



TENDER NO: DHGSU/SP/CATERING SERVICE/2019/544

Date: 09.10.2019

**NOTICE INVITING TENDER FOR RATE CONTRACT OF CATERING SERVICE IN
THE DR. HARISING GOUR VISHWAVIDYALAYA, SAGAR (M.P.)**

TABLE OF CONTENTS

S.NO.	DESCRIPTION	PAGE NO.
01	ABOUT THE VISHWAVIDYALAYA	2
02	BRIEF OF TENDER	2
03	DEFINITIONS	3
04	SCOPE OF WORK	3
05	JOB SPECIFICATION	3
06	TECHNICAL ELIGIBILITY	4
07	SUBMISSION OF TENDER	5
08	IMPORTANT INSTRUCTIONS	7
09	TERMS OF PAYMENT	7
10	CONTRACT PERIOD	7
11	GENERAL INSTRUCTIONS	7
12	OTHER TERMS AND CONDITIONS	8
13	GUIDELINES FOR WORKERS OF THE CONTRACTOR	9
14	TERMINATION OF CONTRACT	10
15	PENALTY CLAUSE	10
16	ANNEXURE-1 (UNDERTAKING)	12
17	ANNEXURE -2 (MENU)	13
18	ANNEXURE - 3 (PERMISSIBLE BRANDS)	14
19	ANNEXURE - 4 (PROFORMA OF BANK GUARANTEE)	15
20	ANNEXURE - 5 (INSTRUCTIONS FOR ONLINE SUBMISSION OF BIDS)	17
21	ANNEXURE - 6 (EXEMPTION/ RELAXATION CLAIM FORM)	20
22	ANNEXURE - 7 (CERTIFICATE OF TURNOVER)	21
23	ANNEXURE - 8 (EXPERIENCE CERTIFICATE)	22

ABOUT THE VISHWAVIDYALAYA: Doctor Harisingh Gour Vishwavidyalaya Sagar (A Central University), formerly University of Saugor, was established on 18th July 1946 by Dr. Sir Hari Singh Gour (founder VC) by his lifetime saving. The University is situated 5 Km. east of Sagar city and its campus covers an area of 1312.89 acres over Pathariya Hills connected to the Vindhya Range, surrounded by lush green forest (about 100 acres) within its campus and has effectively contributed to the maintenance and preservation of ecosystem and its biodiversity. It is one of the finest picturesque campuses in India. The NAAC appointed by UGC has awarded 'A' Grade re-accreditation to this University. This University is declared as a Central University w.e.f. 15th Jan 2009. The University is developing in a congenial peaceful disciplined and enthusiastic atmosphere.

BRIEF OF TENDER

Tender for work of	CATERING SERVICE
Date of availability of Tender document in the University website	10.10.2019 at 14:30 hrs.
Pre Bid Tender Meeting (Date, Time & Venue)	16.10.2019 from 11:00 hrs. onwards, at the Committee Room, Dr. H.S Gour Vishwavidyalaya, Sagar M.P
Submission of Bid Start Date	17.10.2019 from 16:00 hrs.
Submission of Bid End Date	11.11.2019 upto 18:00 hrs.
Date and Venue of Opening of Technical Bid	14.11.2019 11:30 hrs at Store & Purchase Section
Tender Document Cost	NIL
EMD	Rs. 10,000/- by way of DD/ Bank Guarantee/NEFT/RTGS Account No. 10186725260 IFSC code SBIN 0001143 in favour of "Registrar Dr. H.S.Gour Vishwavidyalaya Sagar MP
Last Date of Submission of original EMD	13.11.2019 upto 18:00 hrs.
Address for submission of original EMD	Deputy Registrar (S&P) Dr. H.S. Gour Vishwavidyalaya Sagar 470003 (M.P.)
Date of opening of Financial bids	To be announced later

On behalf of the Dr. Harisingh Gour Vishwavidyalaya Sagar (M.P.) **ONLINE tenders** are invited under two cover system from licensed caterers and/or well established caterers for Catering Service for different events to be organized by the Vishwavidyalaya from time to time. Tender document may be downloaded from website of the Vishwavidyalaya (www.dhgsu.ac.in) and CPP Portal.

Registrar
Dr. Harisingh Gour Vishwavidyalaya Sagar (M.P.)

DEFINITIONS

- 1) The Vishwavidyalaya means the Dr. Harisingh Gour Vishwavidyalaya Sagar- 470003 (M.P.).
- 2) Vice Chancellor, means the Vice Chancellor of - Dr. Harisingh Gour Vishwavidyalaya Sagar- 470003 (M.P.).
- 3) Registrar, means the Registrar of Dr. Harisingh Gour Vishwavidyalaya Sagar- 470003 (M.P.).
- 4) Tenderer means the bidder participating in the tender.
- 5) Contractor means the successful bidder/ Tenderer, who has been awarded the contract.
- 6) EMD means Earnest Money Deposit.
- 7) CPPP means Central Public Procurement Portal.
- 8) SD means Security Deposit.
- 9) TDS means Tax deduction at Source.
- 10) GST means Goods and Services Tax.

I. SCOPE OF WORK:

The contract of Catering Service will be awarded to successful bidder. The number of Participants /members in each Programme will be as mentioned at the time of placement of order which may vary from 10 to 1000 (+/- 10%).

To prepare and serve Breakfast, lunch and dinner to Participants, guests and visitors of the Vishwavidyalaya as per menu decided by both the parties i.e. the contractor and Organizing Committee.

II. JOB SPECIFICATION:

- 1) The contractor will have to provide service within stipulated time period as per award of the order. The food has to be prepared in clean, hygienic and safe conditions as per the menu given in Annexure-2.
- 2) The tea spoons, table spoons, forks, knives, stainless steel tumbler glasses, katories, should made available by the contractor at his/ her own cost and the contractor will be responsible for loss of any item.
- 3) The garbage collected from the temporary kitchen, dining hall, dish wash area will be disposed of every morning and evening through garbage van in closed bins by separation of

bio-degradable waste from non-biodegradable waste. The surroundings shall be kept clean and hygienic.

- 4) The temporary kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and soap solution and mopped, after every meal (Breakfast, lunch and dinner) as and when required.
- 5) High quality of hygiene, sanitation and safety will be maintained at temporary kitchen and dining halls. All the surrounding area of the premises should be cleaned and washed daily.
- 6) Food is served through counters on self-service/ caterer service basis.
- 7) After every round of meal, tables should be cleaned/wiped before serving next batch of Participants. Cleaners will not be engaged for kitchen work.
- 8) Proper cleaning of all vessels, utensils, dining area, temporary kitchen, water coolers etc. should be of high standard. Any shortcoming in this will be penalized strictly.
- 9) Security of premises, equipment, fittings and fixtures, furniture etc. is the responsibility of the catering contractor.
- 10) Kitchen equipment, Gas burners with Commercial cylinder cooking utensils, crockery, cutlery etc will not be provided by the University.
- 11) The timing of meals will be decided by the coordinating committee. Any changes in the timings, menu will be determined by the committee constituted by the Organizers in consultation with the caterer.

III. TECHNICAL ELIGIBILITY

For a tenderer to qualify in the technical bid following eligibilities are required.

- 1) Tenderer should be a registered and a licensed contractor for the said job types specified in Scope of work, such as:
 - a. Food Safety and Standards Authority of India (*fssai*)
 - b. Valid license/ registration for establishment**Tenderer should have at least one catering establishment at Sagar Madhya Pradesh which will be checked from valid license /registration of establishment.**
- 2) Tenderer should have a minimum of **three years' experience** in providing similar type of services to Government/ Public Sector undertaking/Large industrial establishment/organizations/ companies/Educational Institutes/ Vishwavidyalayas of repute.

- 3) An undertaking that the tenderer has not been blacklisted by any govt. organization.
- 4) The tenderer should have a turnover of **Rs. Eight Lakhs** or more on average basis for the last three financial years(2015-16, 2016-17and 2017-18). Supported by statements of accounts showing turnover for these years, duly certified by Chartered Accountant, to be submitted with the tender document.
- 5) The tenderer should have valid PAN and GST Registration.
- 6) The Tenderer shall deposit EMD by way of Demand Draft/ Term Deposit/bank guarantee, drawn in favour of **the Registrar, Dr. Harisingh Gour Vishwavidyalaya Sagar**, payable at Sagar. Bank guarantee should remain valid for at least 60 days beyond final bid validity period. Firms eligible for waiver from submission of EMD as per Government of India rules should submit relevant registration document for claiming exemption. EMD will not carry any interest and the same will be refunded to the unsuccessful tenderer within 30 days from the date of finalization of the tender. Any tender without EMD will be summarily rejected.

IV. SUBMISSION OF TENDER

Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Tenderers are advised to follow the instructions “Instructions to Bidders for Online Bid Submission” provided in Annexure - 5 for online submission of bids.

Tenders will be submitted in TWO PARTS i.e. (a) Technical Bid and (b) Financial Bid through **ONLINE** mode only.

- i) Original EMD should be sent to the Vishwavidyalaya by the date as mentioned in the tender document. EMD should be sealed in a envelope duly super scribed as EMD along with Tender No. as mentioned below:

TENDER FOR RATE CONTRACT OF CATERING SERVICE	
EMD	
TENDER NO.	Dated:-
To	
The Dy Registrar (Store & Purchase)	
Dr. Harisingh Gour Vishwavidyalaya Sagar	
(A Central University)	
Sagar- 470003	
Madhya Pradesh	
	From:-
	M/s.....
	Phone No.:
	Email Id.:

ii) Technical Bid

Technical bid shall be submitted through ONLINE mode only. Following documents should be submitted in pdf format:

- a) Signed and scanned copy of valid license from Food Safety and Standards Authority of India.
- b) Signed and scanned copy of valid license/ registration for establishment.
- c) Scanned copy of three years' experience certificate in providing similar type of services (Annexure -8).
- e) Signed and scanned copy of Undertaking Annexure-1.
- f) Scanned copy of CA certified statement of Account showing turnover for last three years (FY 2015-16, FY 2016-17 and FY 2017-18) (Annexure- 7).
- g) Signed and scanned copy of PAN of bidder.
- h) Signed and scanned copy of GST registration of bidder.
- i) Signed and scanned copy of EMD.
- j) Signed and scanned copy of Exemption/ Relaxation Form (Annexure - 6) along with requisite documents, if exemption/ relaxation claimed, if required.

Bidders registered as MSEs will be allowed exemption in EMD, as per Rule 170 of GFR 2017 and relaxation in respect of prior turnover and prior experience up to 50% shall be granted to bidders registered as Startups, as per Rule 173(1) of GFR 2017. Exemption and/ or relaxation can be claimed by submitting copy of certificate/ license/ any other document as per the rules/norms.

iii) Financial Bid

- a) Financial Bid stating the rates in prescribed format through ONLINE mode only.
- b) Financial bids of only shortlisted bidders will be opened. Short listing will be done on the basis of technical bids as per technical criteria mentioned in the tender document.
- c) Price quoted should include all costs including all taxes. It should also include cost of any auxiliary equipment or accessory required, etc.
- d) Price should be quoted in Indian currency only.
- e) The **quoted** price must be valid for a minimum period of **90 days** which shall be reckoned from the date of opening for price bid.

V. IMPORTANT INSTRUCTIONS

- 1) Only successful vendor's EMD will be retained as a part of security deposit and is refundable after termination of the contract/ receipt of security deposit, without any interest, after deducting dues if any.
- 2) If the contractor fails to carry out the jobs as per the terms and conditions agreed upon, EMD/Security Deposit will be liable for forfeiture of in additions to penalty.
- 3) The contractor shall be solely responsible either for any injury, damage, accident to any worker by the agency or for any loss or damage to the equipment/ property in the areas of work.
- 4) Sub-letting/sub-contracting the work is not permissible under any circumstances.
- 5) **Pre-bid meeting:** A pre-bid meeting would be held as per scheduled date and time. The tenderers who require any clarifications of the tender documents are invited for the meeting.
- 6) Estimated contract value per annum is Rs. 10,00,000/- and it may be divided amongst more than one caterers and bills will be paid as per sponsorship.

VI. TERMS OF PAYMENT

- 1) Contractor will submit bill(s) to the Organizer(s) directly.
- 2) No advance shall be paid.
- 3) Payment shall be made in account of the firm. No payment shall be made through cash or cheque.
- 4) TDS of statutory dues as per rules in force shall be made.

VIII. CONTRACT PERIOD

The contract will be for a period of one year, which could be extended further for two more years (one year at a time) on satisfactory performance and on mutual consent of both the parties at the end of the year on the same term and conditions.

IX. GENERAL INSTRUCTIONS

- 1) Quoted price should be inclusive of all taxes and duties.

- 2) The offer should be valid for a period of at least 90 days beyond the date of the tender opening.
- 3) The tenderer should be prepared to come to the Vishwavidyalaya to take part in discussions, if required at a short notice.
- 4) The contractor shall fulfill all statutory requirements pertaining to minimum wages and other statutory benefits like EPF, ESI, Minimum Wages Act etc., and proper account of payments including minimum wages being made to the workers of the agency. The contractor shall be solely responsible for any failure to fulfill the statutory obligations and shall indemnify the Vishwavidyalaya against all such liabilities, which are likely to arise out of the agency's failure to fulfill such statutory obligations.
- 5) In case of any conflicting and/ or conditional terms submitted by the tenderer, the respective tender shall be summarily rejected.

The workers employed by the contractor should not have any criminal background; an affidavit to this effect must be attached with the tender by the tenderer.

- 6) All the documentation in the tender should be in English/Hindi only.
- 7) Successful contractor shall execute an agreement on a prescribed format.

X. OTHER TERMS AND CONDITIONS

1) DISPUTES:

a. In case of any disputes, the decision of the Vice Chancellor of the Vishwavidyalaya shall be final and binding on the Bidders.

b. ARBITRATION

The Contract is based on mutual trust and confidence. Both the parties agree to carry out the assignment in good faith. If any dispute or difference of any kind whatsoever (the decision whereof is not herein otherwise provided for) shall arise between the Vishwavidyalaya and the Bidder/ contractor in connection with or arising out of the Contract, whether during the contract period or completion and whether before or after the termination, abandonment or breach of the contract, shall be referred to and settled by sole arbitrator appointed by the Vice Chancellor, Dr. Harisingh Gour Vishwavidyalaya Sagar (M.P.) who shall give written award of his decision to both the parties.

a. All legal disputes shall be subjected to jurisdiction of District Court Sagar/ High Court of Madhya Pradesh at Jabalpur only.

2) **INSURANCE TO EMPLOYEES:** All employees engaged by the contractor shall be comprehensively insured for accidents and injuries by the contractor at his cost. The tenderer must make ESI and EPF payment in respect of each employee engaged in the work.

- 3) **INDEMNITY:** The Vishwavidyalaya shall be indemnified for all losses due to commissions and omissions of any person deployed by the contractor. There shall not be any loss or damage caused to the Vishwavidyalaya (people and / or property) on account of any negligence, carelessness, acts of omissions/ commissions of contractors, his employees or staff and the same shall be compensated/ repaired by the contractor. It shall be made very clear that the employees/ staff engaged by the contractor shall not be treated or considered as employees of the Vishwavidyalaya under any circumstances. The contractor shall defend, indemnify and hold the Vishwavidyalaya harmless from any liability or damage, law suits, penalties imposed by any State and Central Government Department or statutory body or by a third party for reasons of violation of any of their statutory provisions or requirements. The Vishwavidyalaya shall not be liable for any damage or compensation payable to any worker_or to any person as a consequence of his work and the Vishwavidyalaya shall be completely indemnified accordingly.
- 4) **SECURITY DEPOSIT:** The contractor shall provide Security Deposit of **10% of estimated contract value, which shall be divided amongst all successful bidders**, in the form of Demand Draft or Performance Bank Guarantee or term deposit from any nationalized bank in favour of the Registrar, Dr. Harisingh Gour Vishwavidyalaya Sagar payable at Sagar before the commencement of the contract.

If the contractor fails to carry out the entrusted job contract services and related miscellaneous works within the stipulated time and as per the scope of work and job specification, Vishwavidyalaya reserves the right to impose penalty as specified in the Penalty Clause and has the right of get the work done through someone else.

The security deposit furnished by the contractor will not carry any interest and will be refunded:-

- i. On completion of job contract service entrusted to the contractor satisfactorily. If the work is not satisfactory security deposit is liable for forfeiture.
- ii. The security deposit made by the contractor will be released on completion/ termination of contract after deducting dues/ penalty, if any.

XI. GUIDELINES FOR THE WORKERS OF THE CONTRACTOR

- 1) They shall not act in any way detrimental to the interest of the Vishwavidyalaya.
- 2) Uniform: All personnel appointed by the contractor shall wear approved uniforms provided by the agency.
- 3) The Contractor shall provide ID cards to the staff.

- 4) They shall follow the security instructions as directed by the Security Supervisor/ Officer.
- 5) All the contractor's workers are required to do their duty maintaining hygienic, cleaning and safety.
- 6) Contractor shall ensure that the behavior of the workers/staff with the **Participant** /teachers, officers and staff is decent. Contractor shall be responsible for any miss-behavior and/or abusive language by the workers/staff and necessary action may be taken in any of such occurrence.
- 7) Smoking and consumption of alcohol is strictly prohibited.

Whenever any claim for the payment of whether liquidated or not, money arises out of or under this contract against the contractor, the Vishwavidyalaya shall be entitled to recover such sum by appropriating in part or whole, the security deposit by the contractor. In the event of security deposit money being insufficient, then the balance or the total sum recoverable, shall be demanded from the contractor. In case of non-compliance appropriate action, as deem fit, may be initiated or any Security Deposit shall be withheld till such claims of the Vishwavidyalaya and finally adjudicated upon and paid by the contractor.

XII. TERMINATION OF CONTRACT

- 1) The Vishwavidyalaya reserves the right to terminate the contract on 1 (One) month notice, if the performance is not satisfactory.
- 2) If, at any time it is found that the tender was awarded based on any false / misleading information furnished by the tenderer, the Vishwavidyalaya reserves the right to terminate the contract immediately and forfeit security deposit.

XIII. PENALTY CLAUSE

- 1) Work not done satisfactorily would be recorded. Reasons for rejection would also be recorded (Cleanliness, sufficient staff, service quality, food quality & quantity, quality of raw material etc. are some of the parameters for evaluation.)
- 2) Penalty shall be a maximum of Rs.5,000/- per fault/ unsatisfactory work to be decided by coordinator/ convener of organizing committee.
- 3) If a written complaint is received (verified by a Committee) on shortage of food, a penalty of an amount equivalent to 10 participant's meals shall be imposed.
- 4) The cost of execution of the work at the risk as well as the penalty shall be recovered from the contractor. Recoveries may be made from the Security Deposit, which has to be made good within 15 days of the short fall.

- 5) If the quality of raw materials is not up to the mark in checking by the authority, a penalty equal to 10-50% amount of that day will be imposed on the low grade quantity. If any eatable of expiry date is found, penalty of Rs. 2000 per incidence shall be imposed and all such material will be seized by the Vishwavidyalaya.
- 6) Cleaner to clean dining tables after every round before serving next batch of **Participants** is found absent then penalty of Rs 1000/- on single instance would be imposed.

ANNEXURE-1

UNDERTAKING

1. I/we undertake that I/we have carefully studied, understood all the terms and conditions as mentioned in the tender document.
2. I/we undertake that I/we have accepted all terms and conditions of the tender document.
3. I/we undertake that I/we shall follow all clauses/norms/rules/guidelines pertaining to labour laws, minimum wages, EPF, ESIC, Workmen Compensation Act and I/We will not transfer any liability towards the Vishwavidyalaya if work awarded to me/my firm/us.
4. I/we undertake that my firm/organization------(name of firm/organization) has not been blacklisted/ debarred by Central Govt./ State Govt./ Any Govt. Organization/ PSU.
5. I/we undertake that my firm/organization------(name of firm/organization) has not been convicted by the court of law.
6. I/We further undertake that the information given in this tender is true and correct in all respect and we hold the responsibility for the same.

Seal and signature of Tenderer

ANNEXURE-2

Menu

Category	Breakfast	Snacks/ Evening Tea	Lunch/ Dinner
Regular	Poha/Pakoda/Bread Pakoda (Any one 100- 150 gm) +Tea	Tea & Biscuits	Steamed Rice, Dal Fry and Chapati/Puri, Two Seasonal Vegetable, Green Salad, Papad, Pickle.
Special	Poha/Veg Pakoda/Bread Pakoda/Idli (Any one 100-150 gm) +Jalebi+Tea	Tea & Coffee, Biscuits, Pakoda	Jeera Rice/ Hari Matar Pulao, Dal Fry/ Dal Tadka & Roti/Puri, one Seasonal Vegetable, one Paneer vegetable, Green Salad, Raita/ Curd, Papad, Pickle, Sweet.
Deluxe	Poha/Pakoda/Bread Pakoda /Paneer Pakoda/Idli/Uttapam/D osa (Any two 100-150 gm) +Jalebi/Barfi +Tea	Tea & Coffee OR Soft drink & Biscuits, Paneer Pakoda	Jeera Rice/ Hari Matar Pulao/Veg Biryani/Lemon Rice, Dal Makhani/Dal Fry/ Dal Tadka & One Seasonal Vegetable, One Paneer Vegetable, Kofta, Roti/Puri, Green Salad & Fruit Salad, Raita/ Curd, Papad, Pickle, Sweet & Ice Cream.

Note:

- 1. Paneer vegetables: Paneer Pasanda, Matar Paneer, Paneer Butter Masala, Kadhai Paneer** (One Paneer Vegetable will include one item as per choice of organizers/ Chairman of committee / Coordinator / Vishwavidyalaya).
- 2. Kofta: Veg Kofta, Malai Kofta**(One Kofta will include one item as per choice of organizers/ Chairman of committee / Coordinator / Vishwavidyalaya).
- 3. Roti: Tawa Roti, Tandoori Roti, Puri** (Roti will include at least three types as per choice of organizers/ Chairman of committee / Coordinator / Vishwavidyalaya).
- 4. Raita: Boodi Raita, Mixed Fruit Raita** (One Raita will include one item as per choice of organizers/ Chairman of committee / Coordinator / Vishwavidyalaya).
- 5. Sweet: Gulab Jamun, Rasgulla, Kheer, etc.**(One Sweet (75-100gm) will include one item as per choice of organizers/ Chairman of committee / Coordinator / Vishwavidyalaya).
- 6. Ice Cream:** One Ice Cream will include two scoop and as per choice of organizers/ Chairman of committee / Coordinator / Vishwavidyalaya).
- 7. Quantity of food items will be unlimited as per requirement in the form of buffet system in the Lunch/ Dinner excluding Sweet, Ice Cream.**

ANNEXURE-3

Permissible Brands

Item	Brand
Salt	Tata, Annapurna, Nature fresh
Spices	M.D.H. Masala, Satyam, Badshah, Everest
Ketchup	Maggi, Kissan, Heinz, Del Monte
Oil (Sunflower/ Soyabean/ Groundnut) (use of Hydrogenated (vanaspati) oil is prohibited)	Sundrop, Godrej, Saffola, Fortune, Dhara
Pickle	Mother's or Pravin or Priya or Nilons
Atta	Ashirvad, Pillsbury, Annapurna, Trishul, Patanjali
Instant Noodles	Maggi, Yippi, Patanjali
Flavoured fruit drinks	Real, Tropicana, Patanjali
Papad	Lijjat, 420
Butter	Amul, Britannia, Mother Dairy
Bread	Modern, Top & Town, Popular, Wibs, Kwalitiy
Cornflakes	Kellog's, Patanjali
Jam	Kisan, Maggi, patanjali
Ghee	Sanchi , Amul, Mother Dairy, Britannia
Shrikhand	Sanchi , Amul
Milk	Sanchi, Amul, Mother Dairy (Without Water)
Paneer	Amul, Sanchi
Tea	Brook bond, Lipton, Tata, Taaza
Coffee	Nescafe, Bru
Ice Cream	Top n Town, Amul, Kwalitiy, Wadilal
Dal	Unpolished
Rice	Basmati

The caterer may use any other FPO approved equivalent brands with prior approval of the organizers/ Vishwavidyalaya.

ANNEXURE – 4

PROFORMA OF BANK GUARANTEE FOR PERFORMANCE SECURITY

(to be stamped in accordance with relevant Act)

Ref: Bank Guarantee No.

Registrar,
Dr. Harisingh Gour
Vishwavidyalaya, Sagar (M.P.)

Dear Sir,

In accordance with your NIT No. dated
M/s having its registered/ Head office at
..... has participated in the said bid .

As an irrevocable Bank Guarantee against Performance Guarantee for an amount of
..... valid up to, is required to be submitted by the
bidder as a condition precedent for commencement of the contract of supply of equipment, the
amount is liable to be forfeited on the happening of any contingencies mentioned in the bid
documents and contract agreement.

We, the Bank at having our head office at
..... guarantee and undertake to pay immediately on demand by
The Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) the
amount..... (in figures and words) without any reservation, protest,
demur and recourse. Any Such demand made by said owner shall be conclusive and binding on
us irrespective of any dispute or difference raised by the bidder.

This guarantee shall be irrevocable and shall remain valid up to If any
further extension of this guarantee is required, the same shall be extended to such required
period (not exceeding one year) on receiving instruction from M/s on
whose behalf guarantee is issued.

In witness whereof the Bank, through its authorized officer has set its hand stamped on this
Day of 2019 at

Witness	Signature
Signature.....	Name.....
Name.....	Designation
Address	Bank's Common Seal
	Official Address

PROFORMA OF BANK GUARANTEE FOR BID SECURITY
(to be stamped in accordance with relevant Act).

Ref: Bank Guarantee No.

Registrar,
Dr. Harisingh Gour
Vishwavidyalaya, Sagar (M.P.)

Dear Sir,

In accordance with your NIT No.dated.....
M/s..... having its registered/ Head office at
..... wish to participate in the said bid.

As an irrevocable Bank Guarantee against Bid Guarantee for an amount of
..... valid up to, is required to be submitted by the
bidder as a condition precedent for participation in the said bid, which amount is liable to be
forfeited on the happening of any contingencies mentioned in the bid documents.

We, the Bank at having our head office at
..... guarantee and undertake to pay immediately on demand by
The Registrar, Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) the
amount..... (in figures and words) without any reservation, protest,
demur and recourse. Any Such demand made by said owner shall be conclusive and binding on
us irrespective of any dispute or difference raised by the bidder.

This guarantee shall be irrevocable and shall remain valid up to If any
further extension of this guarantee is required, the same shall be extended to such required
period (not exceeding one year) on receiving instruction from M/s on
whose behalf guarantee is issued.

In witness whereof the Bank, through its authorized officer has set its hand stamped on this
.....Day of 2019 at

Witness	Signature
Signature	Name.....
Name.....	Designation
Address	Bank's Common Seal
	Official Address

ANNEXURE- 5

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP portal, using valid Digital Signature Certificates (DSC). The instructions given below are meant to assist the bidders in registering on the CPP portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP portal.

More information useful for submitting online bids on the CPP portal may be obtained at <http://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enrol on the e-procurement module of the Central Public Procurement Portal([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "Online Bidder Enrolment " on the CPP portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile number as part of registration process. These would be used for any communication from the CPP portal.
4. Upon enrolment, bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ nCode/ eMudra etc.) with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidders then logs in to the site through the secured log in by entering their user ID/ Password and the password of the DSC/e-Token.

SEARCHING FOR THE TENDER DOCUMENTS

1. There are various search options built in the CPP portal, to facilitate the bidders to reach active tenders by several parameters. These parameters could Tender ID, Organization Name, Location, Date Value, etc. There is also an option of advanced search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. These tenders can be moved to the

respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/E-mail in case there is any corrigendum issued to the tender document.

3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/ help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take in to account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can be in PDF/ XLS/ DWF/ JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid and need not be uploaded again and again. This will lead to reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as “offline” to pay EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted to the concerned official latest by the last date as specified in the tender document. The details of DD/ other accepted instrument, physically sent,

should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5. Bidders are requested to note that they should necessarily submit their financial bids in format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of 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 filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers / bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bids (i.e. after clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid number and the date & time of submission of the bid with all other relevant details.
9. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to process of online bid submission or queries relating to CPP portal in general may be directed to the 24X 7 CPP Portal Helpdesk.

ANNEXURE - 6

EXEMPTION/ RELAXATION CLAIM FORM

I-----S/D/W of ----- is authorized signatory
of M/s-----participating in
tender No.-----

I am claiming exemption/ relaxation for following clauses of technical requirement:

- 1.-----
- 2.-----
- 3.-----

Copy(ies) of rules/ norms of Government of India and requisite registration/ license as mentioned below is/ are attached for consideration:

- 1.-----
- 2.-----
- 3.-----

Seal and signature of bidder

(TO BE ISSUED BY PRACTISING COST/CHARTERED ACCOUNTANT ON THE LETTER HEAD)

CERTIFICATE OF TURNOVER

This is to certify that M/s_____ (Agency Name & Address) is in the business of _____
_____. Their Turnover in each Financial Year during the preceding 03 (Three) years are as given below:

<u>Year</u>	<u>Turnover (In Rupees)</u>
FY 2015-16	
FY 2016-17	
FY 2017-18	

This is further to certify that the above Turnover is in line with the Turnover declared by the Agency in their Income Tax Returns filed under PAN NO. _____.

Place :

Date:

Seal and signature of Cost/ Chartered Accountant

ANNEXURE- 8

(To be submitted on letter head of the tenderer firm/organization)

EXPERIENCE CERTIFICATE

M/s -----has three or more years of experience in respect of catering/ mess service copies of the same are attached herewith:

S.N.	Experience/ performance Certificate number & date	Particulars	Amount in Rs.
1			
2			
3			

Note: Experience/ Performance Certificate should be submitted for three different years. These may have overlapping periods. These may be from one organization or more organizations. Attachments should be mandatorily attached.

Seal and signature of bidder