

SHIVAJI COLLEGE, UNIVERSITY OF DELHI
RAJA GARDEN, RING ROAD
NEW DELHI -110027

Date :- 23-02-2017

NOTICE
INVITING TENDERS FOR CATERING SERVICES

Sealed bids are invited from experienced, resourceful and bonafide firms on single stage two bid system for "**Catering Services**" The sealed Tender superscribed as "**Tender for Catering Services** along with *technical and financial bid in separate envelope* must reach the office by 15-03-2017 in the name of the Principal, Shivaji College, Ring Road, Raja Garden, New Delhi – 110027.


(Dr. Shashi Nijhawan)
Principal

SHIVAJI COLLEGE, UNIVERSITY OF DELHI
RAJA GARDEN, RING ROAD
NEW DELHI -110027

Date: - 23-02-2017

NOTICE
INVITING TENDERS FOR CATERING SERVICES

1. Sealed bids are invited from experienced, resourceful and bonafide firms on single stage two bid system for “**Catering Services**” The sealed Tender superscribed as “**Tender for Catering Services** along with *technical and financial bid in separate envelope* must reach the office by 15-03-2017 in the name of the Principal, Shivaji College, Ring Road, Raja Garden, New Delhi – 110027.

2. **CRITICAL DATE SHEET as under.**

Date	Date and Time
Published Date	23-02-2017
Bid Submission Start Date	23-02-2017
Bid Submission End Date	15-03-2017
Bid Opening Date	16-03-2017

3. **Bid Submission:** **Separate envelopes** should be used for **Technical and Financial Bids** and indication to that effect may please be superscribed on the envelopes.

4. Tenderer/Contractor are advised to follow the following Technical conditions: - .

(a) Tender Fee of Rs. 500/- (NON-REFUNDABLE) and Earnest Money of Rs 10,000 (REFUNDABLE) only in form of Demand Draft/Pay Order separately. The Demand Draft/Pay Order DD should be drawn in favour of “**The Principal, Shivaji College**”, payable at New Delhi. **Bidders are required to submit the details of Tender Fee and EMD payment.**

(b) The firm’s profile with complete details duly signed.

(c) The firms having credential of “**Catering Services**” of this tender will be selected. The firms should have valid PAN & VAT / Central Sales tax, Registration Number.

(d) The firms who have already completed at least three similar work of **value Rs 1.00 Lakh in** an each contract in Govt., Semi Govt., Govt. Undertakings, and Govt. Autonomous Organizations / Institutes will be selected.

OR

The firm must have annual turnover for **Rs. 5,00,000/-** during immediate last three years.(Certified by Chartered Accountant)

(e) The firms shall provide acceptance of Technical specifications. (**Annexure –I of the tender**).

- (f) The firms must provide experience certificate of last three years in table form along with proof.
- (g) An undertaking (self-certificate) that the **agency hasn't been blacklisted** by a Central / State/UT Government institution and there has been no litigation with any government department.
- (h) Undertaking that No near relative in the college.
- (i) Provide bank details on firm's letter head.
- (j) Financial standing through latest I.T.R of last 3 years.
- (k) Acceptance of other terms and conditions.

Other terms and Conditions:-

- i. The institute may accept or reject any or all bids in part or in full without assigning any reason and does not bind itself to accept the lowest bid. The institute at its discretion may change the quantity, upgrade the criteria, and drop any item or part thereof at any time before or after placement of the order.
- ii. The Institute also reserves the **right of splitting the items within two or more contractors** for placement of order.
- iii. Not more than one tender shall be submitted by one contactor or contractors 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 competitors. A breach of this condition will render the tenders of both parties liable to rejections.
- iv. Payment terms: - Full and final payment will only be made after successful Catering Services and on submission of working satisfactory report in this regard.
- v. The bid shall remain valid for a period of one year which may be further extended to another year.
- vi. The contractor shall be required to pay Rs.50,000/- as security deposit (as Performance Guarantee) that shall be refundable after the expiry of contract and no interest shall be payable on it. This may be adjusted in case of any dues / damages are reported during the tenure of contract period.
- vii. The payment will be made to the firm at any Bank Account maintained in India by way of NEFT/RTGS after deducting the TDS as applicable.
- viii.
- ix.
- x. \The quoted price shall be inclusive of VAT, Sales Tax, Service tax and all other taxes (if applicable).
- xi. The contractor who is providing catering service to railway and/or aaganwadi excluded from tender process.

**Dr. Shashi Nijhawan
Principal**

COMPANY LETTER HEAD

Annexure –I

TECHNICAL SPECIFICATIONS

Menu/Package/ (Buffet System):

Menu Type	Item Description
1.	Seasonal Vegetables+Dal Makhni + Paneer+Assorted Bread + Rice/Pulao+Sweets+Salad+Papad+Raita/Dahi Bada
2.	Chole-Bhature/Puri+Rice+ Sweets+Salad+Pickle+Raita
3.	Matar-Kulcha +Sweets+Salad+Pickle+Raita
4.	AlooSabji-Puri Sweets+Salad+Pickle+Raita
5.	Chole- Bhature/Puri+Salad+Pickle+Raita
6.	Matar-Kulcha +Salad+Pickle+Raita
7.	AlooSabji-Puri +Salad+Pickle+Raita
8.	Noodles+Manchurian+Fried Rice
9.	Dosa/Uttpam+Idli+Sambar+Rice+ Coconut Chutney
10.	Dosa/Uttpam +Vada+Sambar+Rice+Coconut Chutney
11.	Dosa/Uttpam +Idli+Sambar+Coconut Chutney
12.	Dosa/Uttpam +Vada+Sambar+Coconut Chutney
13.	Assorted Pakoras+Sandwich+Spring Roll+Tea/Coffee

14.	Assorted Pakoras+Tea/Coffee
15.	Sandwich+ Tea/Coffee
16.	Tea
17.	Coffee
18.	Rajma/Curry + Rice
19.	Samosa
20.	Bread Pakora
21.	Bread Roll

NOTE :-

1.Lunch plat will be made from any of two or more items mentioned above.

2. All above rates must be inclusive of drinking water, disposal, Crockery and/or Melamine Crockery (as per requirement of College).

COMPANY LETTER HEAD

FINANCIAL BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

I submit the Price Bid for “**Catering Services**” and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to work at the rates as indicated in the price Bid, (Annexure -2) inclusive of all applicable taxes.

4. I hereby declare that price quoted in the Financial Bid are for the “**Catering Services**” as specified in the Technical Bid meeting all the specifications and parameters of Technical Specifications as given in the Tender Document.

Yours Faithfully,

Signature of authorized Representative

COMPANY LETTER HEAD

(Annexure -2)

FINANCIAL BID

Menu/Package/ (Buffet System):

Menu Type	Item Description	Rates (per person with crockery)			
		Upto 150	151-500 Persons	501-800 Persons	801 & Above Persons
1.	Seasonal Vegetables+Dal Makhni + Paneer+Assorted Bread + Rice/Pulao+Sweets+Salad+Papad+Raita/Dahi Bada				
2.	Chole-Bhature/Puri+Rice+Sweets+Salad+Pickle+Raita				
3.	Matar-Kulcha +Sweets+Salad+Pickle+Raita				
4.	AlooSabji-Puri Sweets+Salad+Pickle+Raita				
5.	Chole-Bhature/Puri+Salad+Pickle+Raita				
6.	Matar-Kulcha +Salad+Pickle+Raita				
7.	AlooSabji-Puri +Salad+Pickle+Raita				
8.	Noodles+Manchurian+Fried Rice				
9.	Dosa/Uttpam+Idli+Sambar+Rice+Coconut Chutney				
10.	Dosa/Uttpam +Vada+Sambar+Rice+Coconut Chutney				
11.	Dosa/Uttpam +Idli+Sambar+Coconut Chutney				
12.	Dosa/Uttpam +Vada+Sambar+Coconut Chutney				
13.	Assorted Pakoras+Sandwich+Spring Roll+Tea/Coffee				
14.	Assorted Pakoras+Tea/Coffee				
15.	Sandwich+ Tea/Coffee				

16.	Tea				
17.	Coffee				
18.	Rajma/Curry + Rice				
19.	Samosa				
20.	Bread Pakora				
21.	Bread Roll				

NOTE :-

- 1.Lunch plat will be made from any of two or more items mentioned above.**
2. All above rates must be inclusive of drinking water, disposal, Crockery and/or Melamine Crockery (as per requirement of College).

Authorized Signatory
(Signature of the Authorized Person)

CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH TECHNICAL AND FINANCIAL BID.

Sl.	Item Description	Yes/No	Bid Reference
1.	NEFT/RTGS Receipt of Tender Fee Deposited Enclosed		
2.	NEFT/RTGS Receipt of Earnest Money Deposited Enclosed		
3.	Tender Acceptance Letter		
4.	Letter of authorization to submit bid.		
5.	Duly authenticated proof of items mentioned in the Technical conditions Point 4 (b) to (k) of Tender document		
6.	Financial Bid Undertaking		