



श्री विशुकरुणु कौशल विशुवडुडलडु
(हरडुडलणल सरकलर, ँकुत संखुडुडल 25, 2016 के तहत)

Shri Vishwakarma Skill University

Plot 147, Sector 44, Gurugram, Haryana

Short Notice Tender Document for

**Selection of Reputed Catering agencies / Restaurants Chains for running
of Cafeteria & Mess at various facilities of Shri Vishwakarma Skill
University**

Tender No: SVSU/2022/GB/001

Dated: 20/12/2022

1. Notice Inviting Quotation

Sub: Short Tender Notice Inviting Tenders for Selection of Reputed Catering agencies / Restaurants Chains for running of Cafeteria & Mess at various facilities of Shri Vishwakarma Skill University

Shri Vishwakarma Skill University, Haryana invites online short Notice Tender: for “**Selection of Reputed Catering agencies / Restaurants Chains for running of Cafeteria & Mess at various facilities of Shri Vishwakarma Skill University.**” through e-procurement on portal <https://etenders.hry.nic.in> from Reputed Catering agencies / Restaurants Chains for running of Cafeteria / Mess as per TENDER document. The TENDER documents may also be downloaded from website (<http://www.svsu.ac.in>) of Shri Vishwakarma Skill University, Haryana for reference only. A minimum eligibility criterion has been given in TENDER document. Apart from uploading e-tender on website, bidder has to deposit EMD and Tender Fee + E-service fees along-with other documents.

1.1. SCHEDULE

(Tender Fee + E-Service Fee) + GST	
1.	<p>1. For Haryana based manufacturing Micro and Small Enterprises (MSEs) Unit eligible as per the “Haryana State Public Procurement Policy for MSME - 2016” notified vide G.O. No. 2/2/2016-4I BII(1) dated 20-10-2016/ for Startups as notified vide G.O. No.2/2/2016-4IBII dated 03.01.2019.</p> <p>2. For remaining bidders both from the Haryana and Non Haryana (Tender Fee + E-Service Fee) + GST</p>
	<p>NIL</p> <p>(2000/- + 1000/-) + 540/- = 3540/- (Rupees Three Thousand Five Hundred Forty only)</p>
2.	EMD Amount

	1. For Haryana based manufacturing Micro and Small Enterprises (MSEs) eligible as per the “Haryana State Public Procurement Policy for MSME - 2016” notified vide G.O. No. 2/2/2016-4I BII(1) dated 20-10-2016/ for Startups as notified vide G.O. No.2/2/2016-4IBII dated 03.01.2019.	NIL
	2. For remaining bidders both from the Haryana and Non Haryana	Rs. 10,000/- (Rupees Ten Thousands only)
3.	Performance Security	Rs. 50,000/- (Rupees Fifty thousand only)
4.	Issue of Tender Document	20-12-2022 at 17:00 Hrs.
5.	Online Tender Purchase Start Date	20-12-2022 at 17:00 Hrs.
6.	Online Tender Purchase End Date	30-12-2022 at 16:00 Hrs.
7.	Online proposal Submission Start Date	20-12-2022 at 17:00 Hrs.
8.	Online proposal Submission End Date	30-12-2022 at 16:00 Hrs.
9.	Last date for receipt of queries	22-12-2022 at 17:00 Hrs.
10.	Date of pre bid meeting	23-12-2022 at 11:00 Hrs.
11.	Opening of Technical Bid	02-01-2023 at 11:00 Hrs.
12.	Financial Bid	Subsequent date to be informed later.
13.	Validity period of Proposal	180 Days
14.	Address of Communication	Registrar Shri Vishwakarma Skill University, Plot 147, Sector 44, Gurugram Haryana
15.	Contact Phone Numbers	0124-2746800
16.	E-mail Address	registrar@svsu.ac.in

- Tender document can also be downloaded from University Website www.svsu.ac.in
- # University reserved the right to change any Date, Time and condition of Tendering without assigning any reasons and reserve all the rights.
- Amendments to TENDER, if any, would be published e-procurement website <https://etenders.hry.nic.in> only and not in newspaper. The Shri Vishwakarma Skill University, Haryana reserves all the rights to accept or reject any or all tenders without assigning any reasons.

1.2. DISCLAIMER

The information contained in this Tender document or subsequently provided to the bidders, whether verbally or in documentary or any other form by or on behalf of Shri Vishwakarma Skill University, Haryana is provided to bidder on the terms and conditions set out in this TENDER and such other terms and conditions subject to which such information is provided.

Information provided in this TENDER to the bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Shri Vishwakarma Skill University, Haryana accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

Shri Vishwakarma Skill University, Haryana also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance or any bidder upon the statements contained in this TENDER.

Shri Vishwakarma Skill University, Haryana may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this TENDER.

The issue of this TENDER does not imply that Shri Vishwakarma Skill University, Haryana is bound to select a bidder or to appoint the Selected Bidder, as the case may be, for the Consultancy and Shri Vishwakarma Skill University, Haryana reserves the rights to reject all or any of the Proposals without assigning any reasons whatsoever. The bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Shri Vishwakarma Skill University, Haryana or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the bidder and Shri Vishwakarma Skill University, Haryana shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Empanelment Process.

2. Instructions to Bidders

Inviting Short Notice Tenders for Selection of Reputed Catering agencies / Restaurants Chains for running of Cafeteria & Mess at various facilities of Shri Vishwakarma Skill University

Shri Vishwakarma Skill University, invites online Bids (Technical bid and Financial bid) from eligible and experienced Reputed Catering agencies / Restaurants Chains for running of Cafeteria & Mess **on Rate Contract basis for the use of Shri Vishwakarma Skill University** as per terms & conditions specified in the tender document.

Bidders can access tender documents on the website of the University and fill them with all relevant information and submit the completed tender document with Tender Fee and EMD amount online as per the schedule to <https://etenders.hry.nic.in>.

2.1. INSTRUCTION TO BIDDER FOR E-TENDERING

Note: Following conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

2.1.1 E-Tendering:

2.1.2 For participation in e-tendering module of Shri Vishwakarma Skill University, Haryana it is mandatory for prospective bidders to get registration on website <https://etenders.hry.nic.in>. Therefore, it is advised to all prospective bidders to get registration by making on line registration fees payment at the earliest.

2.1.3 Tender documents can be downloaded from website <http://www.svsu.ac.in>. However, the bidders have to upload complete tender document online along-with deposit of EMD amount and Tender Document Fee + E-service fee and without EMD amount and Tender Document Fee + E-service fee bids will not be accepted.

2.1.4 E-service/gateway charges shall be borne by the bidders.

2.1.5 As per the directions of the Controller of Certifying Authorities, Ministry of Communication and Information Technology, Government of India, a **Class II Digital Certificate** shall be required to bid for all tenders solicited electronically. If the bidder does not have such a certificate, it may be obtained from any of the registering authorities or certification authorities. Kindly note that it may take at least three-five business days for the issue of a digital certificate. Bidders are advised to plan their time

accordingly. Shri Vishwakarma Skill University, Haryana shall bear no responsibility for accepting bids which are delayed due to non-issuance or delay in issuance of such digital certificate.

2.1.6 If bidder is bidding first time for e-tendering, then it is obligatory on the part of bidder to fulfil all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.

2.1.7 Bidders are requested to visit our e-tendering website regularly for any clarifications and/or due date extension or corrigendum.

2.1.8 Bidder must positively complete online e-tendering procedure at <https://etenders.hry.nic.in>

2.1.9 Shri Vishwakarma Skill University, Haryana shall not be responsible in any way for delay / difficulties / inaccessibility of the downloading facility from the website for any reason whatsoever.

2.1.10 For any type of clarifications bidders/contractors can visit <https://etenders.hry.nic.in> and <http://www.svsu.ac.in>.

2.1.11 The bidder whosoever is submitting the tender by his Digital Signature Certificate shall invariably upload the scanned copy of the authority letter.

2.1.11.1 TENDER cost + E-service Fee and EMD Amount.

2.1.11.2 Affidavits.

2.1.11.3 Authority Letter to Sign on behalf of Owner.

2.1.11.4 Authority Letter for use of Digital Signature.

2.1.11.5 Technical Bid with all relevant enclosures.

2.1.11.6 All documents to be submitted by the firms should be duly self-attested or by notary public in case these are copies of the original documents. No unattested documents will be entertained.

2.1.11.7 The prospective bidders will upload scanned self-certified copies of requisite documents as required in e-tendering process.

2.1.11.8 The Tender document cost+ E-Service Fee is to be deposited online by bidder.

2.1.11.9 The tenders uploaded without/incomplete/partial EMD and tender fee + E-service fees shall be disqualified.

2.1.11.10 The EMD amount is to be deposited online by bidder.

2.1.11.11 The tender documents fees shall not be refunded.

2.1.11.12 If the tenders are cancelled or recalled on any grounds, the Tender Document Fee and e-Service Fee will not be refunded to the bidder.

2.1.11.13 No Proposal will be accepted without valid TENDER cost and Earnest Money Deposit.

2.1.2 Technical bid: -

Bidders must positively complete online e-tendering procedure at <https://etenders.hry.nic.in>. They shall have to submit the documents as prescribed in the TENDER online in the website. The website/e-portal may accept a file sizing upto 10 MB, however, the bidders may submit their complete bids (with all the requisite documents) in multiple files.

Financial bids of only those firms will be opened, who are short listed on the basis of the Technical Bid and after inspection of their cafeteria /mess by SHRI VISHWAKARAMA SKILL UNIVERSITY. The firm would be required to get inspected at least TWO FACILITIES for inspection as and when intimated by the SHRI VISHWAKARAMA SKILL UNIVERSITY, before the financial bids are opened.

2.1.3 Financial bid: -

Bidder must submit the Price/Financial bid document as per the format given in TENDER/available online and uploaded as per instructions therein. **Physical submission of price bid will not be considered.** The financial bids of technically qualified bidders shall be opened online at the notified date. The bidder can view the financial bid opening date by logging into web-site.

2.1.4 On the due date of e-tender opening, the technical bids of bidders will be opened online. Shri Vishwakarma Skill University, Haryana reserves the right for extension of due date of opening of technical bid.

2.1.5 Shri Vishwakarma Skill University, Haryana reserves the right to accept or reject any or all tenders without assigning any reason what so ever.

2.1.6 In case, due date for opening of tender happens to be a holiday, the due date shall be shifted to the next working day for which no prior intimation will be given.

2.1.7 Any change/modifications/alteration in the TENDER by the Bidder shall not be allowed and such tender shall be liable for rejection.

For amendment, if any, please visit <https://etenders.hry.nic.in> web site regularly. In case of any bid amendment and clarification, the responsibility lies with the bidders to note the same from web site. The **Shri Vishwakarma Skill University, Haryana** shall have no responsibility for any delay/omission on part of the bidder.

3. TERMS and CONDITIONS

BIDS should be reputed Catering agencies/ Restaurant chains located in Gurugram /New Delhi/NCR having an annual turnover of Rs. Fifty Lakh or more during last two financial years in the business of Catering, Restaurants, Canteens etc. on Rate Contract basis for the official use of **Shri Vishwakarma Skill University**, Plot No. 147, Vishwakarma Bhawna, Sector-44, Gurugram, and at University Campus at Dudhola, Palwal, Haryana initially for **a period of two years**. The Contract can be extended or short-closed on account of satisfactory services or unsatisfactory services rendered by the firm, at the discretion of Shri Vishwakarma Skill University.

The Technical Bid should be offered in **Annexure-I** containing the following details: -

- i. Name of the firm
- ii. Business address of the firm
- iii. Telephone No.
- iv. Mobile No.
- v. Annual turnover of the firm (proof of the same must be attached in the form of CA's Certificate & last 3 years' **(out of last four previous years)** Audited balance sheet/profit & loss A/c)
- vi. Copy of the details of the past experience of providing services in the same field in Government Ministries/ Departments/ PSUs/Reputed Corporate Sectors, with contact persons and their telephone numbers.
- vii. Copy of PAN NO. (With proof)
- viii. The Bidder must be capable of handling Multi-locational campuses of the University at NCR & Haryana (Presently at Gurgaon & Dudhola, Palwal)
- ix. The bidder must have a valid FSSAI License
- x. The bidder must have valid PF and ESI registration certificate.
- xi. All the employees deployed at the SVSU facility must have a fitness certificate and tested for Covid 19 from a Government hospital.
- xii. GST Account No.

Note: Financial bids of only those firms will be opened, who are short listed on the basis of the Technical Bid and after inspection of their running canteen facilities by SHRI VISHWAKARAMA SKILL UNIVERSITY. The firm would be required to get inspected at least ONE WORKING CANTEENS / CAFETERIA for inspection as and when intimated by the SHRI VISHWAKARAMA SKILL UNIVERSITY, before the financial bids are opened.

4. General Terms and Conditions: -

INSTRUCTIONS TO BIDDERS /TERMS & CONDITIONS/ ELIGIBILITY CONDITIONS:

Interested bidder should note the following:

4.1 The Bid is invited from the eligible bidders through tendering to cater to the needs of students and Officers / Staff of Shri Vishwakarma Skill University for Cafeteria/ Mess services in the campus. The Bidder must be capable of handling Multi-locational campuses of the University at NCR & Haryana (Presently at Gurgaon & Dudhola, Palwal). **Initially the Contractor will have to operate Cafeteria, Mess 1 at Boys hostel, 1 at Girls hostel and provide service at Guest House as per requirement.**

4.2 The bidders will have to make a presentation before a suitably constituted committee, showcasing their skill in running cafeteria/Mess, range of foods/products/items sold and accessible facilities at other educational institutions, residential campus, etc. Based on the presentation, the committee will decide the grant of agreement. The bidder will give information of all the work undertaken at Government offices/ Private sector. Evaluation of the presentation will be based on providing information regarding experiences of served institutions, standard of facilities and quality of services, equipment and product rate etc.

4.3 University prefers to run the Eco-Friendly Cafeteria / Mess with all facilities including food items, coffee, soft drinks, etc. from reputed national and international brands and stake holders/ authorized agencies/franchises.

4.4 University reserves the right to cancel the Tender invitation as a whole or in part without conveying any reason whatsoever.

4.5 University reserves the right to renew/revise, modify and enhance the information given in this document at its solitary discretion before the last date and time of submission of the interest/proposal.

4.6 Bidders should equip their self with all the permits, License (Food license, Health trade license, license for eating house,) etc. required for the operation of the Cafeteria and Mess.

4.7 The contract term will be initially for **two years** and same may be extended on satisfactory performance. On expiry of contract term, the bidder shall vacate the premises immediately.

4.8 However, the existing operator may bid fresh if not prohibited otherwise due to unsatisfactory performance.

4.9 No liquor/smoking items shall be provided/ served in the Cafeteria and Mess.

4.10 The selected bidder will have to sign an Agreement with Shri Vishwakarma Skill University before starting operation of the Cafeteria / Mess.

4.11 In support of the credential submitted by the parties, Shri Vishwakarma Skill University reserves the right to seek information from the organizations by telephonic verification/personal visits/ in writing.

4.12 Date and time of making presentation (only for the qualified/short listed parties based on the Tender) will be announced/communicated later to qualified/shortlisted parties.

4.13 Sub-leasing of the Cafeteria and Mess after award of Contract/Agreement will not be permitted.

4.14 The Bidder/Contractor will be required to consult Shri Vishwakarma Skill University authorities before advertising anything on the Cafeteria / Mess or anything related to the Cafeteria / Mess in the print media.

4.15 Eligibility Criteria: (i) The bidder should have been operating in the Hospitality sector for a minimum of FOUR YEARS (Hospitality would include experience in the service industry that includes lodging, dining/ Restaurant, event management and catering). Prior experience in the Govt. Sector/ educational institutions of national and international repute in hospitality shall be preferred. However, MSME, Startups (as per Government Rules) will be highly preferred if the bidder **will maintain the prescribed standards.**

4.16 While submitting the Expression of Interest for the Cafeteria/ Mess (on the letter head of firm according to the format at Annexure-I), the Bidder must submit the details along with all required supporting documents showing their experience, financial solvency, etc. without which the bid will not be considered.

4.17 The Tender must be submitted/reach in the office of the **Registrar**, Shri Vishwakarma Skill University latest by2022 up to 2:30 P.M. The Tender received after last date will not be entertained.

5. Scope of Work of the Services: -

The different facilities and services intended by the authority and to be provided by the bidder are mentioned below:

5.1 Cafeteria/Canteen/Mess is to be run at University office for Students and Employees of SVSU. Cafeteria has to cater Breakfast, Lunch, Snacks, Beverage, Dinner and similar arrangement for meetings in SVSU from time to time, which may include High Tea, Buffet/Packed Lunch etc.

5.2 Preparation of List of Food Items/ Recipe/ Menu and approval of rates from the Shri Vishwakarma Skill University before introducing it.

5.3 Deployment of adequate manpower, materials, equipment, cutlery consumables etc. to run the Cafeteria / Mess smoothly.

5.4 Procure necessary permits, licenses from the concerned authorities required for running a Cafeteria / Mess.

5.5 Mess services include providing, preparing and serving of Tea/Coffee/Snacks, Breakfast, Lunch, Dinner and other food and beverage products. Preparation of Tea/Coffee and serving to the staff, officers, guests etc. twice a day.

5.6 Serving of Tea/Coffee and snacks for SVSU & other meetings and/or as ordered by the management from time to time within the office.

5.7 The service provider may be required to serve tea/coffee/cold drinks, snacks, and lunch etc. on regular working days as well as in the various official meetings, programmes, seminars and functions organized by SVSU from time to time and also serve people visiting SVSU in connection with various work events as well.

5.8 Caterer Shall have to arrange for all Crockery, Cutlery, Glassware, Kitchen Utensils, Serving-ware, all consumables, and required small food production equipment such as microwave, freezer, oven etc. as per requirement at its own cost.

5.9 The service personnel, cook etc. deployed by the caterer must be well qualified and experienced for the job and trained in hospitality services.

5.10 The disposal of waste generated from food & canteen operations will be on part of contractor.

5.11 SVSU will not be responsible for life, safety and any accidents for the workers of the contractor inside the premises of SVSU.

5.12 In case of inspection by civic authorities the contractor will have to satisfy the provision of law and will bear penalties if any, levied.

5.13 No female employee will be deployed after 5.00 PM

5.14 The timings for cafeteria, mess & guest house services will be intimated when the services start.

6. Specific Term& Conditions related to above Procurement of Services: -

6.1 The Contractor shall be responsible for the proper upkeep and maintenance of the furniture and fixtures provided by the University. For keeping eco-friendly environment of cafeteria, the following initiative should be taken by the contractor as:

- i. Provide chemical free products in cafeteria.
- ii. Use cloth and less paper use.
- iii. Don't waste water.
- iv. Use energy star equipment.
- v. Effective recycling and compost programme.
- vi. Provide reusable utensils and compost programme.
- vii. Availability of seasonal and fresh fruits juice.

6.2 Cooking and serving utensils and cutlery will be provided by the contractor and will be maintained by him in clean and hygienic conditions and replace the broken or dirty ones.

6.3 The Contractor will have to depute individual Supervisors for the cafeteria / Mess, who should always be present on the duty. He will engage staff over the age of 18 years in accordance with labour laws. Will depute Female supervisor for Girls Mess.

6.4 The Contractor shall keep the entire premises, utensils, crockery etc. clean, neat and hygienic. He will ensure that furniture of the Cafeteria / Mess premises, crockery and cutlery, utensils, kitchen Mess, wash basins, drainage system washed and cleaned in hygienic way as directed by authorized representative. It shall be the responsibility of the contractor to maintain the main Cafeteria and the Mess clean, neat and hygienic in eco-friendly manner, for the purpose he is required to engage adequate staff.

6.5 The contractor shall be responsible for arranging the cooking gas, stove and any other item required for catering and fooding services, for cooking and maintenance of the same.

6.6 All basic needs like cooking aid; manpower etc. in cafeteria will be arranged by the contractor himself.

6.7 The quality and quantity of the food served by the contractor shall confirm to the quality standards (A few makers of the material mentioned in the Annexure-D). All the bills for purchase of consumables & non- consumable items should be towards the name and claim of the contractor. The contractor is not permitted to purchase the items in name and account of the University. The contractor has to display a rate list of all the items outside of the Cafeteria / Mess and accept all forms of cashless payment. He may arrange the prepaid card system.

6.8 The contractor shall have no claims of any type of cost increase towards the University on account of any consequences like the imposition of restrictions or regulations by any local/ public bodies or such other unforeseen acts of the God, strikes, lock outs etc., which may happen beyond the control of the University

6.9 The bidder is requested to read and understand the documents carefully and sign each and every page indicating that he has read all terms and conditions as mentioned in the Bid document

6.10 The contractor or designated representative of the contractor should be present in the cafeteria during preparations/ services of the meals and shall be responsible for attending the disputes/ mistakes/ complaints regarding meals preparation and services.

6.11 The contractor will get the Pest Control done in the area of his work.

6.12 The contractor will arrange to install Fly Catcher in the cafeteria & Mess

6.13 The ration and material used for food preparation shall be as per the annexure attached

6.14 The contractor will provide the plan for waste management

6.15 A suggestion and complaint box shall be placed at cafeteria and mess and register to make entries of the same and produce to the managing officer

7. Payment terms/ mode: -

7.1. 100% payment shall be made within 15 days on submission of bill in duplicate for the items purchased by the University for any events, parties, get-together etc. conducted by the University. The caterer must take order for such event only from the person Authorised by SVSU for the purpose.

7.2. The day to day sales payment consumed by students, staff, guests will be collected by the contractor directly from the consumers. The University will not be responsible for any payment against sale of items to the individuals.

7.3. In case of billing to the SVSU, Income Tax / Sale Tax as applicable, if any, as per Income Tax rules shall be deducted from the monthly bills of the contractor/firm at source. The GST wherever applicable shall be extra. No GST will be billed or paid on the items where it is already charged ie. on MRP billed items.

7.4. All payment to the firm/contractor will be made through electronic mode-NEFT/RTGS. For this, the firm/contractor will provide complete bank details like Name/ Branch of Bank, Account Number, IFSC Code & Type of account etc. RTGS/NEFT Charges are to be borne by the contractor/ supplier.

8. REGISTRATION: -

The bidder / contractor must be registered for various acts applicable in the area the time of bidding and at the time of entering into contract with SVSU.

9. CONTRACT PERIOD: -

The contract shall remain **in force for a period of Two Year** from the date of start of the work. However, the University Reserves the right to extend the period of the contract for another ONE YEAR on the same rates, terms & conditions with mutual agreement /consent. The contractor will have to vacate the premises immediately at the time of conclusion of the Contract Agreement.

10. TERMINATION OF CONTRACT: -

The contract may be terminated by either party without assigning any reason thereof by giving one month's notice in writing in advance. The contractor shall be responsible for all the liabilities incurred by him including the wages for the workers/servants for the period of

contract and after the termination of contract so far on the servants engaged by him for running the cafeteria.

In case it is found that the contractor is following some unethical practices or is responsible for providing unhygienic or contaminated items the University reserves the right to terminate the contract at any time or at any stage during the period of contract by immediately without giving any notice. The SVSU shall forfeit the Security deposit and any other dues to the contractor.

11. DUTIES & RESPONSIBILITIES OF THE FIRM/ CONTRACTOR (General); -

11.1. The firm to whom the work is awarded will have to provide the Mess Services as per Rate Contract issued by **Shri Vishwakarma Skill University** within 15 days of issue of Request / Requirement.

11.2. Documentation: -

The firm/ contractor shall submit the photocopy of the following documents along with originals for verification by the concerned officer of the University. Original documents shall be returned to the owner after verification.

- i) FSSAI License.
- ii) ESI Registration certificate. *If applicable*
- iii) PF Registration certificate. *If applicable*
- iv) Labour License. *If applicable*
- v) GST Registration certificate.
- vi) Municipal Food License. *If applicable*
- vii) Trade License / Firm establishment Registration no
- viii) Authorization certificate (containing the attested specimen signature) to sign this bid. *If applicable*
- ix) IN case of partnership/ private ltd relevant documents in support are to be attached by the bidder.
- x) Experience certificate/ Work order in hospitality sector (if start-up submit the proof)
- xi) Client List along with work order.

11.3. If the firm/ contractor fails to provide the services within the stipulated period OR his services are found to be unsatisfactory at any stage; the University will be entitled at its option: -

11.3.1. Either to cover the damages of non-execution/ delay and to get the same executed from some other source(s) at contractor's risk and cost besides intimating Shri Vishwakarma Skills University, Haryana for taking action as per the conditions of the rate Contract which includes Blacklisting of the firm and forfeiting the performance security deposit. OR

11.3.2. To get the work completed departmentally OR through any other agency purely at the risk and cost of the first contractor. In that case no payment is liable to be made for the work already done besides intimating the Shri Vishwakarma Skills University, Haryana for taking action as per

the conditions of the rate Contract which includes Blacklisting of the firm and forfeiting the performance security deposit.

11.3.3. To take the legal remedies to recover the balance amount, if left.

11.4. The contractor shall be responsible for all the risks involving liabilities and obligation arising out of this contract and under pay provision of law is force from time to time.

11.5. During the period of this contract the cafeteria shall be at the exclusive disposal of the concerned office of the University.

11.6. The Supervisor should have a mobile phone for two-way communication with outgoing facility.

11.7. The owner of the Contract shall ensure that the workers are punctual and vigilant in performance of their duties. Further the owner shall engage/ supply physically/ medically fit worker.

11.8. All the worker deployed by the firm/ contractor of the cafeteria shall be issued proper laminated card to the personnel deployed who shall prominently display their identity cards while on duty and should be dressed in proper uniform.

11.9. In the event of theft, loss, accident or any dispute with Any Local Govt. Authority, concerned University/ Organization will not be responsible and firm/ contractor will settle the claim himself at his risk and cost.

11.10. All duties/ taxes/ fees levied/ permit charges, whatsoever, payable in consideration of the trade or otherwise for relative thereof, shall be at the cost of the firm/contractor. If there is any increase in the existing taxes or new taxes are levied by the Govt. during the period of contract, no extra claim shall be paid and all the expenses shall be borne by the firm/ contractor. The University is not liable to meet such expenses.

11.11. Penalties/ Deductions in case of non-performance/ violation of Services Agreement: - The competent authority in University/ Organization with whom the concerned cafeteria is attached can levy the below mentioned penalties/ deduction in case of non-performance/ violation of Services Agreement as per details given below.

11.11.1. Unclean Mess or utensils/ smell in the kitchen/ Mess (i) Rs. 500/- for the first day (b) Rs. 1000/- per day for the second consecutive day and beyond as pointed out by the controlling officer of the contract;

11.11.2. For non-providing of services on time: - The contractor has to maintain the timings strictly. The late arrival of the Mess staff beyond 15 Mins. shall be viewed seriously and a penalty of Rs. 100/- per hour of delay on each occasion, if the reason of late arrival is unsatisfactory;

11.11.3. Breakdown of services: - In case any of the services fails or break down or otherwise, the firm/ contractor shall be responsible to provide alternate services within ONE-HOUR, otherwise the University will be within rights to make alternate arrangement at the risk and cost

of the contractor after imposing the penalty of Rs. 500 /- for each such case.

11.11.4. Recurrent malfunctioning/dissatisfactory condition of the cafeteria: - The contract shall be cancelled and security deposit will be forfeited.

11.11.5. On misbehaviour by the Worker: - Rs. 500/- per default. If the misbehaviour continues, then the Worker will have to be changed by the contractor. If the contractor does not change the Worker within 3 days' time, a penalty will be levied daily of RS. 1000/-

11.11.6. For violation/ breach of any of the condition of the contract: - Rs. 1000/- per default and/or Termination of the contract/forfeiture of Performance Security. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the University and the firm shall be blacklisted in addition to termination of the contract in question. The right of action will rest with the authority entering into agreement.

11.11.7. The competent authority who can levy the above mentioned penalties/ deduction will be the officer/ office with whom the concerned Mess is attached.

11.11.8. Penalty to firm on Delay in delivery: - Should the firm/ contractor fail to provide the services within the period prescribed for such delivery of service procurement stipulated in the Rate Contract order, the delayed services will be subject to maximum 10% penalty of the order value.

11.12. The time to time maintenance of cafeteria, kitchen, equipment, consumables will be the responsibility of the contractor.

11.13. The University reserves the right to claim adequate compensation from the firm/ contractor on account of any damage caused to the human or the equipment/ machinery due to negligence or careless handling of the equipment, electricity by the workers or the firm/ contractor.

11.14. Any injury/ accident to worker or to any other person due to lapse on the part of the contractor shall be the responsibility of firm/ contractor.

11.15. The firm/contractor shall make alternative arrangements for the worker when on rest days.

11.16. The duties period of the deployed workers will be as per the office hours of the university or beyond if required.

12.

Indemnification:

The firm/contractor shall **furnish an under taking on Non Judicial stamp** paper or appropriate value to the effect that he shall comply with all the Acts, Laws or Regulations as may be applicable with regard to performance of work, including but not limited to the Minimum Wages Act, Contract Labour (Regulation and Abolition) Act, ID Act, Shops and Establishment Act, Factory Act, Workmen Compensation Act etc. from time to time

and take such steps as may be directly responsible for any dispute arising between him and his drivers/ workers and keep the University indemnified against all losses, damages and claims arising there from.

13. Contract Agreement:

The owner firm/ contractor of the cafeteria shall have to execute a contract agreement on Non-Judicial stamp paper worth Rs. 100/- on the prescribed Performa with the concerned office of the University who will represent as Principal Employer.

14. Standard Terms and Conditions (wherever applicable these terms & conditions will overrule the specific terms and conditions as at para 'C' above): -

14.1 EMD: -

The firms/ bidder/ contractor are required to deposit Earnest Money as indicated above failing which the tenders are liable to be rejected. Central or Haryana Public Sector Enterprises and "approved sources" as declared by the industries Department, Haryana, are exempt from the deposit of EMD.

While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the Institute through the following instruments:

14.1.1 The Bidder should submit an EMD amount online. The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. The EMD will be refunded without any interest to the unsuccessful Bidder after the award of the Purchase Order. The Earnest Money Deposit (EMD) in other form viz., Pay Order/Cheque etc. shall not be accepted.

14.1.2 No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.

14.2 Refund of EMD: The EMD will be returned to unsuccessful Bidders only after the award of Purchase Order. In case of successful Bidder, EMD will be returned after the submission of Performance Bank Guarantee.

EMD will not be refunded, if the order is not accepted by the person who have been awarded the contract. In case, the offer is accepted, but not honoured by the Bidder, the EMD will be forfeited. The EMD will also be forfeited, if wrong information is furnished or any vital information is concealed in the tender document.

If the tenders are cancelled or recalled on any grounds, the EMD will be returned to the bidder.

15. Performance Security: -

The successful tenderer/ bidder/ firm/ contractor shall be required to deposit Performance Security Deposit for Rs. 50,000/= (Rs. Fifty Thousand Only) The performance security submitted in the shape of Bank Guarantee of any scheduled bank with branch in Gurgaon, within 21 days from the date of receipt of the purchase order. The Performance security in other form viz., FD/Term Deposit Receipt etc. shall not be accepted. (Specimen of bank guarantee bond required to be furnished on Rs. 15/- Non Judicial Stamp Paper is enclosed as valid for a period beyond six month or more, from the date of expiry of the stipulated Rate Contract **in favour of Shri Vishwakarma Skill University, payable at Gurugram.** The Bank Guarantee shall have to be got extended by the tenderer/ bidder/ firm/ contractor, if so desired by the Shri Vishwakarma Skill University, Gurugram, Haryana, till it is surrendered/ released/ returned or invoked/ en-cashed by the beneficiary i.e. Shri Vishwakarma Skill University.

It will be returned after successful performance of the contract agreement after deduction of charges if any, due towards the University.

Performance Bank Guarantee is mandatory.

If the supplier shall not submit the performance security within 21 days from the date of receipt of Work order / LOA and if there is delay in submission of performance security, purchase order may be cancelled. The competent authority may accept the performance security after the above mention deadline of 21 days' subject to submission of justification by the Bidder, however the decision of the competent authority is final in this regards.

The successful Bidder is entirely responsible for due performance of the contract in all respects according to the meaning of the terms and conditions and specification and all other documents referred to in the acceptance of tender.

The performance bank guarantee shall be kept valid during the period of contract.

16. Negotiation of Rates: -

Regarding negotiations of rates quoted by various bidders/ firms/ contractors, policy issued by the State Government vide G.O No. 2/2/2010-4-1B-II of dated 18.06.2013 (Annexure-VI), G.O No. 2/2/2010-4-1B-II of dated 16.06.2014 (Annexure-VII), G.O No. 2/2/2010-4-1B-II of dated 09.02.2015 (Annexure-VIII) will be applicable. The policy guidelines are available at <https://haryanaeprocurement.gov.in> on home page under section as Tender Forms."

17. Cartel formation:

In case of evidence of cartel formation by the bidders(s), the EMD is liable to be forfeited along with other actions as are permissible to University like filing complaints with the Competition Commission of India and / or other appropriate forums.

18. Arbitration:

In case of dispute between two parties with respect to terms & conditions of this agreement, the same shall be resolved firstly by mutual consent of both the parties. In case if they fail to reach a resolution then the matter will be referred arbitrator appointed on mutual constant basis and whose decision will be final & binding on both the parties. The language of arbitration shall be English.

19. Jurisdiction: -

All disputes will be settled within the jurisdiction of the courts at Gurugram/Dudhola.

20.1 Force Majeure: The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

20.2 For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

20.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

20.4 Risk Purchase Clause: In event of failure of supply of the item/equipment within the stipulated delivery schedule, the purchaser has all the right to purchase the item/equipment from the other source on the total risk of the supplier under risk purchase clause.

21 OTHER TERMS AND CONDITIONS:

21.1 All documents to be submitted by the tenderers with their offer should be self-attested in case the same are copies of original documents.

21.2 The Earnest money of the tenderers will be forfeited to University account and blacklisting/ debaring besides other penal action, if they withdraw their offer/ rate or modify the terms & conditions of the same at any time during the validity of their offer before acceptance.

21.3 The Financial bid/s of only those bidders/items will be opened who qualify on the basis of their Technical Bids. The date & time of opening of the financial bids will be intimated in the due course.

21.4 The offer without prescribed earnest Money, tender Fee & E-service fee is liable to be summarily rejected. The deficiency in the remaining documents and

tender requirement can be made subject to the decision by Shri Vishwakarma Skills University.

21.5 Quoted rates will remain valid for one year and can only be revived after 1 year on mutually discussed reasons and on written approval of the committee.

21.6 The contractor will provide Uniforms, with shoes, gloves and Identity cards to all the workers employed and they must be in uniform and identity cards during their duty hours in the cafeteria / Mess. All the staff will be clean shaved.

21.7 The workers and supervisor will have short hair, trimmed nails, cook must wear a cap following all the hygiene, and free from any illness while on duty.

21.8 For medical fitness they will have to individually produce fitness certificate from a doctor which will be renewed every 3 months.

21.9 The contractor will have to pay the salary and all dues to his employees and will deduct employee's share of PF and ESI from the wages to be paid as per applicable rules. He will have to comply with all provisions of the EPF act 1952 and ESI as revised from time to time. The contractor would be covered under the EPF and MF (Miscellaneous Fund act) act 1952 and ESI.

21.10 Electricity charges for the kitchen usage area are to be paid by contractor as per actual. However, misuse of water and electricity by the contractor will not be tolerated at any cost. Electrical appliances over 1000 W will be used with permission of university on the basis of sub meter provided by SVSU.

21.11 The vendor will be given a space around as designated for Cafeteria / Mess Mess at the University Campus.

22 Additional Terms and Conditions:

22.1 Bidders may please quote their unconditional rates strictly in the BOQ. The price quoted in the Financial Bid shall remain valid during the contract.

22.2 No advance payment, in any case, would be made to the firm.

22.3 The supervisor and workers provided to Shri Vishwakarma Skill University Gurugram shall not be changed except under compelling circumstances and after prior consent of the University.

22.4 The EOI has to be accompanied by a bid document fees (Tender Fee + E-Service Fee) + GST of (Rs. 2000/- + 1000/-) + 540/- = 3540/- (Rupees Three Thousand Five Hundred Forty only) and Earnest Money Deposit of Rs. 10,000.00 (Rupees Ten Thousand only). The successful bidder will have to deposit a Security Amount of Rs. 50,000/- (Rs. Fifty Thousand only) with SHRI VISHWAKARAMA SKILL UNIVERSITY, in the form of Bank Guarantee in favour of the SHRI VISHWAKARAMA SKILL UNIVERSITY, PLOT NO. 147 VISHWAKARMA BHAWAN, SECTOR-44, GURUGRAM, FOR the due fulfilment of the contractual obligations which is refundable without any interest on termination of the contract after

deducting any penalty/ any liability imposed by this office on account of unsatisfactory services.

22.5 The Office reserves the right to reject any or all the quotations without assigning any reason thereof.

22.6 Bids incomplete in any respect shall be liable to be rejected.

22.7 The agency must have a 24 hours working telephone system so that the agency can be telephonically contacted at short notice and at odd hours and on holidays, in case of requirement of services. It would be essential for the contractor to have mobile phone so that they could be contacted for duty.

22.8 L1 will be selected on the basis of the quoted lowest total amount in BOQ.

22.9 Tender committee may negotiate with the L1 Bidders of each, any or cumulative category.

22.10 If the contract is terminated in between the contract period and L2 will be awarded the contract, the period of contract with L2 will only be for the remaining period of two-year term.

22.11 **The tenders will be opened in the office of Shri Vishwakarma Skill University, Gurugram**, in the presence of bidders/ their representatives who may like to be present. The quotations received without application fees and the earnest money deposit will not be entertained and will be summarily rejected.

22.12 The Office reserves the right to cancel the contract at any time without assigning any reasons whatsoever.

22.13 The bid document should be signed by the bidders on each page in ink and mention at the last page of the bid document "The above terms & conditions laid down in the bid document are acceptable to us and will be binding on us" and countersign the same.

22.14 Under no circumstances can this contract be sublet by the contractor.

Signature of Bidder

Name:

Designation:

Organization Name:

Contact No.:

TECHNICAL BID**Online Bid Submission:**

Online system shall be followed, i.e.

- i. Please note that in any case if price-bid/Financial Offer submitted manually then bid shall not be accepted.
- ii. Only those proposals will be considered for opening, who have submitted their BID online by due date/time (as specified in Tender Document).

The Online bid complete in all respect. The following checklist is for the convenience of the bidders. Kindly check the following points before submitting the bids.

Content	Document Submitted (Yes/No)	Page No.
Have submitted EMD and TENDER+ E-Service charges on e-Procurement Portal?		
Whether the all pages of the proposal has been signed with seal of firm by bidder/authorized signatory and uploaded the scanned copy (PDF format.)		
Have submitted the Company/Firm Registration		
Have submitted copy of 1. PAN No. 2. GST Reg No. 3. TAN (if applicable) 4. FASSAI Reg. 5. EPF Regn (if applicable) 6. ESI Regn no. (if applicable) 7. LabourLicense (if applicable) 8. Any other service specific Regn no.		
Have you checked the eligibility Criteria and Submitted the relevant documents as proof on e-Procurement Portal?		
Have submitted the List of Government organizations/ Department/PSU and Private Organizations where the same products have		

been supplied (in last three years) along with their contact number(s). Note: The bidder(s) are required to submit proper proof		
Have submitted the audited Financial statements and Income Tax Return Copy showing their net balance / Profit for last three financial years(out of last 4 previous financial years, for financial eligibility.)		
Have submitted the authority letter for signing the proposal on behalf bidder on e-Procurement Portal?		
Have submitted the authority letter for use of digital signature on e-Procurement Portal?		
Have submitted the Details of Electronic Fund Transfer/RTGS Transfer		
Have submitted the Affidavit regarding delisting/blacklisting, demobilization etc.		
Whether the TENDER corrigendum (if any) has been signed by bidder/authorized signatory and submitted on e-Procurement Portal?		
All documents to be submitted by the firms should be duly self-attested in case these are copies of the original documents. No unattested documents will be entertained.		
Have submitted the financial bid as per BOQ.		

(Signature with Seal of the Bidder)

Name:

Designation:

Organization Name:

Contact No.:

<< Organization Letter Head >>
DECLARATION SHEET

We, _____ hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification. I have gone through the specifications, conditions and stipulations in details and agree to comply with the requirements and intent of specification. This is certified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, bidder has agreed to support on regular basis. We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.

Name & Address of the Bidder with Phone No. & E-mail ID	
Name, Address & Telephone Number of the proprietor	
Location of the office with telephone No. and address	
Contact Person Name	
Mobile Number	
GST Number	
PAN Number	

Attachments:

1. Power of Attorney in the name of authorized representative to be enclosed.
2. Affidavit(s).

(Signature with Seal of the Bidder)

Name:

Designation:

Organization Name:

Contact No.:

<< Organization Letter Head >>
LIST OF PRIVATE ORGANIZATION

List of Private Organizations for whom the Bidder has under-taken such work during last four years (must be supported with valid proof) self-attested

Sr. No.	Name of the organization	Name of Contact Person	Contact No.

Signature of Bidder

Name:

Designation:

Organization Name:

Contact No.:

FORMAT FOR PERFORMANCE BANK GUARANTEE

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT GURUGRAM OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GURUGRAM OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT GURUGRAM. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

To,
The Registrar

Shri Vishwakarma Skill University,

Gurugram, Haryana

India

LETTER OF GUARANTEE

WHEREAS Shri Vishwakarma Skill University, Gurugram (Buyer) have invited Tenders vide Tender No.: dated:

For purchase of

and whereas the said tender document requires that any eligible successful Bidder (seller) wishing to supply the equipment /machinery etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of “**Shri Vishwakarma Skill University**” in the form of Bank

Guarantee for Rupees

and valid till **One Year Six Months** from the date of issue of Performance Bank Guarantee that may be submitted within 21 (Twenty-One) days from the date of acceptance as a successful Bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said Bidder (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this bank shall pay to Shri Vishwakarma Skill University, Gurugram on demand and without protest or demur Rupees

This bank further agrees that the decision of SVSU, Gurugram (Buyer) as to whether the said Bidder (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Bidder (Seller) and/ or Shri Vishwakarma Skill University, Gurugram (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rupees. (Indian Rupees only).
2. This Bank Guarantee shall be valid up to (date).

3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Institute serve upon us a written claim or demand on or before(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

<< Organization Letter Head >>
MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

The Registrar
 Shri Vishwakarma Skill University,
 Gurugram.

Sub: Authorization for release of payment / dues from Shri Vishwakarma Skill University, through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:
2. Address of the Party:
 Line 1:
 Line 2:
 City:
 Pin Code:
 E-Mail ID:
 Mob No:
 Permanent Account Number (PAN NO.):

23. Particulars of Bank

Bank Name		Branch Name	
Branch Place		Branch City	
Pin Code		Branch Code	
MICR No.			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)			
IFS Code:(11-digit alphanumeric code)			
Account Type	Saving <input type="checkbox"/>	Current <input type="checkbox"/>	Cash Credit <input type="checkbox"/>
Account Number			

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, Shri Vishwakarma Skill University, responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place:

Date:

Signature & Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date:

Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.

<< Organization Letter Head >>

Financial Proposal (to be submitted online only)

Financial Proposal

To
The Registrar,
Shri Vishwakarma Skill University, Haryana,
Transit office: Plot No. 147, Sector 44,
Gurugram (Haryana).

Sub: Financial Bid /proposal for “_____”

Dear Sir,

We are pleased to quote/submit our financial proposal for the
“_____”. I/We
_____ organization here with enclose the Financial Proposal for
Empanelment of my/our firm for that tender. For TENDER, **our Financial Proposal
submitted in BOQ on online procurement portal.**

Our financial proposal shall be binding upon us subject to the modifications resulting from
contract negotiations, up to expiration of the validity period of the Proposal, i.e. 180 days
from the last date notified for submission of the proposal.

**NOTE: Financial Proposal must be submitted online in BOQ format only. If financial
bid submitted manually than bid shall not be accepted in any circumstances.**

Signature:

Name:

Business Address:

.....

Affix Rubber Stamp:

Place:

Date:

Affidavit regarding delisting/blacklisting, demobilization etc.

||SPECIMEN AFFIDAVIT||

(On Non Judicial Stamp of Rs. 100/-)

To
The Registrar,
Shri Vishwakarma Skill University, Haryana,
Transit office: Plot No. 147, Sector 44,
Gurugram (Haryana).

In response to the Tender No. for
(Name of the Tender) dated for quoting against the Tender as an
owner/Director/Proprietor of M/s

I/we _____ who is/are_____ (status in the
firm/company) and competent for submissions of the affidavit on behalf of
M/S_____ (Organization/Manufacturer/authorized dealer/
distributors/agent) do hereby solemnly affirm an oath and state that:

The firm/agency should not be black-listed/de-listed/debarred/ demobilized for poor or
unsatisfactory performance from any project by Govt. of India/Any other State
Govt./Haryana Govt. or its Departments/agencies etc.

Signature with Seal of the Deponent (Bidder)

I/we, _____ above deponent do hereby certify that the facts
mentioned in above are correct to the best of my knowledge and belief. Verified
today_____ (dated) at _____ (place).

Signature with Seal of the Deponent (Bidder)

Note: Affidavit duly notarized in original shall reach the Office of Shri Vishwakarma Skill University, Haryana, Transit office: Plot No. 147, Sector 44, Gurugram (Haryana) as per Physical Submission Date mentioned in the Key-Dates.

ANNEXURE-I

(AN AGREEMENT BETWEEN SHRI VISHWAKARMA SKILL UNIVERSITY AND THE SUPPLIER) *

Shri Vishwakarma Skill University (SVSU), Enacted under Government of Haryana Act No.25 of 2016 having its transit office at Plot No-147, Sector-44, Gurugram, Haryana represented through its authorized signatory **(Name of Registrar)**, Registrar (which expression shall unless repugnant to the context or meaning there off includes its successors and assigns) here in after referred to as **SVSU** or Owner or the **First Party**.

And

Firm Name..... having its office at, through its authorized signatory **(Name & Post)**, (which expression shall unless repugnant to the context or meaning there off includes its successors and assigns) here in after referred to as execution Manufacturers/Authorized Dealers/Distributors/Agent or the **Second Party**.

Whereas SVSU has invited Tender No. for (Name of the Tender) dated and M/s (Firm Name) submitted its proposal in this regard. SVSU after considering its negotiation offer has decided to engage (Firm Name) as execution agency for Tender No. for (Name of the Tender) dated

Firm Name..... (Execution **Agency**) is hereby agreed to take the Tender No. for (Name of the Tender) at the quoted negotiation rates, terms and conditions contained the TENDER, Work Order/Purchase Order and duly communications of the above said work.

Now, therefore, in consideration of the mutual covenants herein contained, it is hereby agreed between the parties as follows: -

The agreement shall come into force immediately and shall remain valid until the final completion of the job or cancelled by the Bidder (The Registrar, Shri Vishwakarma Skill University, Haryana) as per the time schedule described in the tender document.

All the terms and conditions contained in the Tender No. for (Name of the Tender) dated shall be the part of this agreement.

Firm Name..... (execution **Agency**) hereby declare that I shall remain bound and abide by the rates, terms and conditions of the aforesaid as well as TENDER, Work Order/Purchase Order and duly communications of the above said work. The contractor shall hand over the possession of the said premises after the expiry of the contract in the same condition as taken over by him except normal wear & tear.

In Witness Whereof, the parties here to have caused this agreement to be signed in their respective names as of the day and year first above written.

Signed by

Buyer: SVSU, Gurugram
Signature with seal
Date & Place

Bidder:
Signature with seal
Date & Place

In presence of (Witnesses)

1.

2.

***Note-This Contract is to be signed on Rs. 100/- Non Judicial Stamp paper within 15 days after receiving purchase Order/Work Order from buyer.**

(Please put the initials at each page)

TECHNICAL INFORMATION OF THE BIDDER

1. Name of the Bidding firm :
2. Office Address :
3. Mobile Number :
4. E-Mail Address :

5. Name & Designation of authorized representative(s) with Phone/mobile No.:
6. Registration Certificates (Please enclose relevant valid certified copies in support) :

SN.	Description	Details to be furnished by the Bidder	Page No in your EoI/Bid
1.	FSSAI License (if applicable)		
2.	PF Registration No. District & State (if applicable)		
3.	ESI Registration No. District & State (if applicable)		
4.	Labour License (if applicable)		
5.	Municipal Food License (FDA) (if applicable)		
6.	PAN card (Mandatory)		
7.	GST registration no. (if applicable)		
8.	Trade License/Firm Establishment Regn. No (Mandatory)		
9.	Authorization Certificate (containing the attested specimen signature) to sign this Bid/EoI document (Mandatory)		

10.	In case of partnership/private limited, relevant documents in support are to be attached by the bidder (Mandatory)		
11.	Experience in hospitality sector (if startup, Submit proof)		
12	Client List		

(Note-If, committee will satisfy with the presentation and site inspection of services then relaxation of one-year in

Experience may be granted)

Seal and Signature of Bidder

FINANCIAL BID: LIST OF FOOD ITEMS WITH RATES (Financial Bid – to be quoted)

Sr. No	Description	Qty / Size / Weight	Rate (in Rupees)
1.	Tea (per cup)	150 ml.	
2.	Tea (Tea Bags)	150 ml.	
3.	Green Tea	150 ml.	
4.	Hot Coffee (per cup)	150 ml.	
5.	Espresso coffee	150 ml.	
6.	Cold Coffee	150 ml.	
7.	Soft Drink 200 ml / 300ml / 500 ml	as per MRP	
8.	Fruit Juice 200 ml / 300ml / 500 ml	as per MRP	
9.	Fruit Shake 200 ml / 300ml / 500 ml	as per MRP	
10.	Flavoured Milk 200 ml / 300ml / 500 ml	as per MRP	
11.	Lassi Sweet 200 ml / 300ml / 500 ml	as per MRP	
12.	Masala/Plain Butter Milk 200 ml/250 ml	as per MRP	
13.	Mineral water (half ltr.)	as per MRP	
14.	Ice Cream	as per MRP	
15.	Biscuits	as per MRP	
16.	Waffers, Chocolates, toffees etc. (Only branded items)	as per MRP	

17.	Potato Paratha(100 gm)	Per Piece	
18.	Samosa (100gm)	Per piece	
19.	Kachori (100gm)	Per piece	
20.	Kachori (100gm) + Aloo sabzi	Per plate	
21.	Bread Pakora (100gm)	Per Piece	
22.	Bread Pakora (big bread stuffed paneer)(175gm)	Per Piece	
23.	Vegetable Cutlets (100gm)	Per Piece	
24.	Mix Vegetable Pakora (150gm)	Per plate	
25.	Paneer Pakora (150gm)	Per piece	
26.	Burger(150gm)	Per piece	
27.	Vegetable Petty (100gm)	Per piece	
28.	Paneer Petty (100gm)	Per piece	
29.	Pao Bhaji (350gm)	Per Plate	
30.	Chole Bhatura (350gm)	Per Plate	
31.	4 poories with aloo vegetable/Channa (350gm)	Per Plate	
32.	Rice with chholey/rajma/dal /Kadi (350gm)	Per Plate	
33.	Stuffed Prantha (Gobhi/muli etc) (150gm)	Per Pcs.	
34.	Butter Toast - 2 Slice(50 gm)	Per Plate	
35.	Vegetable Sandwich (100 gm)	Per piece	
36.	Grilled Sandwich (100 gm)	Per piece	

37.	Cheese Sandwich (100 gm)	Per piece	
38.	Omlete (1 egg with two bread slices) (50 gm)	Per Plate	
39.	Omlete (2 egg with two bread slices) (100 gm)	Per Plate	
40.	Boiled Egg (2 piece) (90 gm)	Per Plate	
41.	Egg Roll 150 gm.	Per Piece	
42.	Sambar Vada (150 gm.)	per plate	
43.	Idly Sambar (150 gm.)	per plate	
44.	Masala Dosa with sambar & Chutney (200gm)	per plate	
45.	Thali for Lunch (General) 1 Sabji + 1 Dal +100 gm Rice + 4 Roti +Salad	per plate	
46.	Thali for Lunch (Medium) 1 Sabji + 1 Dal +100 gm Rice + 4 Roti +Salad + Sweet + Raita/ Dahi	per plate	
47.	Thali for Lunch (Special) 1 Paneer Sabji +1 Seasonal Sabji 1 Dal +100 gm Rice/ Pulao + 4 Roti +Salad + Sweet + Raita/ Dahi +Papad +Pickle	per plate	
48.	Chowmine (300 gm.)	per plate	
49.	Chowmine (150 gm.)	per plate	
50.	Spring Roll 150 gm.	per piece	
51.	Noodles (Maggie, yippee etc.) (150 gm)	Per Plate	
52.	Cheese Cutlets (150 gm.)	Per piece	
53.	French Fries (150 gm.)	Per piece	
54.	Sprouts (150 gm)	Per Plate	
55.	Sweet Corn (100 gm)	Per Plate	

56.	Fruit Salad (150 gm)	Per Plate	
57.	Veg Soup (150 gm)	Per Bowl	
58.	VEGETABLE PIZZA (150 GM)	Per Plate	
59.	VEGETABLE PIZZA (350 GM)	Per Plate	
60.	Cheese PIZZA (150 GM)	Per Plate	
61.	Cheese PIZZA (350 GM)	Per Plate	
62.	Pasta (150 gm)	Per Plate	
63.	Pastries (50 gm)	Per Pc	
64.	Mess Menu Rate Per Day (As per Annex. L)		

Sr. no.	Buffet option	Price (in Rs.)
1.	1 Paneer Subzi +1 Seasonal Sabji 1 Dal + Rice/ Pulao + Roti + Salad + Sweet + Raita/ Dahi + Papad +Pickle	Per Pax
2.	1 Paneer Starter + 1 Other Veg Starters + 1 Paneer Subzi +1 Seasonal Sabji 1 Dal + Rice/ Pulao + Roti + Salad + Sweet + Raita/ Dahi + Papad +Pickle	Per Pax
3.	1 Paneer Starter + 2 Other Veg Starters + 1 Pasta / Any Other Live Station + 1 Paneer Subzi +1 Seasonal Sabji 1 Dal + Rice/ Pulao + Live Tandoor (For Breads) + Salad + 2 Sweets + Raita/ Dahi + Papad +Pickle	Per Pax
4.	1 Paneer Starter + 3 Other Veg Starters + 1 Pasta / Any Other Live Station + 1 Paneer Subzi +1 Seasonal Sabji 1 Dal + Rice/ Pulao + Live Tandoor (For Breads) + 2 Salads + 3 Sweets + 1 Live Sweet Station + Raita/ Dahi + Papad +Pickle	Per Pax

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ANNEXURE- L

MESS MENU (Per Pax)

Day	Breakfast	Roti + Lunch	Roti + Dinner
Monday	Poha/Bread Sandwich + Milk + Banana	UdadChanna Dal + Rice + Jeera Raita + Salad + Roti	Seasonal Veg.*(1. Gajjar Matar, 2. AlooMethi, 3. AlooGhobhi, 4. AlooGajarMatar, 5. Bhartha and 6. Lauki with Chana Dal 7. Mix Veg (Aloo, Gobhi, Gajar, Beans, Mattar) + Moong Sabut Dal + Salad + Roti
Tuesday	Methi/ Palak Parathe + Achar + Tea	Rajma Rice + Mix Raita + Salad/Chutney + Roti	Moong + Masoor Dal + Black Chana/ Mix Ved + Halwa/ Fruit Custard + Salad + Roti
Wednesday	Macroni/ Sewiyana + Mil	White Chole + Fried Rice + Bundi Raita + Salad/ Chutney + Roti	Dum Aloo + Sabut Masoor Dal + Salad + Gulab Jamun/ Rasgulla + Roti
Thursday	Onion Paratha + Tea + Butter	1. Sambhar/ Rice + Jeera Raita + Salad/ Chuteny 2. Kadhi 3. Roti	Sahi Paneer + Sabut Udad Dal+ Kheer + Salad + Roti
Friday	Allo Puri + Tea	Dal Makhni + Rice + Bundi Raita + Salad/ Chutney + Roti	Moong Dhuli + Seasonal Veg + Salad + Roti
Saturday	Aloo Paratha + Curd + Tea	Black Chane + Rice + Mix Raita + Salad/ Chutney + Roti	Aloo Gobhi/ French Beans + Arhar Dal + Salad + Roti
Sunday	IdliSambhar/PavBhaji + Chutney + Milk	Chhole Bhature + Lassi + Salad + Roti	Moong Masoor + Soyabean + Salad + Roti

*Seasonal Veg: 1. Gajjar Matar, 2. AlooMethi, 3. AlooGhobhi, 4. AlooGajarMatar, 5. Bhartha and 6. Lauki with Chana Dal 7. Mix Veg (Aloo, Gobhi, Gajar, Beans, Mattar)

ANNEXURE – M

QUALITY OF INGREDIENTS AND OTHER ITEMS

The ingredients used must be of reputed brands, some of which have been listed below. Only if the brand mentioned in the first column is unavailable, and university/ Competent Authority is convinced of the fact, then only the Alternative Brand may be used (in the order mentioned only):

Ingredients	Primary Brand	Alternative 1	Alternative 2
Butter	Amul	Britannia	Verka
Jam	Kissan	Tops	Patanjali
Bread	Britannia	Harvest	Patisserie
Oil	Fortune (Sun Flower)	Saffola	Sundrop
Ghee	Amul	Nestle	Nestle
Tea	TataPremium	BrookeBond	TajMahal
Coffee	Nescafe	Bru	Tata
Milk	Amul (Gold)	Verka (Full Cream)	Amul (Shakti)
TomatoKetchup	Kissan	Maggi	Heinz
TomatoSauce	Kissan	Maggi	Heinz
ChillySauce	Kissan	Maggi	Heinz
Pickles	Nilon	MothersRecipe	MothersRecipe
Besan	Tata	PaMark	Fortune
Noodles	Nestle (Maggi)	Yippee	TopRamen
Atta/Wheat	Ashiwad (FullWheat)	RajdhaniChakki	RajbhogChakki
Cornflakes	Kellogs	Bagrry's	Patanjali
Salt	Tata	I-Shakti	Surya
Masalas	Everest	MDH	Catch
Paneer (MalaiPaneer)	Amul	MotherDiary	Verka
Rice	Masmati	Rajdhani	TajMahal
Dal	Tata	Safal	Patanjali

Notes:

- Only Basmati Rice will be used.
- Wheat/Atta must be approved by the Competent Authority.
- Brand of any other item required or, in case of non-availability of the above brands, will be mutually decided by the Committee with service provider and approved by the Competent Authority.

ANNEXURE-N

FIXED MENU TO BE PROVIDED DAILY NOT TO BE QUOTED			
SANDWICHES&PARATHAS			
No.	Items	Qty.	Price (Rs)
1	Butter Sandwich Grilled: (Bigger Size)	1	25
2	Aloo Paratha With Butter or Curd	1	30
3	Bread Omelette (1 Eggs, 2Pcs Bread) Regular Size Bread	2	25
4	Bread Omelette (1 Eggs, 4Pcs Bread) Regular Size Bread	2	40
DOSA & UTTAPAM			
5	Plain Dosa With Sambhar & Coconut Chutney	1	40
MEALS			
6	Rajma Rice (Rice: 300-330gm, Rajma: 120-130gm)	1 Plate	50
7	Mini Thali (2 Chapati,90-100gm Rice, 1Dal, 1Veg, Raita, Salad, Pickle)	1	50
MAGGI & NOODLES			
8	Plain Maggi (Full Plate)	1	20
OTHERITEMS			
9	Samosa / Bonda / Vada (90-100gm)	1	12
10	Bread Pakora (90-100gm)	1	15
TEA & COFFEE			
11	Lipton/ Tata (Cup Size: 100ml)	1	8
12	Lipton/ Tata (Cup Size: 150ml)	1	10
13	Nascafe 100 ml	1	15

Note* Since the rates of the above item are fixed, these rates will not be used on financial bid for evaluation purpose.

Sr. no.	Annexures	Remarks
1.	Annexure-J	TECHNICAL INFORMATION OF THE BIDDER
2.	Annexure-K	FINANCIAL BID: LIST OF FOOD ITEMS WITH RATES
3.	Annexure-L	MESS MENU
4.	Annexure-M	QUALITY OF INGREDINTS AND OTHER ITEMS
5.	Annexure-N	FIXED MENU TO BE PROVIDED DAILY NOT TO BE QUOTED