

No. AUD/22-1(58)/10<sup>th</sup> Convocation/2021-22

Dated : 08.12.2021

To,

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**Subject: Notice inviting tender for provide catering services (Breakfast, Lunch and High-Tea) during 10<sup>th</sup> Annual Convocation of Dr. B. R. Ambedkar University Delhi (AUD)**

Dr. B. R. Ambedkar University Delhi (AUD) invites sealed bids from competent restaurateurs (hereinafter called the "Contractor") to provide breakfast, lunch & high-tea during 10<sup>th</sup> Annual Convocation of Dr. B.R. Ambedkar University Delhi (AUD) at its Kashmere Gate campus. The quotation is required to be submitted in a sealed cover addressed to the Registrar, Dr B R Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110006, duly superscribing the work i.e **"Tender for providing breakfast, lunch & high-tea at Kashmere Gate Campus of Dr. B.R. Ambedkar University Delhi"** on top of the cover.

**Last Date of submission of Tender - 15-12-2021 upto 04.00 PM**  
**Date of Opening of Tender - 15-12-2021 at 04.30 PM**

Tender format can be downloaded from our website '[www.aud.ac.in](http://www.aud.ac.in)'. Clarifications, if any, may be sought from the Estate Division, AUD on Telephone No 23863744. Tenderers should read the tender document carefully as enclosed and comply strictly with the terms and conditions before sending their bids.

**Deputy Registrar (Estate)**

Copy forwarded for information to:-

1. The Registrar, Dr. B.R. Ambedkar University Delhi
2. The Controller of Finance, Dr. B. R. Ambedkar University Delhi

## Schedule of Tender

Tender enquiry Number	No. AUD/22-1(58)/Convocation/2021-22/10 <sup>th</sup> /	
Date/ time of release of tender through e-procurement solution	08.12.2021	03:00 PM
Start date/ time of submission of	08.12.2021	05:00 PM
Pre bid meeting	13.12.2021	02:30 PM
Last date/ time of downloading/collection bid document	15.12.2021	03:00 PM
Last date/ time of submission of bid	15.12.2021	04.00 PM
Date/ time of opening of Technical bid	15.12.2021	04.30 PM
Date/ time of opening of Financial bid	Will be notified later	

## **TERMS & CONDITIONS OF CONTRACT FOR SUBMISSION OF TENDER BID/ QUOTATION**

1. The Service Provider shall be responsible to provide catering services (breakfast, lunch & high-tea) during 10<sup>th</sup> Annual Convocation of Dr. B.R. Ambedkar University Delhi (AUD) at its Kashmere Gate campus.
2. The services of catering (breakfast, lunch & high-tea) will be required as per details mentioned in appendix 'B' of tender documents. Before submitting the bid, it is advisable for the prospective bidder(s) to visit the site and familiarize himself/herself thoroughly with the site conditions, scope of work, terms and conditions of the tender. Non-familiarity with the site conditions will not be considered a reason for not carrying out the work in strict conformity with specifications and as per the directions of the University.
3. The quotation shall be given exclusively as per details mentioned in tender. Corrections, if any, in the quotation should be duly authenticated with full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one. Arithmetical mistakes of additions/subtraction etc shall be corrected and only the corrected version of the calculation shall be valid and considered for declaring L-1 bidder.
4. No deviations from the conditions, by the contractor in both technical and commercial bids, shall be considered. The Conditional tenders will not be accepted and will be summarily rejected.
5. Bidder should have minimum of 3 years' experience in providing outdoor catering (i.e. Veg, Non-Veg, South Indian, North Indian, Chinese, Continental, etc.) to training institutions, banks, corporate sector, etc.
6. Minimum annual turnover of bidder should be Rs, 50 lakhs during last three financial years (i.e. 2017-18, 2018-19 & 2019-20). Supported by documentary proof /audited or CA certificate statement of accounts.
7. Any individual/ Firm which has been blacklisted by AUD or any other Central/ State Government Organization/ PSU/Universities in the past three financial years, will not be eligible to participate in the tender process.
8. The payment shall be made after satisfactory completion of work.
9. The Assistant Registrar (Estate) will be the single point contact on behalf of AUD. Service provider's mobile number shall be available with the Estate Division/ Assistant Registrar (Estate).

10. The Service provider will arrange for all types of machinery/Equipment's, crockery, waiters etc. incidental and essential for the function.
11. In case of breach of any of the terms and conditions mentioned in the tender, the Competent Authority will have the right to cancel the work order without assigning any reason thereof and nothing will be payable by AUD in that event.
12. Late receipt of bids (i.e. after due date and time) will not be considered. Authorized representatives of the tenderers may participate in the tender opening committee meeting, in case they wish to do so.
13. Each page of the tender document should be **signed by the tenderer**.
14. **Details of experience** if any, in the form of work order/ certificate of performance should be enclosed with the tender document.
15. The AUD will open the bids, in the presence of bidder or his authorized representative who choose to attend, at the time and date specified in the tender notice. The bidders or his authorized representatives who are present shall sign the tender opening document evidencing their attendance.
16. AUD reserves the right of accepting the tender in whole lot or distinct part of it or the supply can be distributed between more than one bidders.
17. The acceptance of the tender rests with AUD. The university is not bound to accept the lowest tender bid and reserves the right to accept or reject any or all the Bids without assigning any reasons thereof. AUD also reserves the right to modify and / or relax, any terms & conditions of this tender document to safeguard its interest.
18. AUD reserves the right to cancel the tender process without assigning any reason whatsoever, at any stage.
19. Rates must be quoted in figures & words in INR with all levies and taxes.
20. The evaluation of the tenders will be made by a Tender Evaluation Committee on the basis of rates quoted by the tenderer in Appendix 'B'. ***It is also clarified that, Financial bid will be submitted separately in BOQ format and not along with technical bid.***
21. If the rates quoted by two or more tenderers are equal, the tender will be allotted to the person/ Firm having more number of years of experience work in Govt. Departments (Central Govt./ State Govt./ PSU organizations/ Universities etc.), based on the proof submitted with the tender.

**22.** In case the experience of two or more tenderers is equal, work will be allotted to the person/ Firm having more turnover in catering work in the last financial year.

**23.** The AUD may make any variation of the quantity & quality or any part thereof that may in its opinion be necessary for that purpose as mentioned below :-

(a) Increase/ decrease/ change the quality or kind of the number of item/ persons/ service, as mentioned.

(b) Omit any such item/ persons/ service if found necessary after issue of Work Order, if required.

(c) Additional requirement or any item/ persons/ service required may be supplied by the bidder.

**24. Penalties:** In the event of the service provider failing, declining, neglecting or delaying the work or in the event of any damage occurring or being caused by him/ her or due to his/ her negligence, AUD shall without prejudice to any other party, exercise the remedy available to it under the law in force in the Delhi state:

(a) Terminate the work order at the risk and cost of the bidder whose quotation has been accepted and

(b) Recover the amount of loss caused by the damage, failure or default (including the consequential damage).

(c) Impose a penalty up to 10% of the total value of the order.

(d) Blacklist the Contractor/ Firm.

**25.** All disputes arising out of this contract shall be referred to the sole arbitration of the Vice Chancellor, Dr. B. R. Ambedkar University Delhi (AUD), or an arbitrator nominated by him. His decision will be final and binding on both the parties. The venue of arbitration shall be New Delhi (India).

**26.** All legal disputes shall be subject to the jurisdiction of Delhi courts only.

**Dr. B. R. Ambedkar University Delhi**  
**Technical Details**

<b>Ser No.</b>	<b>Description</b>	<b>Details</b>
1	Name of the Individual/ Company/ Firm	
2	Address (with Tele No. & E-mail)	
3	Total number of years of experience in catering work in Govt. Departments (Central Govt./ State Govt./ PSU organizations etc.) Attach Proof	
4	Turnover in the last three financial years	
5	PAN No.	

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**Appendix – ‘B’****Financial Bid**

S.No.	Description of item	Accounting Unit	Category	Sub Category	No of Pax	Rate of per pax (in figures and words)	
<b>20 December, 2021</b>							
1.	Lunch	Nos.	Veg/ Non Veg	Steam rice, south veg, pachranji dal, Paneer Pasanda, Mutton Rogan jush/ Chicken Curry, Dahi Bhalle, Sweet : Kulfi, Borckli Soup, Salad, Papad, Pickle, Naan ,roti , pratha	130		
<b>21 December, 2021</b>							
2.	Breakfast	Nos.	-	Cholle Bhature, Dry sweet, Tetrapack juice, <b>(Packed)</b>	800		
3.	Lunch	Nos.	Veg/ Non Veg	Mater pulao, Dal Makhni, South veg, mix veg, tawa sabji, Bundi Raita, Sahi Paneer, Moong dal halwa, Gulab Jamun, Ice cream, Sweet : corn soup, Naan Roti mix	100		
4.	High-tea with snacks for all VVIPs and dignitaries	Nos.	-	Fresh Juice Dry fruit, Mini dosa, cocktail idle, sambar, coconut chatni, Tea & Coffee, Water bottle, mix pokeda, Sweet: Brawani, Chena Taust	100 (Approx)		
5.	Lunch	Nos.	Veg/Non veg	Mater pulao, Dal Makhni, mix veg, Bundi Raita, Sahi Paneer, Gulab Jamun, Ice cream, veg Manuchrian, Sweet : corn soup, Naan Roti mix	700		
6.	Labour charges/ transport charges/ levies/ taxes & duties etc.						
<b>Total</b>							

**NOTE :** The Menu is tentative and subject to change with mutual consent.

Financial bid will be submitted separately as per BOQ format and not along with technical bid.

1. I have attached proof of the total number of years of experience in catering work in Govt. Departments (Central Govt./ State Govt./ PSU organizations/Universities etc).
2. I have attached work order issued by Govt organizations/ PSUs/ Autonomous bodies/ reputed private organisations in each of the last three years with the tender document.
3. I have signed each page of the tender document.
4. I hereby certify that the information furnished above is full and correct to the best of our/my knowledge. I understand that in case any deviation is found in the above statement at any stage, I/ my Firm will be blacklisted and will not be allowed to have any dealing with AUD in future.

**(Signature of authorized**

Place:

Signature of the Tenderer

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



**UNDERTAKING**

It is certified that;

(i) I/ my Firm/ Contractor/ company has never been **black listed** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or reputed private institutions in the preceding three financial years and no criminal case is pending against the said Firm/ Contractor as on\_\_\_\_\_.

(ii) Services of my/ our Firm have never been prematurely terminated due to unsatisfactory performance/ non performance by any Government/ PSU organization in the preceding three financial years.

Signature of the Tenderer \_\_\_\_\_

Name of the Signatory \_\_\_\_\_

Name of the Firm/ Contractor \_\_\_\_\_

Seal of the Firm/ Contractor \_\_\_\_\_

Place:

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

