



F.No. GGSIPU/DSW/Anugoonj-2024/032

Dated: 09.01.2024

**Notice Inviting Quotations - Food Stalls during Anugoonj-2024**

Guru Gobind Singh Indraprastha University is established by Government of NCT of Delhi under the provisions of Guru Gobind Singh Indraprastha University Act, 1998. This is an affiliating and teaching University that aims to facilitate and promote studies, research and extension work in emerging areas of higher education with focus on professional education in the disciplines of engineering, technology, architecture, management, law, medicine, pharmacy, physiotherapy, nursing education, journalism and mass communication, etc.

Guru Gobind Singh Indraprastha University is organizing its 23rd Annual Cultural Festival 'Anugoonj 2024' from 08<sup>th</sup> to 10<sup>th</sup> February, 2024 on its campus at Sector-16C, Dwarka, New Delhi. Anugoonj is one of the largest festivals of Delhi. This is an event that attracts over 60,000 students as participants and visitors from more than 120 affiliated colleges of the GGSIP University.

The University invites sealed quotations from the reputed firms/distributors/authorize dealers for food stalls to sell eatable snacks/ food items/ beverages during the Anugoonj – 2024, as per the details given below:

1	<b>Name of Work</b>	Food Stalls for selling eatable snacks/ food items/ beverages during the Anugoonj – 2024 from 8 <sup>th</sup> February, 2024 to 10 <sup>th</sup> February, 2024 (03 Days)
2	<b>Last date, time and venue for submission of EMD, Technical and Financial Bids documents</b>	In the Sealed Envelope on 15.01.2024 upto 11:00 AM in the O/o Directorate of Students' Welfare, Shopping Complex, GGSIP University, Sector – 16C, Dwarka, New Delhi – 110078.  "Envelope must be in the name of Food Stalls Management Committee Anugoonj 2024"  Technical Bids Shall be Opened on the same day at 02:00 PM
3.	<b>Date, time and venue for opening of Financial Bids</b>	Financial Bids of the Technically Qualified Bidders shall be opened on 16.01.2024 at 11:00 AM in the O/o Directorate of Students' Welfare, Shopping Complex, GGSIP University, Sector – 16C, Dwarka, New Delhi – 110078
4	<b>EMD</b>	Rs.25,000/- in the form of a demand draft payable in favour of Registrar, Guru Gobind Singh Indraprastha University payable at New Delhi

**1. Eligibility**

- i. Undertaking by the agency on its Letterhead:-
  - a. That it has not been barred or blacklisted by any of the Central/State Government/ Departments/Organizations/Central or State PSU.
  - b. That it will ensure fair trade practice.
  - c. That the proprietor/partners of the agency do not have any relative employed with GGSIP University.
- ii. Should have valid GST Registration.
- iii. Should have valid PAN Card.
- iv. Should have valid Food Safety and standards Licence issued by the Food Safety and Standards Authority of India.
- v. Should have minimum annual turnover of Rs. 02 lacs (Two Lacs) during the financial year 2022-23 duly certified by Chartered Accountant as per **Annexure – “B”**.

**2. Food Stalls & Facility**

- i. The total number of 15 food stalls, each stall with area of 15 feet x15 feet with 6 tables, 4 chairs, 02 halogen (500–1000W) and 02 power points are available for selling food items/snacks/beverages.

**3. Criteria for Allotment of Food stalls**

- i. The minimum price is fixed at Rs.15000/- for each food stall. Therefore, the quoted price for each food stall should not be less than Rs.15000/-.
- ii. The firm may apply for minimum one or maximum fifteen food stalls. The preference for allotment of food stalls to the eligible firms will be decided on the basis of maximum price quoted for each food stall. Total number of the food stalls as mentioned in the financial bid will be allotted to the firm on the basis of maximum price quoted for each food stall subject to availability of food stalls.
- iii. The bidders should have to quote financial bid only in the prescribed format as per **Annexure ‘A’**.

**4. Food Stall Charges**

- i. The total amount of food stalls as mentioned in the financial bid would be payable by the eligible firms within 5 days from the date of issue of allotment letter in the form of a demand draft in favour of Registrar, Guru Gobind Singh Indraprastha University, Delhi. If the eligible firm unable to submit food stall charges within stipulated time, the EMD deposited by the firm will be forfeited.

**5. Other Terms & Conditions**

- i. The eligible firm must provide digital modes of transactions for cashless payment system for purchasing food items.

- ii. The eligible firm have to ensure fire safety arrangements and install minimum one 4.5 Kg fire extinguisher of ABC, CO2, Water as per requirement at each stall.
- iii. Outsourcing/subletting of the food stalls will not be allowed.
- iv. All eatable items should be clean and hygienic.
- v. The successful firm will sell beverages items, tea, coffee, eatable snacks, food items, ice cream at designated food stall.
- vi. Alcoholic and tobacco items are not permissible to sale at food stalls.
- vii. The University may discontinue the sale of any items at the food stalls at his discretion without assigning any reason.
- viii. The eligible firm shall ensure that eatable items sold/ served form the food stall are of requisite, hygiene and quality standards.
- ix. **The rates of food items should be at par with the normal market rates and rate list should also be displayed near the food stall. The size of font in rate list should be 3 inches. The food items shall not be sold over and above the printed MRP.**
- x. The University officials may at any time monitor the quality of raw material, food items and its preparation conditions.
- xi. The eligible firm will be responsible for cleaning of surroundings
- xii. The firm shall be solely liable for any action or penalty imposed by relevant authority. Payment of all applicable taxes including income tax, GST and other applicable taxes will be the responsibility of the eligible firm.
- xiii. The University reserves the right to accept or reject any bid without assigning any reason thereof.
- xiv. No firm shall do or undertake any activity contrary to law, public order or health.
- xv. In case of any dispute relating to sponsorship during the Anugoonj, the decision of the Director, Students' Welfare shall be final and binding for all.

6. **Procedure for Submission of Bid**

The bidder shall submit the bid with supporting documents in the following manner:

**(a) Envelope I:**

- i. All documents in support of eligibility as mentioned above at para-1 Eligibility and DD/ Pay Order for EMD of amount of Rs.25,000/- in favour of Registrar, GGS Indraprastha University payable at New Delhi in the sealed envelop marked "Technical Bid" address to Food Stall Management Committee Anugoonj 2024 in the O/o Directorate Students Welfare, Sector 16C, Dwarka, New Delhi.

ii. **Envelope II:**

- i. This envelop should be marked as Financial Bid. Financial bid should be in the prescribed format as per **Annexure –Address to Food Stall Management Committee Anugoonj 2024** in the O/o Directorate Students Welfare, Sector 16C, Dwarka, New Delhi. The form should be filled neatly and accurately. Any alteration, erasing, or overwriting will render the tender invalid.

Both the Envelop –I and Envelop-II shall be kept in a sealed cover and clearly mentioned “Bid for Food Stalls during Anugoonj-2024” address to Food Stall Management Committee Anugoonj2024 .

Financial bids of technically qualified bidders shall only be opened.

No conditional bids or received without required documents shall be considered and summarily rejected.

Application received after the last date for submission of bid will not be considered or opened under any circumstances.

Earnest Money shall be refunded to the unsuccessful bidders within one month. The bidder has no right for demand for interest on the EMD. However, the successful bidder’s EMD shall be returned after completion of work successfully.

  
(Prof. Manpreet Kaur Kang)  
Director, Students Welfare

**Financial Bid for Food stalls for selling eatable snacks / food items during the Anugoonj –  
2024 (08th to 10th February 2024 )**

S. No.	Description	Total No. of food stalls required (A)	(*)Amount for each food stall (in Rs.) (B)	Total amount for no. of food stall required (in Rs.) (A) X (B)
1.	Food stalls	Nos. _____  In words _____ _____	Rs. _____  In words Rs. _____ _____	Rs. _____  In words Rs. _____ _____

(\*)The minimum price is fixed at Rs.15000/- for each food stall. Therefore, the quoted price for each food stall should not be less than Rs.15000/-.

Signature of Bidder:

Stamp of the firm:

Name of Bidder:

Address of Bidder:

Phone/ Mobile No.:

## FINANCIAL INFORMATION

Details to be furnished on account for the annual turnover for the financial year  
2022-23 duly certified by the Chartered Accountant

S.No.	Particulars of Firm	Gross Annual turnover of the firm for the Financial Year 2022-23
1	M/s _____ Address _____ _____	Rs. _____  In words _____ _____

Signature of Chartered Accountant with Seal

Signature of Bidder

Name and address of the Chartered Accountant