

**LADY IRWIN COLLEGE**  
**TENDER FOR CANTEEN SERVICES**  
**Tender No.: LIC/CANTEEN/05-26/03**

1. Online bids are invited under a **single-stage two-bid system** for the “Tender for Canteen Services.” Manual bids shall not be accepted.
2. **Document Download**

Tender documents may be downloaded from the official websites:

- <https://ladyirwin.edu.in/>
- <https://lic.ewizard.in>

as per the schedule mentioned in the **Critical Date Sheet**.

**CRITICAL DATE SHEET**

Published Date : 05-05-2026
Bid Document Download: 05-05-2026
Bid Submission Start Date: 05-05-2026
Bid Submission End Date: 19-05-2026
Technical Bid Opening Date: 20-05-2026

3. Bid Submission:  
Bids shall be submitted online only at <https://lic.ewizard.in/> :

**General Instructions**

**1. Single Tender Restriction**

Not more than one tender shall be submitted by a contractor or by contractors having a business relationship. Under no circumstances shall close relatives (such as father and son(s), or partners/directors having common interest) be allowed to participate as separate bidders. Any violation shall result in rejection of both tenders.

**2. Right of the College**

The College reserves the right to relax any condition(s) or modify criteria for shortlisting bidders during scrutiny of the tender.

### 3. No Modification of Documents

Tenderers shall not tamper with or modify the tender document, including the financial bid template. Any such tampering shall lead to rejection of the bid, forfeiture of EMD, and blacklisting.

### 4. Corrigendum

Bidders are advised to regularly visit the above-mentioned websites for updates, corrigenda, or amendments.

### 5. Tender Fee

Applicants must submit a **non-refundable** e-payment of **₹2,000/-** as the cost of tender forms.

- Bank charges to be borne by the applicant.

Note: Application filed without tender fees shall be rejected prima facie unless it is exempted.

### 6. Earnest Money Deposit (EMD)

An EMD of **₹1,00,000/-** is to be deposited through E-Payment mode only. Exception for MSMEs/MSEs as per GFR 2017 Rule 170.

### 7. Submission of Documents

- All documents must be submitted **online at the time of bid submission.**
- Original documents must be submitted by the **successful bidder** within the prescribed timeline as per Critical Date Sheet.
- Submission of false or incomplete documents may lead to **legal action.**

### 8. Eligibility Criteria

The bidder must satisfy **any one** of the following:

#### Option 1: Turnover

- Minimum average turnover of **₹40 lakhs** from canteen/catering services in the last **3 financial years.**
- Certified turnover certificate for last 3 financial year by a Chartered Accountant.

**OR**

#### Option 2: Experience

- Experience in canteen/catering services in **Government Departments / Corporates / Institutions.**
- The bidder should have at least **2 years' experience in last 5 years as on 31.03.2026.**

### 9. Mandatory Documents

- i. Certificate of registration of the firm/organization under the applicable

- law.
- ii. Valid GST Registration Certificate and Food License issued by the Government of NCT of Delhi.
  - iii. Documentary evidence of experience in running and operating canteens in Government Departments/Ministries, PSUs, academic institutions, or reputed private institutions during the last three years.
  - iv. Satisfactory performance certificates from organizations where canteen services have been provided during the last three years, duly signed by a competent and authorized officer.
  - v. Earnest Money Deposit (EMD) as specified in the terms and conditions of the tender document.
  - vi. PAN details of the bidder.
  - vii. Copies of other statutory licenses, if any.
  - viii. Duly filled and signed Undertaking as per the prescribed format in Annexure-I.
  - ix. Financial Statements for the last three financial years (Audited or certified by a Chartered Accountant with UDIN).
  - x. Income Tax Returns for the last three years.
  - xi. CA-certified turnover certificate for Financial Years 2022–23, 2023–24, and 2024–25.

## 10. Panel Validity

The College shall prepare a panel of the **top three bidders**.

- In case of unsatisfactory performance by the H1 Bidder, the contract may be awarded to the next bidder.
- Panel validity: **1 year**

## 11. Security Deposit.

- ₹2,50,000/- as Performance Guarantee should be submitted.
- It should be Refundable after contract completion.
- No interest is payable on the security deposit amount.
- Security deposit should be Adjustable against damages/penalties.

## 12. Contract Period

- **Initial period:** 2 months (trial basis)
- **Thereafter:** 10 months, subject to satisfactory performance. The agreement will be signed after completion of 2 month with satisfactory performance.

## 13. Penalty Clause

In case of repeated failures or deficiencies in the services:

- Penalty up to **₹50,000 for first instance**
- Repeated violations may lead to **termination without notice**

**14. Selection Criteria wherein there is more than one H1 Bidder:**

- Bidder with highest annual average turnover of last 3 year should be considered first.
15. Bids shall be opened as per the date and time specified in the Tender Critical Date Sheet. After the online opening of the Technical Bid, the results of the evaluation, along with the date of opening of the Price Bid, shall be intimated later.
  16. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well date of Price-Bid opening will be intimated latter.
  17. The bidder shall, at its own cost, obtain adequate insurance coverage, if required, in respect of the services rendered to the College. The bidder shall comply with all applicable statutory provisions, including but not limited to the Contract Labour (Regulation & Abolition) Act, 1970; Employees' State Insurance Act; Workmen's Compensation Act, 1923; Payment of Wages Act, 1936; Employees' Provident Fund and Miscellaneous Provisions Act, 1952; Payment of Bonus Act, 1965; Minimum Wages Act, 1948; Employment of Children Act, 1938; The Payment of Gratuity Act, and any other applicable laws, rules, regulations, or statutory requirements in force from time to time.

The bidder shall further indemnify and keep indemnified the College against any claims, demands, losses, damages, liabilities, costs, or expenses arising out of or in connection with any act of omission, negligence, breach of terms, or non-compliance with the aforesaid statutory provisions.

18. Prior to the opening of bids, the Canteen Committee may, at its discretion, visit the existing operational sites of the bidders for the purpose of physical inspection to assess the quality of food and services being provided. The Committee may also evaluate food samples, if required.
19. In the event that any adverse findings are reported by the Committee, the bid of the concerned bidder(s) shall not be considered for further evaluation and shall remain unopened. The decision of the Committee in this regard shall be final and binding on all bidders.
20. **Extension:** The agreement may be extended for a further period of up to five years by the Director, Lady Irwin College, subject to satisfactory performance as evaluated by the Canteen Committee, on the same terms and conditions.
21. The canteen contract cannot be terminated by the contractor in the midst of the period of award. If it is done, the security deposit shall be fortified.
22. The tender to run the canteen shall be given on the basis of highest contribution towards the Lady Irwin College Society. The minimum bid value shall be Rs 25,000/- latest by 5th of every month (Non-refundable).
23. Revision of rate: The rates and items to be sold in the College Canteen will be decided by mutual consent of the Canteen Committee and the vendor. The College reserves the right to revise the rates of items considering the market rate/inflation subject to maximum of 10% of finalized rate increase per year on written request of the contractor after completion one year of contract, in case of extension.
24. The Contractor and his/her employer should abide by POCSO Act and Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act).

## **25. Other Terms and Conditions for submitting the tenders for providing Canteen Services**

- a. It may be noted that the lowest quoted rates by a tenderer do not entitle him to claim the said contract. The final decision shall be taken after the contractor is interviewed and the presentation is assessed by the committee and he is finally recommended.
- b. The contractor's firm must not have been blacklisted ever in the past and must not have been penalized for not meeting the provisions of Food Adulteration Act, 1954. A self-certification is required to be submitted by the contractor on letter head.
- c. The contractor must have FSSAI Registration/FSSAI license certificate for catering/canteen services in Delhi, issued by appropriate authority i.e. License under Food Safety and Standard Act, 2006 (FSSA, 2006).
- d. The contractor shall abide by all the prevailing laws for running of canteen/cafeteria and shall do all the necessary formalities of obtaining licenses / permission etc. on his own. The college shall not take any responsibility for any legal provisions not met by the contractor & on account of this the contractor shall solely be responsible.
- e. The contractor shall ensure that applicable labour laws and minimum wages act are complied with.
- f. The contractor shall have to execute an appropriate agreement with the college on a non-judicial Stamp of Rs.100/- accepting all terms and conditions.
- g. The contractor shall be required to pay
  - ✓ Water charges to be fixed for Rs. 5,000/- per month.
  - ✓ Electricity charges of Rs 13 per unit as per actual usage.
  - ✓ Monthly contribution to Lady Irwin College Society shall be paid in advance by 5<sup>th</sup> of every month, if not paid he shall be given one month notice to vacate.
- h. The contractor shall keep the canteen area (in and around) neat and hygiene.
- i. The kitchen of the canteen shall be maintained with best of hygiene standard(including regular pest control measures)
- j. The contractor shall take all precautions to maintain quality of food. In no case he shall sell stale / old stuff /preparations.
- k. The College authority reserves the right to take samples of the food items/raw materials from the canteen for the purpose of inspection and testing with a view to maintain the quality. Such samples will however be drawn by authorized person/persons.
- l. In case of any food poisoning/contamination, the Contractor will be held fully responsible and he will be held accountable, fine may be levied and the contract may even be terminated in such case.
- m. The oil which remains from deep frying at the end of the day shall have to be disposed off and shall not be allowed to be reused for the purpose of cooking next day.

- n. The Contractor will be responsible for cleanliness of crockery, cooking utensils, furniture, fixtures and fittings etc. in the kitchen as well as in the service area. The College will not provide cleaning material/dusters etc. for the same.
- o. Steel/environment friendly materials should be used for all service.
- p. The contractor must not use / store any hazardous chemical / dangerous element / banned or expired products in the canteen which may pose threat to the health and safety of the people.
- q. The contractor shall use good quality branded ingredients for cooking and should ensure that only standard material / ingredients for cooking and serving are used. No local / sub-standard material / ingredients shall be allowed.
- r. The contractor shall not use the canteen/ college premises for residential purpose for self or his staff & none of the employees of the contractor shall be allowed to stay in the college premises during night/holidays etc.
- s. The contractor shall not sublet the contract to any vendor further. Similarly, no part of the menu / items agreed upon shall be sublet to any other party. Subletting in any form shall not be allowed. There should be a minimum of 3 Servers (apart from the Cooks).
- t. No staff of canteen should be a minor.
- u. The caterer must provide the price of each item separately as per enclosed list. The range of prices for the food products in the canteen premises should be preferably below Rupees 100/-.
- v. The contractor shall provide the list of the workers along with their identification & residential proof, who are working in the canteen.
- w. The police verification documents of the persons deployed should be deposited by the Contractor within 1 month of deployment to the office of LIC otherwise the person will not be allowed to work in the College and the Contractor will replace him immediately with a person whose verification is complete.
- x. Any change in the staff shall be reported immediately and relevant proof of identification shall have to be submitted again. The contractor shall solely be responsible for the conduct / behavior of the staff employed by him in the college canteen and shall solely be responsible for any mis-happening or undesirable incidence on account of the conduct / behavior of the staff engaged by the contractor.
- y. The College shall have the right to search the Contractor's employees at any time while going out of the premises and there shall be no grievances expressed/ felt on this account either by the contractor or his employees. The Contractor will issue ID card to the workers in the format approved by the College.
- z. A list of staff working in canteen shall be forwarded to the police station concerned.
- aa. The staff of the contractor shall abide by the instructions issued by the college authorities from time to time and their movement in the college shall be restricted.
- bb. The contractor shall ensure to keep all his belongings under lock and key. The contractor shall be solely responsible for any loss, damage, theft etc. occurring in canteen and no compensation of any kind shall be made by the College.

- cc. The contractor will display the menu each day with breakfast/lunch/dinner items.
- dd. The contractor shall have to ensure that the canteen staff employed by him wears full dress with proper gloves, head cover, apron etc. The contractor shall have to take all the measures to maintain good hygiene during the preparations and serving.
- ee. Hand Hygiene: Washing hands with soap and water must be done frequently, especially before handling food after using the restroom, after handling waste, or after touching non-food items. Hand sanitizers can be used as an additional measure, but should not replace hand washing with soap and water.
- ff. Uniform and Protective Gear. All workers must wear clean uniforms provided by the canteen, which should be laundered regularly. In addition, protective gear such as aprons, gloves, and face masks should be worn when handling food or working in the kitchen. Gloves should be changed frequently, especially after handling raw food items.
- gg. Personal grooming, such as trimmed nails, clean hands, and neat hair, is mandatory. Hairnets or caps should be worn at all times to prevent hair from falling into food.
- hh. The contractor should be Delhi-NCR based and shall furnish the following documents in respect of the individuals who will be deployed by the contractor before the commencement of work.
- List of manpower to be deployed by the contractor containing full details, i.e. date of birth, marital status, address, Aadhar etc.
  - Past experience of running canteen and their licenses.
  - COVID vaccination certificates of the entire canteen staff
  - Aadhar certificate.
  - Medical Fitness Certificate along with Microscopic and Culture test of stool and urine and Widal test to diagnose carrier of Typhoid.
- ii. The approved rates of the food items as accepted by the college shall not be increased by the contractor. Similarly, no other item shall be sold by the contractor outside the approved list, without permission of the college.
- jj. The contractor shall display the rates of items, as approved upon by the College at prominent places of canteen & staff room.
- kk. The contractor shall have to make his own arrangements to remove / dispose-off garbage and shall not use college premises for dumping of the garbage. The contractor has to ensure that the garbage is not scattered here and there and shall have to arrange proper dustbins. The garbage of these dustbins shall be properly disposed-off by the contractor outside the college.
- ll. The contractor shall have to provide "Complaint and Suggestion Book" and the same shall be made available to anyone who desires to record any complaint or suggestion. The same shall be submitted to the Director office for inspection every month.
- mm. The contractor shall not close the canteen without prior permission from the college. The canteen shall remain open on Saturdays/Sundays/Vacations/Holidays as per the requirement of the college.
- nn. The Contractor should provide table service, room service to all staff members.

- oo. The Contractor may be required to make catering arrangements for meetings, seminars, conferences, programmes and events etc. in the college which may include High Tea, Buffed lunch/ dinner etc. as per requirement.
- pp. The Contractor will be required to arrange sufficient equipment and crockery in order to ensure prompt and efficient services.
- qq. In case, the Contractor wishes to add a new food item in the list, prior permission may be taken and the rate be approved.
- rr. The Contractor would continuously to rotate menu for lunch/meals and snacks in a week.
- ss. The contract may be terminated by giving one month notice from either side. However, if it has been found/reported that there has been a gross misconduct, negligence, non-compliance of orders requiring immediate action, the Director shall have the rights to revoke the contract immediately without any notice.
- tt. LIC reserves the right to change any terms and conditions governing the operation of canteen as and when circumstances so warrant.
- uu. The caterer may be asked to give sample of each item of the list enclosed before award of the contract.
- vv. After the termination / expiry of the contract, all the belongings of the college should be handed over to the college, including those items for which the college has undergone a separate agreement.
- ww. The College canteen premises should not be used for any other commercial activity by the contractor. The canteen shall serve food only to the customers within the Lady Irwin College. No outside catering or delivery shall be conducted from the college premises.
- cc. The contractor shall have to ensure that the agreement made by the college with any other party shall be enforceable upon him also. The contractor shall have to ensure that no competitive product is being sold in the canteen for which the college has undertaken separate & exclusive tie up.
- dd. The contractor shall maintain best quality of products served in the canteen and during the function of the college.
- ee. The members of Canteen Committee / AO / SO or any other staff as deputed by the Director can inspect the canteen any time to check the quality of food preparation, hygiene conditions, staff conduct etc.
- ff. Any loss to the property of the College caused by the contractor shall be borne by the contractor.
- gg. In case of any dispute, the matter shall be resolved amicably. However, if the matter still remain  
Unresolved, the same shall be resolved by an arbitrator appointed by the Governing Body of the College, the decision of which shall be final & binding to both the parties.
- hh. We require eco-friendly disposable plates/ Cutlery for serving to Teaching, Non-teaching, and students.

ii. Other terms & conditions shall be mutually decided with the bidder at the time of finalization of contract.

jj. Any dispute is subject to the Jurisdiction of Courts situated in Delhi.

Director

## SUBMISSION OF TENDER

The tender shall be submitted online in two part, viz., technical bid and price bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

## TECHNICAL BID

The following documents are to be furnished by the Contractor along with Technical Bid as per the tender document:

- 1) Signed and scanned Copy of Tender fee.
- 2) Signed and scanned copy of GST certificate, PAN No., Food License etc.
- 3) Signed and Scanned Copy of Incorporation certificate shall be submitted. (like partnership deed in case of partnership firm, Memorandum and Article of Association in case of limited company, ownership certificate in case of sole of proprietary firm and Power of Attorney in favour of authorized signatory in case the firm is not a proprietary firm, Registration certificate /Trade licence certificate/ Enlistment certificate / Incorporation certificate in any Govt. deptt. / Statutory body / PSU).
- 4) Signed and scanned copy of supporting documents of the point 10 as per indicating in NIT.
- 5) Signed and scanned copy of Tender Acceptance Letter. (Annexure -I) and Technical data sheet (Annexure -II)
- 6) Signed and Scanned Copy of An Undertaking duly attested by Notary on a non-judicial stamp paper of value of Rs.100/- (Rupees One Hundred Only) regarding their non-blacklisting by any of the Govt. Departments, Public Sector Undertakings and/or by Central Vigilance Commission during the last three years.

PRICE BID

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ\_XXXX .xls.
- (c) The Minimum base Bid Value for contribution should be Rs 25,000/- ( Rupees Twenty Five Thousand Only). H-1 will be decided based on Highest contribution towards Lady Irwin College Society.

(A) PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)

To,

The Director,

Lady Irwin College, University of Delhi

Sikandra Road, New Delhi-110001

Dear Sir/Madam,

1. I submit the Price Bid for Tender for canteen service and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, Annexure III inclusive of all applicable charges by whatever name called.

Yours Faithfully,

Signature of authorized Representative

Annexure -I

TENDER ACCEPTANCE LETTER

(To be given on Company/Firm Letter Head)

Date:

To,

The Director,

Lady Irwin College, University of Delhi

Sikandra Road

New Delhi - 110001

Sub: Acceptance in respect of Terms & Conditions of Tender Document of "Tender for Canteen Service." Ref: NIT NO- .....Dt. ....

Respected Mam,

- i. I/We have downloaded the tender document(s) for the above mentioned „Tender/Work“ from the web site <https://lic.ewizard.in/>
- ii. I/We hereby certify that I/We have read all the terms and conditions of tender document (including all annexure(s), schedule(s), drawing(s), etc.), which shall part of the contract and I/We shall abide hereby all terms & conditions contained therein.
- iii. The Corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
- iv. I/We hereby unconditionally accept all the terms and Conditions of above mentioned tender document and corrigendum(s) as applicable.
- v. In case fail to upload any documents in technical bid or any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject my bid including the forfeiture of earnest money deposit.
- vi. I/We hereby certify that all documents have been uploaded as mentioned in NIT.
- vii. I/we hereby certify that I possess the FISSAI License.

- viii. I/We hereby certify that all the statements made and information supplied in the enclosed Annexures and additional data etc. furnished herewith are true and correct.
- ix. I/We have furnished all information and details necessary for demonstrating our qualification and have no further prominent information.
  
- x. I/We understand that you are not bound to accept the lowest or any bid you may receive.
  
- xi. I/We hereby undertake that I'll pay my contribution towards Lady Irwin College Society by 5<sup>th</sup> of every month .
- xii. I/We certify that comply with the eligibility requirements as per Bid documents.
- xiii. I / We do hereby declare that there is no criminal legal suit pending or contemplated against us.

Seal and Sign of Agency Name:

Address:

## Annexure -II

### TECHNICAL DATA SHEET

The college has fixed the minimum base bid of **Rs 25000/- per month** for Contribution towards Lady Irwin College Society for college canteen and fixed the rate of items to be served in canteen and Buffet plate system to be served during the college functions.

Bidders are required to be bid **ONLY** on Contribution towards Lady Irwin College Society to be paid for the college canteen.

### APPROVED RATE FOR THE ITEMS TO BE SERVED IN CANTEEN

S. No.	Items	Weight / Measure
1.	Hot Coffee	Per cup (150 ML)
2.	Ice Tea	Per cup (200 ML)
3.	Cold Coffee	Per Cup (200 ML)
4.	Tea	Per cup (100 ML)
		Half Set (70 ML each) 3
		Full Set (70 ML each ) 6
5.	Lemon Water Salt	Per Glass (200ML)
6.	Lemon Water Sweet	Per Glass (200ML)
7.	Juice & Other Brand	As per College tie up
8.	Mineral Water (Standard)	Per Bottle on MRP
9.	Samosa	Per Piece (100 gm)
10.	Pastry	Per Piece (100 gm)
11.	Burger	Per Piece (125 gm)
12.	Bread Roll	Per Piece (100 gm)
13.	Bread Pakoda	Per Piece (100 gm)
14.	Upma	Per Plate ( 150 gm)
15.	Pakora Palak /Aloo/ Pyaj	Per Plate ( 150 gm)
16.	Masala Dosa with Samber and Coconut	Per Piece (150 gm)

	Cutni	
17.	Plain (sada) Dosa withsamber and Coconut	Per Piece (100 gm)
18.	Idli (2 piece) with samber and Coconut Cutni	Per Plate ( 150 gm)
19.	Vada (2 piece) withsamber and Coconut	Per Plate ( 150 gm)
20.	Veg. Cutlet (2piece)	Per Plate ( 150 gm)
21.	Mater Kulcha (2piece)	Per Plate (200 gm)
22.	Macroni	Per Plate (150 gm)
23.	Pasta	Per Plate (150 gm)
24.	Aloo Bonda	Per Piece (50 gm)
25.	Kachori 2 pcs with Aloo Subji	Per Plate (200 gm)
26.	Aloo Puri 4 pcs	Per Plate ( 200 gm)
27.	GulabJamun	Per Piece ( 50 gm)
28.	Chhole Bhature	Per Plate (250 gm)
29.	Chhole/Seasonal Vegetables	Per Plate (150 gm)
30.	Veg. Sandwich	Per Piece (150 gm)
31.	Toast with Butter (Brown Bread) 4 pcs	Per Plate

33.	Toast with Butter (White Bread) 4 pcs	Per Plate
32.	Bread slice	4 Piece
33.	Veg. Chowmin (Full)	Per Plate (300 gm)
34.	Veg. Chowmin (Half)	Per Plate ( 200 gm)
35.	Paav Bhajee 2 Paav	Per Plate ( 150 gm)
36.	Patty	Per Piece ( 100 gm)
37.	Spring Roll	Per Piece ( 100 gm)
38.	Flavored Milk (bottle) <b>(FSSAI)</b>	As per College tie up
39.	Juice(Tetra Packs only) <b>(FSSAI)</b>	As per College tie up
40.	Chilly Potato	Per Plate (150 gms.)
41.	Fried Hot Dog	Per Piece (150 gms.)
	<b>Lunch ( 1pm to 2. : 30 pm)</b>	
1.	Rice + Kadi/dal/rajma	Per Plate (350 gms.)

2.	Rice Plain	Per Plate (150 gms.)
3.	Rice Pulav	Per Plate (150 gms.)
4.	5 Puris/4 chapaties + Chhole/ Kadi/dal/rajma	Per Plate (400 gms.)
5.	Naan/ /Lachha Prantha	Per Plate (200gm)
6.	2 Prantha Plain with subji	Per Plate(200 gms.)
7.	Fried Rice+ Manchurian	Per Plate (200 gms.)
8.	Thali (2 Parath/1Naan+Rice+Seasonal veg.+Dal + Salad + pickles) + Raita/Dahi	Per Plate
9.	Thali (Rice, Dal, Sabzi,2 Roti(Tandoori)	Per Plate
10.	Thali (Rice, Dal, Sabzi,4 Roti (Tawa)	Per Plate
11.	2 Stuffed Parantha with Pickle	Per Plate ( 200 gm)
12.	Brown Bread/ Butter Toast 2 slice	
13.	Poha	Per Plate (150 gm)
14.	Vada Pav (2 Pieces) /1 Pcs	Per Plate ( 200 gm/100 gm)
15.	Shakes of seasonal fruits	250 ml
16.	Fresh lime soda	200 ml
17.	Dahi Vada	2 pieces
18.	Noodles	200 gm
19.	Sabzi Kachori/ Pyaz Kachori	2 pieces
20.	Stuffed Kulcha/Naan + Rayta + Pickle Or Kulcha/Naan + Cholle + Rayta + Pickle	2 pieces
21.	Bread Omlette	2 eggs with 2 breads
22.	Jalebi	100 gms.
23.	Veg./Cheela//Dal Fritters	1 Piece

**Note :- All prices are inclusive of GST.**

## **Buffet Plate System**

<b>S.No.</b>	<b>Items</b>
1	Seasonal Veg.+ Dal/Chole/ Rajma + Paneer + Assorted Bread +puri+ Rice/ Pulao + Sweets + Salad + Papad + Dahi Bada
2.	<b><u>Economy Lunch</u></b> Seasonal Veg.+ Dal/Chole/ Rajma + Assorted Bread + Rice+ Sweets + Salad
3	<b><u>Lunch</u></b> Dal/Rajma/Chole + Rice/puri/+ Salad
4	<b><u>Working Lunch</u></b> (Aloo Sabji + Puri )/Matar Kulcha+ Sweets + Salad + Pickles+ Raita
5	<b><u>Economy Lunch</u></b> Dosa/ Uttpam + idli + Sambar+ Cocounut Chutney
6	<b><u>High Tea</u></b> (Sandwitch+ Bakery Biscuits+Waffers+Snacks+ (3 Type Pakoda)+One Sweet+Tea/Coffee

**All the crockery (Bone china/Ceramise) will be provided by the contractor.**

**Note :- All prices are exclusive of GST**

## ADDITIONAL INSTRUCTIONS TO BIDDER

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders may visit the e-Wizard Portal <https://lic.ewizard.in>

### 1. REGISTRATION PROCESS ON ONLINE PORTAL

- Bidders to enroll on the e-Procurement module of the portal <https://lic.ewizard.in> by clicking on the link “Bidder Enrolment” and payment of registration fees.
- The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.
- Bidders must provide the details of PAN number, registration details etc as applicable and submit the related documents. The user id will be activated only after submission of complete details. After completion of registration payment, you can also send your acknowledgement copy on our help desk mail id [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com) for activation of your account.
- For tender submission and registration process bidders are advised to refer respective manuals on website. Tender inviting Authority/Department will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues like internet connectivity/PC speed/etc
- Bidders to register upon enrolment their valid Digital Signature Certificate (DSC: Class III Certificates with signing key and encryption usage) issued by any Certifying Authority recognized by CCA India with their profile.
- A bidder should register only one valid DSC. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.
- Bidder then logs in to the site through the secured login by entering their user ID/password and the password of the DSC / e-Token.

### 2. Tender Document Search

- Various built-in options are available in the e-Wizard Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, a form of contract, location, date, other keywords, etc. to search for a tender published on the Online Portal.
- 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 ‘**Interested Tenders**’ folder.

This would enable the Online Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

- 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.

### **3. Bid Preparation**

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 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 the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule.

### **4. Bid Submission**

- Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- Bidders must pay required payments (Form fee, EMD, Tender Processing Fee etc) as mentioned before submitting the bid.
- Bidder to select the payment option mode as specified in the Schedule (EMD/FORM FEE Section) to pay the form fee/ EMD wherever applicable and enter details of the instrument.
- A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- 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, the opening of bids, etc. The bidders should follow this time during bid submission.
- All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- Possession of Valid Class III Digital Signature Certificate (DSC) in the form of smart card/ e-Token is a prerequisite for registration and participating in the bid submission activities through <https://lic.ewizard.in>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available on the web site <https://lic.ewizard.in> under the link 'DSC help'.

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