



Shri Govind Guru University, Godhra

Address: Govt Polytechnic Campus, RTO Road, Gadukpur, Godhra,
Panchmahal, Gujarat-389001

Procurement Notice

The Shri Govind Guru University (SGGU) invites tender for providing following item.

Sr.No	Tender	Name of item	Estimated Cost (Rs.)	Last Date and Time of Bid submission
01	Tender No.01/2020	Food Packet, Lunch high-tea and Dinner	4.80 Lacs	20/03/2020 @ 6:00 pm

Tender document can be downloaded from University website www.sgggu.ac.in

Date: 12 / 03/2020

sd/-
I/C Registrar



Shri Govind Guru University, Godhra

(Established Vide Gujarat Act No. 24/2015)

श्री गोविंद गुरु युनिवर्सिटी, गोधरा

(गुजरात ऐक्ट नं. २४/२०१५ द्वारा स्थापित)
सरकारी पॉलीटेक्निक कैम्पस, गढ़कपुर, गोधरा. जि.पंचमहाल-३८६००१



Notice inviting For providing, "Catering – Regular Food"

Tender No. 01/2020

Venue:

Shri Govind Guru University

Government Polytechnic Campus,

RTO Road, Gadukpur, Godhra– 389001

This document can be downloaded from our site: www.sgggu.ac.in under Tender Option



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TENDER FOR PROVIDING CATERING – Regular Food

Tender Notice no. 01/ 2020

SR. No. _____

Tender issued to M/s. :

Address :

Phone/Mobile & Fax No. :



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TENDER NOTICE FOR CATERING – Regular Food

The University intends to award contract for providing catering services in the territory of Panchmahals, Mahisagar, Dahod, Chhotaudepur and Vadodara District for various Programs of our University. Interested parties may visit our web site: www.sgggu.ac.in for further details. Interested parties can download prescribed tender form from our Website: www.sgggu.ac.in from 13/03/2020. The last date for submit tender documents to the university is 20/03/2020 up to 5:00 pm.

Date: 12/03/2020

(I/C Registrar)



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TENDER FORM

Tender Fees: Rs. 1500/- (Non-Refundable)

EMD: Rs. 3% of tender value/-(Refundable)

Approx Tender Cost: 4.80 lacs

Tender Conditions for Catering Regular Food

Schedule to Tender No. SGGU/TENDER/01/2020

- Tender download from** : 13/03/2020 from 11.00 a.m.
- Last date of submission of Tender** : 20/03/2020 up to 6.00 p.m.
- Date of opening of Tender** : 21/03/2020 @ 03.00 PM (Shri Govind Guru University, Godhra)
- Tender shall Valid for** : 2 year from the work order.

Certificate, Latest Income Tax clearance certificate and other certified documents as per check list.

- ii) The details of turnover of tenderer for last 3 years.
- iii) The tenderer should also furnish the details on nature of their firm, names and addresses of the Partners / Proprietors / Directors and also the details of sister concerns, if any, also specific details or documents requested in Tender Enquiry.

In absence of these information/documents, tender is liable to be ignored/rejected. In such case EMD will be returned to the Tenderer.

2.3 COMMERCIAL BID COVER

- i) **Commercial Bid cover should contain only rates/prices of items with or without taxes along with Tax declaration certificate duly filled in and signed. The quotation not accompanying this certificate is liable to be ignored.**
- ii) **In case the tenderer fails to provide taxation details in commercial bid, offers will be considered as inclusive of all taxes.**

No correspondence will be entertained after opening of tenders.



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EMD of 3% of Tender Cost is required to be paid interest free as per terms and conditions of this tender Enquiry. Tender without pre-payment of EMD will be out rightly rejected which may please be noted.
N.B.:

- 1) The rates should be quoted both in words as well as in figure also.
- 2) **GST IN, Sales Tax, Central Tax, Retail Turn over Tax etc. should be clearly stated with their percentages.**

Vague and conditional offer shall not be considered.

The Tender period will be for a one day.

The tenderer will have to fill up the tender in two documents separately, i.e. Technical Bid and **the Commercial Bid.**

Tender should be submitted in the cover duly sealed and super scribed (i.e. showing legibly the tender Number and due date of submission of tender on the top of the left hand corner of the envelope containing the tender). In the interest of the tenderer, it is advisable that the tender is sent in cover duly sealed

For above exercise, the tenderer shall give details of existing contract mentioned in the Present / Existing List of clients for visit by the committee in the prescribed Performa as annexed at Annexure-1.

The SGGU authorities would constitute a Catering Committee consisting of officers, faculty and staff Member. The Catering tenderer will have to follow instructions of the Committee related to Menu, Meal Frequency, Food Quality, Cleanliness, Health & Hygiene service.

The tenderer has to supply Food/Snacks and other contracted items at the University.

The catering services should capture innovative variety and balanced nutrition both for vegetarians.

SGGU shall neither provide any consumable or non-consumable items including raw materials for the purpose of catering nor shall provide any waiter, utensils, equipment, crockery, cutlery etc.

The quality and quantity of food will be inspected item wise by catering committee / SGGU authorized Officials/Staff will frequently visit and the tenderer shall not deny access to such inspections.



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A. GENERAL TERMS AND CONDITIONS:

1. Any conditional offers made by the tenderer or any alternations/corrections made in the priced tender form shall not be considered. Similarly incomplete and unsigned tender documents are liable to be rejected.
2. SGGU reserves the right to accept or reject any tender without assigning any reason thereof.
3. The tender submitted by the tenderers will remain valid for a period of 30 days from the date of opening of the tender.
4. The tender must be attached with self-certified Xerox copies of (a) Registration of the Agency under the Shops & Establishment Act (b) List of clients of organizations of repute, with contact person's name and phone numbers on the letter head of the tenderer, without which, the tender shall be summarily rejected. The tenderer shall have to produce the original papers of the above documents at the time of opening of the tender for verification and also whenever it is demanded by the representative of the Institute.
5. Individual signing the tender or other documents connected with the tender must specify whether he signed as:
 - (i) A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - (ii) A partner of the firm if it is a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms.
 - (iii) Director or Principal Officer duly authorized by the Board of Directors of the company.
6. In case of (ii) a copy of the partnership agreement or general power of attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate of registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the tender should be authorized by a resolution passed by the Board of Directors and a copy of the resolution attested by the Principal Officer should be attached.
7. The catering tenderer shall ensure high standard of cleanliness, hygiene and sanitation while delivering/serving food items. Adequate numbers of dustbins shall be provided by the tenderer to ensure proper disposal of garbage at the place of supply of food. There should not be any littering of unused food or any other articles within the premises.
8. The tenderer shall ensure that the food is stored and handled properly and no stale food is served. In case of any food poisoning, the tenderer shall be held solely responsible and will be penalized besides legal action by the Competent Authority.

All Food items as mentioned in the tender will be tasted and quality of the food will be checked by the SGGU officials before awarding a food tender. Based on taste and quality satisfaction of the food items, SGGU officials will decide the final vendor and it will not be only based on L1. The supplied food can be checked by SGGU officials at any time and if



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substandard / unauthorized material is found, the tenderer shall be penalized at the discretion of SGGU and tenderer shall have to abide by it.

9. SGGU reserves the right to accept or reject any or all the offers either dully or partly without assigning any reason thereof, and is not bound to accept the lowest bid.
10. The catering staff engaged by the Tenderer shall : (a) Show professional courteous behavior at all times, (b) Staff must wear neat and clean work clothes, aprons, gloves, hair cap etc. (c) Catering staff will not smoke bidis, cigarettes or take alcoholic drinks on the campus/venue and nor they are allowed to chew pan, gutka, tobacco items etc.
11. As regards quality of materials and preparation, the tenderer shall ensure that: (a) Food ingredients, additives and materials must be of best quality available in the market, (b) Vegetables, bread, fruits, and other such perishable items should be purchased fresh from the market on daily basis, (c) the Tenderer shall take meticulous care to provide clean, fresh and quality food in all preparations.
12. The tenderer shall ensure the timely delivery of food items and allied services at location provided by SGGU and all charges applied for the same must be included in rates.
13. The Tenderer shall ensure that the staff engaged by him observes safety precautions and security regulations at the campus/venue.
14. Any attempt at negotiation direct or indirect on the part of a tenderer with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavor to secure any interest for an actual or prospective tenderer or to influence by any means the acceptance of a particular tender will render the tender liable to exclusion from consideration.
15. No. of Person for Lunch and High Tea will clearly defined in supply/work Order. It may be increase or decrease.

B. LEGAL TERMS AND CONDITIONS

1. The Tenderer and his staff shall abide by various rules and regulations of SGGU as prevalent from time to time.
2. The Tenderer shall comply with all existing labour legislations and Acts, Provisions, such as Contract Labour Regulation Act, Workmens' Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act, etc. For any lapse or breach on the part of the Tenderer in respect of non-compliance of any Labour legislations in force during the validity of the contract, the Tenderer would be fully responsible and would indemnify the Institute, in case the Institute is held liable for the lapse if any, in this regard.

SGGU would have the right to terminate the contract without notice before the expiry of the term, in case the work performance is not up to the standard, or in case there is any violation of SGGU rules & regulations, or if there is any lapse in compliance of any labour legislation, Gujarat Food Safety Rules or



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Relevant other Acts or if there is any incident of indiscipline on the part of the Tenderer or his staff. The decision of SGGU's management in this regard would be final and binding on the Tenderer. In such an event, SGGU shall have the right to engage any other tenderer to carry out the task.

3. The Tenderer and his staff shall comply with all instructions and directions of the SGGU authorities given from time to time. In the event of any emergent situation, the staff of the Tenderer shall comply with instructions given by the SGGU authorities, without waiting for confirmation by the Tenderer.
4. Noncompliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.

C. FINANCIAL TERMS & CONDITIONS

1. Charges for the lunch, snacks, dinner etc. provided on occasions as per the orders of SGGU shall be paid on submission of bills as agreed rates.
2. The payment towards hospitality bills of SGGU office shall be released within a 30 days after scrutiny of authorization of supply and the prices claimed by tenderer. Any supply of food items without proper authorization by the designated authority of SGGU shall not be paid for.
3. Income tax, Service Tax etc., as per prevalent laws shall be deducted at source while making payment of Tenderer's bills.
4. The Tenderer shall be required to enter in to an agreement for the due performance of the contract with SGGU. It should be stamped with adhesive stamps as required and should be signed before a First Class Magistrate or a Justice of Peace or a Notary Public without fail.

ARBITRATION:

Interpretation of any of the tender condition will be made by the Registrar, Shri Govind Guru University, Godhra and in case of any dispute between the University and the tenderer, the decision of the Registrar will be binding to the Tenderer.

JURISDICTION:

Notwithstanding, any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference, if the same had been the subject matter of suit, any and all actions and proceedings arising out of or relating to the contract (including any arbitration in terms thereof) shall lie only in the court of competent civil jurisdiction in this behalf at Godhra and only the said courts shall have jurisdiction to entertain and try such action(s) and/or proceedings to the exclusion of all the other courts.



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WAIVER:

No failure or delay by SGGU in enforcing any right to remedy of SGGU in terms of contract or any obligation or liability of the tenderer in terms thereof shall be deemed to be a waiver of such right, remedy obligation or liability, as the case may be, by SGGU and notwithstanding such failure or delay, SGGU shall be entitled at any time to enforce such right, remedy, obligation or liability, as the case may be.



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(To be submitted by the tenderer on the letter head)

UNDERTAKING

Date: _____

I/We _____

(Name of Tenderer)

Proprietor/Partner/Director hereby undertakes to comply with all the terms and conditions as stated here above and abide all terms and conditions stated in the tender enquiry. I/We hereby undertake that the information forwarded above and elsewhere in the tender is true and the tender is liable to rejection, if the same is found to be false or the information is found to be suppressed by me.

Signature:

Name:

Designation & Stamp of the partner



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Annexure – 1

LIST OF CLIENTS DURING LAST THREE YEARS

(Tenders not accompanied by this information shall be summarily rejected)

SR. NO.	Clients Name, Address & Contact No.	Name of Contact Person & Phone No.	No. of Guest / Persons	Date / Period of Service / Contract	
				From	To
1					
2					
3					
4					
5					
6					



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PART – I : TECHNICAL BID

Enclose following documents/mentioned in the Technical Bid

1. Tenderer : Purchase and duly signed
2. EMD paid : Mention Yes/No (DD or Banker's cheque)
3. Name of Bank :

Rs. _____

4. Name of Proprietor/partner/
Director with full residential
Address and telephone No. :
Fax No, Email No. etc.

5. Have you submitted all docu-
mentary evidence duly attested

6. Remarks, if any

7. Registration Details:

Sr. No.	Registration Under	Registration No.	Valid up to	Remarks
01	Firm/Company Registration (Delete whichever is not applicable)			
02	Shops & Establishment Act			
03	PF			
04	ESI			
05	GST			
06	Others			

Proof of the above must be attached to qualify, compulsorily.

Signature of the tenderer with Rubber stamp

Name : _____

Designation: _____

Note : 1) Please read P.T.F (Price Tender Form) carefully and fill up the above information and furnish copy of the above positively.

Sealed Cover bearing TE/No. and Due date



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Part II – COMMERCIAL BID

Sealed Cover

1. Name of the Tenderer:

2. T/E No.: 01/ 2020

Dated: ___/___/2020

3. Due on: 20/03/2020 up to 5.00 p.m.

4. Rate schedule (with Serving Facility):

A. WORKING LUNCH (UNLIMITED)

Items	Quantity (Approximately)	Total Amount (incl all taxes)
• One Sweet (Gulab Jamun/ Halva seasonable)	100 People	
• One Vegetable Sabji / Undhiyu,		
• Puri/ Roti (tava)	200 People	
• Pulav/ Rise		
• Kadhi / Dal	300 People	
• Farsan		
• Papad	500 People	
• Salad		
• Mineral Water	1000 People	
	2000 People	
	5000 People	



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B. VVIP HIGH TEA [for Dias dignitaries only approx. 20 people]

C. FOOD PACKETS FOR STUDENTS [As per Requirement]:

Sr. No.	Item	Unit/Qty	Rate/unit (In Rs. With all Taxes)	Total Amount
1	MINERAL WATER (NO BOTTLE) (ANY - STANDARD ISI REGISTERED COMPANY)	200 ml		
2	POTATO WAFFER (BALAJI)	RS. 10 PACKET		
3	MASALA KACHORIES/SAMOSAS	2 PIECE (50 gm EACH)		
4	GULAB JAMUN	2 PIECE		
5	FROOTI	1 UNIT (200 ml)		
6	PAPER NAPKIN+ SPOON	1 UNIT		

D. DINNER:

Items (Kathiyawadi Menu for Dinner)	Quantity	Total Amount
• Vegetable/ Bengan Bharata/ Lasaniya Bateta/ • Roti/ Bajari rotla/ Bhakhari/Thepala/Paratha,	100 People	
• Mix Bhajiya, • Papad/frimes,	200 People	
• Vaghareli Khichadi,	500 People	
• Butter Milk, Mineral Water	1000 People	



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E. WATER FACILITY (As per requirement)

Sr. No.	Item	Approx. Unit/Qty	Rate/unit (In Rs. With all Taxes)	Total Amount
1	Cold Mineral Water 20 LITER JUG	25 Jugs		
2	Bisleri Brand Water Bottle – 500 ML	25 Units		

N.B.

1. Mineral Water facility for all visitors shall be provided at various points at SGGU.
2. All food menus would carry 10-15% jain menu.
3. SGGU is inviting rate for Dinner items, SGGU will make the decision to provide dinner contract or not.
4. No single use plastic bottles shall be used.
5. Adequate extra provision on the safer side to avoid chaos/unforeseen/ unpredicted shortage is to be taken care off.
6. The catering tenderer will provide Regular Food & Beverages as per above details on given time with sufficient service staff.
7. Clearly mention the rates and service charges with all taxes.
8. Rate will includes all the catering facilities with serving staff.
9. The serving staff must be in Uniformed so we can easily identify them.
10. Serving staff must wear the I – Card with Photo and Stamp of Tenderer.
11. Sealed cover bearing T/E No. and Due Date with the title is to be submitted.
12. Technical Bid sealed cover should be separate and should not be enclosed in Commercial Bid cover in a single big cover is to be submitted.

Place:

**Signature of the Tenderer
With Office Rubber Stamp,**

Date:

Name and Designation of Signatory.