



**Annexure -I**

**Guru Gobind Singh Indraprastha University**  
**Sector – 16 C, Dwarka, New Delhi – 110078**  
**(General Administration Branch)**

Tel. No.011-25302139, 138, e-mail: gabranch@ipu.ac.in

F. No. GGSIPU/GA/Allotment of Food Stall/ 2024 / 647

Dated: 29/11/24

## **NOTICE INVITING QUOTATIONS**

**(Food Stalls for 'The Silver Jubilee Culmination and Foundation Day of the University to be held on 12<sup>th</sup> and 13<sup>th</sup> December, 2024).**

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

The University has over 110 affiliated Institutes with around 90,000 students.

Guru Gobind Singh Indraprastha University is set to celebrate 'The Silver Jubilee Culmination and Foundation Day of the University on 12<sup>th</sup> and 13<sup>th</sup> December, 2024, as a mark of its 25 years of completion, with numerous accomplishments. We also express our pride to mention that Hon'ble Lt. Governor. Government of NCT of Delhi, has kindly consented to grace the occasion on 12<sup>th</sup> December, 2024.

The event is to be held at Dwarka Campus of the University (Sector 16C, Dwarka, New Delhi-78)

The University invites sealed quotations (in two bid system) from reputed firms/distributors/authorized dealers for allotment of Food Stalls to sell eatable snacks/food items/beverages during the 'The Silver Jubilee Culmination and Foundation Day of the University', as per the details given below:

1.	Nature of Work	Food Stalls for selling eatable snacks/food items/beverages ' <b>The Silver Jubilee Culmination and Foundation Day of the University</b> ' on 12 <sup>th</sup> and 13 <sup>th</sup> December, 2024 (02 Days)
2.	Last date, time, and venue for submission of EMD, Technical and Financial Bid documents	In Sealed Envelope latest by 05.12.2024, 11:30 AM, in the O/o Assistant Registrar, General Administration, Room No. 36, GGSIP University, Sector 16C, Dwarka, New Delhi-110078. Envelope to be submitted shall be titled " <b>Technical and Financial Bid for Food Stall for Silver Jubilee Culmination and Foundation Day of the University</b> ". Technical Bids Shall be Opened on the same day at 03:00 PM.
3.	Date, time, and venue for opening of Financial Bids	Financial Bids of the Technically Qualified Bidders shall be opened on 06.12.2024 at 11:30 AM in the O/o OSD to VC, Room No. 108, GGSIP University, Sector 16C, Dwarka, New Delhi-110078
4.	Earnest Money Deposit (EMD)	Rs.25,000/- in the form of a Demand Draft/ FDR 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 practices.
  - c. That the proprietor/partners of the agency do not have any relative employed with the GGSIP University.
- II. Should have valid GST Registration.
- III. Should have valid PAN Card.
- IV. Should have valid Food Safety and Standards License issued by the Food Safety and Standards Authority of India.

## 2. Food Stalls & Facility

There are a total number of 12 food stalls, each stall size :10 feet x 10 feet x 10 feet, one panel size : 3ft (W)x 8ft (H). 1 table (extra as per requirement), 2 chairs, Spot Light, 03 phase supply and 01 Dustbin shall be made available to the allottees for selling food items/snacks/beverages. Water required for preparing food / drinking purpose shall be arranged by the allottees themselves. University shall, however, provide water facility for washing of utensils, etc.

## 3. Criteria for Allotment of Food Stalls

- a. The minimum price is fixed at Rs.10,000/- for each food stall. Therefore, the quoted price for each food stall should not be less than Rs.10,000/-.
- b. The firm may apply for minimum one or maximum twelve 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 the availability of food stalls.

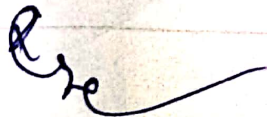
To illustrate, a bidder quoting highest bid (i.e. H-1) and seeking 4 stalls (out of 12) shall be allocated first and the remaining to H-2 bidder, H-3 bidder and so on, subject to availability.
- c. The bidders should have to quote financial bid only in the prescribed format as per Annexure 'A'.

## 4. Food Stall Charges

The total amount for 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/FDR in favour of Registrar, Guru Gobind Singh Indraprastha University, Delhi. If the eligible firm is unable to submit requisite charges with in stipulated date and time, the EMD deposited by the them will be forfeited.

## 5. Other Terms & Conditions

- i. The eligible firms must provide digital modes of transaction 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,
- iii. Outsourcing/subletting of the food stall is 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 the allotted food stalls only.
- vi. Alcoholic and tobacco items are strictly prohibited for sale/ consumption.
- 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 from 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 atleast 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 preparatory conditions.
- xi. The eligible firm will be responsible for cleaning the surrounding area of the allotted food stall.
- xii. The firm shall be solely liable for any action or penalty imposed by appropriate Authority of the Government. 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, the decision of the Vice Chancellor shall be final and binding for all.

**i. Procedure for Submission of Bid**

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

**(a.)Envelope I:**

All documents in support of eligibility as mentioned above at para-1 and DD/ FDR for EMD of amount of Rs.25,000/- in favour of Registrar, GGS Indraprastha University payable at New Delhi are required to be kept in a sealed envelope marked "Technical Bid" for '**Food Stall for Silver Jubilee Culmination and Foundation Day of the University**'

**(b.)Envelope II:**

This envelope shall contain "Financial Bid.", as per annexure -A. The said envelope shall be marked Financial bid for '**Food Stall for Silver Jubilee Culmination and Foundation Day of the University**'. The form should be filled neatly and accurately. Any alteration, erasing, or overwriting will render the tender invalid.

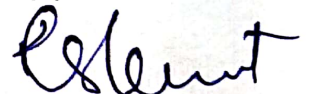
**Envelopes I and II** shall be kept in a sealed cover titled "**Technical and Financial Bid for Food Stall for Silver Jubilee Culmination and Foundation Day of the University**". for submission to Assistant Registrar, General Administration, Room No. 36, GGSIP University, Sector 16C, Dwarka, New Delhi-110078.

Financial bids of technically qualified bidders shall only be opened.

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

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

Earnest Money shall be refunded to the unsuccessful bidders within 15 days. The bidder has no right to demand for interest on the EMD. EMD of the successful bidder(s) shall be refunded within 15 days after completion of the work.



Prabhat Mishra  
Assistant Registrar (GA)

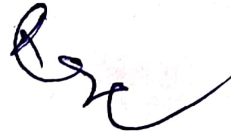
**Annexure-A**

**Financial Bid** for Food Stalls of 'The Silver Jubilee Culmination and Foundation Day of the University to be held on 12<sup>th</sup> and 13<sup>th</sup> December, 2024

<b>Sr. No.</b>	<b>Description</b>	<b>Total No. of Food stalls required</b>	<b>(* ) Amount for each food stall (in Rs.)</b>	<b>Total amount for no. of food stall required (in Rs.) (A)x (B)</b>
1.	Food Stalls	Nos.....  In words _____ _____	Rs.....  In words Rs. _____ _____	Rs.....  In words Rs. _____ _____

(\* ) The minimum price is fixed at Rs.10000/- for each food stall. Therefore, the quoted price for each food stall should not be less than Rs.10000/-

Signature of Bidder:



Stamp of the firm:

Name of Bidder:

Address of Bidder:

Phone / Mobile No.:

