

PANJAB UNIVERSITY
ESTATE BRANCH
CHANDIGARH
NOTICE INVITING TENDER

Tender for leasing out Mess Catering services at Golden Jubilee Guest House, Panjab University, Chandigarh for a period of **2 years** the prescribed tender form available at website <http://etenders.chd.nic.in/nicgep>

Conditions:-

1. **The tender documents shall be uploaded in 2 covers:-**
 - i) **Cover-1-** Shall contain scanned copy of earnest money, affidavit, undertaking regarding, physical deposit of EMD, duly attested copy of valid enlistment and other documents as per clause 10 of tender notice.
 - ii) **Cover-2-** shall contain financial bid.
2. Earnest money in the form of demand draft drawn in favour of First Party, P.U. shall be scanned and uploaded to the E-Tendering website within the period of bid submission.
The physical EMD of the scanned copy of EMD uploaded shall be deposited by the lowest tenderer within three working days after opening of financial bid failing which the tender shall be rejected and enlistment of the agency shall be withdrawn by the enlistment authority. Further the following undertaking in this regard shall also be uploaded by the intending bidders:-
“ The physical EMD shall be deposited by me/us with the First Party calling the tender in case I/we become the lowest tenderer within one week of the opening of financial bid otherwise University may reject the tender and also take action to withdraw my/our enlistment.”
3. The tenderer shall have to furnish an affidavit as under:-
 - a) I/we hereby declare that
 - b) I/we have not been black listed, debarred/suspended by any Govt. Semi Govt./Corporation/Private organization during the last seven years.
4. Bid document can be downloaded from the website of Chandigarh administration <http://chandigarh.gov.in> or <http://etenders.chd.nic.in/nicgep>
5. The bidders shall have to submit their bids online in electronic format with digital signature. For participation in the e-tendering process the bidders need to register themselves on etenders.chd.nic.in/nicgep.
6. The bid shall be uploaded in electronic format on the website etenders.chd.nic.in/nicgep scanned copies of earnest money deposit and affidavit etc. uploaded along with the bid within prescribed time limit.
7. In case the contractor /bidder need any clarification/assistance he can contact the undersigned on any working day during office hours.
8. University reserves the right to reject any of all the application /tender without assigning any reason. Overall lowest bid will be criteria for finalization of tender.
9. In case the date of receipt/opening of tender is declared or happens to be public holiday, the tender will be received/opened on the next working day at the stipulated time.
10. **The submitted bid shall become invalid and rejected if:**
The bidder is found ineligible on account of following:-
 - i) The bidder does not upload all the documents as stipulated in the bid documents including the undertaking about physical EMD of scanned copy of EMD uploaded.

- ii) If any *discrepancy* is noticed between the documents as uploaded at the time of submission of bid. The **hard copies** as submitted physically by the *highest tenderer* in the office tender opening authority.
 - iii) The **highest** bidder does not deposit physical EMD within three working days after the opening the tender.
 - iv) The valid affidavit issued after publishing of this tender is not found in order.
 - v) List of documents to be scanned and uploaded within the period of bid submission.
 - vi) Deposit receipt against EMD deposited on line in designated bank.
 - vii) Enlistment order of the contractor.
 - viii) Affidavit as per condition no. 3
 - ix) Certificates of valid registration for VAT
 - x) Certificates of valid registration for Sale Tax
 - xi) Certificates of valid registration for Service Tax
 - xii) The detail of EMD specified in the tender documents should be same as submitted online (Scanned copies) otherwise tender will be rejected summarily.
11. Instruction to bidders regarding e tendering process:-
- i) Tenders without digital signature will not be accepted by the electronic tendering system. A tender will be accepted in physical form and in case it has been submitted in the physical form it shall be rejected summarily.
 - ii) Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been uploaded with the bid failing which tender will be rejected summarily.
 - iii) It will be mandatory for all the bidders to upload all the documents.
 - iv) The University will not be responsible for any delay in online submission of the bids due to any reason whatsoever.
 - v) The bidder should submit his valid Email ID in the undertaking for further correspondence regarding the tender.
 - vi) The earnest money deposited same as scanned in the tender failing which the matter will be submitted to higher authority.
12. Agreement shall be drawn with the successful tenderer.
13. Procedure for release of payment:-
- i) The payment will be released after the deduction of any penalty that may be imposed by the competent authority as per contract agreement.
 - ii) The income tax or any other statutory levy/tax as applicable will be payable by service provider and shall be deducted at source as per law.
14. Tender shall be accompanied with earnest money as above in shape of demand draft in favour of First Party P.U.
15. Canvassing whether directly or indirectly, in connection with tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
16. University reserves the right to reject to any or all the application/tenders without assigning any reason. Overall highest bid will be criteria for finalization of tender.
17. For any technical issue related to electronic tendering portal, bidders may contact IT cell, DIT, Additional Deluxe Building 5th floor, sector 9 Chandigarh or email at etender@chd.nic.in, phone no. 0172-2740641, 0172-27400003

Registrar