

**TITLE** : **E TENDER FOR PROVIDING MESS & CATERING SERVICES FOR BOYS HOSTEL OF SGTB KHALSA COLLEGE.**

**OWNER** : **PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE.**

**ADDRESS** : **UNIVERSITY OF DELHI, DELHI 110007 (INDIA)**

**WEBSITE** : [HTTPS://SGTBKHALSADU.AC.IN/](https://sgtbkhalسادu.ac.in/)

**TYPE OF TENDER** : **OPEN- E TENDER (TWO COVER SYSTEM)**

**ESTIMATED COST OF WORK** : **1,13,40,000/-**

**TENDER FEE** : **RUPEES ONE THOUSAND ONLY**

**DATE OF START** : **24-07-2023**

**LAST DATE OF SUBMISSION OF TECHNICAL BID DOCUMENT** : **07-08-2023**

**EARNEST MONEY DEPOSIT** : **2,27,000/-**

**TENDER PREPARED BY** : **RSA ARCHITECTS, 1206 SURYA KIRAN BUILDING, 19 K.G. MARG, NEW DELHI 110001. PH. 011-23312688. RSA1206@MSN.COM**

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TENDER SCHEDULE		
Validity Of Offer	:	90 Days
Cost Of Tender Document	:	Rs. 1,000
Estimated Cost of The Work	:	1,13,40,000/-
Earnest Money Deposit.	:	2,27,000/- Payables by D.D. In Favour Of PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE. EMD of unsuccessful bidders will be returned.
Start Of Tender Download.	:	Monday, 24 July 2023
Last Date of Tender Download.	:	06-08-2023
Last Date of Submission of Tender.	:	07-08-2023 At 3:00 Pm
Date Of Opening of Technical Bid.	:	07-08-2023 At 3:30 Pm
Contract Time Period.	:	12 Months
Performance Guarantee.	:	Before Issue of Work Order, the Successful bidder Shall Furnish a Performance Guarantee in The Form Of A Bank Guarantee To The Tune of 2.5% of the Cost Of The Accepted Tender Amount. Bank Guarantee Will Be Kept Valid Up To 1 Month After Completion of The Contract Period.
Contact Details for Clarification Related to Tender.	:	Email: <a href="mailto:Rsa1206@Msn.Com">Rsa1206@Msn.Com</a> Phone. 011-43560879

**BRIEF ELIGIBILITY CRITERIA**

S. NO.	DESCRIPTION
1)	: <b>BIDDER SHOULD HAVE COMPLETED THREE SIMILAR WORKS OF SERVING IN RENOWNED HOSTEL MESSSES EACH WORK COSTING NOT LESS THAN RUPEES 45 LAKHS PER ANNUM AND SERVING MINIMUM 86 PEOPLE.</b>
	<b>OR</b>
	<b>BIDDER SHOULD HAVE COMPLETED TWO SIMILAR WORKS OF SERVING IN RENOWNED HOSTEL MESSSES EACH COSTING NOT LESS THAN RUPEES 68 LAKHS PER ANNUM AND SERVING MINIMUM 130 PEOPLE</b>
	<b>OR</b>
	<b>BIDDER SHOULD HAVE COMPLETED ONE SIMILAR WORK SERVING IN RENOWNED HOSTEL MESSSES EACH COSTING NOT LESS THAN RUPEES 91 LAKHS PER ANNUM AND SERVING MINIMUM 173 PEOPLE.</b>
2)	: <b>BIDDER SHOULD HAVE AVERAGE ANNUAL TURNOVER (GROSS) OF 57 LAKHS</b>
3)	: <b>BIDDER SHOULD SUBMIT SOLVENCY OF RUPEES 45 LAKHS</b>
4)	: <b>BIDDER SHOULD SUBMIT AN EMD OF RUPEES 2,27,000/-.</b>
5)	: <b>BIDDER SHOULD BE REGISTERED WITH FSSAI &amp; GST</b>

**CHECKLIST OF DOCUMENTS TO BE PLACED IN THE TECHNICAL BID**

<b>S.NO.</b>	<b>DESCRIPTION</b>	<b>CHECK</b>
1)	: COMPANY REGISTRATION DETAILS	<input type="checkbox"/>
2)	: VALID FSSAI REGISTRATION CERTIFICATE COPY	<input type="checkbox"/>
3)	: GST REGISTRATION CERTIFICATE COPY	<input type="checkbox"/>
4)	: PAN CARD COPY	<input type="checkbox"/>
5)	: REGISTRATION OF PROVIDENT FUND	<input type="checkbox"/>
6)	: REGISTRATION OF ESIC	<input type="checkbox"/>
7)	: LABOUR LICENSE	<input type="checkbox"/>
8)	: LAST THREE YEARS INCOME TAX RETURNS	<input type="checkbox"/>
9)	: TURNOVER CERTIFICATE (ANNEXURE -1)	<input type="checkbox"/>
10)	: SOLVENCY CERTIFICATE	<input type="checkbox"/>
11)	: VALID COMPLETION CERTIFICATES/ WORK EXPERIENCE CERTIFICATES	<input type="checkbox"/>
12)	: TENDER FEE OF RS. 1000 IN THE FORM OF A DEMAND DRAFT IN THE NAME OF PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE.	<input type="checkbox"/>
13)	: EMD FEE OF RS. 2,27,000/- IN THE FORM OF A DEMAND DRAFT IN THE NAME OF PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE.	<input type="checkbox"/>
14)	: SELF DECLARATION OF NON-BLACKLISTING	<input type="checkbox"/>

**SUBMISSION OF TECHNICAL BID & FINANCIAL BID**

- 1) HARDCOPY OF THE TECHNICAL BID DOCUMENTS AND FINANCIAL BID DOCUMENTS HAS TO BE SUBMITTED TO THE OFFICE OF PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE. ON OR BEFORE 3:00 PM ON 07-08-2023.**
- 2) THE TECHNICAL BID DOCUMENTS, FINANCIAL BID DOCUMENT AND EMD WITH TENDER FEE SHOULD BE PLACED IN THREE SEPARATE ENVELOPES.**
- 3) ALL THE THREE ENVELOPES SHOULD BE PLACED IN ONE BIG ENVELOPE ADDRESSED TO THE PRINCIPAL SGTB KHALSA COLLEGE WITH THE HEADING “E TENDER FOR PROVIDING MESS & CATERING SERVICES FOR BOYS HOSTEL OF SGTB KHALSA COLLEGE”**

**NOTICE INVITING TENDER**

To

All The Eligible Bidders,

Dear Sir/ Madam,

You are invited to submit your most competitive **OFFLINE** Quotation through E PUBLISHING system of the Government of India [ePublishing System, Government of India \(eprocure.gov.in\)](https://epublishing.gov.in) in TWO COVER SYSTEM (TECHNICAL & FINANCIAL) on or before the prescribed due date and time for E TENDER FOR PROVIDING MESS & CATERING SERVICES FOR BOYS HOSTEL OF SGTB KHALSA COLLEGE..

Only Manual Bids shall be accepted, including the supportive documents / instruments if any asked in this tender.

The complete details of the tender items are available in the tender document, which can be downloaded from <https://sgtbkhapsadu.ac.in/>and the [ePublishing System, Government of India \(eprocure.gov.in\)](https://epublishing.gov.in).

The bids are to be submitted OFFLINE through [ePublishing System, Government of India \(eprocure.gov.in\)](https://epublishing.gov.in) up to the due date and time of submission of tender. Any queries related to the tender document should be addressed to the tender inviting authority PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE..

Sd/-

PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE.

**TENDER ACCEPTANCE (OFFER) LETTER**

TO,

PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE.  
University of Delhi, Delhi 110007 (India)

Subject: Acceptance in respect of terms and conditions of tender document for E TENDER FOR PROVIDING MESS & CATERING SERVICES FOR BOYS HOSTEL OF SGTB KHALSA COLLEGE..

Dear Sir,

1. I / We have downloaded the tender document(s) for the above-mentioned tender from the website <https://sgtbkhsadu.ac.in/> / [ePublishing System, Government of India \(eprocure.gov.in\)](https://epublishing.gov.in/)
2. I / We hereby certify that I / We have read every page of the tender document including all terms/conditions/drawings/annexures/forms/appendixes/paras etc. which are part of the contract agreement, and I / We agree to accept all the terms and conditions contained therein.
3. The corrigendum(s) issued from time to time by your organisation has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept all the terms and conditions of above-mentioned tender document and corrigendum(s) as applicable.
5. In case any provisions of this letter are found violated, then PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE. shall without prejudice to any other right or remedy be at liberty to reject my/our bid including the forfeiture of EMD.
6. I / We hereby certify that all statements made, and information supplied in the enclosed appendix, annexure, forms/paras etc. furnished herewith are true and correct.
7. I / We have furnished all information and details necessary for demonstrating our qualification and have no further critical information to supply.
8. I / We understand and accept that PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE. is not bound to accept the lowest bid or any of the bids submitted by the bidders or to give any reasons for their decision.
9. I/We understand and accept that all taxes including GST shall be payable by the bidder/contractor and PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE. will not entertain any claim whatsoever in respect of taxes.



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10. I/We understand and accept that PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE. reserves the right of accepting the whole or any part of the tender and the bidder/contractor shall be bound to perform the same at quoted rates.
11. I / We understand and accept that in case any information provided by me/us is found to be false/ incorrect, then PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE. shall be at liberty to reject our bid and without prejudice to any other right or remedy, be at liberty to forfeit the EMD absolutely and I / We shall not have any claim against PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE. .
12. I/We understand and accept that, if after the tender is accepted, I / We fail to commence the execution of the works within the stipulated time, then PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE. shall without prejudice to any other right or remedy, be at liberty to forfeit the EMD absolutely and I / We shall not have any claim against PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE. .

Yours Faithfully,

Signature of Bidder:

Name:

Designation:

Stamp of the Bidder:

**BIDDER'S DETAILS**

<b>S.NO.</b>	<b>DESCRIPTION</b>	<b>DETAIL</b>
1	Name of Company	
2	Address of Company	
3	PAN no.	
4	GSTN no.	
5	Telephone Number	
6	Email Address	
7	Name of Company Owner / Director / Partner	
8	Address of Company Owner / Director / Partner	
9	Telephone Number of Company Owner / Director/ Partner	
<p>I/We hereby declare that the information furnished above is true and correct. In case the above information is found incorrect at any stage, the PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE. may take appropriate action as warranted.</p>		
Name:		
Designation:		
Stamp & Signatures:		
Place:		
Date:		

## SPECIAL CONDITIONS OF CONTRACT

1. CONTRACTORS are advised to inspect and examine the Hostel Mess and the surroundings and satisfy themselves before submitting their Tender as to the nature of the work, the means of access, the accommodation they may require and in general shall themselves obtain necessary information as to the risks, contingencies and other circumstances which may influence or affect their Tender. CONTRACTORS shall be deemed to have full knowledge of the workplace, whether they inspect it or not and no extra charge consequent to any misunderstanding or otherwise shall be allowed.
2. Submissions of the Tender by the CONTRACTOR implies that he has read all contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors bearing on the execution of the works.
3. On acceptance of the Tender, earnest money will be treated as a part of the security. In addition, contractor shall furnish performance guarantee in the form of an F.D.R or bank guarantee of 2.5% of the accepted Tender cost in favour of PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE. before issue of work order.
4. PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE. will return the earnest money where applicable to every unsuccessful contractor on return of all the Tender documents without any interest.
5. TDS as applicable shall be deducted from the payments made to the bidder/contractor and TDS certificates shall be issued by the owner.
6. All labour Employed by the Contractor shall be covered by the workman's compensation act. Any death, injury or mishap to the workmen of the Contractor will entirely be the Contractor's responsibility and the College, shall not be liable to pay any damages for the same.

## SCOPE OF WORK

The caterer is expected to provide the following cooking & serving services in the Boys hostel mess with approx. 216 Students. (Note: No minimum assurance is being given by the SGTB Khalsa college for the meals per seating.)

The service provider must provide the meal to the students as per schedule mentioned below:

- 1) Breakfast
- 2) Lunch
- 3) Hi-Tea/Snacks
- 4) Dinner
- 5) Special Menu: Only on special occasions during the contract period.

## GENERAL CONDITIONS OF CONTRACT

### DEFINITIONS:

1. The Site/ Work Place: shall mean the site of contract work.
2. Bidder / Contractor/ Caterer: Shall mean the person or business that agrees to conduct the contract work under the terms of the contract.
3. Sub-Contractor: includes those who have a direct contract with the Contractor.
4. Notice: written notice shall be deemed to have been served if delivered in person to a member of the Contractors firm.
5. Owner: PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE.
6. Work: the term “work” includes both labour and material of the Contractor/Sub-Contractor.
7. Law: law of the place of work shall govern this contract.
8. Contract documents: shall consist of the following:
  - a) The agreement.
  - b) The General and Special conditions of contract.

### TERMS & CONDITIONS

- 1) The Caterer shall provide sufficient staff for the preparation, distribution, supervision and cleaning of the hostel mess, kitchen, dining halls and related areas. The staff shall clean the plates, tumblers, tables, crockery and other utensils after every meal. The Caterer shall also ensure that the basic hygiene and sanitation of the mess premises are always maintained.
- 2) The Caterer is responsible for supplying all the necessary utensils and crockery for serving meals to the students in each hostel mess. The SGTB Khalsa College will only

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provide a limited number of cooking equipment. The vendor must ensure that the crockery is of good quality and quantity.

- 3) The mess is the only place where food is available, unless a student has a medical condition that requires otherwise.
- 4) The Caterer is responsible for ensuring that its workers at SGTB KHALSA COLLEGE wear appropriate uniforms with name badges, shoes, socks, sanitizer, disposable head caps, hand gloves and masks. The uniforms should be clean and tidy. The workers should also maintain high standards of personal hygiene and grooming, such as clean nails, no body odour, or bad breath. The workers should present themselves in a professional manner.
- 5) The chef employed by the Caterer must wear a tidy and hygienic uniform that includes name badges, head caps, and hand gloves.
- 6) To provide quality service to the students, sufficient staff should supervise the meals during breakfast, lunch, Hi-Tea and Dinner.
- 7) The Agency is responsible for maintaining the professional conduct of its staff at SGTB Khalsa College. The staff should refrain from any involvement in matters that could harm the reputation or interests of the SGTB Khalsa College.
- 8) Food handlers must follow strict hygiene standards and prevent food contamination. They must provide a medical certificate at the beginning of their work, showing that they are fit and healthy to cook and serve food. They must also have insurance coverage for any accidents and injuries that may occur at work. The caterer is responsible for the cost and risk of the insurance.
- 9) It is mandatory for the agency to provide the Police verification record of every worker prior to deployment.
- 10) The Caterer must supply sanitation items such as hand wash liquid and tissue papers at all food serving locations. The Caterer is solely responsible for refilling the items.
- 11) CATERER must ensure that all the utensils and cutlery used for cooking and eating are washed with soap and water after every meal. This includes breakfast, lunch, Hi-Tea and dinner. Use only the approved brands of cleaning materials. Dry the items and store them for the next use.
- 12) To maintain hygiene and prevent clogging, it is important to clean the wash basin and the kitchen drains regularly. CATERER can use a mild detergent and a brush to scrub the surfaces and rinse them with water. Alternatively, CATERER can pour boiling water and baking soda down the drains to dissolve any grease or dirt. Do this at least once a week or more often if needed.

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- 13) To prevent the spread of germs, disinfectants should be used for frequent cleaning of surfaces and washing of floors. This will help to keep the environment hygienic and safe.
- 14) The caterer must ensure that all vegetables, fruits, and other ingredients are fresh and not spoiled or overripe. The caterer must also maintain hygiene standards for all milk and milk products such as curd, yogurt, cheese etc. They should be of good quality or from reputed brands and should be made and served fresh.
- 15) Fresh vegetables and meat must be rinsed with warm water before chopping. No bleach, washing soda, or detergent powder is allowed for washing them. The Mess Committee/Sub-Committee/Administration of SGTB KHALSA COLLEGE can inspect the kitchen at any time during the working hours.
- 16) To prevent pests, store Jam, Pickles, Butter, Salt and Sugar in a clean spot near the dining areas. Monitor the items frequently and refill them as needed. The Mess Committee/Sub-Committee/Administration of SGTB KHALSA COLLEGE may inspect them randomly during work hours.
- 17) The Caterer will receive Kitchen and Dining Equipment's from SGTB Khalsa College for food preparation and service. The Caterer must replace any items that are broken, damaged or lost. SGTB Khalsa College will charge the Caterer for electricity and water usage.
- 18) The Hostels Mess requires the Caterer to purchase fresh groceries, vegetables, raw materials, and other ingredients according to the menu. The Caterer is responsible for ensuring the quality and quantity of the food items.
- 19) The agency will offer the special menu (Lunch/Dinner) for special occasions at no extra cost.
- 20) The Caterer shall offer unlimited servings of various dishes, such as fried vegetables, chips, curd, sweets, fruits, and special vegetarian or non-vegetarian options.
- 21) SGTB KHALSA COLLEGE may require additional catering services for its events, besides the regular mess facility. The caterer shall arrange these services either inside or outside the mess area, as per the College's request. No extra charges shall be levied by the caterer for buffet setup, transportation, or other arrangements.
- 22) The Caterer is expected to operate the mess every day of the year, unless instructed otherwise by the SGTB KHALSA COLLEGE Administration. The mess usage may fluctuate depending on the College's vacation schedules.
- 23) During the vacation, the menu will vary from the usual one. The rates and dishes will be determined by the Mess Committee, Caterer and Administration of SGTB Khalsa College together.

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- 24) The Mess Committee/Administration of SGTB KHALSA COLLEGE will conduct regular inspections of the food quality and the brands used for various items. The mess vendor will cooperate with the inspections and allow access to the store and the kitchen. If any violation is found, the SGTB Khalsa College may impose a financial penalty or cancel the contract on repeated violation.
- 25) The Caterer shall keep daily records of meals/PAX for Students, Guests & Visitors etc. as instructed by the College Administration/Mess Committee. The Caterer is solely responsible for recording student attendance every day.
- 26) The Caterer is responsible for keeping accurate and updated records of the stock/inventory of the mess, as well as ensuring compliance with the relevant labour law and other statutory regulations.
- 27) The Caterer shall maintain the kitchen and dining hall furniture fixtures in good condition and operate them according to the manufacturer's instructions. The Caterer shall bear the responsibility and liability for any damage or injury caused by improper use of the equipment.
- 28) The Caterers duties include garbage disposal and daily transport of garbage to Municipal Collection Centre. The Mess/SGTB Khalsa College premises must not store garbage for more than six hours. The Caterer must prevent raw items from contaminating the water discharge from the mess. The Caterer must also regularly clear all the drains near the kitchen and dining hall at his own expense.
- 29) The Caterer and his staff must always be efficient, prompt, polite and well-behaved. The food they provide must be of high quality and meet the standards of the contract. This is the core of the agreement between the Caterer and the Client.

FOOD MENU

Item	Timing		Menu
Breakfast	7:30 Am To 9:30 Am	1	Corn Flakes/ Wheat Flakes/ Dalia/Oats With Milk ( Hot/Cold) Any One
		2	Idli Sambar/ Masala Dosa Sambar/ Vada Sambar/ Upma/ Uttapam (Any One Twice A Week)
		3	Stuffed Prantha (Aloo, Pyaz, Paneer, Gobi, Methi), Puri Bhaji / Phoha/ Dal Kacchori + Aloo Sabzi (Any Two )
		4	Slices Of Plain Bread (White/Brown) And Toasted With Jam/ Butter

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Item	Timing		Menu
		5	Boiled Egg (Monday, Wednesday, Friday, Saturday, Sunday)
		6	Tea/Coffee/Milk (Everyday)
		7	1 Seasonal Fruit (Banana / Apple/ Seasonal Fruit) Every Day.
Lunch	01:00 Pm To 02:30 Pm	1	Green Salad
		2	Plain Curd/ Raita
		3	Papad
		4	Pickles
		5	Onion And Nimbu
		6	Roti - Tandoori / Tawa / Bhature
		7	Rice - Plain/Jeera/Veg Pulao / Fried Rice
		8	Dal Fry/ Dal Tadka ( In Variety)
		9	One Seasonal Green Vegetable Dry
		10	One Dish With Gravy (Chole, Rajma, Lobia, Kofta, Soya Chunk, Egg Curry, Paneer Items)
		11	Chhaach / Lassi
		12	Pizza (Once A Week)
Hi-Tea /	4:30 Pm To	1	Tea / Coffee / Milk



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Item	Timing		Menu
Snacks	5:30 Pm	2	Sprout Chat / Corn Chat / Chiili Patato / Mix Pakora With Green And Imly Chutney/ Behl Puri / Maggi / Papdi Chaat/ Dahi Bhalla/ Veg Noodles / Pasta/ Samosa / Cutlet/ Pav Bhaji / Club Sandwich/ Veg Manchurian/ Macroni/ Chowmin/ Bread Roll. (Any-one)
Dinner	7:30 Pm To 9:30 Pm.	1	Green Salad
		2	Pickles
		3	Papad
		4	Roti - Tandoori/Tawa/Naan/ Makki
		5	Rice - Plain / Jeera
		6	Dal Fry / Dal Tadka / Dal Makhni ( In Varities)
		7	One Seasonal Vegetable Dry
		8	One Vegetable With Gravy ( Any Paneer & Any Kofta Items, Mix Veg, Any Chana Item, Any Other Seasonal Vegetable Curry, Sarson Ka Saag, Soya Chaap)
		9	Sweet Dish ( Ice Cream / Laddu / Rasgulla / Barfi / Halwa / Gulab Jamun / Kheer / Sewai / Fruit Custard / Ras Malai )
		10	Non Veg / Special Veg Item (Monday And Wednesday)
Special Menu	Once A Month / Festival Days		

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Item	Timing		Menu
	Starter Veg ( Any Two)	1	Paneer Roll, Veg Manchurian, Hara Bhara Kebab, Masala Papad, Spring Rool, Chilly Paneer, Crispy Corn, Paneer Cutlet, Dahi Vada, Pani Puri, Honey Chilli Patato, Momos, Garlic Bread, Dhokla, Cheese Balls, Paneer Tikka, Bread Rolls, Paneer 65.
	Starter Non Veg ( Any Two)	2	Chicken 65, Chicken Samosa, Chicken Pakora, Chilly Chicken, Shammi Kebab, Tawa Chicken, Chicken Seekh Kebab, Mutton Seekh Kebab, Chicken Malai Tikka, Chicken Tikka, Amritsari Fish, Chicken Lollipop, Egg Roll.
	Fasting Starters ( Any One)	3	Sabudana Vada, Aloo Chaat (Vrat)
	Drinks / Soup (Any Two)	4	Hot & Sour Soup, Sweet Corn Soup, Thandai, Virgin Mojito, Cold Drinks ( Coca Cola, Campa, Pepsi, Sprite, Thumbsup), Lassi, Monhow Soup, Wontons, Chicken Soup.
	Main Course Veg ( Any Two)	5	Kadhai Paneer, Dal Makhani, Veg Kohlapuri, Paneer Lababdar, Paneer Tikka Masala, Kaju Curry, Masala Mushroom, Paneer Butter Masala, Chana Masala, Methi Matar Malai, Punjabi Dum Aloo, Navratan Korma, Malai Kofta, Shahi Paneer, Paneer Bhurji, Paneer Biryani, Misal Pav.
	Fasting Main Course	6	Sabudana Khichdi, Singada Atta Puri
	Bread & Rice ( Any Two)	7	Tandoori Naan, Butter Naan, Missi Roti, Rumali Rotu, Paneer Biryani, Shahi Pulao, Zarda Pulao, Jeera Rice, Chicken Biryani.

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Item	Timing		Menu
	Desert ( Any One)	8	Rabdi Jalebi, Boondi, Rasmalai, Motichoor Laddoo, Shahi Tukda, Gujiya, Kalakand, Brownie, Gulab Jamun, Kaju Katli, Rasgulla, Falooda Kulfi, Nankhatai, Malpua, Modak, Shrikhand, Milkcake, Ice Cream, Pastry, Badam Milk, Kheer, Soan Halwa.
	Sick People Menu (Any Two)	1	Kichdi, Daliya, Soup, Milk (With Turmeric), Hearbal Tea (Kadha)

**NOTE:**

- 1) Non-vegetarian food items, such as eggs, fish, chicken, and mutton, as well as paneer dishes, will be available for dinner twice a week. The menu will follow the standard food guidelines.
- 2) The Mess Committee/college administration will handle all menu and policy issues related to the mess operations.
- 3) The mess committee/ college administration may adjust the weekly food menu according to the students' needs. Their decision on this matter is final.
- 4) The hostel mess will offer a variety of cuisines, such as north Indian, south Indian, and Chinese, to cater to the diverse preferences of the students.
- 5) The College Administration/Mess Committee reserves the right to alter the hostel mess timings as per their discretion.
- 6) Packed Lunch on demand of student shall be provided.

**QUALITY OF INGREDIENTS AND APPROVED BRANDS**

To ensure quality, caterer must use only recommended brands for the ingredients. In case of unavailability, caterer must get approval from the College Administration/ Mess Committee before using other brands.

S.No.	Item	Approved Brands
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1	Salt	Tata, Aashirvaad
2	Spices	MDH, Everest
3	Ketchup	Maggi, Kissan
4	Oil	Sundrop, Fortune, Kanodia
5	Ghee	Milkfood, Amul, Verka
6	Pickle	Mother's , Pachranga, Nilons
7	Rice	Basmati Rice ( IndiaGate , Daawat)
8	Atta/ Besan	Aashirwad, Rajdhani
9	Pulses	Tata, Rajdhani, Mangatram
10	Papad	Lijjat, Sriram
11	Soyabean	Nutrela, Saffola
12	Butter	Amul, Britannia
13	Bread	Britannia, Amul, English Oven
14	Jam	Kissan, Maggi
15	Milk	Amul, Mother Dairy
16	Paneer	Amul, Mother Dairy
17	Tea	Tata, Brookbond, Lipton
18	Ice Cream	Amul, Kquality Walls
19	Coffee	Bru, Nestle
20	Oats, Muesli, Dalia, Cornflake, Poha	Kellogs, Mohuns, Rajdhani

**ESSENTIAL REQUIREMENTS OF BIDDER / CATERER**

- 1) To be eligible for this contract, the bidder should possess the necessary and current legal documents that authorize them to provide catering services.
- 2) The bidder declares that no present or former employee of the principal Employers has initiated or is involved in any legal proceeding(s) or industrial dispute(s) regarding wages, employment, or any other payment. The bidder should also submit an affidavit to support this declaration, which if found to be false, could result in criminal prosecution and termination of the contract. The bidder further agrees to bear the risk and cost of any work awarded to another caterer in such a case.

E TENDER FOR PROVIDING MESS & CATERING SERVICES FOR BOYS HOSTEL OF SGTB KHALSA COLLEGE.

- 3) The Tender document does not limit the right of SGTB Khalsa College to evaluate the bidder's ability and suitability to execute the contract if such evaluation is deemed necessary for the overall interest of SGTB KHALSA COLLEGE. The Principal SGTB Khalsa College has the final authority to decide on this matter.

PAYMENT OF BILLS

- 1) The caterer must send a monthly Tax Invoice to the SGTB Khalsa College with the GST Registration number and Student Attendance counter signed by the Hostel Warden. The invoice should include the monthly catering charges of the students who ate in the mess in the hostel. The caterer must also show proof of PF, ESI and Salary payment to the manpower every month. The College Administration will check the invoice for compliance of terms, conditions, and documents. The caterer must clear all his dues related to the mess account of students at the end of each term.
- 2) The Caterer is solely responsible for keeping a daily record of all students' attendance.
- 3) The SGTB Khalsa College is solely responsible for collecting the mess fee from the students and paying it to the Caterer.
- 4) The Caterer must ensure that its staff receive their salaries by the first week of each month. The Caterer must also provide a bank statement as proof of payment when requested by any SGTB Khalsa College official.
- 5) The agreement stipulates that the Caterer must submit a list of its on-site staff to the SGTB Khalsa College. The Caterer must also notify the SGTB Khalsa College of any staff changes or new hires within a week.
- 6) Contractor shall pay electrical bill as per actual reading of Sub Meter and PNG gas bill of IGL as per meter reading regularly at his own cost. For water charges, a lump sum amount of Rs. 5000/- (Rupees Five Thousand Only) shall be deducted from the contractors' bills.
- 7) Rs. 10,000 (Ten Thousand only) per month will be deducted from the contractor's bill towards building maintenance charges.

HYGIENE

- 1) The Caterer shall always keep the kitchen and dining hall clean.
- 2) The Caterer shall clean all kitchen accessories daily with human grade detergent only. This will prevent the growth of bacteria and fungi that can cause food poisoning and spoilage. Human grade detergent is also gentle on the materials and does not leave any harmful residues.

E TENDER FOR PROVIDING MESS & CATERING SERVICES FOR BOYS HOSTEL OF SGTB KHALSA COLLEGE.

- 3) The Caterer shall essentially dispose of the contents of kitchen/dining hall dustbins regularly and ensure that they are always sealed with a lid.
- 4) To maintain hygiene and safety standards, all surfaces in the kitchen and dining hall, including walls, ceilings, fans, light fixtures, and counter tops, must be always kept dust-free and clean by the caterer.
- 5) The Caterer shall ensure food safety and quality. Any food that has been left over after serving should not be kept for future use.
- 6) The caterer shall store all cooked and semi-cooked food properly to prevent food borne illnesses. Any food that looks or smells suspicious should be disposed of immediately.
- 7) The caterer agrees to sanitize all dishes, utensils and cookware used in the mess. This is to ensure the hygiene and safety of the food served to the students. The caterer shall follow the sanitation guidelines provided by the health department and use approved cleaning products and equipment.
- 8) The caterer shall not use any cooking utensils that are dented or damaged, or any crockery that is chipped or cracked. The caterer shall ensure that all the utensils and crockery are in good condition and clean before and after each use.

### SAFETY MEASURES

**Fire safety:** The caterer should ensure that all fire safety norms are followed, including:

- 1) Having a fire escape plan in place and ensuring that all residents are familiar with it.
- 2) Storing flammable materials in a safe place
- 3) Training staff on fire safety procedures
- 4) Electrical safety: The caterer should ensure that all electrical equipment is properly used and maintained. This includes:
  - a. Using extension cords only when necessary and making sure they are in good condition.
  - b. Unplugging appliances when they are not in use.
  - c. Not overloading electrical outlets

**Food safety:** The caterer should ensure that all food is handled and prepared safely. This includes:

- 1) Washing hands thoroughly before and after handling food.

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- 2) Cooking food to the proper temperature
- 3) Keeping food at safe temperatures
- 4) Avoiding cross-contamination of food

In addition to these general safety measures, the caterer should also be familiar with any specific safety regulations that may apply to the hostel. These regulations may be set by the local fire department, the health department, or other government agencies.

**General Safety Precautions:** caterer shall always:

- 1) Keep all cooking areas clean and free of clutter.
- 2) Never leave cooking unattended.
- 3) Be careful when using open flames.
- 4) Keep flammable materials away from heat sources.
- 5) Do not overload electrical outlets.
- 6) Have a fire extinguisher on hand and know how to use it.
- 7) Practice fire drills regularly.

PERIOD OF CONTRACT

- 1) The initial contract period will be one year. The rates quoted will remain the same for the duration of the contract. The contract may be extended for an additional two years, on the same rates, terms, and conditions, by mutual consent on a yearly basis, subject to a satisfactory service report from the College Administration/Mess Committee of SGTB Khalsa College.
- 2) The contract will be in effect for the period specified in the contract. Upon expiration, the contract will be automatically terminated unless otherwise notified in writing. The caterer will not have any right, either contractual or equitable, to demand a new contract for another term or to continue the current contract in preference to any other party.
- 3) Regardless of any other provisions in this contract, the contract will automatically terminate if the continuation of the contract or any part of it becomes illegal, void, or unenforceable for any reason.
- 4) Upon premature termination of the contract for any reason whatsoever, the Owner shall be entitled, at the risk and cost of the caterer, to arrange for the meals for the balance period of the contract as contemplated in the scope of the work through an independent

E TENDER FOR PROVIDING MESS & CATERING SERVICES FOR BOYS HOSTEL OF SGTB KHALSA COLLEGE.

agency or agencies and to adjust any differentiated amount thus incurred from the caterer/caterer (in addition to any other amounts, compensation and damage that the SGTB Khalsa College is entitled to in terms of the contract or otherwise) from the security deposit or any other amounts due or becoming due to the caterer/caterer.

TAXES, LABOUR LAWS, AND OTHER REGULATIONS:

1. The caterer is responsible for following all laws and regulations that apply to the workers, including safety regulations.
2. The caterer is solely responsible for ensuring that all food items prepared and served meet all applicable legal requirements. The caterer is also solely responsible for any violations of any applicable laws related to the preparation, storage, and sale of food, including the Prevention of Food Adulteration Act, the Essential Commodities Act, the Weights and Measures Act, and all rules, regulations, and orders issued under these laws.
3. The caterer is responsible for paying all taxes, fees, and other charges imposed by the Central Government, State Government, or any other authority, in connection with the contract.
4. The caterer/caterer must fully comply with all applicable laws and regulations, including the Provident Fund Act, Employees' State Insurance Act, Bonus Act, Minimum Wages Act, Contract Labour (Regulation and Abolition) Act, Workmen's Compensation Act, Migrant Labour Act, Essential Commodities Act, and any other laws or regulations passed by the Food Safety and Standards Authority of India (FSSAI), Central, State, Municipal, and Local Government Agencies or Authorities.
5. The caterer must pay all salaries, wages, and other statutory dues to the workers within the first week of every month. The caterer must also provide the SGTB Khalsa College with proof of bank transactions. Additionally, the mess must not have any outstanding payments for raw materials for a period that is longer than reasonable.
6. The caterer is responsible for keeping all records and accounts in good order, including records related to statutory compliance. The caterer is also responsible for making the required payments to the authorities concerned, such as the Payment of Wages Act, PF, and ESI.
7. The caterer is responsible for any claims made by their employees.
8. The caterer shall obtain the license under the Contract Labour (R&A) Act from the office of the Assistant Labour Commissioner and produce the same preferably along with the first monthly bill. The first bill will be cleared only on the submission of said license. The caterer would be required to maintain all books and registers like Employment Register, Wages Register, Bonus Register, Overtime Register, First Aid Box, Display of Notice etc. as required under Contract Labour (R & A) Act, 1970 for inspection by visiting Labour Enforcement Officers.



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9. The caterer must obtain adequate insurance coverage for their employees to cover any potential liabilities arising from injuries or disabilities sustained at work. A copy of the insurance policy must be submitted within 30 days of the start of the contract.

**MISCONDUCT**

The caterer shall keep the SGTB Khalsa College indemnified from and against all personal and third-party misconduct, claims, whatsoever arising out of any commission or omission or his employees or representative as the case may be.

**INSPECTION AND TESTING BY SGTB KHALSA COLLEGE.**

1. An authorized college representative may inspect and/or test the caterer's premises and any materials stored there, as well as any ingredients that will be used to prepare food for provision or sale under the contract. This may be done by the college directly, or through a representative or an independent agency.
2. If the college or its authorized representative finds that any material, item, or component intended to be used for the work is unsatisfactory, the caterer must not use it. The caterer must also protect SGTB Khalsa College from any claims of infection, poisoning, or illness arising from any bad, stale, or defective food or material provided by the caterer.
3. Complaints should be recorded in a register. The immediate working staff should comment on the complaint, and the mess vendor should respond within 48 hours. If the vendor does not respond within 48 hours, they will be penalized as per the penalty clause.
4. The vendor's response should be satisfactory to the Mess Committee/Administration and the complainant. If the vendor's response is not satisfactory, they will be penalized as per the penalty clause.

**PENALTY CLAUSE**

<b>S.No.</b>	<b>Description</b>	<b>1st Instance</b>	<b>2nd Instance</b>	<b>3rd Instance</b>
1	Delay In Service Delivery	Warning	Warning + 1% Of Monthly Billing Amount Penalty	Warning + 2% Of Monthly Billing Amount Penalty
2	Discrepancy In Quantity of Fee, Number of Food Items	Warning	Warning + 1% Of Monthly Billing	Warning + 2% Of Monthly Billing

E TENDER FOR PROVIDING MESS & CATERING SERVICES FOR BOYS HOSTEL OF SGTB KHALSA COLLEGE.

S.No.	Description	1st Instance	2nd Instance	3rd Instance
			Amount Penalty	Amount Penalty
3	Non-Deployment of Required Staff	Warning	Warning + 1% Of Monthly Billing Amount Penalty	Warning + 2% Of Monthly Billing Amount Penalty
4	Hygiene And Quality Concerns	Warning	Warning + 1% Of Monthly Billing Amount Penalty	Warning + 2% Of Monthly Billing Amount Penalty
5	If Staff Is Found of Any Disobedience or Misconduct	Warning	Warning + 1% Of Monthly Billing Amount Penalty	Warning + 2% Of Monthly Billing Amount Penalty

### INTERPRETATIONS

All the terms and conditions of contract shall be read in conjunction with all other document, forming part of this contract." This means that all of the terms and conditions of the contract, including those that are set out in separate documents, must be read together as a whole. "Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract." This means that even though the documents are divided into separate sections, each section should be part of the whole contract. No section should be interpreted in isolation from the other sections.

### VACATION OF PREMISES

At the end of the contractual period or if the contract is terminated earlier, the caterer must return all furniture, fixtures, equipment, and other items provided by the College to the College in good condition. The caterer must vacate the premises and return the equipment within 5 days of the contract's completion or termination. If the caterer fails to do so, the college may take possession of the premises by force if necessary, make an inventory of all furniture, equipment, and materials, and deduct any missing items from the caterer's bill or security deposit at the replacement cost of the items provided to the caterer by the SGTB Khalsa College.

### ASSIGNMENTS AND SUB-CONTRACTING

The caterer cannot assign, subcontract, or sublet the contract to anyone without the prior written approval of the SGTB Khalsa College. However, in the event of an unavoidable

circumstance, the caterer may request approval from the SGTB Khalsa College to subcontract or sublet the contract to a third party that has been approved by the SGTB Khalsa College.

#### EXIT CLAUSE

Either party can end the contract by giving the other party 3 months' notice. However, SGTB Khalsa College will review the caterer's performance on a monthly basis. If, at any time, majority of the students complain about the quality or hygiene of the food, the college will issue a 15-day notice to the caterer to improve their services. If the complaints persist after this period, the college has the right to terminate the contract immediately without providing a reason.

#### FORCE MAJEURE

The caterer shall not be entitled to claim any compensation from the College for the loss suffered by him on account of delay by the College in the supply of useable water, electricity etc. where such delay is covered by difficulties relating to the supply of wagons, force majeure including non-allotment of such materials by controlling authorities, acts of God, acts of enemies of the state/country or any reasonable cause beyond the control of the College.

#### TERMINATION OF CONTRACT

Notwithstanding, anything contained in the terms and conditions, SGTB Khalsa College shall be at liberty to terminate the contract by giving 30 days' clear notice without assigning any reason whatsoever.

#### PERFORMANCE GUARANTEE

1. The successful bidder must submit a performance guarantee of 2.5% of the tender value within 10 days of the issue of LOI. The deposit must be in the form of a bank guarantee, or demand draft payable to the Institute. No interest will be paid by the Institute on the performance security deposit.
2. The caterer will receive a refund of their performance security deposit after they have successfully completed the contract period in accordance with the terms and conditions.
3. The performance security deposit will be forfeited if the caterer does not fulfil or comply with any of the terms or conditions of the contract.
4. In case of breach of contract, performance security shall be forfeited, and the caterer shall be blacklisted for such period as decided by the competent authority in addition to termination of the contract.
5. If the caterer fails to provide the required services within the specified time, the same services will be obtained from the open market. The cost of these services will be

recovered from the caterer's performance security. If the cost exceeds the amount of the performance security, the remaining amount will be recovered from the caterer's bills.

6. If the contract is renewed or extended for one or two years, the caterer must submit a renewed performance security at 2.5% of the estimated annual contract value.

#### DETAILED ELIGIBILITY CRITERIA

1. To be eligible for technical evaluation of the bid, the tendering agency must meet the conditions outlined in the following paragraphs.
2. Bidders must be registered with the Food Safety and Standards Authority of India (FSSAI) and the Goods and Services Tax (GST) council in order to bid on this project. A copy of their FSSAI and GST registration certificates, as well as their PAN and bank account information, must be submitted with their technical bid. The names on all of these documents must be the same or linked to the name on the tender document.
3. The bidders should have executed a similar job in the last three years as on 31st March 2023. Similar Work shall mean:
  - a. Successfully running hostel messes in prestigious educational institutions, including IIMs, IITs, NITs, IIITs, AIIMS, CFTIs, central universities, deemed universities, ISBs, and other institutes of national importance.
  - b. Successfully running executive canteens and institutional messes in large organizations, including state-owned, central-owned, public sector undertakings (PSUs), public sector banks (PSBs), and the private sector. Details of current and previous projects must be provided in the Technical Bid.
4. Bidders must be able to provide supporting documentation, such as copies of work orders, client testimonials or completion certificates, and details of current work in progress, as well as any other contractual commitments, as of March 31, 2023, as outlined below.
5. Bidders must submit performance certificates from past clients or ongoing contracts for work orders of a similar size, issued in the last three years as of March 31, 2023. The performance certificates must be certified by a responsible official from the relevant organization with verifiable contact details and email address. The certificates must be enclosed with the technical bid. Institute officials may also contact past and present clients to verify the authenticity of the certificates and to get

on-the-spot information about the quality of services provided. Work orders without performance certificates will not be considered for evaluation.

6. The average annual turnover of the bidder for the last three financial years (2018-19 to 2022-23) must be at least INR 44 LAKHS. Copies of duly audited balance sheets with profit and loss accounts for the last three years must be submitted as per Annexure-11 (Technical Bid). The year in which no turnover is shown will also be considered for calculating the average.
7. Bidders must be up to date on their income tax returns. A copy of the income tax returns filed and audited financial statements for the last three financial years (out of the last five financial years, 2018-19 to 2022-23) must be submitted with the technical bid.
8. Bidders must not have been blacklisted by any government department, state government, or private organization in the past. There must not be any criminal cases registered against the bidding firm or its owners/partners anywhere in India.

#### INJURY TO PERSONS

The Contractor shall indemnify the Owner against any liability, loss, claim or proceedings whatsoever arising under any statutory or common law in respect of personal injury to or the death of any person, whomsoever arising out of or in the course of or caused by carrying out the work.

#### INSURANCE

Without prejudice to his ability to indemnify the Owner, the Contractor and his Subcontractors shall maintain such insurance as are necessary to cover the liability of the Contractor and the sub-Contractors.

#### INSURANCE AGAINST FIRE

The Contractor shall in the joint name of the Owner and the Contractor, insure the works against loss or damage due to fire, earthquakes and riots.

#### LABOUR

Contractor shall not employ child labour under 14 years of age.

#### ARBITRATION

In case of dispute, the difference of opinion on any matter pertaining to the works, the decision of the PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE. be final and binding on the contractors. If either party is not satisfied with the decision of the PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE., within 28 days a notice to this effect will be sent to the PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE. in writing. The matter can then be referred to a sole arbitrator or a panel of two arbitrators appointed under the arbitration act 1996.

### LIQUIDATION

If the CONTRACTOR commences to be wound up, not being a member's voluntary winding up for the purpose of amalgamation or reconstruction, or carries on his business under a receiver for the benefits of his creditor the OWNER shall be at liberty to:

- i) Give such receiver the liquidator or other person the option of carrying out the performance under the Agreement, subject to the receiver, liquidator or other person providing a guarantee up to an amount to be agreed upon by the OWNER and such receiver liquidator or other person for the due and faithful performance of the Contractor's obligations under this Agreement, or
- ii) If the receiver, liquidator or other person fails within 30 (thirty) days to exercise the option to carry out performance of the Agreement then the OWNER may terminate the Agreement and give notice in writing to the CONTRACTOR or to the receiver, liquidator or to any person in whom the Agreement may have become vested.

### OFFICIALS NOT TO BENEFIT

The Contractor warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract or the award thereof to any representative, official, employee, or other person in the office of PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE. , University of Delhi, Delhi 110007 (India). The Contractor acknowledges and agrees that any breach of this provision is a breach of an essential term of the Contract.

### PENALTY FOR USE OF UNDUE INFLUENCE

The contractor undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or for bearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract.

Any breach of the aforesaid undertaking by the Contractor (Seller) or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offence by the, Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the Contract and all or any other Contracts with the Seller.

**FORM OF PERFORMANCE SECURITY BANK GUARANTEE BOND**

In consideration of the PRINCIPAL, SRI GURU TEGH BAHADUR KHALSA COLLEGE. (hereinafter called “The Owner”) having agreed under the terms and conditions of agreement no.

Dated:

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Made between the Owner and

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(hereinafter called “the Said Contractor(s)) for the work of **E TENDER FOR PROVIDING MESS & CATERING SERVICES FOR BOYS HOSTEL OF SGTB KHALSA COLLEGE.** herein after called “the said agreement”.

We (please mention name of the bank below)

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Undertake to pay to The Owner an amount not exceeding Rupees

(In words)

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On demand by The Owner.

2. We (please mention name of the bank below)

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Do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from The Owner stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rupees

(In words)

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3. We, the Said Bank further undertake to pay to The Owner any money so demanded notwithstanding any dispute or disputes raised by the Said Contractor(s) in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal.

E TENDER FOR PROVIDING MESS & CATERING SERVICES FOR BOYS HOSTEL OF SGTB KHALSA COLLEGE.

The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Said Contractor(s) shall have no claim against us for making such payment.

4. We (please mention name of the bank below)

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Further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and it shall continue to be enforceable till all the dues of The Owner under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-Charge on behalf of The Owner certified that the terms and conditions of the said agreement have been fully and properly carried out by the Said Contractor(s) and accordingly discharges this guarantee.

5. We (please mention name of the bank below)

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Further agree with The Owner that The Owner shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for anytime of from time to time any of the powers exercisable by The Owner against the said contractor(s) and to for-bear or enforce any of the terms and conditions relating to the sad agreement and we shall not be relived from our liability by reason of any such variation, or extension being granted to the Said Contractor(s) or for any forbearance, act of commission on part of The Owner or any indulgence by The Owner to the Said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of The Bank or the Said Contractor(s)

7. We (please mention name of the bank below)

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Lastly undertake not to revoke this guarantee except with the previous consent of The Owner in writing.

8. This Guarantee shall be valid upto \_\_\_\_\_. Unless extend on demand by The Owner. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rupees

(In words)

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And unless a claim in writing is lodged with us within six months of the sate of expiry of the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated: the \_\_\_\_\_ day of \_\_\_\_\_ for \_\_\_\_\_ (Bank).



**TURNOVER CERTIFICATE (ANNEXURE 1)**

**ON THE LETTER PAD OF CHARTERED ACCOUNTANT**

**This is to certify that the total turnover of**

**M/s** \_\_\_\_\_

**Having PAN** \_\_\_\_\_

**is as under:**

<b>FINANCIAL YEAR</b>	<b>AMOUNT (FIGURES)</b>	<b>AMOUNT (WORDS)</b>
<b>2019-2020</b>		
<b>2021-2022</b>		
<b>2022-2023</b>		

**Average = Total/3 =** \_\_\_\_\_

**It is further certified that the above-mentioned amounts have been derived from the books of accounts presented before us for the above-mentioned periods.**

**Stamp and Signature of Chartered Accountant.**



**SELF DECLARATION ABOUT NON-BLACK LISTING**

**To**

**The principal**

**Sri Guru Tegh Bahadur Khalsa College**

**University of Delhi, Delhi 110007**

**Sub: E Tender for Providing Mess & Catering Services For Boys Hostel Of SGTB Khalsa College.**

**Dear Sir,**

In response to the tender, I/we declare that our firm has a clean record and has not been declared ineligible for corrupt or fraudulent practices by any central or state government department, public sector undertaking, autonomous body, academic institution, or commercial organization, either indefinitely or for a specific period.

We also declare that our firm has not been blacklisted, debarred, or declared ineligible for any reason other than corrupt or fraudulent practices by any central or state government department, public sector undertaking, autonomous body, academic institution, or commercial organization in the past five years from the date of bid submission.

If this declaration is found to be incorrect, my/our performance security/EMD may be forfeited in full and the tender, if any, may be cancelled, without prejudice to any other action that may be taken.

Sd/-

Contractor / Bidder

Name:

Address:

Telephone:

Email:

Signature:

Stamp:

E TENDER FOR PROVIDING MESS & CATERING SERVICES FOR BOYS HOSTEL OF SGTB KHALSA COLLEGE.

FINANCIAL BID DOCUMENT						
S.NO.	DESCRIPTION OF ITEM	UNIT	APPROXIMATE DINING STRENGTH PER DAY (EXCEPT VACATION PERIOD)	PER HEAD PER DAY DINING CHARGES (WITHOUT TAX)	APPLICABLE TAXES @	PER HEAD PER DAY DINING CHARGES (INCLUSIVE OF ALL APPLICABLE TAXES)
1	FULL DAY DINING  (INCLUDING BREAKFAST, LUNCH, HI-TEA/ SNACKS AND DINNER) AS PER STANDARD FOOD MENU MENTIONED IN THE TENDER FOR EACH HOSTEL STUDENT	PER HEAD	216			
<b>PER HEAD PER DAY DINING CHARGES (INCLUSIVE OF ALL APPLICABLE TAXES) IN WORDS:</b>						

**NOTE:**

- 1) The rate quoted should take into account all terms and conditions mentioned in the tender document, as well as the importance of providing these services to one of the premier institutions of the Delhi University.
- 2) All personnel deployed by the contracting agency/company must be paid all compulsory charges, wages, and taxes as per the Government of India, the Government of Delhi, or any other government regulatory body. Failure to comply with this requirement will result in the contract being cancelled, the security deposit being forfeited, and legal action being taken against the contracting agency/company. The Competent Authority of SGTB Khalsa College will not provide any explanation for this action.
- 3) The rates quoted for the Standard Menu shall be same for the Special Menu as given during the contract period.

E TENDER FOR PROVIDING MESS & CATERING SERVICES FOR BOYS HOSTEL OF SGTB KHALSA COLLEGE.

- 4) Electricity and Gas Bill is payable by the contractor at his own cost. Lump Sum Water charges amounting to Rs. 5000 (Five Thousand) per month will be deducted from the contractors bills every month.
- 5) Rs. 10,000 (Ten Thousand only) per month will be deducted from the contractor's bill towards building maintenance charges.