



Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110078

Phone No.-011-25302137, 138, 139 & 145

Website: <http://ipu.ac.in>

NOTICE INVITING TENDER

TENDER No. GGSIPU/GA/CANTEEN/2023-24 /01

On behalf of Registrar, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi, online bid are invited under two bid system (Technical & Financial Bid) through e-procurement portal of GNCTD “www.govtprocurement.delhi.gov.in from registered and authorized “Canteen Contactor/Caterer/Firm/Agency for Operation of University Canteen, Catering and Cafeteria Services at both the campuses of the GGSIP University i.e. Dwarka Campus and East Campus (Surajmal Vihar)” as per details given in tender document. The tender document can be downloaded from Delhi Govt. e-procurement website i.e. www.govtprocurement.delhi.gov.in and also be viewed on University website i.e. www.ipu.ac.in.

1.	Name of work	Operation of University Canteen, Catering & Cafeteria Services at both the campuses i.e. Dwarka Campus and East Campus (Surajmal Vihar) of the Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi - 78
2.	Estimate Cost of Works	Rs.02 Crore (approximately for 02 years)
3.	EMD	Rs.4,00,000/- (Four Lakh Only) in favour of Registrar, Guru Gobind Singh Indraprastha University payable at New Delhi (online OR offline)
4.	Time period	Initially for a period of two (02) year and further extendable for maximum of another one (01) year on the same Terms & Condition with the approval of Competent Authority subject to the satisfactory performance and mutual consent.
5.	Schedule for Pre-Bid Meeting	A pre-bid meeting shall be held on 08/05/2023 at 11:30 A.M. in the GA Branch, GGSIP University, Dwarka, New Delhi with the interested and prospective bidders to resolve their queries and issue clarification, if any, w.r.t. the tender document.
6.	Last Date & time of Submission of Bid Online	On 16/05/2023 up to 03:00 PM and Technical bid shall be opened on the same day at 03:30 PM.
7.	The bids shall be submitted in two stages viz. (i) <i>Technical bid</i> (ii) <i>Financial bid</i> . The Technical & Financial bid should be uploaded on e-procurement website i.e. www.govtprocurement.delhi.gov.in (No documents need to be submitted in hard copy other than EMD, if in offline mode).	
8.	Financial bid of the technically qualified bidders shall be opened after evaluation of Technical bid at the date and time notified thereafter on e-tender website i.e. www.govtprocurement.delhi.gov.in	

(REGISTRAR)



**GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY**

TENDER DOCUMENT

FOR

**“Operation of University
Canteen, Catering & Cafeteria Services at Dwarka Campus and East Campus
(Surajmal Vihar) of the University”**

AT

Guru Gobind Singh Indraprastha University
[A State University under Govt. of NCT of Delhi]
Sector 16 C, Dwarka, New Delhi 110 078

Dy. Registrar (General Administration)
Room No. 36, Ground Floor, Administrative Block,
GGSIU, Sector 16C, Dwarka, New Delhi 110078
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SECTION -I

INSTRUCTIONS TO BIDDERS

1. General

Guru Gobind Singh Indraprastha University (GGSIPU), a State University under Government of NCT of Delhi, invites online bid under two bid system (Technical & Financial Bid) through e-procurement portal of GNCTD “www.govtprocurement.delhi.gov.in from registered and authorized “Canteen Contactor/Caterer/Firm/Agency for Operation of University Canteen, Catering and Cafeteria Services at both the campuses of the GGSIP University i.e. Dwarka Campus and East Campus (Surajmal Vihar)” as per details given in tender document for a period of two (02) years initially which is further **extendable for maximum of another one (01) year only on the same terms & conditions subject to the satisfactory performance and mutual consent.**

2. Scope of Work:

The tentative strength of students and staff/faculty/outsourced employee in Dwarka Campus is approx 5000 nos. and 1000 nos. respectively. Likewise, the tentative strength of students and staff/faculty/outsourced employee in East Campus (Surajmal Vihar) is approx 1100 nos. and 100 nos. respectively. Besides, a large no. of visitors has also visited University daily for resolving of their queries on various issues related to Academic, Examination etc.

Accordingly, the successful bidder will have to operate Canteen, Catering & Cafeteria Services for University students, employees & visitors at both the campuses separately i.e. Dwarka Campus and East Campus (Surajmal Vihar) of the GGSIP University.

However, the following activities, in brief, are enumerated for better understanding of the scope of work of running Canteen, Catering & Cafeteria Services in both University campuses:-

- i. The Canteen contractor has to prepare/put sufficient stock of edible ‘Running Food Items’ on daily basis, as per the approved list of items and rates fixed by the University so as to meet out the requirement of students, staff/faculty/outsourced employee as well as visitors in the separate canteen of both the University Campuses.
- ii. On the receipt of duly signed requisition in the prescribed Performa by the concerned branch/officials, the Canteen Contactor/Caterer has to serve regular light tea/high tea/buffet lunch/dinner etc. as per University approved rates fixed for general hospitality arrangement at the scheduled venue of the University for all the officials meeting as well as various Academic and Cultural Activities, Festivals, Seminars, Symposiums, Conferences, Training Programs, Press Conferences, Annual Day/Convocation, Teachers Day, Republic Day, Independence Day and other functions as well as CET Examinations and Admission/Counseling related activities time to time.
- iii. The rates fixed for Special hospitality arrangements could only be applicable only for arrangements such as Statutory Body Meetings, Lt. Governor’s Visit, Chief Minister’s Visit, Convocations, International Conferences, Foreign Delegations etc.

Though, University reserves the right to engage separate Canteen Contactor/Caterer for University’s Catering Services on various special occasions, as mentioned above, and Canteen Contactor/Caterer will have no right to raise objection on this account.

3. Pre-visit of canteen site of the University

- i. Before participating, the respective Canteen Contactor/Caterer are advised to visit the canteen space, location and its surrounding and safety measure at both the campuses to be required for the operation of canteen services as per local bye-laws.
- ii. The Canteen Contactor/Caterer should assess the volume of business by them. The University will not commit for any guarantee of minimum/maximum business.
- iii. The perspective bidder should take into account all risks/contingencies associated with the work or otherwise and quote the rates accordingly.

4. **Who can apply**

- i. **Proprietary Firm** -If the bidder is a Proprietary Firm, the application shall be signed by the proprietor with his full type written name and the full name of his firm with its current address, contact details etc.
- ii. **Firm in Partnership** -If the bidder is a Firm in Partnership, the application shall be signed by all partners of the firm with their full type written names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the later case a certified copy of the power of attorney should accompany the application. In both cases, a certified copy of partnership deed and current address of all the partners of the firm should accompany the application.
- iii. **Limited Company or a Corporation** -If the bidder is a Limited Company or a Corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary.

Joint Ventures shall not be accepted.

5. **Duration of Contract**

The contract will be valid initially for a period of 2 years w.e.f. _____ to _____ which is further extendable for another one year only with the approval of Competent Authority, depending upon the requirement and administrative convenience of the University subject to the satisfactory performance of the Agency alongwith consent of the Agency to render the services on the same terms & conditions during the period of extension too.

6. **Estimated Bid Value**

The estimated bid value for the said contract for the entire period of contract of two years to run separate canteen at both the Campuses of the University would be around to Rs. Two Crores tentatively.

7. **Pre-Bid Meeting**

- i. A pre-bid meeting is proposed to be scheduled **on 08/05/2023 at 11.30 A.M.** in the Seminar Hall, Administration Block, Sector 16C, Dwarka, Delhi-110078 for prospective bidders to invite their doubt/representation, as received in writing, towards the notified Bid related information for further clarification thereof.
- ii. After pre-bid meeting, recommendation of the Committee will be uploaded on the E-procurement portal of Govt. of NCT of Delhi with the approval of Competent Authority.
- iii. No further representation shall be entertained after uploading the approved clarification on the portal.

8. **Bid Submission**

- i. Both technical and financial bid are to be submitted concurrently, duly digitally signed on the Central Public Procurement Portal.
- ii. The bidders shall have a valid digital signature certificate for participation in the online tender. The cost of digital signatures, if any, will be borne by respective bidders.
- iii. All the documentation in the tender should be in English.
- iv. The online bids (complete in all respect) must be uploaded online in Two Covers (Cover-I: Technical Bid (Annexure-A, B) and Cover-II: Financial bid (as per Annexure-H) respectively in PDF Format.
- v. Each page of the documents submitted by the bidder shall be duly signed with seal.
- vi. The bidder must be required to submit a duly filled up **Bidder Form (i.e. Annexure – A)** along with all the required/relevant documents to substantiate and to access the technical eligibility of an agency.

Note: - In the event of an unfilled or incomplete bidder form, as per Annexure - A, and non-submission of all the requisite documents, in support, will lead to rejection of the tender technically during technical evaluation.

9. Earnest Money Deposit (Bid Security):-

- i. All the participated bidders are required to submit an EMD of Rs. 4,00,000/- (i.e. equivalent to 2% of the estimated cost of work) while submission of their bids.
- ii. EMD shall be accepted with a minimum validity of 4 **months** in the form of DD or Bank Guarantee or Fixed Deposit Receipt (FDR) which shall be in favour of “Registrar, GGSIPU”, payable at Delhi.

The EMD may also be deposited online for which the details are as follows :-

1	Accounts Holder Name	Registrar, Guru Gobind Singh Indraprastha University
2	Account No.	927860555
3	IFSC Code	IDIB000G082
4	Bank Name	Indian Bank
5	Micr Code	110019071
6	Accounts Type	SB (Saving)
7	CBS Code/Branch Code	02029
8	Branch Name & Address	GGSIU, Sector-16C, Dwarka, New Delhi -110078
9	Banker’s Phone No.	011-28035244

- iii. In the case of unsuccessful bidders, the Earnest Money Deposit will be returned without any interest within the stipulated time.
- iv. However, if the successful H1 bidder denies to serve the University, after issuing offer letter for award of work, EMD amount of such bidder shall be forfeited.
- v. In order to obtain exemption for submission of EMD for this bid, the firm must be registered under MSME in Delhi as on date. The copy of relevant valid documents needs to be uploaded online for consideration of the firm under MSME.

10. MSME / Start-up

No exemption will be allowed in term of turnover and experience to the firm registered under MSME/ Start-up.

11. Office Location

The registered office of the bidder must be located in Delhi/NCR areas. It may note that bidders of other States will not be eligible to participate in this Bid.

12. General Terms & Conditions:-

- i. All the products should be prepared with Agmark items.
- ii. Hypothetical and conditional bids will not be entertained.
- iii. The bidder should provide electronic bill to the students/staff/faculty/visitor etc against the items purchase by them from University canteen.
- iv. The bidder should provide digital payment facility (Credit Card, Debit Card, Paytm, e-wallet, etc.) without any extra charge.
- v. The Competent Authority on behalf of the REGISTRAR, GGSIPU reserves to himself the right of accepting the whole or any part of the tender and the bidder shall be bound to perform the same at the rate quoted.
- vi. Any information furnished by the bidder found to be incorrect, either immediately or at a later date, would render him liable to be debarred from tendering/taking up of any work in GGSIPU for a period of 05 years.

- vii. The University will take feedback in whatever means from its stakeholders (users/customers/Faculty/Staff/Students/Visitors etc.) towards the services rendered by the Canteen Contactor/Caterer on periodic basis, as may be decided by the University time to time.
- viii. Renewal of Contract for further period will depend heavily on such stakeholder feedback. In case, reporting of poor or unsatisfactory feedback repeatedly in term of quality of food, service, hygiene, Cleanliness etc. the University reserves the right to impose a penalty equivalent to one day's revenue to a maximum of 5 days revenue earn through the GGSIP University canteen with the approval of Competent Authority.
- ix. The University shall not provide any residential accommodation to the catering/canteen personnel employed by the Canteen Contactor/Caterer.

13. Responsibilities/Liabilities of the Canteen Contactor/Caterer.

- i. The Canteen Contactor/Caterer should provide the separate RO Plant of 50 liter per hour capacity in the kitchen area for cooking purpose in both the campuses.
- ii. The Canteen Contactor/Caterer should provide 80 Ltr. water cooler with 50 LPH capacity RO system in and outside sitting area for both the campuses separately. The Canteen Contactor/Caterer will also ensure continuous functioning of water cooler & RO for availability of drinking water. The Canteen Contactor/Caterer should submit the TDS report in GA Branch on monthly basis.
- iii. ***The Canteen Contactor/Caterer should segregate the food waste as per the policy/guidelines of the Govt. of India & dispose of the same at designated place/approved by the University and arrange waste management mechanism at their own cost.***
- iv. The Canteen Contactor/Caterer will notify/ the available items and corresponding rates on the Display Board. The rates cannot be changed without the prior permission of the University. No items can be charged for more than rates approved by University.
- v. The Canteen Contactor/Caterer will arrange all the required kitchen equipments in additions to already available in the University Canteen.

14. Rates for different items and packages

- i. The Canteen Contactor/Caterer may ensure not to sale any packed items more than MRP.
- ii. Items approved by the University shall only be prepared and served in the University canteen, maintaining the requisite quantity and specified quality. No other items will be prepared & served without prior approval of the University otherwise, penalty will be imposed under Clause 32.
- iii. The rate(s) of running food items and packages/items, as attached at Annexure–C, D & E, once fixed would remain applicable for a period of two (02) years. After two years (i.e. for the extended period of contract), the rates of packages/items may be revised upto the maximum enhancement of 10% only on the request of Canteen Contactor/Caterer with proper justification subject to the approval of the University and will be valid for next one (01) year of extension. However, the University reserves the right to amend/disallow the request of Canteen Contactor/Caterer in this regard. The decision of University shall be final and binding.
- iv. The University reserves the right to amend/withdraw/add the items in the menu list at any time as per the requirement/demand of stake holders.
- v. The approved rate list for approved running food items to be sold in University canteen is given at Annex.-C.
- vi. The approved rate list alongwith menu of Regular Light Tea/High Tea/Buffer Lunch or Dinner and Special High Tea/Buffer Lunch or Dinner for the Statutory Body Meetings/Conferences is also given at Annex. D & E.
- vii. Normally, the Canteen Contactor/Caterer is required to provide the package food items as given in **Annexure-D & E** for meeting/function of the University and to give service at designated location within the University Campus for minimum order of at least **15 persons**. No extra service charges, except GST, shall be paid to the Canteen Contractor/Caterer on account of such service and delivery of package food at designated location. The services charges are deemed to be included in such package. However, Canteen Contractor/Caterer may be asked to arrange for hospitality arrangement at the given package rate for less than 15 person too, as a special case.

15. Maintaining cleaning in and around the canteen:

- i. For maintaining the cleaning, necessary statutory approvals from the local authorities shall be taken by the Canteen Contactor/Caterer at his own cost.
- ii. The Canteen Contactor/Caterer shall ensure high standards of cleanliness and hygiene especially in and around the kitchen, service area, store & washing area of the canteen.
- iii. The Canteen Contactor/Caterer will dispose off the waste material outside the University Campus with its own arrangements.
- iv. All waste food should be removed from catering/Dining premises on daily basis.
- v. Tables and sitting area provided in the dining space closed/opened has to be cleared and cleaned immediately after service.
- vi. Sole responsibility for the maintenance of utensils / crockery/ cutlery/ ovens/ fridge/RO/Water cooler or any other appliances installed by the Canteen Contractor/Caterer for catering purpose etc.
- vii. Shall buy good quality of raw materials e.g. grocery, vegetables & fruits etc. for preparation of all meals at his own cost.
- viii. **To prepare and sale of NON-VEG item in and outside the canteen premises is strictly prohibited.**
- ix. To ensure that the area under their control is free from flies and fix the insect killer machines etc.
- x. Dustbin (stainless steel with covered lids wet and dry) to be provided and maintained in the dining area.
- xi. The Canteen Contactor/Caterer and his employee shall maintain proper decorum and decency befitting a higher institution. Any complaint in this regard will be viewed seriously and may tantamount to penalize, as deemed fit for the given cause.
- xii. Any encroachment of the space & addition/alteration in & around the canteen will be levied to the penalty under Clause 32. However, permission may be granted on special occasion or as the case may be.

16. Hygienic and precautionary Measure:

- i. The staff deployed in the canteen by Canteen Contactor/Caterer should be medically fit and the Canteen Contactor/Caterer should immediately withdraw staff with any contagious disease from deployment.
- ii. All workers of canteen contractor working in University Canteen must be decently dressed up in proper uniform having the name and logo of agency (if so), wearing agency I-Card, proficiencies in speaking local language, well-mannered, courteous with proven integrity healthy personnel habits. Any complaint in this regard will be viewed seriously and may amount to penalize of the Canteen Contactor/Caterer.
- iii. All areas of the University are provided with fire-fighting equipment suitable for the hazards normally found in these areas. If the work of Canteen Contactor/Caterer introduces unusual fire hazards into an area, the vendor is responsible for providing the appropriate type of fire-fighting equipment in the kitchen, store & serving area at their cost.
- iv. The prepared food and beverages items will be served in the good quality recyclable/biodegradable material like plates, glasses, cups, spoon etc. by the Canteen Contactor/Caterer at their own cost.

17. Staff deployment in the Canteen:

- i. One qualified catering manager, who has successfully completed the Food Safety Training and Certification (FOSTAC) programme of FSSAI, will be deputed in both campuses of the University separately by the Canteen Contactor/Caterer during operational hours of canteen so as to co-ordinate with all the USS/Deptt. for collection of order, manage day to day catering and to resolve quality related issues, if so arises.
- ii. Agency shall deploy the employees only after due police verification and will provide identity cards to its employees at their own cost. No employee shall be allowed without identity card. Copy of the same to be deposited in GA Branch time to time.
- iii. The details of Canteen staff shall be given to the controlling branch (i.e. General Administration Branch) & security branch on every six months. If there is any change in the staff, it should be informed to both the branches.
- iv. Shall not deploy any minor employees to work in the canteen, proclaimed offender, persons involved in criminal cases or with criminal background and with debt burden.

- v. The University will be under no obligation to provide employment to any personnel of the agency after expiry of agreement/contract period and the University recognizes no employer-employee relationship between the University and the employees deployed by the agency.
- vi. In every case, in which by virtue of the provisions of the Workman's Compensation Act, the Government of India/Government of Delhi if University obliged to pay compensation to such person employed by the Canteen Contractor/Caterer in execution of the work; the University will be entitled to recover the amount of compensation, if so paid, from the Canteen Contactor/Caterer.
- vii. Canteen staff should not take/indulged any liquor, tobacco, smoking etc. activity, if it will be found, penalty will be imposed.

18. Restriction to the Canteen Contractor/Caterer:-

- i. Any Person who is in Government service or an employee of the University, his/her family member should not be made a partner to the contract by the Canteen Contactor/Caterer directly or indirectly.
- ii. Canteen contractor shall not indulge himself/herself or his employees in carrying out activities other than the purpose stipulated in the scope of work.
- iii. The University reserves the right not to allow the Canteen Contactor/Caterer for the sale of any brand/make item/ food item including cold drink. The University may decide and finalize the brand/make/company for beverages/soft drinks etc., for sale in the canteen time to time.
- iv. Canteen contractor shall not sell the items banned by Central Govt./State Govt./Universities/Any Other Regulatory Authority.
- v. Canteen contractor shall not perform / provide any promotional activity of any firm / company without the permission of the GA branch of the University.
- vi. Canteen contractor shall not alter / change the items of the approved menu as per Annex.- C, D & E without the permission of the controlling branch of the University.
- vii. Canteen contractor shall not work in collaboration or joint venture.
- viii. If any subletting/encroachment of the area of university canteen found apart from the tender, penalty will be imposed as per the respective Penalty Clause of tender document or as deemed fit.

19. Following Shall be strictly prohibited:

- i. Serving of alcoholic drinks, selling of narcotics, tobacco items and other items, which are not normally covered in restaurant business.
- ii. The canteen shall be no alcohol and no smoking zone.
- iii. Plastic/Thermocol disposable is strictly not allowed with in Canteen premises. Items should be served in stainless steel, crockery or bio-degradable plates/bowl and bone-china cups or paper cups for beverages. Contractor will have to take pre-permission for any other make of crockery.

20. Legal Liability Statutory with associated Responsibility:-

- i. **The canteen contractor/Caterer shall be liable to pay the wages to its employee/labour deployed to run University canteen, as per minimum wages act, amend time to time. University will not be responsible in any manner whatsoever, in case of any inter dispute between the contractor and the employees engaged by the contractors. Any claim of such employees will be only against the contractor.**
- ii. The Canteen Contactor/Caterer shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Fund, ESI, Bonus, Gratuity, Contract Labour (R&A) Act, Delhi Works Contract Act, Food Safety & Standards Act and/or other Labour Laws/Acts/Rules in force from time to time at its own cost. In case of violation of such statutory provisions, under Labour Laws and /or any other law applicable by the agency, is observed by the concerned authorities, there will not be any liability on the part of the University. Even, University may also take administrative action, as deemed suitable.
- iii. The agency shall be required to maintain all the relevant records, registers and documents as required by the Labour Department, Regional Provident Funds Commission, the Food Safety and Standards Authority of India and Employee State Insurance Corporation or any other local bodies as per the existing rules and/or regulations as amended from time to time.

21. Facilities Provided by the University:

- i. The successful bidder will be handed over the canteen premises of both the campuses, comprising of cooking area, store, washing area & front service area. The dining space on ground & first floor will be available for servicing of food articles to the students, faculty, staff & visitors, but the University will have first right on dining space. In case of any requirement, University can use the dining space for any official purpose including function, get-to-gather etc.
- ii. Water Connection in the kitchen & washing area.
- iii. Some of the Kitchen equipments are available in the University canteen of Dwarka Campus and the same will be provided as on where basis as per list attached at Annexure-F. Any additional kitchen equipment/appliances etc., if so required, shall be arranged by the Canteen Contactor/Caterer at his own cost under intimation to the University. The maintenance of kitchen fixture and equipment provided, as mentioned above, will be the responsibility of Canteen Contractor/Caterer.
- iv. Likewise, the details of available furniture items for dining area in University Canteen of both the campuses are attached at **Annexure-G**.
- v. Light & fan and, fuming hood etc. are in working condition in the kitchen, store, washing area, front service area (counter) and all serving/dining area of the canteen premises.
- vi. Initially, available furniture items for serving/dining area would be provided by the University but its maintenance to be carried out by the Canteen Contactor/Caterer during the period of contract.

22. Canteen Timing

The Canteen Contactor/Caterer shall keep the canteen open from **8:00 AM to 7:00 PM, all days except Sunday and gazetted/notify holiday and adhere these timings strictly**. Neither the canteen shall not remain open beyond the given stipulated time nor be closed early before the given time without the prior written permission of the GA Branch else penalty will be imposed as per clause 28. However, GA branch may direct to canteen contractor to open the canteen on holidays or to be remained open beyond schedule time, as per requirement.

23. Technical Bid Evaluation:

The criteria for technical bid evaluation would be as under:-

- I. **First Stage:** During first stage of technical evaluation, all the requisite documents in support of duly prescribed bidder form at Annexure – A, would be evaluated and if found in order, the bidder will be considered as qualified for **second stage** of marking as per marking system defined at **Annexure- B**.
- II. **Second Stage:** Likewise, marking, consisting of a total 100 marks as per defined criteria given in Annexure- B, will be done in second stage of technical evaluation in two phase, as under:
 - a. **1st Phase:-** 1st Phase of marking will consist a total 80 marks and the marking will be made on the basis of document uploaded by the bidder in support of information given in bidder form. The bidder must be required to acquire at least 60% marks (i.e. Minimum 48 marks) to be considered as qualified for 2nd Phase of marking.
 - b. **2nd Phase:** 2nd Phase of marking will consist a total 20 marks and the marking will be made on the basis of site visit of running contract, followed by presentation to be given by the bidder, as per schedule.

Thus, the bidders, who will acquire at least total 60% marks, in consolidation in both phases of marking for Second Stage, will finally be considered for opening of their Financial Bids.

24. Financial Bid Evaluation:-

- i. In order to ascertain reasonability of rates, the rates for various running food items and menu for regular light tea/high tea/buffet lunch/dinner as well as special high tea/ buffet lunch/dinner are fixed by the university as per the prevailing market rates for running such type of canteen, catering & cafeteria services in various universities and central/state govt. organizations.
- ii. Thus the financial bid of technically qualified bidders will be evaluated on the basis of license fee, as quoted.

- iii. The bidders are required to quote separate license fee for both the University campuses for providing space to run Canteen, Catering & Cafeteria Services. However, their financial bid will be evaluated on the basis of total license fee, as quoted, for both the campuses.
- iv. **The minimum per month reserve price of license fee for Dwarka Campus and East Campus (Surajmal Vihar) of the University is fixed to Rs.25,000/- and Rs.10,000/- (excluding GST/taxes) respectively.**
- v. The financial bid of those bidders, who will quote license fee less than the minimum reserve price of license fee, will be summarily rejected and will not be considered for further process of their bid for Selection of H-1 bidder as per 'Quality cum Cost Basis Selection (QCBS)' method.

25. Process of Selection of H-1 bidder for award of work

- i. **Mere quoting highest license fee in Financial Bid will not make eligible to any bidder to be selected as H1 bidder for this tender since the University will select the H1 bidder on the basis of 'Quality cum Cost Basis Selection (QCBS)' method.**
- ii. Accordingly, the marks obtained by the bidder in the Technical Bid Evaluation over and above the minimum eligible criteria i.e. 60 marks will further be assessed on a 5 point rating scale.
- iii. Likewise, the points obtained by the bidder, on the basis of license fee quoted by the H1 bidder in the Financial Bid over and above the minimum reserve price of license fee i.e. Rs. 35,000 (25000+10000) for both the campuses of the University, will further be assessed on a 5 point rating scale.
- iv. The point obtained on a 5 point rating scale each for Technical Bid Evaluation & Financial Bid Evaluation, as mentioned at s. no. ii & iii above, will further be weighted 0.7 and 0.3 separately & respectively and both the weighted points will be summed up.
- v. Finally, the bidder securing highest points, as per above selection criteria on Quality cum Cost Basis Selection (QCBS) method, will be declared as successful H1 bidder for award of work to operate Canteen, Catering & Cafeteria Services in both the campuses of the GGSIP University.

Note: An illustration, to understand the selection method for selection of H1 Bidder, is given at Annexure I.

26. Validity of Rates in Financial Bid

- i. The Rates of license fee quoted by the bidder in Financial Bid will be excluding of GST & applicable taxes and shall be valid initially for a period of two years.
- ii. The rate of License Fee will be increased @10% p.a., rounded off to next thousand for the second year as well as for third year, in case if the contract extended.

27. Performance Security

- i. The successful bidder will have to submit the Performance Security equivalent to the 5% of the contract value within **07 days** of the award of Contract in shape of FDR/BG/Bank Draft in favour of "The Registrar, GGSIP University" with a validity of **30 months from the date of award of work**. Further, for the extension period of contract, Performance Security shall also be required to extend accordingly for a period of three **months** over and above the period of extension (s).
- ii. In case, if the performance security is submitted in the form of **Bank Guarantee**, the same should be prepared in the prescribed format as given at **Annexure – J**.
- iii. In case of non submission of Performance Security along with the Agreement within specified time, the earnest money will be forfeited and the successful bidder will be debarred/ black listed.
- iv. The Performance Security can be forfeited wholly or partially, by order of the Competent Authority in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said security deposit as may be considered by University sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit on the account of firm's bill has been received and examined.
- v. In case, a fixed deposit receipt/ Bank Guarantee of any bank is furnished by the successful bidder to the University as part of the Performance security and the Bank is unable to make payment against the said instrument, the loss caused thereby shall fall on the successful bidder and the successful bidder shall forthwith on demand furnish additional security to the University to make good the deficit.

- vi. Any loss to the University due to the negligence/lapse on the part of the agency/firm shall be borne by the agency/firm. Alternatively, the amount of loss will be deducted from the running bill against the amount payable to the agency falling which the same may also be recovered from the performance security held with the university.

28. Starting of Work

The Successful bidder will have to start the work of operating canteen in both the campuses of the University **within a period of 10 Days from the acceptance of offer** towards the offer for award of work as given by the University.

29. Agreement & Validity of Rates

- i. Once, the work is awarded to the successful H1 bidder, it may not be transferred/sub let to other contractor/caterer by the H1 bidder. If so found, the EMD/performance security, as the case may be, will be forfeited and the said bidder will also be liable to be debarred for a period of 05 years at least for further participation in any kind of the University tender.
- ii. The successful H1 bidder will have to enter into regular agreement “**Annexure-J** on a non judicial stamp paper of Rs.100/- after the receipt of acceptance of the Bid for a period of 02 (Two) years as the work for engagement of agency of the operation of University Canteen, Catering & Cafeteria service, will initially be awarded for a period of Two years. The necessary fees, stamp paper, etc. required for preparing the agreement have to be borne by the bidder.
- iii. However, the contract may further be extended for another one year only with the approval of Competent Authority, depending upon the requirement and administrative convenience of the University, subject to satisfactory performance of the Agency alongwith consent of the Agency to render the services at the same terms & conditions. The agency will further be required to enter into a fresh agreement for the extended period of contract.
- iv. Thus, the quoted rates of license fee should be remained valid for the initial period of the Contract of two years and may be reviewed for enhancement/curtailment or be remained unchanged for the extended period of another one year contact only.
- v. The prospective contractor may quote the rates accordingly taking into consideration of this aspect.
- vi. Income tax, GST, TDS and any other tax at the prevailing rates, in force, during the period of contract, , shall be recovered / deducted from the payment to be released on account of hospitality arrangements made by the agency.
- vii. Simultaneously, taxes payable as per rules i.e. GST, State Taxes etc. as levied in the hospitality bill, will also be paid by the University to the agency, separately.

30. Monthly Charges by the Contractor: The contractor shall be required to deposit the following charges:-

- i. **License Fee/Monthly Rent:** The contractor is required to pay license fee, as quoted by him in Financial Bid, on monthly basis in advance to the University, on or before the seventh day of the successive month failing which penalty @ **Rs. 500/-** per day would be levied after the given date.
- ii. **Electricity:** As per actual consumption for Kitchen & Dining area, contractor would be liable to pay electricity charges of lights, fan, kitchen equipments etc. store and washing area used for commercial purpose as per the meter reading/sub meter installed by University or to BSES Yamuna Power Ltd./BSES Rajdhani Power Ltd., as the case may be, including fixed charges, taxes etc. Electricity charges are to be paid for the actual consumption against the invoice generated by UWD department by the due date thereafter surcharge will be levied as mentioned in the abovementioned invoice.
- iii. **PNG/IGL:** The Canteen Contactor/Caterer shall take the connection and pay Cooking Gas Charges directly to IGL.
- iv. **Water Charges: Rs. 5000/-per month (fixed)** for water consumption in kitchen. Water charges are to be paid on three (03) month basis, in advance, to University on or before the seventh day of the successive month failing which penalty @ **Rs.100/-** per day would be levied after the given date.

- v. The Electricity and IGL gas charges are to be paid directly to the service provider before due date and a copy of receipt towards the payment made must be deposited in the GA Branch within three days of such payment.
- vi. The Canteen Contactor/Caterer will pay necessary fee/charges/taxes etc. as applicable, according to the rates prescribed by the MCD or any other Authority for running the canteen, directly to the Concerned Authorities.

31. Payment of Bills against supply of food items:

- i. No advance will be made.
- ii. Bills for various hospitality arrangements will be raised by the canteen contractor centrally to the respective GA branch of the University against the requisitions given to the contractor i.r.o. Dwarka Campus and East Campus (Surajmal Vihar) of GGSIPU, separately.
- iii. Payment will be made by the University within 30-45 days after the submission of the proper bill containing copy of order/approval alongwith satisfactory reports towards execution of work. The bills shall be submitted, in duplicate.
- iv. **In case, any extreme/unavoidable deficiency, in term of quality/service of food, is observed by GA Branch/Competent Authority, the whole/part payment towards such hospitality arrangement, as deemed suitable, will be deducted.**
- v. The University reserve the right to carry out post payment audit/or technical examination of the final bills including all the supporting vouchers, abstract etc. The University further reserves the right to enforce recovery of any overpayment from the running/pending bills as and when come into notice.
- vi. Last payment of Canteen Contactor/Caterer will be cleared only after ascertaining clearance of any liability towards electric bill, water charges, PNG bill etc pending with the Canteen Contactor/Caterer.
- vii. Income tax will be deducted at sources wherever applicable. PAN No. & GST No. be quoted on each bill.
- viii. No overwriting in the bill & report will be acceptable. If any change occurs, the counter signature of the concerned would be required to verify the same.
- ix. No responsibility will be taken by the University for Credit Sales, Loses or pilferage.
- x. The Canteen Contactor/Caterer has to ensure himself for quarterly reconciliation of bills and payments with Finance & Accounts Branch and University Bank.

32. Penalties: In case of written complaint on the following grounds/default, the penalty would be levied on the Canteen Contactor/Caterer, as under:-

S. No.	Cause	Penalty
i.	Serving of unhygienic & inferior quality of food, use of adulterated food articles, use of unclean utensils	Rs.2,000/- for each default.
ii.	Un-cleanliness of dining area/kitchen area and other area inside the canteen.	Rs.1,500/- for each default.
iii.	Sale of eatable items other than approved items without permission of the University.	Rs.1,000/- for each default.
iv.	Sale of packed eatables item after the expiry date as mentioned by the manufacture.	Rs.1, 000/- for each default.
v.	On receipt of persistent complaints regarding flies and un-cleaned area under the control of the Canteen Contractor/Caterer.	Rs.1,000/- for each default.
vi.	Misbehavior by the employees of Canteen Contractor/Caterer.	Rs.1,000/- for each default.
vii.	Sale of approved items at higher rates than the approved rates.	Rs.1,000/- for each default.
viii.	Sale of any packed items more than MRP.	Rs.500/- for each default.
ix.	On Misuse/subletting of area allotted for canteen.	Rs. 5,000/- for each default.
x.	Any employee of Canteen Contactor/Caterer, if found indulge with taking any liquor, tobacco etc. or found in without dress.	Rs.1,000/- for first 02 defaults. Later on Canteen Contactor has to replace such employee.
xi.	Opening of Canteen beyond working hours or stay of employees of Canteen Contactor/Caterer at night in the Canteen premises without permission of GA Branch.	Rs.1,000/- for first 02 defaults. On subsequent occurrence, penalty amount will be 03 times for each occasion or Canteen Contractor has to replace such employee.
xii.	On account of non-compliance of local laws like MCD, PF, ESI, food adulteration, FDA, DPCC etc.	Any amount of penalty as levied by the local authorities.
xiii.	To run the canteen after stipulated time as per clause 19 without prior permission of GA Branch of the University.	Rs.1,000/- for each default.

xiv.	To use of canteen for organizing any birthday parties, get together etc. without prior permission of GA Branch of the University.	Rs.3,000/- for each default.
xv.	Use of canteen services outside the University Campus.	Rs.5,000/- for each default.
xvi.	Non functioning of RO Plant/Water Cooler installed by canteen contractor for more than 24 hrs.	Rs.2,000/- per day.
xvii.	For any fault/ flaw/shortcoming not mentioned above	Rs.1000/- for each default.

33. Canteen Inspection/Addressing of Complaints Redressal System

The officer/officials of canteen controlling branch (i.e. General Administration) of GGSIP University will check/inspect/taste the quality/quantity, standards of food, preparation, service, health, hygiene, Cleanliness etc. on daily/periodical basis at any time, as deemed suitable and no payment will be made for eatable items. They may take appropriate action, as deemed fit, as well as impose appropriate amount for penalty, as mentioned in penalty clause which shall be binding on the Canteen Contractor/Caterer.

Any complaint made by the Staff member/Student/Visitor will be address / received in Room No. 36, General Administration Branch at Admin. Block & can also be dropped in the complaint box fixed in the Canteen which will be opened & entertained by the officer/officials of GA Branch once in a month or any time to open the complaint box & collect the complaints and has empower to impose the penalty, as mentioned in clause 32.

34. Force Majeure

The right of the contractor to proceed with the work shall not be terminated because of any delay in the completion of the work due to unforeseeable causes beyond the control and without the fault or negligence of the contractor, including but not limited to acts of God, or of the public enemy, restraints of a sovereign state, floods, unusual severe weather conditions.

35. Termination of Contract & Arbitration

- i. If the contractor fails to fulfill his obligations of the contract at any time during the contract period and/or on persistent complaints of users, related to works and/ or services, University shall have the power to terminate the contract, serving a notice of one month and in that case the Performance Security deposited by the contractor shall be forfeited and/or the right to debar the vendor for a period of five (5) years to participate in any Bid/tender of the University. The decision of Hon'ble Vice Chancellor, Guru Gobind Singh Indraprastha University in this regards would be final and binding.
- ii. In the case of dispute or differences arising out of or in a way concerning the agreement shall be referred to the Arbitration by sole Arbitrator as per the provision of Arbitration & Conciliation Act, 1996. The Arbitrator shall be nominated by Hon'ble Vice Chancellor, Guru Gobind Singh Indraprastha University, Delhi. The award of the arbitrator shall be final and binding on the parties.
- iii. In case of any accident or theft etc. all the claims arising out of it will be met by the agency and University shall not be responsible for any claim.
- iv. The successful contractor shall not engage any sub-contractor or transfer the contract to any other person/firm/agency in any manner. The contractor shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise. In case the contract is sub-contracted, the same will be breach of the contract and the University will be at liberty to cancel/terminate the contract as breach of contract.
- v. Any dispute shall be subject to the Delhi jurisdiction. Any dispute shall be subject to the jurisdiction of Courts at Delhi. The seat and place of arbitration shall be at Delhi.
- vi. The University reserves the right to reject any or all the Bids without assigning any reason thereof.
- vii. The University reserves the right to cancel the contract at any time without assigning any reasons, whatsoever.

SECTION- II

Relevant Annexures of Tender Document

Annexure – A

BIDDER FORM

(To Access the Technical Eligibility)

Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, New Delhi– 110 078

**BIDDER FORM FOR REGISTERED AND AUTHORIZED “CANTEEN CONTACTOR/CATERER/
FIRM/AGENCY ENGAGEMENT OF AGENCY FOR OPERATION OF UNIVERSITY CANTEEN, CATERING
AND CAFETERIA SERVICES AT BOTH THE CAMPUSES OF THE GGSIP UNIVERSITY I.E. DWARKA
CAMPUS AND EAST CAMPUS (SURAJMAL VIHAR)**

(Estimated Bid Value Rs. 2.00 Crore for two years)

Please attach all the requisite documents/certificate (Duly certified by the Chartered Accountant with UDIN, wherever applicable) as proof duly page numbered alongwith this BIDDER FORM

S. No.	Particulars	Details	Proof at Page No.
1.	Names, address of Firm/Agency, Telephone Numbers & Email Addresses		
2.	Registration No. of the Firm/Agency & Establishment Number		
3.	Name, Designation, Address and telephone no. of Authorized person of the Firm/Agency to deal with.		
4.	Status of the Firm/Agency Sole proprietor/ partnership firm / Company (Private/Public/PSU). Name and address of Directors/partners should be specified. For partnership firm (please attach partnership deed) For company (please attach incorporation certificate).		
5.	PAN Card Number		
6.	GST Registration Number		

S. No.	Particulars	Details	Proof at Page No.
7.	<p>Self attested copy of EMD/ bid security in the form of Bank Guarantee/F.D.R. of Rs. 4,00,000/- (Rupees Four Lac Only) should be attached and uploaded. The Original to be submitted before the last date and time, as specified.</p> <p><i>Note: In order to obtain exemption for submission of EMD for this bid, the firm must be registered under MSME in Delhi as on date. The copy of relevant documents needs to be uploaded online for consideration of the firm under MSME.</i></p>		
8.	<p>If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary.</p>		
9.	Bank Account Details of the Bidder		
10.	<p>The bidder should have minimum average annual financial turnover of Rs. 2 Crore (Rupees Two Crore Only) in Canteen, Catering & Cafeteria Services during the immediate last three (03) consecutive financial years ending March 2022. Financial turnover duly audited, signed & stamped balance sheet including Profit & Loss Accounts by a Chartered Accountant and counter signed by bidder to be submitted.</p> <p>Annual Turnover for the last 03 Financial years (Duly certified by the Chartered Accountant with UDIN No.).</p>		
	2021-2022	Rs.	
	2020-2021	Rs.	
	2019-2020	Rs.	
	Total Turnover of 3 years	Rs.	
	Average Annual Turnover in last 3 years	Rs.	

S. No.	Particulars	Details	Proof at Page No.
11.	<p>Details of Profit/Loss in last 05 Financial years (Duly certified by the Chartered Accountant with UDIN No.).</p> <p>2021-2022</p> <p>2020-2021</p> <p>2019-2020</p> <p>2018-2019</p> <p>2017-2018</p> <p><i>Note: Should not have incurred loss in more than two years during last five financial years ending on March 22</i></p>	<p>Mention the Profit /Loss in Rs., here under</p> <p>Rs.</p> <p>Rs.</p> <p>Rs.</p> <p>Rs.</p> <p>Rs.</p>	
12.	Audited financial statement for the last five years (copies of the P & L statement along with balance-sheet for the concerned period)		
13.	Income Tax Returns for the assessment year 2020-21, 2021-22 & 2022-23		
14.	<p>Should have satisfactorily completed the similar work as mentioned below during the last 05 (Five) years ending as on 31.03.2023.</p> <p>01 similar work costing not less than Rs.1.60 Crore i.e. equivalent to 80% of estimated cost of Bid i.e. 2 Crore</p> <p>02 similar works each costing not less than Rs. 01 Crore i.e. equivalent to 50% of estimated cost of Bid i.e. 2 Crore</p> <p>03 similar works each costing not less than Rs. 80 Lacs i.e. equivalent to 40% of estimated cost of Bid i.e. 2 Crore</p> <p>Similar work shall mean work of Canteen, Catering & Cafeteria Services in any Central Govt/State Govt/PSU/Autonomous bodies/ Govt. Establishments/ Government Universities located in Delhi / NCR.</p> <p>Performance certificate / Experience Certificate w.r.t. the qualifying completed works during last 5 years ending March 2023 for providing Canteen, Catering & Cafeteria Services as submitted by bidder above, must contain the description of work, value of contract and period of contract, Date of Completion of Contract and client commendation/grading (i.e. excellent/very good/good/satisfactory. <i>A performance certificate should be issued by the Competent Authority of the concerned Deptt./Orgn.</i></p>	<p>Year/ Order Value</p>	

S. No.	Particulars	Details	Proof at Page No.
	<i>Note: The detail of completed work must also be filled and appended separately in desired formats, as given at enclosures 'I' & 'II', in support.</i>		
15.	<p>Must have at least 2 running contract of similar work on the date of publishing of Bid in any Central Govt/State Govt/PSU/Autonomous bodies/ Govt. Establishments/ Government Universities located in Delhi / NCR.</p> <p><i>Note: The detail of completed work must also be filled and appended separately in desired format, as given at enclosure 'III', in support.</i></p>		
16.	<p>Experience in number of Years in Central Govt/State Govt/PSU/Autonomous bodies/ Govt. Establishments/Government Universities located in Delhi / NCR. (Duly Certified by the Chartered Account with UDIN No.)</p>		
17.	<p>Address of the Registered Office in Delhi/ NCR</p> <p>(A duly self attested document either of valid Rent agreement/latest Telephone Bill/latest Electricity Bill etc in the name of bidder)</p>		
18.	<p>Firms should be registered under Shop & Establishment Act Delhi</p>		
19.	<p>Provident Fund Registration Number</p>		
20.	<p>ESI Registration Number</p>		
21.	<p>Should have valid License/certificate from FSSAI for running canteen and cafeteria services.</p> <p>and may have in addition</p> <p>possess valid SQF Certificate for quality of its products (not mandatory) or BSI Catering Food Safety Certificate (not mandatory)</p>		
22.	<p>Valid ISO 9001:2015, 9001:2018, 22000:2005, 22000:2018 & 45000:2018 (at least two of them)</p>		

Relevant Certificates/documents are required to be duly certified by the Chartered Accountant with UDIN Number wherever required.

GGSSIP University may seek any additional information/document from the bidder in support of their eligibility, if required.

The bidder would be required to submit all the required documents to substantiate the information given in above bidder form so as to access the technical eligibility of an agency.

Note: - In the event of an unfilled or incomplete bidder form, as per Annexure - A, and non-submission of all the requisite documents, in support, will lead to rejection of the bid technically during technical evaluation.

UNDERTAKING

1. I/We hereby agree to abide by all terms and conditions laid down in the bid document alongwith subsequent corrigendum/addendum (if so issued) and its agreement.
2. The quoted rates are irrevocable and quoted by us with full awareness and without any pressure. I understand that quoted rates, if accepted by the university, will be acceptable to me and services will be provided by us for the entire duration of contract at these quoted rates.
3. 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 to abide by the said terms and conditions.
4. I/We have not been ever abandoned the awarded work before its completion in the last three (3) years from the last date of bidding.
5. I/We have not been blacklisted/ debarred/under litigation by/ with any PSU's/ Govt. Department/Autonomous Institution/Universities/Public Sector undertaking of GOI./GNCTD or any other State Govt. or Public Sector Banks or Local Bodies or Municipalities **on the Bid Publishing date.**
6. I/We hereby undertake that Employees & workers, without having any criminal/immoral back ground, will be provided to the University for execution of this contract.
7. I/We certify that we have also uploaded the requisite documents as mentioned in the aforesaid form and the tender document.
8. I/ We agree to show the original documents before the award of the work, as and when desired.
9. I/We understand that in case we do not provide any requisite document in support of information furnished in the above stated bidder form at Annexure 'A', the bid will not be considered and be summarily rejected by the GGSIP University.
10. I /we are aware that the rate of license fee quoted in the Bid will be valid for the initial period of contract/agreement i.e. 02 years from the date of award of the contract and may be reviewed for enhancement/curtailment or be remained unchanged for the extended period of another one year contract only by the university as per the term and conditions of the Bid documents and Agreement. The rate quoted above is in accordance with all the statutory liability/provision/rules/regulations like Minimum Wages Act, Contract Labour (R&A) Act 1970, Delhi Work Contracts Act, etc. and provides for Provident Fund, ESI, Bonus, Gratuity, EDLI, Administrative charges, etc. if any.
11. It is certified that the undersigned has visited both the campuses (Dwarka Campus and Surajmal Vihar Campus) of the GGSIP University and I/We are in full knowledge and understanding of their locations and areas including facilities/ Infrastructure available where the canteen, catering & cafeteria services are to be operated.

12. If I /we quote NIL or less than the minimum reserve license fee, the financial bid shall be treated as unresponsive and will not be considered.
13. I/We will not claim or give any excuse for enhancement of rates during the entire period of initial contract, as fixed by the university for various hospitality arrangements, while execution of the contract.
14. This is to certify that I do not owe any dues to any of the previous organization where I have worked as canteen contractor.

Place.....

Signature of Bidder with seal of the Firm_____

Date.....

Name of Bidder_____

Mobile Number

**DETAILS OF ALL WORKS OF SIMILAR NATURE EXECUTED/COMPLETED DURING THE
LAST FIVE YEARS as on 31.03.2023**

S. No.	Name of Work and Location	Owner of organization	Value in Lacs	Date of commencement as per contract	Date of completion of work	Name and address/ telephone number of officer to whom reference may be made	Remarks (whether services rendered was satisfactory or not)
1	2	3	4	5	6	7	8

- i. “Value” shall mean gross value of the completed work. This should be certified by an officer of the client organization on their letter-head.
- ii. Individual Work completion certificate must be attached in support of above details in chronological order.

Place.....

Signature of Bidder with seal of the Firm_____

Date.....

Name of Bidder_____

Enclosure – ‘II’ of Annexure – A (Point No. 14)

List of Central Govt/State Govt/PSU/Autonomous bodies/ Govt. Establishments/Government Universities located in Delhi / NCR for whom the Bidder has undertaken/executed such work

List of Central Govt/State Govt/PSU/Autonomous bodies/ Govt. Establishments/Government Universities located in Delhi / NCR for whom the Bidder has undertaken such work during last five years (must be in accordance with the executed work mentioned in Enclosure I of Annexure -A)		
Name of the organization	Name of Contact Person	Contact No. & e-mail

Place.....

Signature of Bidder with seal of the Firm_____

Date.....

Name of Bidder_____

**DETAILS OF RUNNING CONTRACT OF SIMILAR WORK ON THE DATE OF PUBLISHING
OF BID IN ANY CENTRAL GOVT/STATE GOVT/PSU/AUTONOMOUS BODIES/ GOVT.
ESTABLISHMENTS/GOVERNMENT UNIVERSITIES LOCATED IN DELHI / NCR**

S. No.	Name of Work and Location	Name of Organization	Value in Lacs	Date of commencement as per work order	Period of Work
1	2	3	4	5	6

Note: Individual copy of work order/agreement must be attached in support of running contract as per above details, in chronological order.

Place.....

Signature of Bidder with seal of the Firm _____

Date.....

Name of Bidder _____

**Marking System of Technical Bid
(Overall maximum marks 100)**

A. 1ST PHASE (on the basis of Valid Documentation)-80 MARKS

Sl. No.	Evaluation Criteria	Max. Marks	Assessment	Marks Awarded
1	Average Turnover (Minimum Eligibility 2 Crore)	10	2-3 crore	6
			3-6 crore	8
			More than 6 crore	10
2	Similar Completed Works	20	As per minimum	12
			More than Two times	16
			More than Three times	20
3	Performance Certificate	10	Satisfactory	6
			Good	8
			Very Good	9
			Excellent	10
4	Similar running contract (Minimum 2 Contract)	10	2-3 contract	6
			4-6 contract	8
			More than 6 contract	10
5	No. of Employees on roll	10	50-75	6
			76-100	8
			More than 100	10
6	Experience of similar works in number of Years in Central Govt/State Govt/PSU/ Autonomous bodies/ Govt. Establishments/Government Universities located in Delhi / NCR.	10	3-5 years	6
			5-10 years	8
			More than 10 years	10
7	Valid License/certificate from FSSAI for running canteen and cafeteria services. and may have in addition valid SQF Certificate for quality of its products (not mandatory)	10	Certificate from FSSAI	6
			Both FSSAI & SQF Certificate	10
8	Valid ISO 9001:2015, 9001:2018, 22000:2005, 22000:2018 & 45000:2018 (at least two of them)	10	2 ISO certificate	6
			More than 2 certificates	10
Total Marks		80		

B. 2ND PHASE (on the basis of site visit and presentation)-20 MARKS

1. On site visit (10 Marks):

The committee will visit 02 running sites/canteen/cafeteria of the bidder located at various locations in Delhi/NCR, on random selection basis and will conduct physical verification on site to judge/ascertain the Quality of Work, Food, Service, Hygiene, Cleanliness, Ambience and the Staff Deployed.

Satisfactory	3
Good	6
Very Good	8
Excellent	10

2. Presentation (10 Marks):

The bidder will submit their presentation in the University through PPT before the Committee to justify the Quality of their Work, Food, Service, Hygiene, Cleanliness, Ambience and the Staff Deployed.

Satisfactory	3
Good	6
Very Good	8
Excellent	10

Rate List of Approved Running Food Items to be sold in the both campuses i.e. Dwarka Campus & East Campus of the University Canteen

S. No.	Item Description	Qty/Wt.	Rate (in Rs.)
	<u>Segment 'A' - Running Food Items</u>		
1.	<u>DRINK / BEVERAGES</u>		
i.	Regular Tea - Hand made	100 ml	10
ii.	Special Tea - Hand made (With Ginger & Cardamom)	100 ml	15
iii.	Coffee (Regular)	100 ml	15
iv.	Coffee (Cappuccino)	100 ml	20
v.	Soup (Tomato/Veg./Sweet Corn/Hot & Sour)	100 ml	20
vi.	Soda Lime (Sweet/Salted)	200 ml	20
vii.	Lassi (Sweet/Salted)	200 ml	20
2.	<u>SNACKS & CHAT</u>		
i.	Samosa - 1 pc	80 gm	12
ii.	Bread Pakora- 1 pc	100 gm	15
iii.	Paneer Pakora/Paneer Cutlet -1 pc-60 gm	80 gm	20
iv.	Sandwich (Veg) – 1 pc	80 gm	20
v.	Grilled Sandwich (Veg) – 1 pc	100 gm	35
vi.	Veg patty – 1 pc	80gm	12
vii.	Paneer Patty – 1 pc	Per pc	15
viii.	Gol-Gappe- 5 pc		20
ix.	Allo Tikki -2pc	150 gm	25
x.	Dahi Bhalla Papri/Dahi Bhalla	150 gm	30
xi.	Raj Kachori- 200 gm	200 gm	50
xii.	Veg. Chowmin – Full Plate	250 gm	30
xiii.	Chilli Potato – Full Plate	250 gm	40
xiv.	Spring Roll – 2 Roll	200 gm	40
xv.	Veg. Momos with mayonnaise and schwezwane chutney – 6 pc	100 gm	20
3.	<u>MINI MEAL</u>		
i.	Masala Dosa with Sambhar and Coconut Chutney	200 gm 150 gm	40
ii.	Vada (2 pc) with Sambhar and Chutney	150 gm 150 gm	30
iii.	Idli (2 pc) with Sambhar and Chutney	150 gm 150 gm	30
iv.	Upma with Sambhar and Chutney	250 gm 100 gm	30
v.	Mix Veg. Uthpam with Sambhar and Chutney	200 gm 150 gm	40
vi.	Chole Bhatura – 2 pc	200 gm	40
vii.	Chole Kulche – 2 pc	150 gm	30
viii.	Pav Bhaji – 2 pc	150 gm	40

4.	<u>DESERT</u>		
i.	White Rasgulla/Gulab Jamun-1Pc	50 gm	15
ii.	Gajar/Moong Dal Halwa (Seasonal)	80 gm	30
iii.	Rasmalai - 2 pc	100 gm	40
5.	<u>MEALS/LUNCH</u>		
i.	Rice with Kadhi / Rajma / Chole - 250 gm	150 gm 150 gm	40
ii.	Plain Rice/Jeera Rice	200 gm	30
iii.	Veg. Biryani	250 gm	40
iv.	Plain Roti- 1 pc	25 gm	5
v.	Puri with Aloo Subzi (4 pc)	200 gm	30
vi.	Plain Paratha/Roti with 1 seasonable vegetable (2 pc)	200 gm	30
vii.	Stuffed Paratha (Potato/Onion/Mixed) with Curd and Pickle – 2pc	200 gm	40
viii.	Seasonal Vegetable/ Dal	150 gm	20
ix.	Sahi Panner/ Kadahi Panner /Matar Paneer/Palak Paneer	150 gm	30
x.	Raita	100 gm	15
xi.	Mini Veg. Thali – Dal (150gm), Seasonal Veg (100gm), Rice (150gm), Roti-2 (50gm), Salad, Acchar	Per Plate	60
xii.	Deluxe Veg. Thali- Dal Tadka/Dal Makhani (150gm), Mix Veg (100gm), Sahi Panner/Kadahi Panner/Mutter Panner (100gm), Rice (150gm), Roti-2 (50gm), Salad, Acchar and Gulab Jamun/ Rasgulla (100gm)	Per Plate	80
6.	<u>REFRESHMENT BOX</u>		
	i. Samosa/ Bread Pakoda (Any One)		
	ii. Sandwich/Veg Patty (Any One)		
	iii. Chips (Rs.5)		
	iv. Biscuit (Rs.5)		
	v. Tetra Pack Juice (Rs.10)		
	vi. Muffin/Cake (Rs.10)		
		Per Box	60

Note:

- 1. The rate of Running Food Items and Refreshment Box, as mentioned above, will be inclusive of GST and other applicable taxes.**
- 2. Packing & Service charge of Rs.15/- and Rs.10/- will be charged for Thali and other individual item respectively over and above the approved rates.**
- 3. Canteen Contractor/Caterer is required to maintain sufficient stock of all approved running items, as mentioned above, as well as packed items, to be sold in University Canteen on the basis of requirement.**
- 4. The cost of Refreshment Box will be increased with the respective MRP/Cost of item for the items added over and above the items given at S. No. 6.**

Rate List:-	Approved Packages for 'Regular Light Tea/High Tea/ Lunch/Dinner'
Category:-	<u>"General/Regular Hospitality Arrangements"</u>
Hospitality Categories:-	Academic and Cultural Activities, Festivals, Seminars, Symposiums, Conferences, Training Programs, Press Conferences, Annual Day/Convocation, Teachers Day, Republic Day, Independence Day and other functions as well as CET Examinations and Admission/Counseling related activities
Venue:-	At both the campuses of the University i.e. Dwarka Campus & East Campus, as per the requirement
Service Provider:-	University Canteen Contractor

S. No.	Item Description	Qty/Wt.	Rate (in Rs.)
1.	<u>Light Tea</u> i. Tea/Coffee ii. Salted Wafers iii. Cookies - Sweet & Salted (Britania/McVities/Unibic/Sunfeast) (Any Two)	Per Plate	35
2.	<u>High Tea</u> i. Tea/Coffee ii. Salted Wafers iii. Samosa/Dhokla /Khandvi / Veg. Cutlet/ Veg. Sandwich/Paneer Pakora (Any Two) iv. Cookies - Sweet & Salted (Britania/McVities/Unibic/Sunfeast) v. Gulab Jamun / Rasgulla / Ice Cream /Gajar Halwa /Moong Dal Halwa (Any One) vi. Water Bottle (200 ml)	Per Plate	90
3.	<u>Fixed Menu Buffet (Lunch/Dinner):-</u> Dal, Seasonal Vegetable, Shahi/ Kadhai Paneer, Zeera Rice, Roti, Naan/ Laccha Parantha, Raita, Sweet /Ice Cream, Achar, Papad and Salads, Water Bottle (200 ml)	Per Plate	150

Note:

- The above food items, for desired hospitality arrangements, will be served in Bio-degradable plates/bowl/cups.**
- The above rates would be exclusive of GST and other applicable taxes.**

- Rate List** :- Approved Packages for 'Special Buffet High Tea/Lunch/Dinner'
Category :- "Special Hospitality Arrangements"
Hospitality Categories:- Exclusively for Statutory Body Meetings, Lt. Governor's Visit, Chief Minister's Visit, Convocations, International Conferences, Foreign Delegations etc, only.
Venue :- At both the campuses of the University i.e. Dwarka Campus & East Campus, as per the requirement
Service Provider:- University Canteen Contractor

S. No.	Item Description	Qty/Wt.	Rate (in Rs.)
1.	<u>Special High Tea</u> i. Cold Drinks / Real Juices (Branded) (Any One) ii. Tea / Coffee / Green Tea / Black Tea / Herbal Tea (As per requirement) iii. Salted Kaju/Roasted Kaju/Roasted Badam (Any One) iv. Paneer Pakora / Veg Cutlet / Paneer Cutlet/Hara Bhara Kabab/Dahi ke sholay – (Any Two) v. Dhokla / Khandvi/ Cocktail Samosa (Any One) vi. Gulab Jamun/ Chenna Toast/ Sandesh/ White Rasgulla/ Raj Bhog/ Fruit Cream (Any One) vii. Glass Bottled Water (Reputed Brand)	Per Plate	200
2.	<u>Special Lunch/Dinner</u> i. Soup -Cream of tomato / Sweet corn Soup (Any One) ii. Dal -Pind Chana (White) / Dal Makhni / Yellow Dal Tadka /Rajma (Any One) iii. Paneer -Kadhai Paneer / Paneer Pasanda / Shahi Paneer / Palak Paneer / Mutter Mushroom /Paneer Korma / Malai Kofta / Paneer Lababdar (Any Two) iv. Seasonable Veg. - Mix Veg / Veg. Jalfreji / Ghobi Korma / Bhindi Masala / Gobhi Masala / Stuffed Aloo/ Stuffed Tomato/ Stuffed Capsicum (Any Two) v. Curd - Raita Mix / Dahi / Pineapple Raita / Bhoondi Raita (Any One) vi. Dahi Bhalla vii. Rice - Plain Rice / Matar Pulao / Steamed Rice / Jeera Rice/ Fried Rice / Veg Fried Rice/ Veg. Biryani (Any One) viii. Breads - Naan / Lachha Prantha / Missi Roti / Pudina Prantha / Stuffed Naan / Roti (Tawa) / Butter Naan (Any Two) ix. Salad - Green Salad / Russian / Fruit / Beans / Potatoes / Sprouts / Macroni salad / Vinegar Onion / Corn salad (Any Two) x. Accompaniments - Achaar / Chutni / Papad xi. Deserts - Gulab Jamun / Rasgula / Ice cream / Stick Kulfi / Gajar Halwa / Moong Dal Halwa (Any Two)	Per Plate	380

Note:

- The above food items, for desired hospitality arrangements, will be served in bone-china crockery.
- The above rates would be exclusive of GST and other applicable taxes.

Kitchen Equipment Inventory of Canteen of Dwarka Campus, GGSIPU

S.No	Particular	Unit	Remark
1	Mobile Tandoor	2	Not Working
2	Chapati Rolling Table	1	
3	Chapati Plate with Puffer	1	
4	Chapati Dumping Trolley	1	
5	Work Table	4	
6	Tawa Burner Range	1	
7	Deep Fat Fryer	1	Not Working
8	Exhaust Hood	2	
9	Masala Trolley	1	
10	Stove Pot Stove	4	
11	Pest Counter	1	
12	Hot & Cold Bains Mary with 5 dish	1	
13	Three Sink Unit	1	
14	Two Sink Unit	1	
15	Storage Rack	5	
16	Old Display Counter	2	Not Working
17	R.O. Water Dispenser	2	
18	Wall Rack	1	
19	Plastic Dustbin	1	
20	Cold Fricly + Custy Table	1	
21	Dunnage Rack	3	
22	Packing Machine	1	
23	Geysar	1	Not Working
24	Air Cutter	3	
25	Fan	19	
26	Toilet Exhaust	2	
27	Big Exhaust Fan in Kitchen Area	2	

Note: The list is subject to changes.

**Furniture Inventory of Canteen of both campuses (i.e. Dwarka Campus & East Campus,
Surajmal Vihar, GGSIPU**

Dwarka Campus

S.No	Particular	Size (in mm.)/Model No.	Unit
1	Integrated Table cum Chair Size (4 Person Sitting Capacity)		46

East Campus (Surajmal Vihar)

S.No	Particular	Size (in mm.)/Model No.	Unit
1	Table Size (1734x1175x750)	750x750x850	33
2	Chair Size [(350+-10mm(W)x450+-10mm (D)]	1500x675x850	198

**FINANCIAL BID PROFORMA FOR QUOTING PER MONTH RATES OF
LICENSE FEE**

S. No.	Area of Canteen at Both Campuses of GGSIP University	Total Area (in sqm)	Minimum rate of per month License Fee (In Rs.)	Per month Rates of License fee to be quoted (In Rs.)
1.	Dwarka Campus	550.00	25000/-	
2.	Surajmal Vihar Campus	154.25	10000/-	
	Total (1+2)	704.25	35000/-	

Note: The minimum license fee to be quoted for Dwarka Campus & East Campus canteen contract is reserved to Rs.25,000/- and Rs.10,000/- respectively. Thus, the Financial Bid of those bidders, who will quote license fee less than the minimum reserve license fee, as stated above, will be summarily rejected.

Place.....

Signature of Bidder with seal of the Firm_____

Date.....

Name of Bidder_____

ILLUSTRATION/ SAMPLE**To understand the selection procedure on QCBS method for selection of H1 Bidder**

(X) Technical Marking for Additional 40 Marks (100-60) Over & Above Minimum Qualifying Marks (Maximum 5 Points)							
Name of Agency	Marks Obtained	Minimum Qualifying Marks to be Obtained	Marks Obtained over & above Qualifying Marks	Proportionate Points Acquired	Weightage	Weighted Points	Weighted Grading
A	80	60	20	2.50	0.7	1.750	H2
B	70	60	10	1.25	0.7	0.875	H4
C	75	60	15	1.88	0.7	1.316	H3
D	85	60	25	3.13	0.7	2.191	H1
(Y) Marking on the basis of License Fee in proportion to the Highest License fee as Quoted Over & Above the Minimum License Fee of Rs. 35000/- (25000+10000) for both the campuses (Maximum 5 Points)							
Name of Agency	License Fee Quoted	Minimum License Fee to be Quoted	License Fee as quoted Over & Above Minimum License Fee to be quoted	Points Acquired in proportion to the highest license fee (i.e.Rs.70000)	Weightage	Weighted Points	Weighted Grading
A	85000	35000	50000	3.57	0.3	1.071	H2
B	105000	35000	70000	5.00	0.3	1.500	H1
C	65000	35000	30000	2.14	0.3	0.642	H3
D	50000	35000	15000	1.07	0.3	0.321	H4
(Z) Combined Weightage Points (X+Y) in term of Total Points obtained Out of Maximum 10 Points							
A						2.821	H1
B						2.375	H3
C						1.958	H4
D						2.512	H2

Note: Though firm D is H1 as per technical marking and firm B is H1 on the basis of License Fee, as quoted however, firm A will be stand qualified H1 Bidder to award the work for selection of bidder on Quality cum Cost Basis Selection (QCBS) method.

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY

(Refer Clause 27 of the Bid Document)

(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 _____ (Guru Gobind Singh Indraprastha University, Delhi) (hereinafter called the “Department”) of the other part.

2. WHEREAS _____ (Guru Gobind Singh Indraprastha University, Delhi) has awarded the contract for providing **Services** for License fee of Rs. _____ PM (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 Employer a Performance Security for a total amount of Rs. 10,00,000/- (Rs. Ten Lacs Only) which is equivalent to the 5% of the estimated bid value i.e. Rs. 2.00 crore only.

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 Guru Gobind Singh Indraprastha University the full amount of Rs. 10,00,000/- (Rs. Ten Lacs Only) as stated above.

5. After the Contractor has signed the aforementioned contract with the Guru Gobind Singh Indraprastha University, the Bank is engaged to pay the Guru Gobind Singh Indraprastha University, any amount up to and inclusive of the aforementioned full amount upon written order from the Guru Gobind Singh Indraprastha University to indemnify the Guru Gobind Singh Indraprastha University 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 Guru Gobind Singh Indraprastha University 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 Guru Gobind Singh Indraprastha University 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 **30 months** from the date of signing. (The initial period for which 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 Guru Gobind Singh Indraprastha University 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 Guru Gobind Singh Indraprastha University 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 Guru Gobind Singh Indraprastha University in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Guru Gobind Singh Indraprastha University for the payment hereof shall in no way relieve the Bank of their liability under this deed.

10. The expressions “the Department”, “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 _____ (Months) _____ (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 _____

AGREEMENT

This Agreement is made at Delhi on this day of between the Registrar, GGSIP University, Sector 16C, Dwarka, New Delhi hereinafter Referred to as “**FIRST PARTY**” (which term shall unless it be repugnant to the context or meaning thereof mean and include all heirs, executors, administrators, legal representatives, nominees and assigns) through its **Dy. Registrar (GA Branch)** who is competent to execute this agreement on its behalf of the one part.

AND

Sh. authorised representative(Address) (hereinafter referred to as the “**SECOND PARTY**” (which term shall unless it be repugnant to the context or meaning thereof mean and include all heirs, executors, administrators, legal representatives, nominees and assigns) who is competent to execute this agreement on its behalf of the other part for providing pest control services at both the campuses (Dwarka Campus and Surajmal Vihar Campus) of the University as per the prescribed schedule given time to time.

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES AND THIS AGREEMENT WITNESSES AS UNDER:-

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Terms and Conditions of the contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement
 - (1) Complete the Bid Document along with the Bidder Form and Annexures/Enclosures.
 - (2) Contract Agreement of GeM and Service Level Agreement (SLA) of GeM
 - (3) Any other correspondence made between GGSIP University & the Bidders
 - (4) Any other document as may come into notice, forming part of the contract/bid
 - (5) Any corrigendum/addendum issued in this regard.
3. In consideration of the payments to be made by the GGSIP University to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the GGSIP University to provide pest control services w.e.f.....as per the provisions of this Agreement and the bid document.
4. The GGSIP University hereby covenants to pay the Second Party in consideration of the execution and completion of the works/services as per this Agreement and bid document and to the satisfaction of GGSIP University, the charges as per the quoted rates by the Second Party in the prescribed format of Bill on Quantity (BOQ). The copy of the rates of license fee quoted by the Second Party is as per **Annexure-H** of the Agreement. ***Annexure-H will be the rates of license fee quoted by the bidder and approved by GGSIP University, which will be attached at the time of signing of agreement.***
5. The Second Party has deposited a sum of Rs 10,00,000/- (Rupees Ten Lacs only) i.e. equivalent to the 5% of the estimated contract value) towards performance guarantee in the form of Demand Draft, Banker’s cheque, Fixed Deposit or Bank Guarantee in the name of Registrar, GGSIP University. The validity of the performance security will be 30 months i.e. more than six months after the expiry of the contract for a period of two years (24 months). No interest will be payable on the Performance Security.
6. Terms and Conditions and other provisions, as contained in the bid document No. _____ dated _____ and bidder form, are part and parcel of this agreement and forms integral part of this agreement to be complied by the Firm/Agency.
7. **This contract will come into force w.e.f. _____ to _____ initially for a period of 02 (Two) years, only.**

In witness where of the parties present have here into set their respective hands and seals the day.
Year in _____

Above written:

()

()

Signature on Behalf of GGSIP University

Signature on Behalf of Canteen Contractor/ Caterer

Name:

Designation:

Seal:

Name:

Designation:

Seal:

Agreement signed in the presence of

Witness 1:

Witness 2:

Signature:

Signature:

Name:

Name: