



DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)
Govt. of NCT of Delhi
Shahbad Daulatpur, Bawana Road, Delhi 110 042
Tel: +91-11-2729 4673, e-mail: ga@dtu.ac.in



NIT FOR PROVIDING HOSPITALITY & CATERING SERVICES DURING 11TH CONVOCATION 2024 IN DELHI TECHNOLOGICAL UNIVERSITY

1. E-tenders are invited under two bid system from reputed agencies, either by themselves or as a joint venture having capacity to provide Hospitality & Catering Services with the suitable and uniformed trained manpower for the **Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi – 110042.**
2. Last date for submission/receipt of tender(s) is **13.11.2024 at 03:00 PM** and will be opened by the Tender committee in the presence of tenderers or their authorized representatives who wish to be present on the same day at **03:30 PM** in the Office of Deputy Registrar (General Administration), DTU, Government of NCT of Delhi. In case, any holiday on the day of opening, the tenders will be opened on the next working day at the same time. Only the bids uploaded through e-procurement portal of Delhi Govt. NCT of Delhi at <http://govtprocurement.delhi.gov.in> will be considered for their evaluation. No tender by FAX or email will be entertained.

3. Bid Schedule

Date of start and downloading tender	06.11.2024
Earnest Money Deposit (EMD)	Rs 50,000/- (Rupees Fifty Thousand only)
Last date and Time for submission of tender	13.11.2024 at 02:00 PM
Date and Time of Opening Bid	13.11.2024 at 02:30 PM
Designation of the Authorized Officer and Address for Communication	Deputy Registrar (General Administration) Delhi Technological University Shahbad Daulatpur, Bawana Road, New Delhi - 110042

***Deputy Registrar
(General Administration)***



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Guidelines/Procedure to be followed in introduction of (e)-procurement solution:

1. **Payment of Cost of Tender Document:** The collection of cost of Tender documents is dispensed away with, as there is no physical supply of tender documents and also to have absolute anonymity of bidder participating in e-procurement solutions. The bidders can view/download the tender documents from the <http://govtprocurement.delhi.gov.in> .
2. **Submission of Bids:** The bidders who are desirous of participating in e-procurement shall submit their price bids in the standard formats prescribed in the Tender documents, displayed at: <http://govtprocurement.delhi.gov.in> . The bidder should upload the scanned copies of all relevant certificates, documents etc. in the <http://govtprocurement.delhi.gov.in> in support of their price bids. The bidder shall sign on all the pages of tender document, statements and certificates uploaded by him, owning responsibility or their correctness/authenticity and original EMD thereof may also be submitted in the office of the Deputy Registrar (General Administration), DTU. However, documents of the bidders downloaded online or requisitioned subsequently only will form the basis for deciding the tender.
3. **Payment of Bid Security (Earnest Money Deposit):** The EMD shall be in the form of the Demand Draft/Pay Order of scheduled bank issued in favor of **Registrar, Delhi Technological University, Delhi**. Xerox copy of the DD/PO is to be scanned and uploaded along with the bid, and the original DD/PO/FDR shall be sent to DTU so as to reach before the date and time of closing of the bids. Failure to furnish the original DD/PO/FDR before the closing of the bid, will entail rejection of bid and blacklisting. PSUS/Govt. agencies participating in the bids are exempted from submission of EMD.
4. **Price Bid Opening:** The Price Bids will be opened online by the concerned officer/officers at the specified date & time and the result will be displayed on the: <http://govtprocurement.delhi.gov.in> which can be seen by all the bidders who participated in the tenders.
5. **Processing of Tenders:** The concerned officer/officers will evaluate and process the tenders as done in the conventional tenders and will communicate the decision to the bidder online.
6. **Payment of Security Deposit:** The successful tenderers shall furnish a DD/PO/FDR before the start of work, the agency shall deposit a security deposit of Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand only) in the form of a Demand Draft/Pay



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Order on a Nationalized Bank/Scheduled Indian Bank (as RBI scheduled) but not Cooperative/ Gramin Bank, payable in favor of “Registrar, Delhi Technological University, Delhi” payable at New Delhi. If the agency fails to deposit such security deposit, his empanelment shall be treated as cancelled. The security deposit would be forfeited on non-compliance of any terms and conditions. Agency would not be able to make any claim for any loss/compensation after non-compliance of any terms and conditions by the agency and the agency will be blacklisted. Security Deposit would be released after the completion of work.

7. **Participation of Bidders at the time of opening of bids:** Bidders can visualize the process online.
8. **Participation Financial Rules for e-procurement:** The e-procurement system would be applicable for purchase of goods, outsourcing of services and execution of work as prescribed in GFRs.
9. **Visit to Department:** The bidder is required to provide Services to this University and is advised to visit and acquaint himself with the area and operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Department and is aware of the operational conditions prior to the submission of the tender documents.

**DEPUTY REGISTRAR (GENERAL ADMINISTRATION)
DELHI TECHNOLOGICAL UNIVERSITY,
SHAHBAD DAULATPUR,
BAWANA ROAD, DELHI - 110042**



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QUOTATION INFORMATION

A. Eligibility Criteria: -

1. The Agency/caterer shall have minimum 01 years of experience in handling catering services and have worked with government organization/PSU/ University/Corporate/5-star hotels and satisfactorily delivered at least one work of more than 500 persons.
2. Bidder shall have to submit Earnest Money Deposit (EMD) of Rs. 50,000/- (Rs. Fifty Thousand Only).
3. The Agency/caterer must be registered for GST.
4. Caterer/Agency must have PAN Card & Aadhar Card.

B. GENERAL TERMS AND CONDITIONS: -

1. The Bidders shall quote rates in Indian currency only and rates shall include taxes as well as waiter services/cookeries etc.
2. Incomplete or wrong information bid shall be rejected.
3. Revision of rates shall not be allowed after the bids have been opened.
4. DTU Authority reserves the right to reject any or all tenders without assigning any reason at any stage, and its decision will be final in all cases in respect of acceptance/rejection or any other action to be taken.
5. The items will be served in **Bone china only on 18.12.2024 during the golden pride dinner**. In case any substitute crockery is found, Rs. 1,00,000/- will be deducted from the Security Deposit. If any deviation is found, no requests in this regard will be entertained.
6. The successful bidder shall make a necessary arrangement so that quality services can be ensured on **18.12.2021 & 19.12.2024** while providing hospitality services. The bidders are advised to consider this fact while submitting their bids.



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7. In case of quality of food is found to be inferior, the contractor can be blacklisted for further services in the university and the security deposit can be withheld or forfeited.
8. The raw material for the food shall be superior quality and must be certified through FSSAI wherever applicable.
9. The food shall be prepared and served in highly hygienic conditions.
10. **Inspection:** The authorized representative of DTU may inspect the material and quality of food before the time of the event.
11. **Award of Contract:** The eligibility shall be decided as per eligibility criteria and proof of documents submitted. The contract shall be awarded to the lowest bidder from amongst the eligible agency/caterer and lowest bidder will be decided on the basis of lowest quoted price. In case of tie of lowest quoted price, then the amount of last three-year income tax return filled will be considered.
12. The food shall be strictly prepared as per the nomenclature & specifications of the contract specified in the scope of work.
13. The rates shall be inclusive of GST, loading, unloading etc. all complete. Nothing extra shall be paid on any account.
14. The payment shall be made within 30 days through ECS after the successful completion of service.
15. Any damage to the items during transportation/ delivery shall be solely on the contractor's account.
16. Before the start of work, the agency shall deposit a security deposit of Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand only) in the form of a Demand Draft/Pay Order on a Nationalized Bank/Scheduled Indian Bank (as RBI scheduled) but not Cooperative/ Gramin Bank, payable in favor of "Registrar, Delhi Technological University, Delhi" payable at New Delhi. If the agency fails to deposit such security deposit, his empanelment shall be treated as cancelled. The security deposit would be forfeited on non-compliance of any terms and conditions. Agency would not be able to make any claim for any loss/compensation after non-compliance of any terms and conditions by the agency. Security Deposit would be released after the completion of work satisfactorily.



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17. The food waste shall be finally disposed of by the caterer outside of the University premises as instructed by members of the Committee or their authorized representatives. In case the food waste is found scattered anywhere in the campus, the security deposit shall be forfeited absolutely.
18. Any terms & conditions specified by the caterer/agency will not be accepted. Right of cancellation of the offer at any stage, without assigning any reason, is reserved with DTU.
19. If any bidder is found to have provided unsatisfactory services to any organization, their bid will be summarily rejected.
20. Schedule of Payment: 100% payment shall be made after successful completion of tasks. All the payments to the contractor shall be made invariably through Electronic Fund Transfer (ECS/RTGS/NEFT) into their designated bank accounts. Therefore, the bank account number with the branch code and mandate needs to be submitted necessarily while submitting the bills/invoice by the successful bidders.
21. **Liquidated damages:** In case the vendor fails to complete the work satisfactorily within the stipulated period in DTU, without prejudice to any other right or remedy available, may recover from the concerned vendor by forfeiting the security deposit.
22. **Force Majeure:** In the event of either party being rendered unable by force majeure to perform any other obligations required to be performed, then under the agreement, the relative obligation of the vendor effective by such force majeure shall be suspended for the period during which such case lasts.

The terms force majeure as embodied herein shall mean acts of God, War, riot fire, flood sabotage and acts and regulations of Government. Upon the occurrence of such clause and its termination, the vendor alleging that he had been rendered unable as aforesaid hereby, shall notify alleged beginning & ending of such occurrence giving full particulars and satisfactory evidence in support of the claims. Time for performance of relative obligation suspended by the force majeure shall stand extended by the period for which such case lasts. If the progress of work is suspended by force majeure conditions lasting for more than two months, DTU Authority shall have the option of canceling the contract in whole or part thereof at its discretion.



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- 23. Arbitration:** If any dispute or difference arises between the parties hereto as to the construction, interpretation effect and implication of any provision of the purchase/work order including the right or liabilities or any claim or demand of any vendor against other or in regard to any other matter under these conditions but excluding any matters, decisions or determination or which is explicitly provided for in the work order, such disputes or difference shall be referred to the sole arbitration of Hon'ble Vice Chancellor, DTU or that of its nominee. A reference to the Arbitration under this clause shall be deemed to be submitted within the meaning of the Arbitration and Conciliation Act, 1996 and the rules framed there under for the time being in force.

The venue of the Arbitration shall be at Delhi. Each party shall bear and pay his own cost of the arbitration proceedings unless the arbitrator otherwise decides in the award.

The High Court at Delhi and courts subordinate to it shall have exclusive jurisdiction in all matters concerning the work order, including any matter arising out of the Arbitration Proceedings or any Award made therein.

- 24. Indemnity:** The concerned vendor shall always keep DTU indemnified of any action/damages or other legal proceedings and liabilities that may arise directly or indirectly on DTU with respect to the systems provided by the concerned vendor to DTU. Such liability of the concerned vendor shall always survive irrespective of the duration of any agreement made with the concerned vendor.

The vendor will be liable to remove the rejected material immediately if the inspected goods are not satisfactory.

Note: Any clarification regarding this NIT can be clarified on any working day between 11:00 AM to 4:00 PM before the last date of submission of bids.



C. Scope of work

1. To provide Dinner (Buffet) for 700 persons (approx.) on 18.12.2024 at 06:00 P.M in the University, during Golden Pride Dinner, as prescribed in the menu below: -

(A)	Main Course
01.	Paneer Lababdar
02.	Malai Kofta
03.	Dal Makhni/Yellow Dal Tadka
04.	Veg Biryani
05.	Dahi Bhalla + Red Chutney
06.	Salad + Achar + Papad
07.	Butter Naan + Missi Roti + Lachha Parantha + Poori + Tawa Roti
08.	Water Bottles + Water Dispensers + Paper Cups
(B)	Live Counter
01.	Sweet Corn Soup
02.	Tomato Soup
03.	Chilly Paneer Dry
04.	Hakka Noodle with Manchurian Gravy
05.	Gulab Jamun
06.	Moong Dal Halwa

Note: The payment for the above arrangement shall be made on the basis of total numbers of persons attending the event.

2. To provide Lunch Thalís (Packed) for 3000 persons (approx.) on 19.12.2024 at 12:30 P.M in University, during the 11th Convocation, as prescribed in the menu below: -

S. No.	Main Course
01.	4 Tawa Roti / 3 Parantha
02.	Pulav
03.	Mix Veg./Seasonal Vegetable
04.	1 Paneer Dish
05.	Dal Makhni / Yellow Dal Tadka
06.	Salad + Achar
07.	Gulab Jamun / Gajar Halwa
08.	1 Packed Dahi Cup (80 gram)
09.	1 Packed Water Bottle 250 ml

Note: Packed Lunch Thalís will be distributed by the serving staff deployed by the successful bidder, under the supervision of the Staff of the University. The Packed Thalís will be distributed on token basis. The serving staff shall collect the tokens



from the people attending the event. The payment will be made to the bidder on the basis of total no. of tokens received/collected by the serving staff of the bidder during distribution of packed lunch thalis and submitting the same along with the verified bills from the staff concerned.

(a) Agency must ensure sufficient number of food counters, serving & helping staff and waiters, as detailed under: -

S. No.	Particulars of Event	No. of Food Counter to be arranged	No. of Serving Staff to be deployed
01.	Golden Pride Dinner, 18.12.2024.	05 Counters (01 for VIPs + 04 for other Faculty, Officers, Staff, etc.)	02 Serving Staff on each counter i.e. total of 10 serving staff.
02.	Packed Lunch Thalis during 11 th Convocation of the University.	10 Counters	02 Serving Staff on each counter i.e. total of 20 serving staff.

- (b) Agencies/caterer are advised to visit the workplace before submitting their Rates.
- (c) The staff deployed shall be in proper uniform with fully COVID-19 vaccinated.
- (d) Bidder will assure to keep the surplus quantity of food (more than no. of persons mentioned in NIT) in case of increase in strength of people attending the functions.
- (e) Water arrangement for drinking and washing of utensils will be made by the bidder.
- (f) The bidder is prohibited to use or serve food in plastic containers/plates on 18.12.2024 during the golden pride dinner.
- (g) Staff with any kind of criminal record will not be deployed by the successful bidder for the events at the University. If any violations are discovered, the successful bidder will be held responsible.



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D. Technical BID (Criteria for Technical Evaluation):

I. The technical bid must contain following documents

S No.	Name of Documents	Page No.
1.	(a) Proof of experience (not less than 01 years) of handling Catering services as per Para A of the NIT. (b) Work Experience cum performance Certificate of Handling catering services for minimum 500 persons.	
2.	a) Name of the Applicant (IN BLOCK LETTERS), b) Complete address of the applicant & Tele No (O) & (R) & Mob No & email ID, c) Permanent Residential Address & Tele No if any	
3.	Proof of Earnest Money Deposit of Rs. 50,000/- (Rs. Fifty Thousand Only)	
4.	Proof of GST Registration and submit a copy of GST return of last one year	
5.	Proof of income tax return filed of last one year	
6.	Copy of PAN Card	



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II. Financial bid consists of the rate quoted as given below (Must be filled in BOQ only): -

S. No.	Item Description	Menu	Rates per unit in Figures To be entered by the Bidder/Agency Rs. P	TOTAL AMOUNT I(₹)
1	2	3	4	5
(A)	Buffet Dinner Menu (Approx. 700 persons) (18.12.2024)	<p>Main Course</p> <p>a) Paneer Lababdar b) Malai Kofta c) Dal Makhni/Yellow Dal Tadka d) Veg Biryani e) Dahi Bhalla + Red Chutney f) Salad + Achar + Papad g) Butter Naan + Missi Roti + Lachha Parantha + Poori + Tawa Roti h) Water Bottles + Water Dispenser</p> <p>Live Counter</p> <p>i) Sweet Corn Soup j) Tomato Soup k) Chilly Paneer Dry l) Hakka Noodle with Manchurian Gravy m) Gulab Jamun n) Moong Dal Halwa</p>		
(B)	Packed Lunch Menu (Approx. 3000 persons) (19.12.2024)	<p>a) 4 Tawa Roti / 3 Parantha b) Pulav c) Mix Veg./Seasonal Vegetable d) 1 Paneer Dish e) Dal Makhni / Yellow Dal Tadka f) Salad + Achar g) Gulab Jamun / Gajar Halwa h) 1 Packed Dahi Cup (80 gram) i) 1 Packed Water Bottle 250 ml</p>		
		Total in Figures (₹)		
		Applicable Taxes		
		Grand Total in Figures (₹)		



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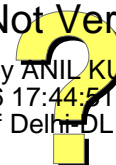


- 1. Bidders are hereby informed to quote price for (A) and (B) separately, for making payment as per actual number of people attending each event.**
- 2. L1 will be chosen on the basis of total price quoted for (A) and (B) as per table above.**
- 3. Number of persons attending the events may vary.**
- 4. Bidder will quote the rates inclusive of all charges such as manpower (Serving, Helpers, Waiter staff, etc.), Water Tanker/ Water arrangement, Counter Charges, and any other allied charges. No other charges above the quoted price will be entertained.**

NOTE: Prices should be quoted and filled in the BOQ only. Declaring the quoted price with the technical bid will result in the rejection of the bid

Signature Not Verified

Digitally signed by ANIL KUMAR
Date: 2024.11.06 17:44:51 IST
Location: NCD of Delhi-DL





Basic Details			
Organisation Chain	Delhi Technological University		
Tender Reference Number	DTU/GA/104/2024-25/1504		
Tender ID	2024_DTU_264521_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Item Rate
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments		
Offline	S.No	Instrument Type
	1	Demand Draft
	2	FDR
	3	Bankers Cheque
	4	Bank Guarantee

Cover Details, No. Of Covers – 2			
Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	NIT
2	Finance	.xls	BOQ

Tender Fee Details, [Total Fee in ₹* – 0.00]			
Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details			
EMD Amount in ₹	50,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	REGISTRAR, DELHI TECHNOLOGICAL UNIVERSITY	EMD Payable At	DELHI

Work /Item(s)					
Title	DTU/GA/104/2024-25/1504				
Work Description	NIT FOR PROVIDING HOSPITALITY AND CATERING SERVICES DURING 11TH CONVOCATION 2024 IN DELHI TECHNOLOGY UNIVERSITY				
Pre Qualification Details	PLEASE REFER TENDER DOCUMENT				
Independent External Monitor/Remarks	NA				
Tender Value in ₹	NA	Product Category	Hotel/ Catering	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	120	Period Of Work(Days)	365
Location	DELHI TECHNOLOGICAL UNIVERSITY	Pincode	110042	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	GENERAL ADMINISTRATION BRANCH, DTU
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	06-Nov-2024 06:10 PM	Bid Opening Date	13-Nov-2024 02:30 PM
Document Download / Sale Start Date	06-Nov-2024 06:10 PM	Document Download / Sale End Date	13-Nov-2024 02:00 PM
Clarification Start Date	06-Nov-2024 06:10 PM	Clarification End Date	13-Nov-2024 02:00 PM
Bid Submission Start Date	06-Nov-2024 06:10 PM	Bid Submission End Date	13-Nov-2024 02:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
		1	Tendernotice_1.pdf	NIT

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
		1	Tender Documents	NITconvocation.pdf	NIT
	2	BOQ	BOQ_346705.xls	BOQ	345.50

Tender Inviting Authority

Name	DEPUTY REGISTRAR
Address	GENERAL ADMINISTRATION BRANCH, DTU