

**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
**(A Statutory Body of the Government of India)**  
Nelson Mandela Marg, Vasant Kunj, New Delhi-110 070  
**Phone:-011-26131576-78, 80Website:<https://www.aicte-india.org>**

**F.No.: 2(341)/ADMIN-III/2023-24**

**Dated: 20.09.2024**

**NOTICE INVITING e-TENDER**

AICTE invites online e- bids in two bid system (Technical & Financial) from the eligible Bidders for Selection of agency for running **“Kitchen, Catering and Hospitality Services” for AICTE Guest House & Canteen at its Headquarters, Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 through CPP Portal (URL: <https://eprocure.gov.in/eprocure/app>) (Tender ID No. 2(341)/ADMIN-III/2023-24). The last date of submission/uploading of e-Bids is 16.10.2024 upto 15:00 Hrs. Pre-Bid Meeting will be held on 08.10.2024 at 15:00 Hrs and Technical Bid will be opened on 17.10.2024 at 15:00 Hrs. at AICTE HQ Vasant Kunj New Delhi-110070. For Further Details visit AICTE website URL: <https://www.aicte-india.org/> and CPP Portal (URL: <https://eprocure.gov.in/eprocure/app>)**

**MEMBER SECRETARY**

# ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A Statutory body under Ministry of HRD, Govt. of India)  
NELSON MANDELA MARG, VASANTKUNJ, NEW DELHI – 110070

Tender for running “Kitchen, Catering and Hospitality Services” for AICTE Guest House & Canteen of AICTE at its Headquarters, Nelson Mandela Marg, Vasant Kunj, New Delhi.

<b>Tender reference Number</b>	<b>(Tender ID No. 2(341)/ADMIN-III/2023-24)</b>
<b>Date of release of Tender</b>	<b>25<sup>th</sup> September 2024 at 17.00 Hrs</b>
<b>Closing date &amp; time of submission of Technical Bid</b>	<b>16<sup>th</sup> October 2024 upto 15:00 Hours</b>
<b>Date of Pre-Bid Meeting</b>	<b>08<sup>th</sup> October 2024 at 15:00 Hrs.</b>
<b>Opening date &amp; time of Technical bid.</b>	<b>17<sup>th</sup> October 2024 upto 15:00 Hours</b>
<b>Opening date &amp; time of Financial/Price bid</b>	Will be intimated later on to the successful bidder who qualify the technical bid criteria.
<b>Name and Address of tender issuing Authority</b>	Member Secretary, AICTE Hqrs. Nelson Mandela Marg, Vasant Kunj, New Delhi – 110070
<b>Offer Validity Period</b>	Tender would remain valid for 120 days from the date of its opening.
<b>Estimated cost of the work</b>	<b>Rs.50,00,000/- (Rupees Fifty Lakh Only)</b>
<b>Earnest Money Deposit</b>	Rs.2,00,000/- (Rupees Two lakh only) by Demand Draft in favor of “Member Secretary, AICTE,”, payable at New Delhi valid for 180 days.
<b>Place where tender offers would be opened</b>	AICTE Hqrs., Nelson Mandela Marg, Vasant Kunj, New Delhi -110070
<b>Website:</b>	<a href="http://www.aicte-india.org">www.aicte-india.org</a>
<b>Email:</b>	<a href="mailto:deogeneraladmin@aicte-india.org">deogeneraladmin@aicte-india.org</a>
<b>Phone No:</b>	011-29581025, 29581028
<b>Tender Document fee</b>	NIL

**Note: - 1. Pre-Bid Meeting: - Pre-bid meeting will be arranged as per announced schedule to discuss/clarify various aspects of specifications and job descriptions. All prospective bidders are eligible to attend the pre-bid meeting on the announced date and time. AICTE will upload the changes/modifications/clarifications, if any in the tender document emerging as an outcome of the pre-bid meeting on AICTE website.**

2. The Technical Bid of the firm/vendor who has deposited the EMD on or before date of closing of tender with the AICTE and has uploaded the scanned copy on the portal will only will be opened, through CPP Portal (URL: <https://eprocure.gov.in/eprocure/app>)  
**(Tender ID No. 2(341)/ADMIN-III/2023-24)**
3. All bidders/concerned are requested to please keep a track of AICTE website CPP Portal for any important information, updates and corrigendum if any to be published by AICTE till the closing date of Technical bid.

**Tender for running “Kitchen, Catering and Hospitality Services” for AICTE Guest House &Canteen of AICTE at its Headquarters, Nelson Mandela Marg, Vasant Kunj, New Delhi.**

**1. Introduction:**

All India Council for Technical Education has its Headquarters at Nelson Mandela Marg, New Delhi-110070 having area of 5 Acres of land with a staff strength of nearly 550 Officials. Apart from this, the AICTE is also having a Guest house in its office premises consisting of 16 rooms and 4 suites, 8 meeting rooms and a state-of-the-art Auditorium having a capacity of 800 participants where various meetings, seminar events are held on a regular basis. The AICTE is looking for an experienced agency to provide **“Kitchen, Catering & Hospitality Services”** for its Guest House & Canteen situated at its Headquarters, New Delhi. The job includes supply of tea, coffee, lunch and snacks etc. to the AICTE employees, experts and visitors including Kitchen, Catering & Hospitality Services (Breakfast, Lunch & Dinner) etc. to its Guests staying in the Guest House. The Agency should be capable to handle the events/workshop catering requirements (Breakfast, Buffet Lunch& Dinner) of 600 (approx.) participants occasionally.

**2. Definition**

In this context, the following terms shall be interpreted as indicated below:

- 2.1 **“Service Provider”** shall mean the successful bidder to whom the contract has been awarded and with whom the Tendering Authority signs the contract for rendering of goods and

services.

- 2.2 “**Contract**” means the agreement entered into between the Tendering Authority and the Service Provider, as recorded in the document signed by the parties, including all the attachments and appendices thereto, and all documents incorporated by reference therein;
- 2.3 “**Bidder**” means any firm taking the full responsibility of managing the contract as required in the tender. The word “Bidder” when used in the pre award period shall be synonymous with “**Service Provider**” which shall be used after award of the contract.
- 2.4 “**Contract Price**” means the price payable/receivable to / by the Successful Bidder under the Contract for the full and proper performance of its contractual obligations;
- 2.5 “**Goods**” means all the material/ services, which the Service Provider is required to supply/provide to the Tendering Authority under the Contract;
- 2.6 “**Services**” means services ancillary in the operation & maintenance services to Canteen and Guest House at Nelson Mandela Marg, Vasant Kunj, New Delhi-110070.
- 2.7 “**AICTE**” or “**Council**” means “All India Council for Technical Education”
- 2.8 “**Bank Guarantee**” means the guarantee to be provided by the Bidders as given in the tender document of the specified amount.
- 2.9 Attested Copies of document means self-attested copy of documents by the bidder (duly signed and stamped of the firm on the document).

### 3. Abbreviations

- i. **AICTE** - All India Council for Technical Education
- ii. **PSU** - Public Sector Undertaking
- iii. **PSE**-Public Sector Enterprise
- iv. **RTI**- Right to Information under RTI Act, 2005.
- v. **LIV**- Liveries
- vi. **TFs** - Transit Facilities
- vii. **B&R** - Buildings & Roads.
- viii. **E&M** - Electrical & Mechanical
- ix. **RFP** - Request for proposal
- x. **NDA** - Non-Disclosure Agreement
- xi. **EPF** - Employees Provident Fund
- xii. **ESI** - Employees State Insurance

**Section – 2**  
**AFFIDAVIT**

**(ON NON-JUDICIAL STAMP PAPER OF RS.10/-)**

I/we .....Partner(s)/Legal Attorney/Proprietor(s)/Accredited Representative(s) of M/s..... solemnly declare that I/we am/are submitting tender for providing Canteen Services for running “Kitchen, Catering and Hospitality Services” for AICTE Guest House & Canteen of AICTE at its Headquarters, Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 against Tender ID Number \_\_\_\_\_ dated \_\_\_\_\_

1. I/we or our partners do not have any relative working in the AICTE, New Delhi.
2. All information furnished by me/us in respect of fulfillment of eligibility criteria and information given in this tender is complete, correct and true. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
3. My/our bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.
4. If my/our bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Documents.
5. The Price-Bid submitted by me/us is "WITHOUT ANYCONDITION".
6. If any information or document submitted is found to be false/incorrect, department may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money Deposit (EMD) and blacklisting of my/our firm and all partners of the firm etc.
7. I/we also declare that the Government of India or any other Government body has not issued any show-cause notice or declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
8. The workers provided by me/us would not have any employer-employee relation with the AICTE and thereby will not claim any regularization of their services or enhancement in their wages from the AICTE.
9. We will ensure that only well-trained, medically fit and police verified workers on the site.
10. We will also abide to the suggestion/advise provided by the canteen committee of the AICTE from time to time.
11. We have sufficient well-trained manpower for the subject work.
12. We will use good quality material as defined in tender document only with quality up to the satisfaction of the AICTE.
13. I/we also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that the AICTE is not bound to accept highest ranked bid / lowest bid or any other bid that the AICTE may receive.

Seal of Notary

(Signature of bidder with Seal)

Date: \_\_\_\_/\_\_\_\_/2024

### Section - 3

#### General and Special Instructions

##### General Instructions

#### 1.1 MINIMUM ELIGIBILITY CRITERIA AT TECHNICAL BIDSTAGE

(a) **Legally Valid Entity:** The bidder shall necessarily be a legally valid entity in the form of Limited Company/Private Limited Company/Proprietorship etc. The bidder must be in existence for a minimum period of 3 years on 31.12.2023.

(b) **License/Registration:** The bidder must be registered with the Income Tax, GST, Employees Provident Fund Organization, Employees State Insurance Corporation and Food license for Catering/Canteen services, issued by appropriate authority of Delhi i.e. License under FSS Act,2006.

(c) **Experience:**

- The bidder's should be in catering business for a continuous period of five years as on 31.12.2023. The bidder shall have to submit at least three locations of its operational units in Delhi/NCR.
- Experience of having continuously running the catering services during the last five years as on 31.12.2023 as per following:

“Similar completed works each having not less than 100 persons on its dining strength per day in last five years ending 31.12.2023. Similar nature of work means the running of the Canteen/mess of government departments/institutions /organizations/Reputed Companies/Guest Houses for officials.”

- The bidders are required to submit the performance certificate as per Form-III for each work completed during last five years ending 31.12.2023

(d) **Average Financial Turnover:**

The bidders' average Annual Financial Turnover in catering services during the last five years completed financial years should not be less than Rs.50,00,000/- (Rupees Fifty Lakh only).

(e) The eligibility criteria related to turnover and prior experience as mentioned in points (c) and (d) above has been relaxed for all Startups (as defined by Department of Industrial Policy and Promotion) subject to meeting of quality and technical specifications. A valid certificate regarding startup shall be attached by the bidder to

avail the benefits enumerated.

- (f) AICTE's Tender Evaluation Committee (TEC) will visit the current sites of the contractor for on-the-spot for firsthand information regarding the quality of food and services etc. Weightage shall be given to the agency having its presence in multiple locations in Delhi, NCR.

### **1.2 Documents supporting the Minimum Eligibility Criteria:**

- (a) In proof of having fully adhered to the minimum eligibility criteria at 1.1 (a), self-attested copies of all the certificates of incorporation of firm/company shall be accepted. Attested copies of these documents have to be uploaded with the Technical Bid.
- (b) In Proof of having fully adhered to minimum eligibility criteria at 1.1 (b), attested copies of following documents shall be accepted:
- PAN
  - EPFO
  - ESIC
  - GST
  - License under FSS Act,2006. Issued by concerned Authority of Govt. of Delhi/MCD. Attested copies of these documents to be uploaded with Technical Bid. All the licenses must be in the name of bidder.
- (c) In proof of having fully adhered to minimum eligibility criteria at 1.1(c), attested copies of Work Completion Certificates (as per Form-III) issued by client Central/State Government Departments/Ministries/Organizations of the Government of India/State Government/PSU's and big reputed Private Organizations, shall be accepted. Attested copies of these documents to be uploaded with Technical Bid.
- (d) In proof of having fully adhered to minimum eligibility criteria at 1.1(d), attested copy of the Income Tax Returns and audited balance sheets for the completed Five financial years (P&L Account & Balance Sheet must be attached for 05 consecutive years) shall be accepted. Attested copies of these documents have to be uploaded with Technical Bid. The bidder should not have incurred loss during the last completed Five financial years and should have a positive net worth
- (e) The following documents may also be attached with Technical Bid:
- Power of Attorney/Authorization: Firm's authorizing a representative to bid on their behalf and signed all bid documents.
  - Company's Profile
  - Signed bid document (on all pages)
  - Scanned copy of EMD or Copy of Certificate of registration with MSME

## **2. SUBMISSION OF ONLINE BIDS:**

- 2.1 The bid shall be submitted online only at CPP Portal (URL: <https://eprocure.gov.in/eprocure/app>) Manual bids will not be accepted under any circumstances.
- 2.2 Bidders are advised to follow the instructions provided in the “Instructions to the Bidders for Online Bid Submission” specified at Section 7 of this tender document for e-submission of the bid online through CPP Portal (URL: <https://eprocure.gov.in/eprocure/app>) before proceeding with the tender.
- 2.3
- 2.4 All documents as per tender requirement shall be uploaded online through CPP Portal (URL: <https://eprocure.gov.in/eprocure/app>) and no documents except original demand draft/Bank Guarantee/Banker’s cheque/Fixed deposit receipt towards EMD will be accepted offline
- 2.5 ***Bid of bidders not submitting any of the required documents online is likely to be summarily rejected. List of documents which are mandatory to be submitted is –***
- (i) Attested copies of all the certificates of incorporation of Firm/Company
  - (ii) Attested copies of PAN, EPFO, ESIC, GST, License under FSS Act, 2006, Work completion certificate, Income Tax Returns and Audited balance sheets for complete last three financial years.
  - (iii) Power of Attorney/Authorization, Company’s profile, signed bid documents (on all pages), Scanned copy of EMD or Copy of certificate of registration with MSME.
  - (iv) Experience certificates documents as mentioned vide 1.1 (c).
  - (v) Performance certification from authorized agency/organization.
  - (vi) Certificates/Documents certifying average number of clients/personnel per days.
- 2.6 Both technical and financial bid are to be submitted concurrently duly digitally signed on the CPP Portal.
- 2.7 The bidders shall have a valid digital signature certificate for participation in the online tender. The cost of digital signatures, if any, will be borne by respective bidders.
- 2.8 Prospective bidders are accordingly advised to go through instructions provided at CPP Portal.
- 2.9 The online bids (complete in all respects) must be uploaded online in Two Files (File-1: Technical Bid in .pdf format and File-2: Financial bid in same as of original BOQ file) as per Annexure-I and Annexure-II respectively.

## **3. TENDER FEE, EARNEST MONEY DEPOSIT (EMD) & PERFORMANCE SECURITY DEPOSIT:**

- 3.1 **Tender Fee:** No cost of tender documents will be charged for the tender documents downloaded by bidders.

### 3.2 EARNEST MONEY DEPOSIT (EMD)

3.2.1 The original hard copy of Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Rupees Two Lakh only) in the form of Account Payee Demand Draft/Fixed Deposit Receipt/Banker's Cheque/Bank Guarantee in favor of Member Secretary, AICTE, New Delhi payable at New Delhi is required to be submitted in a sealed envelope super scribed "Tender for running Kitchen, Catering and Hospitality Services" for the AICTE Guest House & Canteen of the AICTE at its Headquarters" on or before closing date and time of e-submission of online bids to Member Secretary, AICTE, failing which bids will not be considered. EMD will not carry any interest.

3.2.2 The submission of EMD is compulsory for all the Bidders except those who are registered with the Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or any other Government guideline.

**3.2.3 The EMD of Rs. 2,00,000/- will be returned to unsuccessful bidders during technical evaluation within 30 days of deceleration of result of first stage i.e. technical evaluation. The EMD to unsuccessful bidder after financial evaluation will be return to them within 30 days after award of Contract.** The EMD will not carry any interest. However, if the return of EMD is delayed for any reason, no interest/penalty will be payable to the bidder.

3.2.4 The EMD Cheque/ Demand Draft already deposited amounting to Rs.2,00,000/- (Rs. Two Lakh) will be returned to the successful bidder.

3.2.5 EMD of a bidder will be forfeited, if the bidder withdraws or amend its bid or impairs or derogates from the tender in any respect with in the period of validity of its tender.

3.2.6 EMD of the successful bidder shall be liable to be forfeited if the contractor does not fulfill the following conditions:

- An agreement is not signed in the prescribed format within 7 days of the receipt of the Letter of Award (LoA) of the Contract.
- Begin functioning of canteen within 10 days of the award of contract.

### 3.3 PERFORMANCE SECURITY DEPOSIT(PSD):

3.3.1 The successful bidder will deposit **3% of tendered amount i.e.Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only)** in the form of demand draft/ fixed deposit receipt/Bank guarantee in the favor of Member Secretary AICTE payable at New Delhi towards

performance security deposit. **Which should be valid for a period of 60 days beyond the date of cancellation of contract.** The EMD Cheque/ Demand Draft already deposited amounting to Rs.2,00,000/- (Rs. Two Lakh only) will be returned to the successful bidder within 15 days of acceptance of the LoA. Performance Security should remain valid for a period of Sixty (60) days beyond the date of completion of all contractual obligations of the service provider. In case, the contracts further extended beyond the initial period, the PSD will have to be accordingly renewed by the successful bidder. No interest shall be paid on PSD.

3.3.2 The Performance Security will be forfeited partially or completely by order of the Competent Authority in the AICTE in the event of any breach or serving inferior quality food or negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, whole or apportion of the said FDR as may be considered by the AICTE sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of Companies bill has been received and examined.

3.3.3 ***A book shall be kept in the canteen for recording any complaints or suggestions from any user of the AICTE and will be produced for inspection. Complaints/suggestions will be submitted to the canteen committee at regular interval.***

3.3.4 On due performance and completion of the contract in all respects, the PSD will be returned to the contractor without any interest on presentation of an absolute “No Demand Certificate” from the contractor/and upon return in good condition of any specifications, samples or other property belonging to the AICTE, which may have been issued to the Contractor, for carrying out work stipulated in the contract.

3.3.5 If the contract is terminated by the contractor without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, Letter of Award of Contract and the Agreement, the Performance Security Deposit will be forfeited.

#### **4. FINANCIAL BID**

Bidders are required to note that they should necessarily submit their financial bids in the format provided (xls) and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the unprotected cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online,

without changing the file name. **If the BOQ file is found to be modified by the bidder, the bid will be rejected.**

## **5. EXTENSION OF LAST DATE AT THE DISCRETION OF THE AICTE:**

The extension of last date for online submission of bid is in discretion of the Competent Authority of the AICTE and any such extension will be binding on all the Bidders. Addendum/Corrigendum/Re-tendering, if any in this regard, will be published on the CPP Portal (URL: <https://eprocure.gov.in/eprocure/app>) and at AICTE's website <https://www.aicte-india.org/>

## **6. OPENING OF TECHNICAL AND FINANCIAL BID**

- 6.1. Online bids (complete in all respects) received along with EMD (Physically) will be opened as per stipulated time and date indicated in Notice Inviting E-Tender of the tender document in presence of bidder/authorized representative of bidder, if available at the AICTE, HQ, New Delhi.
- 6.2. A duly constituted committee will evaluate the bids as per following:

### **Illustration**

#### **Stage 1: Technical Bids Evaluation**

*Technical bid evaluation will consist of two parts:*

- i) *Document part (With Technical Bid uploaded)*
- ii) *Tender Evaluation Committee (TEC) site visit part*

#### **Document part**

#### **(a) Experience: 20Points**

- *3 Years – 5Pts.*
- *4 Years – 10Pts.*
- *5 to 10 Years – 15Pts.*
- *Above 10 Years – 20Pts.*

#### **(b) Turn over: 10Points**

- *40Lakh – 5Pts.*
- *Above 40 to 75 Lakh -- 8Pts.*
- *Above 75 Lakh – 10Pts.*

#### **(c) Performance Certification (Performance Report): 10Points**

- *Very Good – 10Pts.*
- *Good – 7Pts.*
- *Satisfactory – 5Pts.*
- *Average – 3Pts.*

#### **(d) Average Number of official served per day: 20Points**

- 100 Persons – 5Pts.
- 101to200Persons–10Pts.
- 201to300Persons–15Pts.
- Above 300 Persons – 20Pts.

(ii) Tender Evaluation Committee (TEC) site visit part

**(e) Tender Evaluation Committee (TEC) site visit**

**TEC Visit: 25 Points**

- Very Good – 25Pts.
- Good – **15Pts.**
- Satisfactory – 05Pts.
- Average – 5Pts.

**(f) Presentation by the bidder, 15 pts**

- Very Good – 15Pts.
- Good – 10Pts.
- Satisfactory – 05Pts.

**(g) Note:**

- TEC will visit the site of operation of only those bidders who score a minimum of 70% i.e. 42 Points in the document part after opening of Technical bids. Date and time of TEC visit will be informed after evaluation of document part (preferably by email).
- TEC will mainly focus on Quality of food, Cleanliness, Number of persons availing canteen facilities and Staff Attire etc.

**Result of Technical Bids:** Only those bidders will qualify at the Technical stage who secure a total of 70 points or above (Document part + TEC visit part).

The technical bid will be evaluated by the technical bid opening and evaluation committee on the basis of the method given in tender document under clause 6.2(a to f) and the firm which meets all the criteria will be short listed for opening of financial bid.

- The result of Technical bids will be uploaded on CPP Portal (URL: <https://eprocure.gov.in/eprocure/app>) after following the above mentioned procedure.

**Stage 2: Financial Bids Evaluation:**

Financial bid of only technically qualified bidder will be opened and evaluated.

**Note: -The bidder may consider the weightage by the items as mentioned at table 1 to 3 of Financial bid (Annexure-II) while quoting their rates L-1 will be worked out after considering the weightage**

**AWARD OF TENDER TO THE SUCCESSFUL BIDDER**

6.3 It shall be noted that required documents submitted online along with the technical bid

will be perused/examined. Bid received without Original EMD (except exempted bidders) will not be evaluated further and in case of any other deficiency, the technical bid will be rejected and financial bid will not be opened.

- 6.4 After scrutiny of technical bids, the AICTE shall shortlist the eligible bidders who qualify in the technical evaluation stage and inform them of the date and time of opening of the Financial Bids preferably by email and also on CPP Portal (URL: <https://eprocure.gov.in/eprocure/app>)
- 6.5 The representatives of the bidders willing to attend tender opening process will have to submit a letter of authorization from the bidder to this effect. Bidders/representatives not attending the tender opening process will lose their right to challenge the process at a subsequent stage.
- 6.6 The financial bid price of each bidder shall be read out on the spot; however, it shall be clearly stated that the final financial bid prices would be arrived at after detailed scrutiny/correction of arithmetical error in the financial bid.
- 6.7 Merely becoming the lowest bidder, prior to Financial Bid scrutiny, will not give any right to the lowest bidder to claim that he is successful in the bidding process. The basis of selection of successful bidder would L-1 after due scrutiny of all the bids as per 6.2 above.
- 6.8 Bid shall be summarily rejected, if it is received other than online through CPP Portal (URL: <https://eprocure.gov.in/eprocure/app>).

## **7 VALIDITY OF BIDS**

- 7.1 Bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Bids.
- 7.2 In case, client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder. (Note No negotiation with the bidder as per CVC guidelines, except pre bid conference)
- 7.3 The AICTE may request for extension of bid validity for another period of 60 days, without any modifications and without giving any reasons thereof.

## **8 NON -TRANSFERABILITY**

This tender is non-transferable. Incomplete and conditional tenders will be summarily rejected.

## **9 NON – WITHDRAWAL OF BIDS**

No bidders will be allowed to withdraw after e-submission of bids/opening of the tender; otherwise the EMD submitted by the firm will be forfeited.

## **10 CHANGE IN TENDER CONDITIONS**

AICTE reserves the right to change any condition of the tender before opening of the Technical Bids.

## **11 RIGHT OF ACCEPTANCE**

- 11.1. The Competent Authority in AICTE reserves all rights to reject any bid, including bids of those bidders who fail to comply with the instructions, without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of the Competent Authority in AICTE in this regard shall be final and binding.
- 11.2. Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.
- 11.3. The Competent Authority in AICTE reserves the right to award any or part or full contract to any successful agency(ies)/vendor at its discretion and this will be binding on the bidders.
- 11.4. In case of failure to comply with the provisions of the terms and conditions mentioned by the agency that has been awarded the contract, the Competent Authority in AICTE reserves the right to award the contract to the next higher bidder or any other outside agency and the difference of price shall be recovered from the defaulting agency, which has been awarded the initial contract and this will be binding on the bidders.
- 11.5. AICTE may terminate the contract if it is found that the Contractor is blacklisted on previous occasions by any of the Government Departments/Institutions/Local Bodies / Municipalities / Public Sector Undertakings, etc.

## **12 NOTIFICATION OF AWARD BY ISSUANCE OF "LETTER OF ACCEPTANCE": (LoA)**

- 12.1. After determining/evaluating the successful bidder, AICTE will issue a Letter of Acceptance (LoA), in duplicate, which shall be returned one copy to AICTE duly acknowledged, accepted and signed by the authorized signatory, within seven (07) days of receipt of the same by the successful bidders.
- 12.2. The issuance of the Letter of Acceptance to the bidder will constitute an integral part of the Agreement and it will be binding on the Contractor.

## **13 SITE VISIT:**

- 13.1 The bidders should visit the site before bidding to apprise themselves of the exact requirements relating to the scope of the work.

## **14 CONTRACT AGREEMENT:**

The successful bidder will have to enter into a contract agreement before taking charge of Canteen/Pantry in AICTE.

**15 QUOTED RATES VALIDITY:**

Rates/prices shall remain fixed during the entire period of the contract including extension if any and shall not be subject to variation on any account.

**16 VALIDITY OF CONTRACT:**

- 16.1 The contract, if awarded, shall be initially valid for a period of ONE YEAR (01 year) from the date of award. The contract can be extended for a further period of **Two or more years (extension should be for fixed years not two or more years)** on year to year basis on the same terms and conditions and same rates, subject to satisfactory services provided by the vendor. In case of breach of contract or in the event of not fulfilling the minimum requirements/statutory requirements, the AICTE shall have the right at any time to terminate the contract forthwith in addition to forfeiting the Performance Security amount deposited by the Contractor and initiating administrative actions for blacklisting, etc. solely at the discretion of the Competent Authority at the office of AICTE.
- 16.2 The contract will have probationary period of three months. The contract for the remaining **nine months** (09 Months) will be confirmed only if the services and quality of items served by the contractor are found to be satisfactory during the probationary period.

**17 MODE OF PAYMENT:**

- 17.1 The payment in respect of official hospitality bills of the AICTE submitted in duplicate by the contractor will be released on receipt basis subject to fulfillment of obligations by the contractor imposed under various laws, Rules & Regulations, etc. applicable from time to time and after scrutiny of authorization for supply at the prices offered by the contractor. Any supply of food items without proper authorization by the designated authority of AICTE will not be paid for. Income Tax as applicable at the prevailing rates, will be deducted at source. Payment will be made through RTGS/NEFT (bank transfer).
- 17.2 The Contractor shall be paid on a monthly basis for the services rendered in the preceding month. The billing cycle will be the 1<sup>st</sup> of every month to the last day of the month. The contractor shall submit correct Invoice within 10 days of the succeeding month.
- 17.3 If due to any query, objection, delay or dispute with regard to any bill or a part thereof, the contractor will not be entitled to claim any interest for late payment.
- 17.4 No payment shall be made in advance nor any loan from any bank or financial institution

recommended on the basis of the order of award of work.

17.5 The prices in the Price Schedule shall be inclusive of GST and other CESS.

**18 TERMINATION OF THE CONTRACT:**

18.1 The Contract can be terminated by either party, i.e., the AICTE or the Contractor, after giving three months' notice to the other party extendable by mutual agreement till alternate arrangements are made. However, the AICTE reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. The AICTE's decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.

18.2 On termination of the contract, the Contractor will hand over all the equipment/furniture/articles etc., supplied by the AICTE, back to the AICTE in good working condition.

18.3 If the successful bidder with draws or the services provided by the successful bidder are not found satisfactory during the probation period of three months from the date of taking over charge of the services, the AICTE reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

**19 DELIVERY AND PENALTY FOR DELAYED SERVICES:**

19.1 The staff deployed by the company shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the AICTE property. If any negligent action or inaction on part of the workers of the company causing damage to contracted item(s) is reported, then full amount equivalent to that of damaged article will be recovered from the company in addition to any other action as deemed appropriate by the Competent Authority.

19.2 In case the bidder fails to provide canteen/pantry services on any specified date, Administration Bureau should be intimated at least one week in advance that they will not be able to provide the canteen/pantry services on the specified date. If the bidder will not be able to serve in any meetings/conferences on any specified date, Administration Bureau must be intimated at the time of taking the order. Intimation will only be considered under extreme circumstances.

**20 CORRUPT OR FRAUDULENT PRACTICES:**

20.1 It is expected that the bidders who wish to bid for this tender have highest standards of

ethics.

- 20.2 The AICTE shall reject a bid if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract.
- 20.3 The AICTE may declare a bidder ineligible, either indefinitely or for a stated duration, if it, at any time, determines that the bidder has engaged in corrupt and fraudulent practices during the execution of contract.

## **21 FORCEMAJEURE:**

- 21.1 The AICTE may consider relaxing the penalty and delivery requirements, as specified in this Tender Document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of a Force Majeure.
- 21.2 Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as natural disasters, **act of states**, direct and indirect consequences of wars (declared or Undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidders premises, etc.

## **22 SETTLEMENT OF DISPUTES AND ARBITRATION:**

- 22.1 If any dispute or difference arises between the parties hereto as to the interpretation, effect and implication of any provision of this agreement, including the rights or liabilities or any claim or demand of any party against other or in regard to any other matter under these presents but excluding any matters, decisions or determination of which is expressly provided for in this tender, shall within 15 days (or such longer period as may be mutually agreed upon) from the date one party informs the other in writing that such dispute or disputes or disagreement exists, be referred for negotiations to the Senior Officer of AICTE and the Proprietor of the firm for amicable resolution of the same.

### **If the dispute is not resolved, then it shall be referred to the Sole Arbitrator**

- 22.2 The Sole Arbitrator shall be appointed by the mutual consent of both Parties. The Sole Arbitrator shall be appointed within a period of 30 days from date of receipt of written notice/demand of appointment of arbitrator from either party. The arbitration proceedings shall be conducted as per the provisions contained in the Indian Arbitration and Conciliation Act, 1996(as amended from time to time and in force at the time when the reference is made). The decision of the Arbitrator shall be binding on both the parties.
- 22.3 The venue and jurisdiction of the Arbitration proceedings shall be at New Delhi.
- 22.4 The arbitration proceedings will be recorded in English language only.
- 22.5 Each party shall bear and pay its own cost of the arbitration proceedings unless the

Arbitrator otherwise decides in the Award.

22.6 The provisions of this Clause shall not be frustrated, abrogated or become inoperative, notwithstanding this tender/agreement expires or ceases to exist or is terminated or revoked or declared unlawful.

22.7 The Courts at New Delhi shall have exclusive jurisdiction in all matters, concerning this Agreement/tender including any matter related to or arising out of the arbitration proceedings.

### **23 SPECIAL INSTRUCTIONS TO BIDDERS:**

23.1 All provisions of law Sinanyen act mentor otherwise laid down by an authority from time to time, it being clearly understood and agreed that the entire responsibility for compliance there of shall always be of the contractor. The contractor will be fully responsible for any compensation etc. in case of any injury/casualty or mishap to any employees of the canteen during canteen working hours.

23.2 Food license for Catering/Canteen services, issued by appropriate authority of Delhi, i.e. License under FSS Act,2006.

23.3 The bidder should be prepared to come to the AICTE, to take part in discussion, if required at a short notice.

23.4 If the agency fails to carry out the jobs as per the terms and conditions agreed upon, it will be liable for forfeiture of Performance Security Deposit.

23.5 The workers employed by the agency **must wear uniform and name badge** which is provided by the agency and the agency will be responsible for the discipline of his workers. The workers shall have to follow the security regulations as directed by security and Administration Bureau of AICTE. Workers will not form union or carry out trade union activities in the campus.

23.6 The Agency shall ensure the police verification of all the persons before deploying them at the allotted premises.

23.7 No accommodation will be provided in the campus for the workers. The agency will make its own arrangement.

23.8 The agency shall have to arrange for all cooking equipment, utensils, crockery, table linen,

flower and other necessary equipment etc. on his own for smooth running of the canteen/pantry.

- 23.9 The agency should have sufficient equipment, crockery and manpower to cater to at least 200-300 persons at a given time. The contractor will provide table cloth/table linen of standard quality and flower in case of Sit-Down Lunch/Dinner at his own cost. The contractor shall replace table cloth/table linen/flower every day.
- 23.10 On selection, the vendor will provide list of complete manpower to be engaged, to the Administration Bureau along with proper support of ID documents such as Aadhar, Voter ID based on which ID card will be issued by the AICTE for entry into the AICTE premises.
- 23.11 The bidder is responsible for payment of wages as per Minimum Wages Act of Delhi, NCR amended from time to time and also provide statutory payments such as CPF, Medical, Insurance etc. benefits as the same shall not be liability of the AICTE.
- 23.12 The list of items provided by the AICTE to the canteen contractor is enclosed. The items so handed over shall be returned to the AICTE in the event of discontinuity of the vendor in good working condition. Any harm to the property of the AICTE shall attract recovery charges as per market rate.
- 23.13 The vendor has to appoint qualified and experienced staff for the canteen (both Cooking and Serving Staff) and shall bear all the expenditure towards wages and other Statutory obligations as per Minimum Wages Act. The AICTE shall have no liability in this regard whatsoever.

## **24 COOKING GAS, EQUIPMENT AND ELECTRICITY:**

- 24.1 Water supply will be provided free at no cost basis and electricity will be provided on chargeable basis by providing sub meter for calculation of electricity consumed on both the location i.e AICTE canteen and Guest House.
- 24.2 The agency shall not make any alterations or additions to the area provided inside the premises for cooking and catering purposes.
- 24.3 Sub-letting/Sub contracting the work is not permissible under any circumstances.

## **25 AICTE Premises**

- 25.1 *The canteen/pantry will remain open from 08:00 AM to 06:30 PM from Monday to Friday. However, depending on the exigencies, the contractor may be required to keep the Canteen/pantry open or close as per requirement of the AICTE on Saturday, Sunday and*

*Gazetted Holidays also.*

25.2 The possession of the premises to be assigned by the AICTE to contractor for providing canteen/pantry service will always remain with the AICTE, even when the premises are in use or not. The contractor will vacate the premises immediately after termination of contract.

## **26 General/Others**

26.1 In no circumstances, the firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract shall be terminated with or without any notice and Performance Security Deposit will be forfeited.

26.2 The bidders will be bound by the details furnished to the AICTE, while submitting the tender or at a subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.

## **27 Statutory obligations of the bidder(Contractor)**

27.1 The Contractor shall be responsible for engaging adequate number of properly trained manpower required for providing good canteen/pantry services in the AICTE premises.

27.2 The employees of the Contractor should possess good health and free from any diseases, especially contagious and frequently recurring diseases.

27.3 The Contractor will, prior to the commencement of the operation of contract, make available to the AICTE the particulars of all the employees who will be deployed at the AICTE's premises for running the Canteen. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employees.

27.4 The Contractor shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act Government of NCT, Delhi.

27.5 The contractor shall fulfill all other statutory obligations, such as, Provident Fund, ESI, GST etc. in force from time to time, as applicable.

27.6 The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any un lawful activity.

27.7 Employment of child labor is strictly prohibited under the law. Therefore, the Contractor will not deploy any persons below the age of 18years.

27.8 In the event of violation of any contractual or statutory obligations by the Contractor,

he/she will be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the AICTE by any individual, agency or government authority due to acts of the Contractor, the Contractor will be liable to make good/compensate such claims or damages to the AICTE. As a result of the acts of the Contractor, if the AICTE is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the AICTE or the AICTE reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the AICTE.

- 27.9 The Contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surrounding etc.
- 27.10 The Contractor shall at all times keep indemnified the AICTE and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the Contractor shall at his/her own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time.
- 27.11 All employees engaged by the agency shall be comprehensively insured for accidents and injuries by the agency at its cost.
- 27.12 The verification of the antecedents of the staff will be responsibility of the Contractor. The contractor will provide sufficient sets of Uniforms and pair of shoes to his employees and will ensure that they wear them at all times during the course of their duties and maintain them properly.
- 27.13 The Contractor will be personally responsible for the conduct and behavior of his staff and any loss or damage to the AICTE's moveable or immovable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to remove the concerned person and engage a new person within 48 hours of intimation by AICTE. The decision of AICTE's designated officer in this regard shall be final and binding on the contractor.
- 27.14 The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract. Subcontracting will lead to immediate termination of contract.
- 27.15 The Contractor shall keep the Canteen and its surrounding areas clean and up to date

sanitation every day after the services are over. The cleaning includes cleaning of utensils, kitchen, canteen and mess hall, floor, counter, benches, tables, chairs, etc. the AICTE management will have 24-hour access to inspect the canteen premises at any time for ensuring the cleanliness and hygienic conditions of the canteen's kitchen and dining hall premises.

27.16 The AICTE reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and sold in the canteen. Any defect(s) pointed out by such officers/officials during the revisits shall be properly attended to by the Contractor.

27.17 The Contractor shall get the prices of all items approved by the AICTE and no changes, whatsoever shall be made without prior written approval of the AICTE.

27.18 The canteen staff shall be issued identity Cards bearing photographs by the vendor on regular basis as per the rules in force. However, verification of the antecedents of the staff will be responsibility of the Contractor.

#### **OTHER OBLIGATIONS OF THE CONTRACTOR**

- Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, equipment provided by the AICTE are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the Contractor, failing which the same will be got done by the AICTE at the contractor's risk and cost. In this regard, the decision of the designated officer of the AICTE shall be final and binding on the contractor.
- All work shall be carried out with due regard to the convenience of AICTE. The orders of the concerned authority shall be strictly observed.
- The Contractor will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of AICTE and the guests.
- The Contractor will have to supply tea/coffee, breakfast/lunch/dinner in the Guest House, meeting rooms, Bureaus/Cells and canteen at the AICTE premises as per requirement and schedule drawn for the purpose by the concerned authorities of the AICTE.
- Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the AICTE's premises, including Guest House/Canteen/pantry. Any breach of such restrictions by the Canteen Contractor will attract deterrent action against the Contractor as per statutory norms.
- The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with the AICTE.

The AICTE shall have no obligation to control/supervise such workers or to take any action against them except as permissible under the law. In case of any untoward incident/fire/death/injury of any employee of canteen/pantry, the AICTE will not be liable to pay any damages.

- The Contractor shall ensure that either he/she himself/ herself his/her representative is available for proper administration and supervision of the works to the entire satisfaction of the AICTE.
- The Contractor will bring his own tools, cookers, hot boxes, steam boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity as needed to maintain the Guest House/canteen/pantry services in addition to what is provided for by AICTE. (List of utensils/equipment's enclosed)
- The Contractor shall not use the Guest House and canteen premises for any other activity except for the purpose for which it has been provided for.
- The Contractor will ensure that no plastic items will be used/served in the AICTE premises.

#### **OTHERS**

- While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- For the Bidding / Tender Document Purposes, the Bidder/Successful Bidder shall be referred to 'Contractor and / or Bidder or Service Provider' interchangeably in this tender document.
- The parties to the Contract/Agreement shall be the successful bidder (to whom the work has been awarded) and the AICTE, New Delhi.
- The bidder shall upload the copy of the authorization letter / Power of Attorney as the proof of authorization for signing on behalf of the Bidder.
- For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter sent by registered post with acknowledgement due to AICTE. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.

- In no circumstances, the firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the order shall be terminated forthwith without any notice and Performance Security Deposit shall be forfeited.
- The bidders shall be bound by the details furnished to the AICTE, while submitting the tender or at any subsequent stage. In case any such documents furnished by him/her are found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.

### **SPECIAL CONDITIONS**

#### **INDEMNIFICATION:**

The successful bidder is solely liable to fully indemnify and keep the AICTE indemnified against all losses/penalties/awards/decrees arising out of litigation/claims/application initiated against AICTE on account of acts of omission/commission attributable to the contractor and which are punishable under the provisions of various Central Labour and Employment Acts including the following Acts as amended from time to time. AICTE shall be vested with sole discretion to determine damages / loss suffered on account of above from the dues payable from Performance Security Deposit as Performance Guarantee or from the personal property of bidder or property owned by his firm/company by way of initiating suitable legal litigation against the contractor at any point of time.

- The contractor shall be liable for any legal dispute / case / claims that arises or may arise during currency of the contract due to non-compliance of labour other related laws.

#### **OFFICIAL RECORDS**

The contractor shall maintain a personnel file in respect of all the staff, who is deployed in AICTE's Office. The personnel file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (Temporary / Permanent) and all grievances recorded by the staff vis-a-vis action taken etc.

## **Section - 4**

### Schedule of Requirements (Scope of work)

“Kitchen, Catering and Hospitality Services” for AICTE Guest House & Canteen of AICTE at its Headquarters, Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

1. Preparation, processing, cooking and serving of prepared and cooked food items, after taking into account the availability of seasonal vegetables and fruits, to the officers/officials. The workers have to work under the guidance of Canteen Supervisor. The workers will work in Kitchen and Dining area. Cleaners cannot be used for kitchen works.
2. Serving of Tea/Coffee, biscuits and snacks etc. during official meetings/conferences and seminars in as-and-when required basis (including Saturday/Sunday/ Holiday).
3. To serve Tea/Coffee, Snacks etc. in the room of the officials (If required).

### **Additional Job Specifications**

1. The agency is required to meet the day to day requirements of the officers, like breakfast, lunch, tea, snacks, coffee, cold drinks etc. and should have catering arrangements on requirement basis. No minimum guarantee will be furnished to the Contractor towards consumption of food items.
2. The agency will be required to display the price list of all the food articles, soft drinks, tea, coffee and juice etc. sold in the canteen. The prices of the items sold in the AICTE canteen should not be more than the quoted prices and will be reviewed by Committee of the AICTE officials on a regular basis.
3. The food has to be prepared in clean, hygienic and safe conditions as per the menu.
4. The workers should have worked in large canteens, hotels, messes for a minimum period of three years and should have the sufficient knowledge and aptitude of preparing vegetarian food.

5. The kitchen, dining area, dish wash area, etc. to be kept clean always and will be washed with water and soap solution and mopped regularly and will be disinfected once in a month or as and when required.
6. The Agency will arrange for disposal of the garbage collected from the kitchen, dining halls, dish wash area etc. every morning in closed bins by separation of bio-degradable waste from non- biodegradable waste. The surroundings shall be kept clean and hygienic.
7. High quality of hygiene, sanitation and safety will be maintained at kitchen and dining halls. All the surrounding area of the guest house and canteen premises should be cleaned and washed daily.
8. After every AICTE (breakfast & lunch) service, all the plates, cups, katori, water glass, spoons, forks, knives etc., are to be cleaned in soap solution and hot water and dried and kept ready for next service. All the vessels used for cooking should also be washed in soap solution and hot water and should be available for use for cooking the next. The cleaning material supplied should be of appropriate quality.
9. A complaint book will be kept in the canteen for recording any complaint or suggestions from any user of the AICTE and will be produced for inspection. Decision taken by the Competent Authority of the AICTE shall be final in all these complaints/suggestions.
10. The Agency cannot make any alteration in rates without the prior approval of the Competent Authority of AICTE.
11. The vender will make his own arrangements for all the required equipment for smooth running of guest house/canteen/pantry.
12. The contractor is required to provide all the quoted items on the requirement basis. They must have the raw material so that they may provide the services as and when required.
13. The contractor shall appoint a staff member who shall be answerable to the officers of any Department in regard to the working of the canteen and other venues being managed by the Contractor, if any inspection in conducted within the four walls of the AICTE.

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## **Section - 5**

# **Technical and Financial Bids**

## TECHNICAL BID

Tender ID No. 2(341)/ADMIN-III/2023-24

Dated:2024

<b>Cover-I (Technical Bid)</b> (following documents to be uploaded online in .pdf format)		
<b>SL. No.</b>	<b>Document</b>	<b>File Type</b>
1	Contact Details Form <b>(Form-I)</b>	.pdf
2	EMD of Rs. 2,00,000/- (Rupees Two Lakh only) (scanned copy)	.pdf
3	Scanned copy of Affidavit in Section – 2 of the tender document	.pdf
4	Certified copies of Registration particulars of firm / Company	.pdf
5	Certified copies of (i) PAN (ii)GST (iii) EPFO Registration (iv) ESIC Registration (v) License under FSS Act, 2006. (vi) MSME Registration, wherever required.	.pdf
6	Income Tax Returns for the last three years.	.pdf
7	Proof of minimum experience (Minimum period of 05 years as on 31.12.2023)	.pdf
8	Certified copies of annual audited Balance sheet, Profit and Loss Statement and Income Tax Return filed for the completed five financial years (and not Assessment Years).	.pdf
9	Financial Capacity Form <b>(Form-II)</b> duly certified by company auditor/CA	.pdf
10	Format of Performance Certification <b>(Form -III)</b> , duly certified.	.pdf
11	Details of Previous Contract <b>(Form - IV)</b>	.pdf
12	Check List Form <b>(Form-V)</b>	.pdf
13	Brief Profile of the Company along with any other information	.pdf
14	Power of Attorney/Authorization	.pdf
15	Tender document signed & stamped on all pages as a token of having accepted the terms and conditions.	.pdf

Signature of the authorized signatory of the bidder with seal of the firm/company

Name: \_\_\_\_\_

Mobile No. \_\_\_\_\_

Date: \_\_\_\_\_

## Financial Bid

Note: The table given below is for reference purpose only. All the columns are mandatory.

(The BOQ template must not be modified / replaced by the bidder and the file should be uploaded in same format as of original BOQ file(xls) after filling the relevant columns, else the bid is liable to be rejected for this tender. Bidders are allowed to enter the Bidder's Name and Values only.

### 1. RATES OF ITEMS TO BE SERVED IN THE OFFICE CANTEEN (OFFICER'S, STAFF & AICTE VISITORS/GUEST)

(A) Item	Rate (Rs.)	Weightage	
Tea Cup (Tea Bag) 150 ml.		60%	
Tea Cup 150 ml.			
Green Tea 150 ml.			
Coffee Cup (Readymade) 150ml			
(B) Snacks	Rate (Rs.)		
Bread pakora/Bread Roll 75gms. With Chutney			
Samosa with Alloo filling 70 Gms.			
Kachori 02 pcs with Subzi 100 Gms			
Daal Vada/Aloo Bonda/Chana Vada 70 Gms			
Vegetable Cutlets (70 Gms. for one )			
Mixed Pakora (100 Gms) with chutney			
French fries 100gms			
Idli sambhar (2 Pieces Idli + Sambhar + Chutney (250gms)			
Vada – sambhar (2 Pcs Vada + Sambhar + Chutney (250 gm)			
One Plate Upma with Sambhar and Chatni (200 Gram)			
Veg Patties 1 Pcs			
Paneer Patties 1 Pcs			
Bread Slice big size with butter (2 Pcs)			
Plain Dosa with Sambhar Chutney			
Masala Dosa with Sambhar Chutney			
Aloo parantha With Chutney/Pickles/Butter			
Gobhiparantha With Chutney/Pickles/Butter			
Vegetable Sandwich/Grilled Sandwich/Cheese Sandwich			
<b>Regular Thali/Ordinary Lunch</b>			
Chapatis-4+Basmati Rice+Dal+Vegetable+Salad+ Raita/curd			
<b>Loose Item Rate</b>			
One Roti Tawa (70 Gms)			
Tandoori Roti (100 Gm)			
One Katori Chhole/Rajma-200 Grams			
One Katori Seasonal Vegetable-200 Grams			
One Katori Alloo Matar – 200 Grams			
One Katori Dahi-200 Grams			
One Katori Raita-200 Grams			
One Katori Dahi Vada (02 Piece vada) -200 Grams			
One Katori Matar Paneer -200 Grams			
One Katori Palak Paneer -200 Grams			
Half Plate Rice (Basmati)/Pulao-200 Grams			
Full piece Gulab Jamun-60 Grams			
One Piece Burfi-60 Grams			
Fruit Juice-200-ML			
Ice Cream (Weight) 1 Scoop			
One Plate Maggi (200 Grams)			

Please add the following items (A)-Cold Coffee, Majito, CAPA chino, Corn flakes with milk (B) Plain Maggi, veg Maggi, Poha, Porridge, Vermicelli Macaroni, Pasta, puri Bhaji, sprouted chat, Butter Milk (Chach), Curd Cup, Soft drink (Small), (half ltr, ltr)

## 2. Breakfast/Lunch Rates for Meeting/Conferences/Workshop

Items	Rate (Rs.)	Weightage
<b>Add : Breakfast for official meeting/conference/workshops</b> <b>1. Vegetable cutlets/ Vada/Idli/Upma/Parantha/Puri/Achaar and Aloo/Dosa/Poha/4 slices of Toast with</b> <b>2. Butter and Jam</b> <b>3. Tea/Coffee or Fruit Juice with crockery (melamine)</b>		
Deluxe: Thali/buffet Paranthas-2/chapatti-4+Rice +Dal +Paneer+ seasonal Vegetable + Raita/Curd+ Salad/Achaar and papad+ Sweet dish + Drinking Water <b>with crockery (melamine)</b>		20%
Tea/Snacks during Meeting Tea/Coffee+ 2 Nos. Cookies+RoastedKajoo + Badam (Total Dry fruit 05 nos. each) + Waffors 10 Nos. (Branded)		
Mini Snacks for Meeting Tea/Coffee, 2 Nos. Cookies		
High Tea Tea/Coffee+Dhokla/Cutlet + veg sandwich + Biscuit		
Buffet Lunch (Occasional) Multi Cuisine (Indian/Conti/Chinese dishes) (menu to be decided).... Soup (Any One)+ Main course: Paneer Dish+Gravy Vegetable+ Lentil Pulses +Baked Vegetable/Buquiterine +Vegetable Sweet and sour/Vegetable Ginger sauce/ Garlic Sauce +Rice/Pulao+Curd dish+ Assorted Tandoori Roti/Chapati+Three Type of Salad+Desert-2, ,Bada+Idli with Sambhar & Chutney, Papad+cut fruits etc. <b>with crockery (Bone China)</b>		
<b>Add: Additional waiter charges (per persons) for official meeting/conference/workshop.</b>		

**3. RATES FOR BREAKFAST, LUNCH AND DINNER (FOR AICTE GUEST HOUSE)**

Item	Rate( Rs.)	Weightage
<p><b>Breakfast</b></p> <p>1. Porridge OR Cornflakes OR Vermicelli            2. Vegetable cutlets/ Vada/Idli/Upma/Parantha/Puri/A chaar and Aloo/Dosa/Poha/4 slices of Toast with            3. Butter and Jam            4. Tea/Coffee or Fruit Juice</p>		
<p><b>Lunch</b></p> <p>1. Rice of good quality (Preferably Basmati)            2. Chapatti or Puri            3. Dal(Sambhar/Rajma/Lobia/White Chana/Kala Chana/Dal Arhar/Mixed Dal)            4. Paneer Subzi            5. One seasonable Vegetable            6. Raita/Curd            7. Salad/Achar</p>		20%
<p><b>Dinner</b></p> <p>1. Rice of Good Quality            2. Chapati or Puri            3. Dal(Sambhar/Rajma/Lobia/White Chana/Kala Chana/Dal Arhar/Mixed Dal)            4. One seasonable Vegetable            5. Salad /Achar            6. Raita/Curd</p>		
<p><b>Dinner (For occupants in Guest House)</b>  <b>Deluxe: thali/buffet</b></p> <p>1. Paranthas-2/chapatti-4+Rice+Dal +Paneer+ Vegetable Raita/Curd+ Salad/Achaar and Papad+ Sweet dish/cut fruits etc.</p>		

**Note:**

- All the food items will be served in the buffet mode in the dining hall, the dining tables etc.
- Professional qualified cook will be appointed for International Continental food
- Bidder has to fill-up all the Columns of the financial bid; no columns should be left blank and no zero price may be filled. In case of any columns left unfilled or filled with only zero, then price bid will be rejected.
- L-1 will be worked out after considering the weightage as mentioned against 1 to 3 of financial bid.**

**FORM-I**

**CONTACT DETAILS FORM**

**GENERAL DETAILS OF BIDDER**

1	NAME OF THE COMPANY	
2	NAME AND DESIGNATION OF AUTHORISED REPRESENTATIVE	
3	COMMUNICATION ADDRESS	
4	TELEPHONE AND MOBILE NO.	
5	FAX NO.	
6	E-MAIL ID	

**PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE**

1	NAME OF THE CONTACT PERSON	
2	DESIGNATION	
3	COMMUNICATION ADDRESS	
4	TELEPHONE NO.	
5	MOBILE NO.	
6	E-MAIL ID	

**FORM-II**

**FINANCIAL CAPACITY FORM**

**Name of the Firm: Address of the Firm: -**

<b>FINANCIAL YEARS</b>	2018-19	2019-20	2020-21	2021-2022	2022-2023
<b>Annual Turnover (in INR)</b>					

Signature of the authorized signatory of the bidder with seal of the firm/company

Name: \_\_\_\_\_

MobNo. \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: To be certified by Company Auditor/CA with seal and signature.

**FORM-III**

**FORMAT FOR PERFORMANCE CERTIFICATION**

**(Furnish this information for each individual work from the employer for whom the work was executed)**

1. Name of the contract and location  
:\_\_\_\_\_
2. Agreement No.  
:\_\_\_\_\_
- a. Scope of Contract  
:\_\_\_\_\_
- b. Contract Cost  
:\_\_\_\_\_
- c. Date of Commencement  
:\_\_\_\_\_
- d. Average Number of official served per day  
:\_\_\_\_\_
- e. Period  
:\_\_\_\_\_
- f. Amount of penalty levied, if any  
:\_\_\_\_\_
- g. Performance Report: Quality of Food &  
Resourcefulness - Very Good/Good/  
Satisfactory/Average  
:\_\_\_\_\_
- h. Compliance of all statutory requirements- Yes / No  
:\_\_\_\_\_

**(Signature of the  
Responsible  
Authority with seal)**

**Date:**

**FORM-IV**

**DETAILS OF PREVIOUS CONTRACTS**

<b>Period of Contract from to</b>	<b>Name and Address of the Organization with reference letters</b>	<b>Name of the contact person &amp; Phone No</b>	<b>Value of contract and other Details</b>	<b>Remarks</b>

**Give details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by our officials:**

<b>Period of Contract from to</b>	<b>Name and Address of the Organization with reference letters</b>	<b>Name of the contact person &amp; Phone No</b>	<b>Value of contract and other Details</b>	<b>Remarks</b>

**Place:  
Date:  
THEBIDDER**

**SEAL AND SIGNATURE OF**

**FORM-V****CHECK LIST**

<b>Sl. No.</b>	<b>Particulars</b>	<b>YES/NO</b>
1.	Have you filled and submitted all forms: (i) Form I to V (ii) Technical bid (iii) Financial bid (iv) Affidavit	
2.	Have you read and understood various conditions of the Contract and shall abide by them?	
<b>TECHNICAL BID</b>		
1.	Have you enclosed scanned copy of the draft for EMD of Rs.2,00,000/- (Rupees Two lakh only) and uploaded with the Technical Bid?	
2.	Have you uploaded the proof of having met the following minimum eligibility criteria?	
3.	Legal Valid Entity: Have you uploaded the attested Certificate for registration of company/firm?	
4.	Financial Capacity: Have you uploaded Income Tax Returns, Audited Balance Sheets and Profit & Loss Statement as required?	
5.	Registration License: Have you uploaded a copy of each of the Registration certificate?	
6.	Experience: Have you uploaded the attested experience: Certificates issued by the Organizations / Government Departments of the last 3 years?	
7.	Have your Technical Bid been prepared and uploaded as per the requirements of the Tender?	
<b>FINANCIAL BID</b>		
1.	Have your Financial Bid proposal duly filled and upload as per instructions?	
2.	Have you quoted prices against each of the category/item?	
3.	Have you provided cost break ups for all components in the Financial bid?	
4.	Have you worked out the total cost of all the items?	

Note:- The above must be filled, signed and submitted along with the bid.

Signature of the authorized  
Signatory with seal of the firm/company/ Name:

Mobile No.:

Date: