



GUJARAT TECHNOLOGICAL UNIVERSITY
(Established under Gujarat Act No. 20 of 2007)
Visat – Gandhinagar Highway, Chandkheda, Ahmedabad.



**Notice inviting For providing, “Catering – Regular Food & Beverages”
for Convocation-2019
E-Tender No.28/2018-19**

Venue:

Gujarat Technological University

**GTU Campus, Vishwakarma Government Engineering College,
Sabarmati – Koba Highway, Nr. Visat Three Roads,
Chandkheda, Ahmedabad – 382 424**

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



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TENDER FOR PROVIDING CATERING – Regular Food & Beverages

Tender Notice no. 28/ 2018-19

SR. No. _____

Tender issued to M/s. : _____

Address : _____

Phone/Mobile & Fax No. : _____



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TENDER NOTICE FOR CATERING – Regular Food & Beverages

The University intends to award contract for providing catering services at the above address with in the territory of Ahmedabad for Convocation Program. Interested parties may visit our web site: www.gtu.ac.in for further details. Interested parties can download prescribed tender form from our Website: www.gtu.ac.in from 07/01/2019. The last date for submit tender documents to the university is 19/01/2019 up to 6:00 pm.

Date: 07/01/2019

(I/C Registrar)



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TENDER FORM

Price : Rs. 1500/-
EMD : Rs. 5000/-
Approx Tender Cost: 4.70 Lacs

Tender Conditions for Catering Regular Food & Beverages

Schedule to Tender No. **GTU/TENDER/28/2017-18**

Tender download from : 07/01/2019 up to 3.00 p.m.
Last date of submission of Tender : 19/01/2019 up to 6.00 p.m.
Date of opening of Tender : 21/01/2019 at 12.00 Noon
Tender shall remain valid till : one day only

IMPORTANT NOTE

1 Tenderer will have to fulfill the Qualifying Criteria as under:

- 1.1 The tenderer must be in a business of catering in reputed Organizations / Educational institutes for not less than three years.
- 1.2 The tenderer should have an experience of catering contract in a reputed Organization / Corporate House / Educational institution etc.
- 1.3 The tenderer should have all the necessary valid registrations of the Government under the GST IN, VAT, etc.
- 1.4 The tenderer should give full details in the enclosed Annexure – 1 along with the tender of at least one establishment where the tenderer has catering / catered contract.
- 1.5 This document can be downloaded from Gujarat Technological University Website www.gtu.ac.in . The filled in/complete in all respect tender document must be submitted with tender document fee of Rs 1500/- in the form of Demand Draft in favor of the “Gujarat Technological University” payable at Ahmedabad.

- 2** The tenderer should invariably submit his tender in three sealed covers separately namely;
1) EMD cover 2) Technical Bid cover and 3) Commercial Bid cover.

2.1 EMD COVER

EMD cover should contain EMD in form of Demand Draft in favor of “Gujarat Technological University Payable at Ahmedabad” Offer without separate EMD cover, the technical bid will not be opened. THIS MAY PLEASE BE NOTED.

2.2 TECHNICAL BID COVER



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- i) Technical Bid cover should contain original purchased copy of priced Tender Form (except commercial bid documents) along with attested copies of VAT and CST Registration 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.

3 No correspondence will be entertained after opening of tenders.

4 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.

5 Vague and conditional offer shall not be considered.

6 The Tender period will be for a one day.

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

8 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 by sealing wax. In case the tender is sent not sealed by sealing wax, no complaint in respect of tampering of tender shall be entertained by GTU.

9 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.

10 The GTU 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.

11 The tenderer has to supply Food/Snacks and other contracted items at various offices / stalls of the University.



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- 12 The catering services should capture innovative variety and balanced nutrition both for vegetarians.
 - 13 GTU shall neither provide any consumable or non-consumable items including raw materials for the purpose of catering nor shall provide any utensils, equipment, crockery, cutlery etc.
 - 14 The quality and quantity of food will be inspected item wise by catering committee / GTU authorized officials will frequently visit and the tenderer shall not deny access to such inspections.

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. GTU 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.



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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.
9. The supplied food can be checked by GTU officials at any time and if substandard / unauthorized material is found, the tenderer shall be penalized at the discretion of GTU and tenderer shall have to abide by it.
10. GTU 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.
11. 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 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.
12. 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.
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 Purchase Order. It may be increase or decrease.
16. The items are required to serve at “Mahatma Mandir, Gandhinagar” on convocation day, probable date is 31.01.2019.

B. LEGAL TERMS AND CONDITIONS

1. The Tenderer and his staff shall abide by various rules and regulations of GTU as prevalent from time to time.



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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.
 3. GTU 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 GTU rules & regulations, or if there is any lapse in compliance of any labour legislation, Gujarat Food Safety Rules or relevant other Acts or if there is any incident of indiscipline on the part of the Tenderer or his staff. The decision of GTU's management in this regard would be final and binding on the Tenderer. In such an event, GTU shall have the right to engage any other tenderer to carry out the task.
 4. The Tenderer and his staff shall comply with all instructions and directions of the GTU 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 GTU authorities, without waiting for confirmation by the Tenderer.
 5. The arrangement shall be valid only for one day.
 6. 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 GTU shall be paid on submission of bills as agreed rates.
2. The payment towards hospitality bills of GTU office shall be released within a 15 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 GTU 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 GTU. 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:



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Interpretation of any of the tender condition will be made by the Registrar, Gujarat Technological University, Ahmedabad 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 Ahmedabad 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.

WAIVER:

No failure or delay by GTU in enforcing any right to remedy of GTU 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 GTU and notwithstanding such failure or delay, GTU 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 responder on the responder's 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 Address & Contact No.	Name, & Contact	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. P.T.F : 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	WCA			
06	Service Tax			
07	VAT			
08	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.
 - 2) 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.: 28/ 2018 – 19 Dated: 07/01/2019
3. Due on: 19/01/2019 up to **6.00** p.m.
4. Rate schedule (with Serving Facility):

Regular Food and Beverages (Approx. for 8000 Persons) at 5.30 PM (Price/Box)

Food Packet			
Sr.No.	Item	Unit/Qty	Rate/No
1	Mineral Water Bottle (any standard registered company)	200 ML	
2	Kela Waffer (Samrat)	Rs.10 Packets	
3	Masala Kachories	2 Piece (50 Gram each)	
4	Kala Jamun	1 Piece (40 Gram)	
5	Patanjali Lemon/Orange Juice	1 Unit (200 ML)	
6	Spoon	1 Unit	
7	Paper Napkin	1 Unit	

N.B.

1. The catering tenderer will provide Regular Food & Beverages as per above details for 1 day on given time with sufficient service staff. Out of them 10 special service staff for the Governor House, VVIP and VIP area.
2. Clearly mention the rates and taxes.
3. Rate includes all the catering facilities with serving staff.
4. The serving staff must be in Uniformed so we can easily identify them.
5. Serving staff must wear the I – Card with Photo and Stamp of Tenderer.
6. Sealed cover bearing T/E No. and Due Date
7. Technical Bid sealed cover should be separate and should not be enclosed in Commercial Bid cover.



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Place:

Date :

**Signature of the Tenderer
with Office Rubber Stamp,
Name and Designation of Signatory.**