from Mess Secretary/warden representative. Meal Serving Time:
 

Breakfast	:	07:30 a.m. – 8:45 a.m.
Lunch	:	12:00 noon – 01:00 p.m.
<b>(1:00-1:30 additional time for teachers &amp; staff)</b>		
Tea	:	04:30 p.m. - 05:30 p.m.
Dinner	:	08:00 p.m. – 10:00 p.m.
8. The contractor may keep food and raw materials in hygienic condition.
9. Vendor shall display menu on daily basis. Revised menu will be agreed upon every fortnight by Mess Secretary/Warden.
10. Vendor shall not dispose the leftover food at any garbage or on road. Leftover food must be disposed off as per acceptable norms, and would better is contact to an NGO for the same, on without any consideration basis.
11. Vendor will make a checklist of served food on daily basis.
12. Vendor shall submit the invoice by 2<sup>nd</sup> of every following month with appropriate supporting with the warden.
13. Vendor has to keep the kitchen spick and span at all times.
14. If the quality of the food found to be below standard then 15% of the billing amount will be deducted from the respective bill.
15. There shall be one Head Chef from Vendor to whom mess secretary/warden will co-ordinate.
16. Vendor has to follow HACCP (Hazard Analysis & Critical Control Points) norms and have to maintain it all times.
17. Vendor shall provide all reports obtained from FSSAI (Food Safety Standards authority of India) to the warden.
18. Payments will be released by 7<sup>th</sup> of the following month, if the bill was submitted to the warden by 2<sup>nd</sup> of following month.
19. Vendor has to maintain all hygiene/grooming standards.
20. Vendor has to comply with all the statutory compliances. (PF/ ESIC, Etc.)
21. Vendors will be providing “ Full Diet/ Stomach meal” rather than “portioned”
22. Mess secretary/warden or his/her representative will monitor the quality of food; number of the meals served every day.
23. Vendor will be responsible for keeping the kitchen equipment's fully functional and in good condition. They shall be liable for any damage to the facility provided in the kitchen and mess area.
24. One room will be given to Vendor for backend support function.
25. Vendor shall provide category wise uniform to its employees.
26. Either party can terminate the contract by giving two months prior written notice.
27. Sick diet (khichadi, daliya, soup etc. as recommended by the doctor) shall be provided if any student fall sick.

**This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.**

**(Signature of the Bidder)**  
**Name and Address (with seal)**



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES  
(UNIVERSITY OF DELHI)  
PSP AREA – IV, DR. K.N. KATJU MARG, SECTOR – 16, ROHINI, DELHI – 110 089**

**CHECK-LIST FOR PRE-QUALIFICATION ELIGIBILITY FOR MESS AND CANTEEN SERVICES**

<b>S. No.</b>	<b>Documents required for</b>	<b>Page number at which document is placed</b>
1.	Earnest Money Deposit of Rs.5,00,000/- (Rupees Five Lakhs only) in the form of Account Payee Cheque/ Bank Guarantee in favour of Principal, Shaheed Sukhdev College of Business Studies to be submitted in SSCBS or may transfer to the college Account as Bank Transfer (NEFT/RTGS). College Bank details are (Account Name: Principal, S.S.C.B.S Maintenance A/c, Account Number: 35810777577, IFS Code: SBIN0011550, Bank: State Bank of India, Sector-11, Rohini).	
2.	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners also.	
3.	Undertaking on a Stamp paper of Rs.100/- (Rupees one hundred only) as per format prescribed in Annexure-VII).	
4.	Self-attested copy of the PAN card issued by the Income Tax Dept.	
5.	Self-attested copy of GST Registration No.	
6.	Self-attested copy of valid Provident Fund Regn. Number.	
7.	Self-attested copy of valid ESI Registration No.	
8.	Self-attested copy of valid Licence No. under Contract Labour (R&A) Act, 1970, etc.	
9.	Self-attested copy of FSSAI License.	
10.	An undertaking on letterhead to the effect that the bidder will follow the general hygienic and sanitary practices (GHSP) as stipulated in Part V of Schedule IV of FSS (Licencing and Registration of Food Businesses) Regulations, 2011.	
11.	Proof of Experience of as specified in clause 2.2.2 of the NIT along with satisfactory performance certificates from the clients.	

12.	Annual I.T. Returns of previous three years supported by audited balance sheet and P/L A/C (clause 2.2.1 of NIT)	
13.	Self-attested copy of Aadhaar card	
14	Copy of contracts awarded as per 2.2.3	
15	Other documents, if any.	

**This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.**

**(Signature of the Bidder)**  
**Name and Address (with seal)**



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES  
(UNIVERSITY OF DELHI)  
PSP AREA IV, DR. K.N.KATJU MARG, SECTOR 16, ROHINI, DELHI – 110 089**

**CHECKLIST FOR TECHNICAL EVALUATION**

<b>S. No.</b>	<b>Information to be provided</b>	<b>To be filled by the Bidder</b>	<b>For office use</b>
1.	Annual Turnover (in Lakhs) (Audited Profit and Loss Accounts)		
2.	Experience certificate of running Mess and canteen services from clients (in years)		
3.	Volume of work order done during the last three years (Awarded contract copy)		
4.	Evaluation (as per Annexure V)		
<b>Note:</b> Photocopies of all necessary documents duly self-attested must be attached for verification of the information provided.			

**This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.**

**(Signature of the Bidder)  
Name and Address (with seal)**



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES  
(UNIVERSITY OF DELHI)**

**PSP AREA – IV, DR. K.N. KATJU MARG, SECTOR-16, ROHINI, DELHI - 110089**

**EVALUATION CRITERIA OF TECHNICAL BID**

1. The Technical proposals will be verified with respect to the eligibility criteria.
2. Eligible proposals shall be evaluated by the Screening Committee with respect to the following parameters:

<b>S. No.</b>	<b>Parameters for evaluation</b>	<b>Grading Pattern</b>	<b>Max. Marks</b>
1	Annual Turnover	1 Cr. to 1.5 Cr - 10 marks Above 1.5 Cr. to 2 Cr. - 15 marks Above 2 Cr. - 20 marks	20
2	Experience of running Mess, Canteen and similar type of services for three consecutive years.	3 to 5 years – 10 marks Above 5 years upto 10 years – 15 marks Above 10 years – 20 marks	20
3	Volume of work order done during the last three years	Single Work Order for: 30 lakh to 60 lakh p.a. – 10 marks Above 60 lakh p.a. – 20 marks	20
4	Demonstration of Understanding the Scope of Work & Execution Plan through PPT (Power Point Presentation of <b>10 minutes</b> ) along with the hard copy of the same ( in Word/PDF)	<ul style="list-style-type: none"> <li>• Action Plan for ensuring cleanliness and hygiene in the food preparation process, kitchen &amp; mess premises including disposal mechanism for extra food, if any</li> <li>• Organizational Chart of their own setup detailing number of chefs, workers, cleaners and supervisor</li> <li>• Atleast one client testimonials/satisfactory certificates from different employers with contact details</li> <li>• Assessment of existing facilities and live feedback of contractor in other existing institutes observed during the surprise visit by the college.</li> </ul>	10
<b>Total</b>			<b>70</b>

**The Financial bids will be considered of all those successful bidders securing at least 50% marks in each of the above Evaluation Criteria by “Selection Committee” on plan of**

**operations for providing Mess and Canteen services in SSCBS at PSP Area – IV, Dr. K.N. Katju Marg, Sector – 16, Rohini, Delhi – 110 089”.**

**The decision of the Screening Committee will be final and binding on all bidders.**

**This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.**

**(Signature of the Bidder)  
Name and Address (with seal)**





**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES  
(UNIVERSITY OF DELHI)  
PSP AREA – IV, DR. K.N. KATJU MARG, SECTOR-16, ROHINI, DELHI – 110089**

**SAMPLE OF BOQ**

**FINANCIAL BID FOR MESS AND CANTEEN SERVICES**

**Weightage of 20% is given to the Canteen items and 80% to the Mess items.**

**Bidder who has the lowest quoted price (L1) will win the financial bid.**

L1 will be decided on the basis of price quoted by the bidder (excluding taxes) in the following manner:

(Illustration)

<b>Eg. Bidder 1: Canteen</b>		<b>Mess</b>	
Total price	Rs. 200*20%		Rs. 100*80%
	=40	+	=80 = Rs. 120

<b>Bidder 2:</b>		<b>Mess</b>	
<b>Canteen</b>			
Total price	Rs. 100*20%		Rs. 200*80%
	=20	+	=160 = Rs. 180

L1 is Rs. 120 of Bidder 1.

Rates proposed to be charged.

**Beverages**

S. No.	Items	Weight/Measure	Rate offered (Rs.)
1	Hot coffee	Per cup (150 ml)	
2	Cold coffee	Per cup (200 ml)	
3	Tea	Per cup (150 ml)	
4	Lemon tea	Per cup (150 ml)	
5	Green tea	Per cup (150 ml)	
6	Fresh lime (sweet/salted)	Per glass (200 ml)	
7	Coconut water	Per glass (200 ml)	
8	Packed juice & mineral water	(ml)	
9	Shakes	Per glass (200 ml)	
10	Lassi	Per glass (200 ml)	
11	Chaach	Per glass (200 ml)	

### Machine based Beverages

1	Hot coffee	Per cup (150 ml)	
2	Cold coffee	Per cup (200 ml)	
3	Tea	Per cup (150 ml)	

### Snacks & Lunch

1	Masala dosa with sambhar	Per plate	
2	Plain dosa with sambhar	Per plate	
3	Vada with sambhar	2 pcs.	
4	Idli with sambhar	2 pcs.	
5	Mix veg uttapam with sambhar	Per plate	
6	Upama	200 gm	
7	Lemon rice	250 gm	
8	Sweet corns	150 gm	
9	Popcorns	50 gm	
10	Aaloo chat	200 gm	
11	Aaloo tikki	2 pcs	
12	Fruit chat	200 gm	
13	Veg. Cutlet	2 pcs.	
14	Veg. Sandwiches	4 pcs.	
15	Grilled sandwich	2 pcs.	
16	Samosa	2 pcs.	
17	Mix pakoda	200 gm	
18	Veg kathi roll	Per pc.	
19	Paneer kathi roll	Per pc.	
20	Bread & butter	2 slices	
21	Veg burger	Per piece	
22	Veg momos	Full plate (8 pcs)	
23	Veg. Chowmein	Full plate	
24	Veg. Chowmein	Half plate	
25	Fried rice	200 gm	
26	Vegetable machurian	150 gm	
27	Veg. Noodles and manchurian	Per plate	
28	Fried rice and manchurian	Per plate	
29	Fried rice and manchurian	Per plate	
30	Spring roll	Per pc	
31	Veg patty	Per pc	
32	Paneer patty	Per pc	
33	Pav bhaji	Per plate	
34	Chholey bhature	Per plate	
35	Chholey kulche	Per plate	

36	Rajma chawal	Per plate	
37	Kadhi chawal	Per plate	
38	Stuffed parantha (paneer) with curd	2 nos.	
39	Stuffed parantha (aloo) with curd	2 nos.	
40	Puri aloo	Per plate	
41	North Indian thali - Seasonal vegetable - Dal/chholey/rajma - Raita - Roti/parantha	- 1 serving - 1 serving - 1 serving - 2 nos.	
42	Ice cream	(ml)	
43	Yogurt/curd	(ml)	
44	Flavored milk	(ml)	
45	Confectionery items (Biscuit, chocolates, wafers etc.)	(ml)	
	<b>Total</b>		

**Weightage of 20% is given to the Canteen Items and 80% to the Mess Items.**

**Mess Charges per person per day (Monday to Sunday)**

**Rates proposed to be charge for the items serve at the mess**

<b>Days</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Evening Snacks</b>	<b>Dinner</b>
Monday	Milk cornflakes, Poha/Upma and Porridge, Milk and Lassi and Tea	Chapati, Rice, Rajma, Seasonal Veg, Curd, Salad, Kheer	Soup, Tea Fruits, Samosa	Chapati, Rice, Dal, Kofta, Salad, Sooji/gajar Halua
Tuesday	Milk cornflakes, Chhole Bhature, Milk and Lassi and Coffee	Chapati, Rice, Dal, Matar paneer, Curd, Salad, Gulab jamun	Soup, Fruits, Tea Onion/ Potato/ Mix veg Pakoda	Chapati, Rice, Dal, Seasonal Veg, Salad, Ice Cream
Wednesday	Milk cornflakes, Sambhar Dosa/Vada/Uttapam, Coconut Chutney, Milk and Lassi and Tea	Tandoori Roti, Rice, Dal Makhani, Seasonal Veg, Curd, Salad, Sewai	Soup, Tea Fruits, Bhelpuri/Bread rolls	Chapati, Rice, Dal, Seasonal Veg, Salad, Fruit Custard
Thursday	Milk cornflakes, Aalo-poori, Milk and Lassi and Coffee	Chapati, Rice, Dal, Kadhai paneer, Curd, Salad, Jalebi	Soup, Tea Fruits, Dhokla	Chapati, Rice, Dal, Malai Kofta, Salad, Kheer

Friday	Milk cornflakes, Pav Bhaji, Milk and Lassi and Tea	Chapati, Rice, Dal/Curry, Soya chap, Curd, Salad, Fruit custard	Soup, Tea Fruits, Spring Rolls	Chapati, Rice, Dal, Seasonal Veg, Salad, Sewai
Saturday	Milk cornflakes, Chole-Kulche, Milk and Lassi and Coffee	Chapati, Rice, Chole, Dam aaloo, Curd, Salad, Icecream	Soup, Tea Fruits, Chilli Potato	Chapati, Rice, Dal, Seasonal Veg, Salad Rasgulla
Sunday	Milk cornflakes, Parantha (Aaloo/Gobhi/Mooli /Mixed), Curd, Pickle, Milk and Lassi and Coffee	Chapati, Rice, Dal Chilli paneer/ Palak Paneer Salad, Curd, Mal pua	Soup, Tea Fruits, Veg Sandwich	Chapati, Rice, Dal, Seasonal Veg, Salad, Ras malai
<b>Total</b>				

**This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.**

**(Signature of the Bidder)  
Name and Address (with seal)**

**(ON A STAMP PAPER OF Rs.100/-)**

**UNDERTAKING**

To

The Principal  
Shaheed Sukhdev College of Business Studies  
PSP Area-IV, Sector -16, Rohini, Delhi-110089

Name of the firm/Agency:

\_\_\_\_\_

—

Name of the tender:

\_\_\_\_\_

—

Due date:

\_\_\_\_\_

—

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of the relevant Acts and regulations as applicable to this contract.
4. I/We shall provide trained mess and canteen workers.
5. I/We do hereby undertake that hygienic quality eatables will be served in the mess and canteen and neat and clean environment of the College shall be ensured.

**(Signature of the Bidder)**  
**Name and Address (with seal)**

**FORM OF BANK GUARANTEE FOR BID SECURITY**

(To be stamped in accordance with Stamps Act of India)

KNOW ALL MEN by these present that we \_\_\_\_\_  
(Name and address of Bank), having our registered office at \_\_\_\_\_  
(hereinafter called "the Bank") are bound unto Shaheed Sukhdev College of Business  
Studies (hereinafter called "the College") in sum of Rs. \_\_\_\_\_  
for which payment will and AND WHEREAS \_\_\_\_\_ (Name of  
Bank) have at the request of the Bidder, agreed to give this guarantee as hereinafter contained.

We further agree as follows:

1. That the college may without affecting this guarantee grant time of other to or indulgence to or negotiate further with the Bidder in regard to the conditions contained in the said tender and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between the Employer and the Bidder.
2. That the guarantee herein before contained shall not be affected by any change in constitution of our Bank or in the constitution of the Bidder.
3. That this guarantee commences from the date hereof and shall remain in force till:-
  - (a) The Bidder, in case the bid is accepted by the college, executes a formal agreement after furnishing the Performance Guarantee of a scheduled commercial Bank based in India.
  - (b) Forty five days after the date of validity or the extended date of validity of the Tender, as the case may be, whichever is later.
4. That the expression "the Bidder" and "the Bank" herein used shall, unless such an interpretation is repugnant to the subject or context, include their respective successors and assignees.

THE CONDITIONS of this obligation are:

- (i) If the Bidder withdraws his bid during the period of Tender validity specified in the Form of Tender; or
- (ii) If the Bidder refuses to accept the corrections of errors in his bid; or
- (iii) If the Bidder having been notified of the acceptance of his bid by the Employer during the period of tender validity and (a) fails or refuses to furnish them Performance Guarantee and/or (b) fails or refuses to enter into a contract within the time limit specified in para 11.c of the NIT.
- (iv) If the tender is terminated on the allegation of production of false/forged documents for obtaining the contract.
- (v) If the contract is terminated for the reason that the agency is blacklisted in Government of NCT of Delhi or in any other State Governments/Union Government.

WE undertake to pay to the College upto the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand provided that in his demand the Employer will note that the amount claimed (i), (ii), (iii)(a), (iii)(b), (iv) or (v) mentioned above, specifying the occurred condition or conditions.

Signature of Witness

\_\_\_\_\_

Name of Witness

Signature of Authorized Official  
of the Bank Name of Official\_  
Designation\_\_\_\_\_  
ID No.\_\_\_\_\_

(Stamp/Seal of Bank) Address of Witness

**FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY**

(To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of \_\_\_\_\_ between \_\_\_\_\_ (Name of the Bank) (hereinafter called the “Bank”) of the one part and Shaheed Sukhdev College Business Studies (hereinafter called the “College”) of the other part.
2. WHEREAS \_\_\_\_\_ (Name of the College) has awarded the contract for Mess and Canteen services & sweeping of roads & disposal of garbage contract for Rs. \_\_\_\_\_ (Rupees in figures and words) (hereinafter called the “contract”) to M/s \_\_\_\_\_ (Name of the contractor) (hereinafter called the “contractor”).
3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the College a Performance Security for a total amount of Rs. \_\_\_\_\_ (Amount in figures and words).
4. NOW WE the Undersigned \_\_\_\_\_ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of \_\_\_\_\_ (Full name of Bank), hereby declare that the said Bank will guarantee the College the full amount of Rs. \_\_\_\_\_ (Amount in figures and words) as stated above.
5. After the Contractor has signed the aforementioned contract with the College, the Bank is engaged to pay the College, any amount up to and inclusive of the aforementioned full amount upon written order from the College to indemnify the College for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the College immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the College any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. THIS GUARANTEE is valid for a period of \_\_\_\_\_ months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).
7. At any time during the period in which this Guarantee is still valid, if the College agrees to grant a time of extension to the contractor or if the contractor fails to complete



the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the College and at the cost of the contractor.

8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.
9. The neglect or forbearance of the College in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the College for the payment hereof shall in no way relieve the Bank of their liability under this deed.
10. The expressions "the College", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the day of \_\_\_\_\_ (Month) \_\_\_\_\_ (year) being herewith duly authorized.

For and on behalf of the Bank.

Signature of authorized Bank official

Name \_\_\_\_\_

Designation \_\_\_\_\_

I.D. No. \_\_\_\_\_

Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named  
\_\_\_\_\_ In the presence of:

Witness-1.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Witness-2.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES  
(UNIVERSITY OF DELHI)  
PSP AREA IV, DR. K. N. KATJU MARG, SECTOR 16, ROHINI, DELHI – 110 089**

**FORM OF CONTRACT AGREEMENT**

THIS AGREEMENT is made on the \_\_\_\_\_ Day \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) between the Principal, Shaheed Sukhdev College of Business studies hereinafter called “the College”, which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and **assigns** of the one part AND \_\_\_\_\_ (Name and address of the contractor) Through Mr. / Ms. \_\_\_\_\_, the authorized representative (hereinafter called “the contractor”) (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives **and assigns**) of the other part. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavours to provide Mess and Canteen Services to the College.

NOW THIS AGREEMENT WITNESS as follows:

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz.:
  - a. Letter of acceptance of award of contract;
  - b. Terms and conditions;
  - c. Notice inviting Tender;
  - d. Bill of Quantities;
  - e. Scope of work;
  - f. Addendums, if any;
  - g. Any other documents forming part of the contract.
3. In consideration of the payments to be made by the College to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute and the Mess and Canteen services w.e.f. \_\_\_\_\_ as per the provisions of this Agreement and the tender documents.

4. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor

For and on behalf of the SSCBS

Signature of the authorized official

Signature of the Principal

Name of the official

Name of the Principal

Stamp/Seal of the Contractor

Stamp/Seal of the Employer

By the said

By the said

Name

Name

Signed, sealed and delivered for and on behalf of the

Employer in the presence of:

Contractor in the presence of:

Witness \_\_\_\_\_

Witness \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone No: \_\_\_\_\_

Telephone No: \_\_\_\_\_



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES  
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**PSP AREA IV, DR. K. N. KATJU MARG, SECTOR 16, ROHINI, DELHI – 110 089**

**Specification of Raw Material Used in Food Preparation**

This list is by way of illustration and not exhaustive.

S.NO	ITEM	Approved Brand/ Quality
1	Wheat Flour	Rajdhani/ Shakti Bhog and similar brands
2	Cooking Oil	Patanjali/Saffola and similar brands
3	Besan	Rajdhani/Shaktibhog and similar brands
4	Maida	Patanjali/Rajdhani and similar brands
5	Basmati Rice	Patanjali/A to Z and similar brands
6	Pulses	Patanjali/Rajdhani and similar brands
7	Spices	MDH/Everest and similar brands
8	Iodized Salt	Patanjali / Tata and similar brands
9	Papad	Lizzat/Patanjali and similar brands
10	Milk	Amul/ Mother Dairy and similar brands
11	Paneer	Amul/ Mother Dairy and similar brands
12	Tea Leaf	Tata/ Brooke Bond and similar brands
13	Coffee	Nescafe/ Bru and similar brands
14	Vegetable	Fresh Vegetables
15	Sugar	Dhampur/Mawana and similar brands
16	Butter/Cheese Slices/Cheese/Butter Cubes	Amul//Britannia and similar brands
17	Squashes/Jams	Patanjali, Kissan and similar brands
18	Custard/Cornstarch	Weilkfield/Brown & Polson and similar brands
19	Health Drink	Bournvita/Horlicks and similar brands
20	Biscuits/Fruitcakes	Britannia/Parle and similar brands
21	Breads (White/Brown/Buns/Pav)	Harvest gold, Britannia and similar brands

**Please also refer to Section 3 point 54 for quality standards.**

**This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.**

**(Signature of the Bidder)  
Name and Address (with seal)**



**SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES  
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**PENALTIES**

<b>Sr. No.</b>	<b>Type of Issue</b>	<b>Penalty</b>
<b>1</b>	Any misbehave, non-discipline, abusive language, misconduct of deployed employee if proved	1st time-warning with penalty of Rs.100/- 2nd time –immediate termination of concerned individual Repeated instances can lead to termination of the contract
<b>2</b>	Without uniform, un groomed found in duty hours.	Rs.100/ employee/occasion
<b>3</b>	Non- availability of complaint / suggestion registers at site as per inspection.	Rs.300/- per instance Repeated instances can lead to termination of the contract
<b>4</b>	Non-compliance of terms and conditions of contract	Rs.1000/- as per incident
<b>5</b>	Breakage of college assets	Replacement of asset with similar item approved by college
<b>6</b>	Misuse of college facilities	As decided by the authorities
<b>7</b>	Theft / loss of item (asset) from premises	Replacement of the asset and guilty individual to be terminated / legal action to be taken
<b>8</b>	Misbehavior with students, staff and visitors / any types of sexual harassment / unethical issues	Legal action

**This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.**

**(Signature of the Bidder)  
Name and Address (with seal)**