

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	28-09-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	29-09-2026 18:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	150 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Education Department Gujarat
संगठन का नाम/Organisation Name	University Library Veer Narmad South Gujarat University
कार्यालय का नाम/Office Name	Estate
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :hod1.vnsgu.gj@gembuyer.in Buyer Email id: mmpatel@vnsgu.ac.in
वस्तु श्रेणी /Item Category	Catering service (Event Based) - Breakfast; Veg; Regular Packet , Catering service (Event Based) - Breakfast; Veg; Special packet , Catering service (Event Based) - Breakfast; Veg; Regular Buffet , Catering service (Event Based) - Breakfast; Veg; Special Buffet , Catering service (Event Based) - Veg Lunch/Dinner; Veg; Mini Thali , Catering service (Event Based) - Veg Lunch/Dinner; Veg; Regular Thali , Catering service (Event Based) - Veg Lunch/Dinner; Veg; Special Thali , Catering service (Event Based) - Veg Lunch/Dinner; Veg; Regular Buffet , Catering service (Event Based) - Veg Lunch/Dinner; Veg; Special Buffet , Catering service (Event Based) - Snacks/High Tea; Veg; Regular Packet , Catering service (Event Based) - Snacks/High Tea; Veg; Special packet , Catering service (Event Based) - Snacks/High Tea; Veg; Regular Buffet , Catering service (Event Based) - Snacks/High Tea; Veg; Special Buffet
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	60 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation

बिड विवरण/Bid Details	
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/ Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/ Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/ Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/ RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/ Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय / Time allowed for Technical Clarifications during technical evaluation	3 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	3000000
मूल्यांकन पद्धति/ Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/ Arbitration Clause	No
सुलह खंड/ Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	90000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c). ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Registrar
Veer Narmad South Gujarat University, Surat.
(Registrar)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
7. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs from the State of Bid Inviting Authority having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry/ State of Bid Inviting Authority. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017 and its subsequent Orders/Notifications issued by concerned Ministry. Benefits of MSE will be allowed only if seller/service provider is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
8. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
9. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated

cost.

10. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- If number of technically qualified bidders are only 2 or 3.
- If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Catering Service Price Bid Menu - [1788434061.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:[1788434081.pdf](#)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
09-09-2026 16:00:00	Purchase Cell, Veer Narmad South Gujarat University, Surat. (online link : VNSGU Purchase Cell General Meeting Link https://meet.google.com/gbx-krwp-czt) Contact No. 0261-2203042

Catering Service (Event Based) - Breakfast; Veg; Regular Packet (200)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Spread	Breakfast
Type of Preparation	Veg
Spread bifurcation	Regular Packet
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Thali/Packet/ Plate required per Day	अतिरिक्त आवश्यकता /Additional Requirement
1	Patel Yogesh Chimanbhai	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	200	Number of Event Days : 100

Catering Service (Event Based) - Breakfast; Veg; Special Packet (200)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Spread	Breakfast
Type of Preparation	Veg
Spread bifurcation	Special packet
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Thali/Packet/ Plate required per Day	अतिरिक्त आवश्यकता /Additional Requirement
1	Patel Yogesh Chimanbhai	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	200	Number of Event Days : 100

Catering Service (Event Based) - Breakfast; Veg; Regular Buffet (200)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Spread	Breakfast
Type of Preparation	Veg
Spread bifurcation	Regular Buffet
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Thali/Packet/ Plate required per Day	अतिरिक्त आवश्यकता /Additional Requirement
1	Patel Yogesh Chimanbhai	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	200	Number of Event Days : 100

Catering Service (Event Based) - Breakfast; Veg; Special Buffet (200)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Spread	Breakfast
Type of Preparation	Veg
Spread bifurcation	Special Buffet
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Thali/Package/ Plate required per Day	अतिरिक्त आवश्यकता /Additional Requirement
1	Patel Yogesh Chimanbhai	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	200	Number of Event Days : 100

Catering Service (Event Based) - Veg Lunch/Dinner; Veg; Mini Thali (200)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Spread	Veg Lunch/Dinner
Type of Preparation	Veg
Spread bifurcation	Mini Thali
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Thali/Packet/ Plate required per Day	अतिरिक्त आवश्यकता /Additional Requirement
1	Patel Yogesh Chimanbhai	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	200	Number of Event Days : 100

Catering Service (Event Based) - Veg Lunch/Dinner; Veg; Regular Thali (200)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Spread	Veg Lunch/Dinner
Type of Preparation	Veg
Spread bifurcation	Regular Thali
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Thali/Packet/ Plate required per Day	अतिरिक्त आवश्यकता /Additional Requirement
1	Patel Yogesh Chimanbhai	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	200	Number of Event Days : 100

Catering Service (Event Based) - Veg Lunch/Dinner; Veg; Special Thali (200)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Spread	Veg Lunch/Dinner
Type of Preparation	Veg
Spread bifurcation	Special Thali
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Thali/Packet/ Plate required per Day	अतिरिक्त आवश्यकता /Additional Requirement
1	Patel Yogesh Chimanbhai	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	200	Number of Event Days : 100

Catering Service (Event Based) - Veg Lunch/Dinner; Veg; Regular Buffet (200)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Spread	Veg Lunch/Dinner
Type of Preparation	Veg
Spread bifurcation	Regular Buffet
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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Catering Service (Event Based) - Veg Lunch/Dinner; Veg; Special Buffet (200)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Spread	Veg Lunch/Dinner
Type of Preparation	Veg
Spread bifurcation	Special Buffet
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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Catering Service (Event Based) - Snacks/High Tea; Veg; Regular Packet (200)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Spread	Snacks/High Tea
Type of Preparation	Veg
Spread bifurcation	Regular Packet
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

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Type of Spread	Snacks/High Tea
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क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Thali/Packet/ Plate required per Day	अतिरिक्त आवश्यकता /Additional Requirement
1	Patel Yogesh Chimanbhai	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	200	Number of Event Days : 100

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

Registrar, Veer Narmad South Gujarat University
payable at
Surat

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

4. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

5. Buyer Added Bid Specific Scope Of Work(SOW)

Text Clause(s)

Individual item pricing within the Excel sheet must match the respective packet totals exactly. The L1 evaluation shall be determined exclusively by the final packet price. Accordingly, bidding for every item under each packet is mandatory. Failure to quote a price, or quoting a zero value for any item, shall lead to the immediate disqualification of the bid.

6. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

7. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

8. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



EVENT-BASED VEG CATERING SERVICES GEM BID FOR VNSGU



VEER NARMAD SOTH GUJARAT UNIVERSITY SURAT 395007

Udhna -Magdalla Road, Surat-395007, India | www.vnsgu.ac.in

PART A — SCOPE OF WORK

1. Objective

This Annual Rate Contract (ARC) aims to engage a qualified and experienced service provider to deliver **vegetarian, event-based catering services** for all official functions, academic programmes, conferences, workshops, seminars, convocations, meetings, and university ceremonies organized by **Veer Narmad South Gujarat University (VNSGU), Surat**.

The contract shall remain valid for **twelve (12) months**, extendable for up to **two (2) additional years** based on satisfactory performance, service quality, and compliance with University and GeM norms.

2. Nature of Services

The selected vendor shall provide **complete vegetarian catering services** on a **per-event, per-person basis**, as per the event-specific requirements communicated through **GeM Service Orders** issued under this rate contract.

Services shall include preparation, transportation, service setup, and post-service cleaning at the designated university venues. The vendor shall supply all manpower, utensils, crockery, cutlery, serving counters, furniture, tablecloths, chafing dishes, dispensers, and other accessories required for smooth and hygienic service.

3. Menu and Service Categories

Menu and service specifications for all categories — including **Breakfast, Lunch, Dinner, High Tea, and Snacks (Vegetarian only)** — shall strictly conform to the **approved GeM Bid** under the category “*Catering Service (Event Based)*” for this contract.

The menu, portion size, service standards, and inclusions will be as per the **GeM Service Level Agreement (SLA)** and **bid parameters** uploaded by VNSGU on the GeM portal. No deviation or substitution of menu items shall be made without prior written approval of the University’s Catering Committee.

Individual item pricing within the Excel sheet must match the respective packet totals exactly. The L1 evaluation shall be determined exclusively by the final packet price. Accordingly, bidding for every item under each packet is mandatory. Failure to quote a price, or quoting a zero value for any item, shall lead to the immediate disqualification of the bid.

4. Service Requirements

The vendor shall be responsible for **end-to-end service execution**, including:

- Timely food preparation, transport, setup, and service at the venue.
 - Deployment of trained serving staff in proper uniforms, gloves, caps, and ID cards.
 - Maintaining hygiene, cleanliness, and safety during preparation, handling, and service.
 - Post-event clearance and waste disposal in an eco-friendly manner.
-

5. Hygiene and Food Safety

- All food preparation must comply with **FSSAI regulations** and the hygiene provisions prescribed in the **GeM SLA**.
 - Only **fresh and good-quality ingredients** from reputed brands shall be used.
 - The use of leftover, spoiled, or reheated food is strictly prohibited.
 - Drinking water served shall be **sealed, ISI-marked packaged water** only.
 - The kitchen, utensils, and service equipment must be sanitized daily.
-

6. University's Role

The University will provide:

- Access to event venues with basic utilities (water and power) as available.
 - Coordination support through a designated event-in-charge or committee.
 - Monitoring and inspection rights to verify food quality, service, and hygiene standards.
-

7. Vendor's Obligations

- Comply with GeM SLA, University rules, and all statutory food safety regulations.
 - Ensure punctuality and high-quality service at each event.
 - Replace any substandard or spoiled item immediately during service.
 - Submit compliance reports and photographs, if required, after each event.
 - Maintain records of event orders, staff deployment, and hygiene audits.
-

8. Prohibited Practices

- Serving **non-vegetarian food**, tobacco, liquor, or intoxicants under any circumstances.
 - Use of single-use plastic, unless biodegradable or as per Government notifications.
 - Subletting or subcontracting catering operations to third parties.
 - Charging or collecting payments directly from event participants or guests.
-

9. Expected Deliverables

- Timely and hygienic vegetarian catering service as per GeM SLA.
- Professional staff conduct and uniform presentation.
- Clean venue after service completion.
- Zero food wastage and eco-friendly disposal of leftovers.
- Consistent quality and compliance throughout the contract period.

Part B – Service Level Agreement (SLA)

(Event-Based Catering Services – Annual Rate Contract, Vegetarian Only)

Section A – Acceptance of GeM SLA

1. Applicability of GeM SLA

Services under this contract shall be governed by the **Standard Service Level Agreement (SLA)** prescribed in the GeM category “**Catering Service (Event Based)**”.

2. Binding Effect

All hygiene, manpower, service quality, feedback, and penalty provisions defined in the GeM SLA apply to this contract in addition to University-specific clauses mentioned herein.

3. Acceptance by Vendor

By submitting the bid, the vendor unconditionally accepts the applicability of the **GeM SLA** and undertakes to adhere to it throughout the contract period.

4. Breach and Action

Any violation of the GeM SLA or this ATC shall constitute a breach of contract and be dealt with in accordance with **GeM and University rules**, including imposition of penalties, recovery of losses, and/or termination.

Section B – University-Specific Conditions for Event-Based Catering Services

1. Operation under Annual Rate Contract

- The vendor shall operate under a **rate contract model**, and event orders shall be placed through GeM as per requirement.
- Each service order shall specify date, time, location, and headcount.
- The University will supervise quality and compliance; payments shall be made event-wise upon satisfactory completion.

2. Hygiene and Food Safety

- All food preparation, transport, and service must comply with **FSSAI standards** and **GeM SLA hygiene parameters**.
- Utensils, serving counters, and buffet setups must be cleaned and sanitized before and after every event.

- All staff must wear clean uniforms, gloves, caps, and ID cards during service.
- Reuse of food, substandard ingredients, or expired stock will invite penalties under GeM SLA and may lead to termination.

3. **Cleanliness and Waste Disposal**

- The service area, surroundings, and waste points must remain clean and odor-free.
- Proper covered bins, segregation of wet/dry waste, and immediate post-event disposal are mandatory.
- Any leftover waste must be removed from the venue within one hour of event closure.

4. **Inspection and Monitoring by University**

- The University's **Catering Monitoring Committee** or authorized representative may inspect operations at any time.
- Observations shall be recorded in an inspection note; directions issued must be complied with within the specified period.
- Non-compliance will be treated as a breach of SLA.

5. **Food Safety and Health Authority Compliance**

- Services are subject to inspection by **FDCA, SMC Health Department**, or any other statutory food-safety body.
- Any fine, penalty, or legal action due to non-compliance, adulteration, or unhygienic conditions shall be borne entirely by the vendor.
- In case of food contamination, food poisoning, or illness, the vendor shall bear all medical and associated costs, in addition to contractual penalties.

6. **Feedback and Service Improvement**

- Event-wise feedback shall be collected through **Google Form / QR-based system** by the organizing department.
- The vendor must maintain an **average feedback score ≥ 3.5 out of 5**.
- Corrective actions must be taken within **seven (7) days** of written notice for any score below 3.5.
- Repeated poor feedback in **two or more consecutive events** will invite action under the penalty matrix and may lead to termination.

7. Records and Documentation

- Maintain event logs, hygiene checklists, staff attendance, and vehicle sanitization records.
- Records must be available for inspection by University or statutory authorities at any time.

8. Safety and Statutory Compliance

- Vendor shall comply with all applicable laws: **FSS Act 2006**, Labour Acts, Fire Safety, and Municipal regulations.
- Fire extinguishers, first aid kits, and PPEs must be kept operational.
- Vendor is solely responsible for staff safety, accidents, and damages arising from negligence.

9. Authority and Interpretation

- In all matters of interpretation or enforcement of this SLA, the decision of the **Hon'ble Vice-Chancellor, Veer Narmad South Gujarat University**, shall be final and binding.

Section C – Detailed SLA and General Terms

A. Performance Monitoring and Penalty Matrix (as per GeM SLA – Event-Based Catering)

Deductions and Liquidated Damages

S. No.	Description	1st Instance	2nd Instance	3rd Instance / Repeated Violation
1	Delay in service delivery (late setup, delayed food supply, or incomplete service within scheduled time)	<i>Warning</i>	<i>3% of event catering cost</i>	<i>5% of event catering cost</i>
2	Discrepancy in quantity of food or number of food items served (less than ordered / missing items)	<i>2% of event catering cost</i>	<i>3% of event catering cost</i>	<i>5% of event catering cost</i>
3	Non-deployment of required staff (servers, supervisors, or cleaners as per GeM bid)	<i>1% of event catering cost</i>	<i>2% of event catering cost</i>	<i>3% of event catering cost per personnel per incident</i>
4	Hygiene and food quality concerns (including unsanitary conditions, stale or substandard food)	<i>2% of event catering cost + 100% of any amount penalized by Food Inspector / Department</i>	<i>3% of event catering cost + 100% of any official penalty</i>	<i>5% of event catering cost and/or termination of agreement</i>
5	Staff disobedience, misbehavior, or misconduct during event	<i>2% of event catering cost</i>	<i>3% of event catering cost</i>	<i>5% of event catering cost or termination</i>

6	Theft, loss, or damage of University property by staff	<i>Equivalent replacement / payment of material and/or replacement of staff</i>	<i>Equivalent replacement + 2% of event catering cost and/or staff replacement</i>	<i>Equivalent replacement + 3% of event catering cost and/or termination of agreement</i>
---	--	---	--	---

Notes:

- All deductions and penalties shall be calculated **as a percentage of the total event catering cost (excluding taxes)**.
- Repeated violations within the contract period will invite escalation to the next penalty level.
- Serious food-safety or hygiene violations may lead to **immediate termination** and forfeiture of Performance Security (E-PBG).
- If a government Food Inspector or Health Authority imposes any fine, the **entire penalty amount** shall be recovered from the vendor in addition to above deductions.

B. Corrective Action Procedure

1. The University shall issue a **written notice** detailing the observed deficiency and corrective measures required.
2. The vendor must **rectify within 48 hours** or before the next scheduled event, whichever is earlier, and submit a compliance note.
3. Failure to correct or recurrence within one quarter will result in escalation to the next penalty stage or termination under this SLA.

C. General Contract Terms

[A] Contract Period and Renewal

1. The contract shall remain valid for **twelve (12) months** from commencement.
2. It may be extended up to **two (2) additional years**, one year at a time, based on performance and compliance.
3. The University reserves the right to review, modify, or terminate the contract at any time in the interest of service quality.

[B] Sub-letting and Assignment

1. The vendor shall not sublet or assign operations without prior written approval of the Registrar, VNSGU.
2. Unauthorized delegation will lead to **immediate termination** and forfeiture of deposits.

[C] Payment Responsibilities

1. Event-wise payment shall be made **post satisfactory service** and acceptance by the concerned department.
2. Bills must be submitted along with service completion certificate, feedback summary, and photographs.
3. Delay in submission or discrepancies in billing may defer payment.

[D] Taxes and Statutory Compliance

Vendor shall bear all applicable **GST, labour cess, and statutory dues**. The University will not be responsible for any liability or claim arising therefrom.

[E] Insurance and Indemnity

Vendor shall maintain employee insurance and indemnify the University against claims, losses, or penalties due to negligence or breach of law.

[F] Inspection and Audit Rights

University officials, FDCA, or local health authorities may inspect food, records, and hygiene at any time. Non-cooperation will be treated as breach of contract.

[G] Termination of Contract

The University may terminate without compensation in cases of:

- Persistent delay or poor service;
- Repeated food-quality or hygiene violations;
- Adulteration, unsafe food, or food poisoning;
- Repeated feedback rating below 3.5; or
- Any violation of GeM SLA or statutory law.

Upon termination, the vendor must vacate premises (if used), settle all dues, and ensure no pending liabilities.

[H] Force Majeure, Confidentiality, and Dispute Resolution

These shall be governed as per clauses in Part A of this tender and GeM Terms of Contract. Jurisdiction shall remain **Surat, Gujarat**.

Part C – Payment Terms

(Event-Based Catering Services – Annual Rate Contract, Vegetarian Only)

1. Basis of Payment

1. The University shall make payments **directly to the Vendor** for each catering service rendered under this Annual Rate Contract, based on the **event orders placed and completed through GeM**.
 2. Each payment shall correspond to a specific **event**, calculated on the **approved per-person rates** and **actual number of persons served**, duly certified by the concerned department / organizing committee.
 3. No advance payment shall be made under any circumstance. Payment shall be made **only after satisfactory completion of the service**, submission of verified documentation, and deduction of any applicable penalties or liquidated damages as detailed in **Part B – SLA**.
-

2. Payment Procedure

1. After completion of each event, the Vendor shall submit the following documents electronically (and in hard copy if required):
 - a. Event-wise **Tax Invoice** with GST details;
 - b. **Completion Certificate** or service acknowledgment issued by the concerned organizing authority;
 - c. **Feedback summary** generated through the Google Form / QR system;
 - d. Photographs of event setup and service area (if applicable);
 - e. Inspection note or performance evaluation, if conducted.
 2. All invoices shall clearly mention the **GeM Service Order Number**, date of event, and total catering cost (exclusive of penalties or deductions).
 3. Invoices found incomplete, inaccurate, or lacking required enclosures will not be processed until corrected.
-

3. Payment Timeline

1. Subject to satisfactory verification of all documents and clearance from the concerned department, payments shall ordinarily be released within **30 to 60 days** from the date of submission of the correct and complete invoice to the Accounts Section.

2. However, the University shall not be held liable for any delay in payment due to:
 - late submission or discrepancy in the Vendor's invoice;
 - pending verification or approval from the organizing department;
 - statutory audit or procedural compliance requirements; or
 - deduction / penalty proceedings under Part B (SLA).
 3. No interest or financial claim shall be admissible for delayed payments under any circumstance.
-

4. Penalties and Deductions

1. All penalties and deductions as detailed in **Part B – SLA (Performance Monitoring and Penalty Matrix)** shall be **automatically recoverable from the event payment** or subsequent bills of the Vendor.
 2. If the total penalty exceeds the payment for a specific event, the balance amount shall be deducted from the **Performance Security (E-PBG)** or any other dues payable to the Vendor.
 3. In addition to SLA penalties, any statutory fines imposed by Food Safety Authorities or Government Departments for non-compliance shall be fully recovered from the Vendor.
-

5. Performance Security (E-PBG)

1. Before commencement of services, the Vendor shall furnish an **Electronic Performance Bank Guarantee (E-PBG)** or equivalent instrument as per **GeM norms**.
 2. The E-PBG shall remain valid for the **contract period + 60 days** and may be invoked wholly or partially for:
 - non-performance or breach of SLA;
 - non-payment of penalties, dues, or damages; or
 - failure to fulfill statutory or contractual obligations.
 3. Refund of E-PBG shall be processed only after satisfactory completion of the contract and settlement of all University claims.
-

6. Taxes and Statutory Deductions

1. Applicable **GST** shall be paid as per prevailing laws, subject to submission of a valid GST-compliant invoice.

2. The University shall deduct **TDS** or any other statutory levy at source as per Government rules.
 3. Any change in tax structure during the contract period shall be governed by prevailing statutory notifications.
-

7. Disallowance of Payment

The University reserves the right to withhold or disallow payment for any event where:

- the service was not performed as per scope and SLA;
- food was found substandard, delayed, or unhygienic;
- feedback score was below 3.5 / 5; or
- inspection reports record non-compliance or misconduct.

Payments may also be withheld if the Vendor fails to submit necessary records or respond to corrective-action notices within the stipulated time.

8. Final Settlement

1. At the end of the contract or upon termination, the Vendor shall clear all pending dues, penalties, and recoveries within **seven (7) days** of the final reconciliation statement issued by the University.
 2. After full settlement and satisfactory completion certificate, the E-PBG shall be released.
 3. If any outstanding liability remains, it shall be adjusted against the E-PBG or any other payable amount to the Vendor.
-

9. University's Right of Set-off and Recovery

The University reserves the right to:

- set off any claim, penalty, or loss under this contract against payments due for any other event;
 - recover excess payments made due to clerical or technical errors; and
 - report persistent defaulters to GeM Authority for further action as per GeM Policy.
-

Excellent — since this **Event-Based Catering** tender follows the **Annual Rate Contract** model through **GeM**, your **Part D – Eligibility Criteria and Bid Evaluation Process** must align with both:

- the *VNSGU internal procurement standards*, and
- *GeM Category: Catering Service (Event-Based)* eligibility & evaluation structure.

10. Bill/Invoice Upload on GeM Portal

As per the guidelines of the Government e-Marketplace (GeM), it is **mandatory for the successful bidder/supplier to upload the Bill/Invoice on the GeM Portal** after supply of goods/services.

- The uploaded Bill/Invoice must match the supply details and Purchase Order/Contract issued on GeM.
- Payment processing will be initiated only after successful upload of the Bill/Invoice on the GeM portal.
- Failure to upload the Bill/Invoice as per GeM rules shall be treated as **non-compliance** and may attract action as per the terms and conditions of the contract and GeM policies.

Part D – Eligibility Criteria and Bid Evaluation Process

(Event-Based Catering Services – Annual Rate Contract, Vegetarian Only)

1. Purpose

This section defines the minimum eligibility, qualification, and evaluation procedure for bidders participating in the **Annual Rate Contract for Event-Based Catering Services (Veg Only)** at **Veer Narmad South Gujarat University (VNSGU)**.

It ensures fair competition and selection of technically competent, hygienic, and financially sound vendors in accordance with the **General Financial Rules 2017 (GFR)**, **Government Procurement Policy (GPP) 2024**, and **GeM Bid Evaluation Norms**.

2. General Eligibility

1. The bidder must be an Indian entity legally registered under any of the following:
 - Proprietorship
 - Partnership Firm
 - LLP
 - Private/Public Limited Company
 - Co-operative Society.
 2. The bidder must possess a valid **FSSAI License** for preparation and supply of cooked vegetarian food.
 3. The bidder must have valid **PAN**, **GST Registration**, and, wherever applicable, **EPF & ESI Registration**.
 4. The bidder must submit a **Notarised Self-Declaration** confirming that it has **not been blacklisted or debarred** by any Government Department, PSU, University, or Public Agency in the last five (5) years.
 5. Bidders from countries sharing a land border with India shall comply with **Rule 144 (xi) of GFR 2017** and upload the requisite approval, if applicable.
-

3. Experience Criteria

1. The bidder must have successfully executed **at least one (1) similar catering assignment** of comparable scale for any **Government Organisation / PSU / University / Reputed Institution** during the last **three (3) financial years** (FY 2022-23, 2023-24, 2024-25).

2. Documentary evidence shall include:
 - Copy of Work Order / Agreement, and
 - Work Completion Certificate / Payment Proof / Performance Report.
 3. Experience specifically in **event-based catering or institutional banquet services** shall carry higher weightage during technical evaluation.
 4. MSME / Startup bidders registered under **Udyam or DPIIT** may claim relaxation in experience as per **GPP 2024**, provided they demonstrate proven technical capability and valid FSSAI registration.
-

4. Financial Criteria

1. The bidder must have an **average annual turnover of ₹ 50 lakh or above** from catering or food-service activities during the last three financial years.
 2. Supporting documents (any one of the following):
 - CA-certified turnover certificate with UDIN, or
 - Audited Balance Sheets and Profit & Loss Statements for FY 2022-23, 2023-24, 2024-25.
 3. MSME / Startup bidders may claim exemption under **Rule 170 (GFR)** and **GPP 2024**, subject to valid documentation and demonstration of adequate capacity.
-

5. Human Resource & Operational Capacity

1. The bidder shall employ a minimum of:
 - One (1) Catering Manager / Supervisor, and
 - At least five (5) trained food-service staff per 100 guests for each event.
 2. All deployed staff must:
 - Possess valid medical fitness certificates;
 - Wear proper uniforms, gloves, caps and ID cards; and
 - Be police-verified before deployment.
 3. The bidder must demonstrate adequate kitchen infrastructure, transport vehicles, food-warmers, and serving equipment to ensure safe, timely delivery for multiple concurrent university events.
-

6. Mandatory Documents to be Uploaded on GeM

Each bidder shall upload the following documents under the respective GeM buttons:

GeM Upload Button	Document Type / Evidence
1. Financial Turnover	CA-certified Turnover Certificate and Audited Statements
2. Past Experience	Work Orders / Completion Certificates / Payment Proof
3. Licenses & Compliance	FSSAI License, GST & PAN, EPF/ESI (if applicable), MSME / Startup Certificate, Notarised Non-Blacklisting Declaration, Land Border Declaration
4. Additional Documents	Acceptance of GeM SLA & ATC, Class of Supplier Declaration, Price Reasonability Certificate, Pre-Bid / Site Visit Certificate

All documents must be legible, self-attested, stamped, and signed by the authorized signatory.

7. Disqualification Conditions

A bid shall be summarily rejected if the bidder:

1. Submits false, forged, or misleading documents;
 2. Fails to meet any minimum eligibility or statutory requirement;
 3. Has been blacklisted, terminated, or penalized for poor performance in any previous Government / University contract; or
 4. Violates **Rule 144 (xi)** of GFR 2017 or any clause of GPP 2024.
-

8. Bid Evaluation and Award Process

Evaluation shall be conducted through the **GeM Bid Evaluation Module** in **two stages**:

Stage I – Technical Evaluation

The Technical Evaluation Committee of VNSGU shall assess:

1. Validity of statutory registrations (FSSAI, PAN, GST etc.);
2. Compliance with Experience & Financial criteria;
3. Adequacy of manpower & infrastructure;
4. Acceptance of GeM SLA and ATC terms; and

5. Absence of blacklisting or litigation issues.
Only **Technically Qualified** bidders shall proceed to Stage II.

Stage II – Financial Evaluation (L1 Model)

1. The Financial Evaluation shall follow the **L1 (lowest per-person rate)** model as per GeM norms.
 2. Bidders shall quote their **per-person catering rates** (inclusive of all items, setup, transport, manpower, and taxes as applicable) for each event category.
 3. Rates must remain valid for the entire contract period.
 4. Abnormally low or unrealistic bids may be treated as **non-responsive** and rejected after seeking justification.
 5. The bidder quoting the **lowest valid rate (L1)** among technically qualified vendors shall be recommended for award.
 6. In case of a tie, preference shall be given in order of:
 - a. Higher number of similar Govt./University contracts executed, then
 - b. Higher average annual turnover in the last three years.
-

9. Award of Contract

1. The Technically Qualified L1 bidder will receive a **Letter of Intent (LoI)** through GeM.
 2. Upon acceptance and submission of E-PBG, a **formal Work Order / Agreement** shall be issued by the University.
 3. The vendor must commence services within the period mentioned in the LoI.
 4. Failure to accept LoI or delay in commencement may lead to **forfeiture of E-PBG** and award to L2 bidder.
-

10. Post-Evaluation and Performance Review

1. The University reserves the right to verify credentials and inspect bidder facilities prior to award.
2. Periodic performance reviews shall be conducted based on feedback, hygiene, and compliance with GeM SLA.
3. Persistent default or repeated penalty imposition may lead to suspension or termination of the rate contract.

4. The decision of the **Tender Evaluation Committee** and the **Hon'ble Vice-Chancellor, VNSGU**, shall be final and binding on all bidders.
-

11. Reservation of Rights

VNSGU reserves the right to:

- accept or reject any or all bids without assigning reasons;
 - modify, cancel, or withdraw the tender at any stage;
 - split or parallel-award portions of the contract if deemed necessary for operational reasons; and
 - terminate the contract at any time for reasons of public interest, unsatisfactory performance, or policy change.
-

■ Part E – Document Submission and Annexure Instructions

(Event-Based Catering Services – Vegetarian Only)

1. Mode of Submission

1. All bids shall be submitted **only through the Government e-Marketplace (GeM)** portal under the active bid reference created by **Veer Narmad South Gujarat University (VNSGU)**.
 2. The bidder must upload all supporting documents under the correct **GeM upload buttons** as indicated below.
 3. **No physical submission** is required at the time of bidding except for the **EMD Demand Draft (if applicable)** as described in Clause 4 below.
-

2. Document Checklist and GeM Button Mapping

Sr No.	Document / Annexure	GeM Upload Button	Submission Requirement
1	Annexure I – Financial Turnover Statement (CA Certified)	<i>Financial Turnover</i>	Upload CA-certified PDF with UDIN.
2	Annexure II – Experience / Past Performance Record	<i>Experience</i>	Upload Work Orders / Completion Certificates.
3	Annexure III – EMD Submission Proof / Exemption Certificate	<i>EMD Details</i>	Upload scan of EMD payment receipt or MSME/NSIC exemption.
4	Annexure IV – FSSAI License and Food Safety Compliance	<i>Compliance Documents</i>	Upload valid FSSAI License and Food Safety Certificates.
5	Annexure V – Bidder Profile and Contact Information Form	<i>Company Details</i>	Upload signed copy on letterhead.
6	Annexure VI – Undertaking – Acceptance of GeM SLA and ATC	<i>Compliance / Declarations</i>	Upload signed PDF on firm letterhead.

7	Annexure VII – Notarised Non-Blacklisting Declaration	<i>Compliance / Declarations</i>	Upload self-declaration with seal & signature.
8	Annexure VIII – Price Reasonability Certificate	<i>Additional Documents</i>	Upload signed copy on letterhead.
9	Annexure IX – FSSAI / Food Safety Staff Fitness Declaration	<i>Additional Documents</i>	Upload signed staff fitness declaration.
10	Annexure X – Declaration under Rule 144 (xi) of GFR 2017	<i>Compliance Documents</i>	Upload signed declaration.
11	Annexure XI – Document Submission Checklist	<i>Additional Documents</i>	Upload duly filled and signed checklist.

3. Signing and Attestation Requirements

1. Each annexure must be on the bidder's official letterhead, signed by the authorized signatory and affixed with the firm's seal.
2. Digital signatures used for upload on GeM are legally valid.
3. If any document belongs to another entity (e.g., consortium partner), a power of attorney or authorization must be attached.

4. EMD Demand Draft Submission

1. Bidders who are **not exempted under MSME/NSIC** shall submit an **Earnest Money Deposit (EMD)** of the amount specified in the GeM Bid Document.
2. The EMD shall be in the form of a **Demand Draft (DD)** drawn in favour of:

“Registrar, Veer Narmad South Gujarat University”

Payable at Surat

3. The original DD must be submitted in a sealed envelope superscribed with:

“EMD for Tender – Event-Based Catering Services (Vegetarian Only), VNSGU – [Bid No. ____]”

and delivered to:

The Purchase Section

Veer Narmad South Gujarat University
Udhna–Magdalla Road, Surat – 395007, Gujarat, India

4. The DD must reach the Purchase Section **on or before the bid submission closing date and time** specified on GeM.
 5. Failure to submit the EMD within the prescribed time will render the bid **non-responsive**.
 6. EMD shall be refunded to unsuccessful bidders after finalization of the tender; for the successful bidder, it may be adjusted against the Performance Security (E-PBG) as per GeM norms.
-

5. Document Verification and Rejection Clause

1. Only documents uploaded under correct GeM buttons will be evaluated.
 2. Incomplete, unsigned, or missing annexures shall lead to rejection as non-responsive.
 3. False or forged documents will invite disqualification and possible blacklisting as per University and GeM rules.
-

6. Important Instructions to Bidders

- Upload clear, legible PDFs under the correct GeM buttons.
 - Combine multi-page documents into a single PDF per annexure.
 - Ensure data entered on GeM matches uploaded certificates (e.g., turnover, license number).
 - Submit only authentic certificates – fake or tampered documents will invite legal action.
 - VNSGU reserves the right to seek original documents for verification at any stage.
-

7. Acknowledgement and Final Authority

By uploading the bid on GeM, the bidder confirms that it has:

1. Read and understood all Parts A to E and Annexures I to XI;
 2. Submitted the EMD and documents as per this Part E; and
 3. Accepted that the decision of the **Hon'ble Vice-Chancellor, Veer Narmad South Gujarat University**, shall be final and binding in all matters related to document compliance and interpretation.
-

Annexure – I**Financial Turnover Statement (CA Certified)**

(To be submitted on the Letterhead of Chartered Accountant with UDIN and Firm Seal)

To,

The Purchase Section

Veer Narmad South Gujarat University

Udhna–Magdalla Road, Surat – 395007

Gujarat, India

Subject: Certificate of Annual Turnover for Event-Based Catering Bid

This is to certify that the below-mentioned details represent the **true and fair view of the annual turnover** of M/s _____ (Name of the Bidder) having registered office at _____ for the last three financial years, derived from their audited books of accounts and financial statements.

Financial Year Annual Turnover (in ₹) Remarks / Source (Audited)

2022–2023	₹ _____	As per audited financial statements
2023–2024	₹ _____	As per audited financial statements
2024–2025	₹ _____	As per audited / provisional financial statements

Average Annual Turnover (FY 2022–23 to 2024–25): ₹ _____

It is further certified that the turnover shown above is from **Catering / Food Supply / Institutional Catering / Event-Based Catering Services**, which are the primary business activities of the bidder.

MSME / Startup Exemption (If Claimed)

In case the bidder claims exemption from the turnover criterion under **GPP 2024** (MSME / Udyam/ DPIIT Startup provisions), the following shall be uploaded along with this certificate:

1. Valid **Udyam (MSME) Registration / DPIIT Startup Recognition Certificate**.
2. A **self-declaration** on company letterhead stating the specific exemption claimed (Turnover / EMD / Experience) and justification.
3. Evidence of relevant activity (for MSME/startups) — e.g., FSSAI registration, earlier work orders or invoices indicating capability in food services (if requested by the Buyer).

If exemption is claimed, average turnover criterion stated above may be treated as **relaxed** subject to verification of Udyam/DPIIT status and documentary proof.

CA Firm Name: _____

Membership No.: _____

UDIN: _____

Seal & Signature of Chartered Accountant

Date: _____

Place: _____

Notes:

1. This certificate must be issued by a **practicing Chartered Accountant** with valid membership number and UDIN.
2. Figures must match audited balance sheets or ITR-supported records.
3. If claiming MSME/startup exemption, bidder must upload Udyam/DPIIT proof and self-declaration at the GeM “Financial Turnover” button.

Annexure – II**Experience / Past Performance Record**

(To be submitted on Bidder's Letterhead, signed and sealed by Authorized Signatory)

To,

The Purchase Section

Veer Narmad South Gujarat University

Udhna–Magdalla Road, Surat – 395007

Gujarat, India

Subject: Details of Past Experience in Catering / Food Service Contracts

Sir/Madam,

In accordance with the tender requirements for *Event-Based Catering Services (Vegetarian Only)*, I/We hereby submit details of our relevant experience during the last **three (3) financial years**, as per the format below.

Sr. No.	Name of Client / Organization	Type of Work (Catering / Event / Institutional Food Service)	Nature of Event / Scale (Conference, University Function, Govt. Event, etc.)	Period of Contract (From–To)	Order Value (₹)	Completion / Performance Certificate Reference (Attach copy)
1						
2						
3						
4						
5						

Declaration

1. The above information is true and correct to the best of my knowledge.
2. Copies of **work orders**, **completion certificates**, and/or **payment proofs** for each listed project are enclosed as supporting evidence.

3. All works mentioned above were executed satisfactorily and without any material litigation or penalty from the client.
 4. The contracts listed are for **Catering / Event-Based Food Services**, directly relevant to this tender's scope.
-

MSME / Startup Exemption (If Claimed)

Bidders registered as **MSME (Udyam) / DPIIT-recognized Startup** may claim exemption from the Experience criteria as per **GPP 2024**. To claim exemption, bidders must upload the following with this Annexure:

1. Valid **Udyam / MSME Registration Certificate** or valid **DPIIT Startup Recognition Certificate**.
2. A **self-declaration** on company letterhead indicating the exemption claimed (Experience / EMD / Turnover) and basis for the claim.
3. Supporting evidence of capability — e.g., sample invoices, FSSAI registration showing business activity in food services, or other documentary proof of operational capacity in lieu of experience.

Note: MSME/Startup exemptions will be considered only on submission of valid registration documents and demonstrable evidence of technical capability. The University reserves the right to ask for additional proof or to reject exemption claims that are not adequately supported.

Authorized Signatory: _____

Name: _____

Designation: _____

Firm Name: _____

Seal & Signature: _____

Date: _____

Place: _____

Annexure – III**EMD Submission Proof / Exemption Certificate**

(To be submitted on Bidder's Letterhead, duly signed and sealed by Authorized Signatory)

To,

Registrar

Veer Narmad South Gujarat University

Udhna–Magdalla Road, Surat – 395007

Gujarat, India

Subject: Submission of Earnest Money Deposit (EMD) / Exemption Claim

Sir/Madam,

In connection with the tender for *Event-Based Catering Services (Vegetarian Only)*, I/We hereby submit the details of Earnest Money Deposit (EMD) as per the requirements of the tender.

Please find below the details of our EMD / exemption claim:

A. EMD Payment Details (if applicable)**Sr. No. Mode of EMD Submission Bank Name DD / UTR No. Date Amount (₹)**

1 Demand Draft

Drawn in favour of:**Registrar, Veer Narmad South Gujarat University**

Payable at Surat

Enclosed: Original Demand Draft submitted to the **Purchase Section**, VNSGU.

B. MSME / Startup Exemption (if claimed)

We hereby claim exemption from EMD payment under the provisions of:

Ministry of Finance, Department of Expenditure O.M. No. F.20/2/2014-PPD (Pt.) dated 25 July 2016

and the **Government Procurement Policy (GPP) 2024**,

applicable to Micro and Small Enterprises (MSME) and Startups recognized by DPIIT.

We confirm that:

1. We are a registered **Micro / Small Enterprise** under **Udyam Registration No.** _____
or a DPIIT-recognized Startup under Certificate No. _____;
2. We have uploaded valid copies of our **Udyam / DPIIT Registration Certificates** under the relevant GeM button;
3. We are technically competent and fully capable of performing the scope of services defined in this tender;
4. We understand that submission of false exemption claims shall render our bid **liable for rejection and blacklisting** as per GeM and University rules.

Declaration

I/We hereby declare that the above information is true and correct to the best of my/our knowledge.

In case of exemption, I/We undertake to provide all necessary supporting documents as and when required by the University for verification.

Authorized Signatory: _____

Name: _____

Designation: _____

Firm Name: _____

Seal & Signature: _____

Date: _____

Place: _____

Annexure – IV

FSSAI License and Food Safety Compliance

(To be submitted on Bidder's Letterhead, duly signed and sealed by Authorized Signatory)

To,

The Registrar

Veer Narmad South Gujarat University

Udhna–Magdalla Road, Surat – 395007

Gujarat, India

Subject: Submission of FSSAI License and Declaration of Food Safety Compliance

Sir/Madam,

In connection with the tender for *Event-Based Catering Services (Vegetarian Only)* at Veer Narmad South Gujarat University, I/We hereby submit details of our valid **Food Safety License** and confirm full compliance with the **Food Safety and Standards Act, 2006**, and the **FSSAI (Licensing and Registration of Food Businesses) Regulations, 2011**.

♦ Important Note (as per GeM SLA & FSSAI Guidelines)

Since event-based catering involves **temporary kitchens or service setups**, the bidder shall provide a valid **FSSAI License / Registration** for its **main or base kitchen / central food-business unit** from which food is prepared and transported to event venues.

Separate or temporary FSSAI registration for each University venue is **not required** at the bidding stage.

However, the bidder must ensure that:

- Food is prepared only in an **FSSAI-licensed facility**;
 - Temporary service counters meet **FSSAI hygiene standards**; and
 - Additional local permissions (if required by FDCA / SMC for large gatherings) are obtained prior to service.
-

A. Details of FSSAI License

Sr. No.	FSSAI License No.	Date of Issue	Valid Up To	Name on License	Type of Establishment (e.g., Caterer / Food Service / Outdoor Catering / Central Kitchen)
1					

Enclosed: Self-attested copy of valid **FSSAI License Certificate** issued by the Food Safety and Standards Authority of India (FSSAI).

B. Declaration of Food Safety & Hygiene Compliance

I/We declare that:

1. Food will be prepared only in **FSSAI-licensed kitchens** and served hygienically at University venues.
 2. All food supplied shall be **pure vegetarian** and conform to applicable **Food Safety and Quality Standards**.
 3. All personnel handling food are **medically examined and certified fit** for such duties.
 4. Proper records of cleaning, sanitation, pest control, waste management, and temperature logs are maintained.
 5. Adequate fire safety, first-aid, and protective equipment are maintained at all times.
 6. We agree to inspection by University officials / FDCA / SMC Health Department whenever required.
 7. Any fine or penalty imposed by statutory authorities for non-compliance will be borne entirely by us in accordance with GeM SLA and University ATC terms.
-

Authorized Signatory: _____

Name: _____

Designation: _____

Firm Name: _____

Seal & Signature: _____

Date: _____

Place: _____

■ Annexure – V

Bidder Profile and Contact Information Form

(To be submitted on Bidder's Letterhead, duly signed and sealed by Authorized Signatory)

To,

The Registrar

Veer Narmad South Gujarat University
Udhna–Magdalla Road, Surat – 395007
Gujarat, India

Subject: Submission of Bidder Profile and Contact Information

Sir/Madam,

In connection with the tender for *Event-Based Catering Services (Vegetarian Only)* at Veer Narmad South Gujarat University, I/We hereby furnish the following details of our organization for your kind consideration:

A. General Information

Sr. No.	Particulars	Details to be filled by Bidder
1	Name of the Firm / Company	
2	Type of Organization (Proprietorship / Partnership / Pvt. Ltd. / LLP / Others)	
3	Year of Establishment	
4	Registered Office Address	
5	Branch / Operational Office (if any)	
6	Name of Authorized Signatory	
7	Designation of Authorized Signatory	
8	Mobile Number	
9	Email ID	
10	Website (if available)	

B. Statutory Registration Details

Registration Type	Registration No.	Issuing Authority / State	Validity (if applicable)
GST Registration			
PAN			
FSSAI License No. (Main Kitchen)			
Labour License / Shop Establishment (if applicable)			
PF Registration No. (if applicable)			
ESIC Registration No. (if applicable)			
DIN- Director Identification Number (if applicable)			

C. Bank Account Details

Particulars	Details
-------------	---------

Name of Bank

Branch Name & Address

Account Number

IFSC Code

Account Type

D. Contact Persons for Communication

Sr. No.	Name	Designation	Mobile No.	Email ID
1				
2				

E. Declaration

I/We hereby declare that:

1. The above information is true and correct to the best of my/our knowledge.
2. Any change in the above details shall be immediately communicated in writing to the University.
3. The firm has not been blacklisted or debarred by any Government / PSU / University / Institution (a separate Notarised declaration is enclosed as Annexure VII).
4. All statutory registrations mentioned above are valid and will remain so during the entire contract period.
5. I/We understand that submission of false or misleading information shall render our bid liable for rejection and any subsequent contract liable for termination.

Authorized Signatory: _____

Name: _____

Designation: _____

Firm Name: _____

Seal & Signature: _____

Date: _____

Place: _____

Annexure – VI**Undertaking – Acceptance of GeM SLA and Additional Terms & Conditions (ATC)**

(To be submitted on Bidder's Letterhead, duly signed and sealed by Authorized Signatory)

To,

The Registrar

Veer Narmad South Gujarat University
Udhna–Magdalla Road, Surat – 395007
Gujarat, India

Subject: Undertaking for Acceptance of GeM Service Level Agreement (SLA) and Additional Terms & Conditions (ATC)

Sir/Madam,

In response to the tender for *Event-Based Catering Services (Vegetarian Only)* at Veer Narmad South Gujarat University (VNSGU), I/We hereby confirm that we have carefully read, understood, and accepted all terms, conditions, and obligations prescribed under:

1. The **Standard GeM Service Level Agreement (SLA)** for the category “*Catering Service (Event-Based)*”, as applicable on the date of bid submission; and
 2. The **Additional Terms and Conditions (ATC)**, including **Parts A to E** of this tender document issued by VNSGU.
-

A. Declaration of Acceptance

I/We hereby declare that:

1. We have examined the **GeM SLA**, including all provisions on **hygiene, manpower, quality, feedback monitoring, performance evaluation, and penalties**, and undertake to comply fully with its terms.
2. We have also read and understood the **University-specific ATC clauses**, covering the **Scope of Work, Service Level Agreement, Payment Terms, Penalty & Corrective Action Framework, and Document Submission Procedure**.
3. We accept that all provisions of the **GeM SLA** and **VNSGU ATC** shall be **binding and enforceable** throughout the contract period.
4. In case of any inconsistency, the interpretation of VNSGU in alignment with GeM SLA provisions shall be final and binding on us.

5. We agree that **any violation, delay, or non-performance** under the SLA or ATC may invite **penalty, recovery, or termination** of the contract as per the prescribed terms.
 6. We further confirm that **student and event feedback** shall be duly collected and acted upon as per the **GeM SLA feedback mechanism**, maintaining an average satisfaction score of $\geq 3.5/5$.
-

B. Acknowledgement of Penalty and Corrective Action Provisions

We acknowledge that:

1. Penalties for deficiencies in service delivery, hygiene, quantity, quality, or misconduct shall be applicable as defined under the **GeM SLA Penalty Framework** and the **University's customized Part B – Section C (Performance Monitoring and Penalty Matrix)**.
 2. We shall not dispute the applicability of such penalties once duly imposed after proper notice and verification.
 3. Repeated or serious non-compliance shall render the contract liable for **termination and forfeiture of Performance Security (E-PBG)**.
-

C. Commitment to Comply with Other Contractual Obligations

We further undertake that:

1. Payments shall be accepted only through the University's official process as per **Part C – Payment Terms** of the ATC, and all invoices will be submitted within the stipulated period.
 2. We will maintain all records, statutory compliance documents, hygiene logs, and staff attendance registers for inspection by University or government authorities at any time.
 3. We shall abide by all applicable laws including the **Food Safety and Standards Act, 2006, Labour Laws, and Fire & Building Safety Regulations**.
 4. We shall not sub-let, transfer, or assign the contract or any part thereof without prior written permission from VNSGU.
 5. The decision of the **Hon'ble Vice-Chancellor, VNSGU**, shall be final and binding in all matters of interpretation, dispute, or enforcement of this contract.
-

D. Declaration

I/We hereby declare that we have read all documents associated with this tender and agree to abide by the following:

- **GeM SLA** for the category *Catering Service (Event-Based)*;
- **All clauses under VNSGU ATC (Parts A to E)**;
- **Penalty and Corrective Action Framework**;
- **Payment, Feedback, and Monitoring provisions**; and
- **University's right to enforce any or all provisions under GeM and institutional rules.**

Authorized Signatory: _____

Name: _____

Designation: _____

Firm Name: _____

Seal & Signature: _____

Date: _____

Place: _____

■ Annexure – VII

Notarised Self-Declaration Regarding Non-Blacklisting

(Separate notarised Non-Blacklisting status have to submit on Rs.300 stamp paper)

To,

The Registrar

Veer Narmad South Gujarat University

Udhna–Magdalla Road, Surat – 395007

Gujarat, India

Subject: Declaration Regarding Non-Blacklisting / Non-Debarment

Sir/Madam,

In connection with the tender for *Event-Based Catering Services (Vegetarian Only)* at Veer Narmad South Gujarat University, I/We, M/s

_____ (Name of Firm/Company), having
registered office at _____, hereby solemnly
declare that:

1. Our firm / company / organization **has not been blacklisted, suspended, debarred, or banned** by any **Central / State Government Department, Public Sector Undertaking (PSU), Autonomous Body, University**, or any other **Government Institution** in India.
 2. We have not been declared ineligible for participation in any public procurement under **Rule 151 or 175 of the General Financial Rules (GFR), 2017** or any other applicable regulations.
 3. We have not been found guilty of professional misconduct, financial fraud, food adulteration, or violation of any statutory regulations under the **Food Safety and Standards Act, 2006**, or **Labour and Taxation Laws**.
 4. No criminal case, vigilance inquiry, or corruption charge is pending against our firm or its proprietors / directors / partners before any court or authority.
 5. We understand that if any such information is found false or concealed at any stage, our bid and/or contract shall be liable for immediate cancellation without notice, and we shall be debarred from future tenders of VNSGU and action may be initiated as per GeM and Government rules.
-

We hereby declare that the information provided above is true, complete, and correct to the best of our knowledge and belief.

Authorized Signatory: _____

Name: _____

Designation: _____

Firm Name: _____

Seal & Signature: _____

Date: _____

Place: _____

Annexure – VIII

Price Reasonability Certificate

(To be submitted on Bidder's Letterhead, duly signed and sealed by Authorized Signatory)

To,

The Registrar

Veer Narmad South Gujarat University
Udhna–Magdalla Road, Surat – 395007
Gujarat, India

Subject: Price Reasonability Certificate for Event-Based Catering Services (Vegetarian Only)

Sir/Madam,

In connection with the tender for *Event-Based Catering Services (Vegetarian Only)* at Veer Narmad South Gujarat University, I/We, M/s _____, hereby certify that:

1. The **rates quoted by us** on the Government e-Marketplace (GeM) platform for the category *Catering Service (Event-Based)* are **fair, reasonable, and competitive**, and are **not higher** than the prices offered to any **Central / State Government Department, PSU, Autonomous Body, or Educational Institution** for similar scope of work or events during the last financial year.
2. We confirm that the prices quoted include all statutory charges, applicable taxes, duties, service charges, manpower costs, logistics, transportation, setup, and related expenses, in accordance with **GeM and University ATC terms**.
3. No hidden charges or extra costs shall be claimed by us during the execution of the contract for any event within the agreed terms.
4. If any reduction in market rates or government-approved prices occurs before or during the contract period, we undertake to pass on the corresponding benefit to the University in accordance with **Rule 173(19) of GFR 2017**.
5. The quoted prices are consistent with our standard pricing policy and comparable to rates offered to other Government / Institutional clients under similar catering conditions.
6. We understand that in case of discovery of overpricing, suppression of market rate, or unfair trade practice, our bid and/or contract may be rejected or terminated without compensation, and action may be taken as per **GeM and University procurement rules**.

Declaration

We hereby certify that the rates quoted by us in the bid are the lowest available for the same specification of services and are reasonable in all respects.

Authorized Signatory: _____**Name:** _____**Designation:** _____**Firm Name:** _____**Seal & Signature:** _____**Date:** _____**Place:** _____

■ Annexure – IX

FSSAI / Food Safety Staff Fitness Declaration

(To be submitted on Bidder's Letterhead, duly signed and sealed by Authorized Signatory)

To,

The Registrar

Veer Narmad South Gujarat University
Udhna–Magdalla Road, Surat – 395007
Gujarat, India

Subject: Declaration of Food Handler Fitness and Hygiene Compliance

Sir/Madam,

In connection with the tender for *Event-Based Catering Services (Vegetarian Only)* at Veer Narmad South Gujarat University, I/We hereby declare that:

1. All employees and food handlers engaged by us for food preparation, handling, and service are **medically examined and certified fit** for food handling duties in accordance with the **Food Safety and Standards Act, 2006**, and **FSSAI (Licensing and Registration of Food Businesses) Regulations, 2011**.
2. Every person deployed shall maintain **personal hygiene and cleanliness** as prescribed under **Schedule 4 – Part V of the FSSAI Regulations**, including wearing clean uniforms, gloves, and head caps during service.
3. We ensure that no food handler suffering from any infectious or communicable disease shall be employed at any time during the contract period.
4. All catering staff shall undergo **periodic medical checks** and health verification at least once every six months.
5. We undertake full responsibility for ensuring compliance with all hygiene, health, and safety standards as defined under the **GeM SLA** and the **University's Additional Terms and Conditions (ATC)**.

We understand that any deviation or non-compliance shall attract penalty or corrective action as per the University's SLA and GeM policy.

Authorized Signatory: _____

Name: _____

Designation: _____

Firm Name: _____

Seal & Signature: _____

Date: _____

Place: _____

Annexure – X

Declaration under Rule 144 (xi) of General Financial Rules (GFR) 2017

(To be submitted on Bidder's Letterhead, duly signed and sealed by Authorized Signatory)

To,

The Registrar

Veer Narmad South Gujarat University
Udhna–Magdalla Road, Surat – 395007
Gujarat, India

Subject: Declaration Regarding Compliance under Rule 144(xi) of GFR 2017 (Restrictions on Bidders from Countries Sharing Land Border with India)

Sir/Madam,

In connection with the tender for *Event-Based Catering Services (Vegetarian Only)* at Veer Narmad South Gujarat University, I/We, M/s

_____ (Name of Bidder), having registered office
at _____, hereby declare that:

1. I/We have read and understood the provisions of **Rule 144(xi) of the General Financial Rules (GFR), 2017**, and the **Office Memorandum No. F. No. 6/18/2019–PPD dated 23 July 2020**, issued by the **Department of Expenditure, Ministry of Finance, Government of India**, regarding restrictions on procurement from bidders of countries sharing land borders with India.
2. I/We certify that:
 - I/We are **not from such a country** which shares a land border with India, as referred to in the above OM;
 - OR**
 - If our firm is from such a country, we have been **registered with the Competent Authority** as required under the said Rule and OM.
3. I/We further certify that our firm, beneficial owners, promoters, directors, or partners are **not involved in any joint venture or consortium** with an entity from such a country that would render this declaration false.
4. I/We undertake to immediately notify the University if any change occurs in the above status during the currency of the contract.

5. I/We understand that any misrepresentation or false declaration in this regard shall be treated as a violation of tender conditions and may lead to **termination of contract, forfeiture of Performance Security, and debarment from future tenders**, as per University and Government of India rules.

Authorized Signatory: _____

Name: _____

Designation: _____

Firm Name: _____

Seal & Signature: _____

Date: _____

Place: _____

■ Annexure – XI**Document Submission Checklist**

(To be printed on Bidder's Letterhead, signed, and uploaded under "Additional Documents" on GeM)

To,

The Registrar

Veer Narmad South Gujarat University
Udhna–Magdalla Road, Surat – 395007
Gujarat, India

Subject: Submission of Required Documents – Event-Based Catering Services (Vegetarian Only)

Sir/Madam,

In connection with the tender for *Event-Based Catering Services (Vegetarian Only)* at Veer Narmad South Gujarat University, I/We hereby confirm that the following documents and annexures have been duly uploaded/submitted in accordance with the tender instructions under **Part E – Document Submission and Annexure Instructions**.

A. GeM Upload Confirmation

Sr. No.	Document / Annexure	Uploaded on GeM Under	Status (✓)
1	Annexure I – Financial Turnover Statement (CA Certified)	<i>Financial Turnover</i>	
2	Annexure II – Experience / Past Performance Record	<i>Experience</i>	
3	Annexure III – EMD Submission Proof / Exemption Certificate	<i>EMD Details</i>	
4	Annexure IV – FSSAI License and Food Safety Compliance	<i>Compliance Documents</i>	
5	Annexure V – Bidder Profile and Contact Information Form	<i>Company Details</i>	
6	Annexure VI – Undertaking – Acceptance of GeM SLA and ATC Conditions	<i>Compliance / Declarations</i>	
7	Annexure VII – Notarised Non-Blacklisting Declaration	<i>Compliance / Declarations</i>	

8	Annexure VIII – Price Reasonability Certificate	<i>Additional Documents</i>	
9	Annexure IX – FSSAI / Food Safety Staff Fitness Declaration	<i>Additional Documents</i>	
10	Annexure X – Declaration under Rule 144(xi) of GFR 2017	<i>Compliance Documents</i>	
11	Annexure XI – Document Submission Checklist (this form)	<i>Additional Documents</i>	

B. Physical Submission (Only for EMD DD)

☒ *Original EMD Demand Draft* has been submitted / will be submitted to the following address on or before the bid submission closing date and time:

The Purchase Section

Veer Narmad South Gujarat University
Udhna–Magdalla Road, Surat – 395007, Gujarat, India

C. Declaration by Bidder

I/We hereby declare that:

1. All the above documents have been uploaded correctly under their respective GeM buttons.
 2. All uploaded files are complete, legible, and signed by the authorized signatory.
 3. No required document has been omitted or withheld.
 4. In case of any discrepancy or missing document, the University may reject our bid as non-responsive without any claim.
-

Authorized Signatory: _____

Name: _____

Designation: _____

Firm Name: _____

Seal & Signature: _____

Date: _____

Place: _____

Event Based Veg catering Service Menu

A	Regular Packet (Schedule 1)	Qty.	Rate With GST Rs.
1	Veg Breakfast items(130-150 gm)	1	
2	seasonal fruit	1	
3	tea / coffee (150ml)	1	
4	juice (150ml)	1	
total	total of items		0
B	Special Packet (Schedule 2)	Qty.	Rate With GST Rs
1	Veg Breakfast items(130-150 gm)	1	
2	seasonal fruit	1	
3	bakery item (40-50 gm)	1	
4	namkeen/biscuit packet (40-50 gm)	1	
5	tea/coffee (150ml)	1	
6	juice (150ml)	1	
total	total of items		0
C	Regular Buffet (Schedule 3)	Qty.	Rate With GST Rs
1	Veg Breakfast items(60-80 gm)	1	
2	bakery item (40-50 gm)	1	
3	tea/coffee (150ml)	1	
5	juice/milk (150ml)	1	
7	cut fruit (80-100gm)	1	
8	bread	2	
9	butter (1 Spoon)	1	
10	jam (1 Spoon)	1	
11	pickle(1 Spoon)	1	
12	sauce (1 Spoon)	1	
13	water bottle (200ml)	1	
total	total of items		0
D	Special Buffet (Schedule 4)	Qty.	Rate With GST Rs
1	2 Veg Breakfast items (60-70 gm)	1	
2	cereals (40-50 gm)	1	
3	bakery item (40-50 gm)	1	
4	tea/ coffee (150ml)	1	
5	juice/ milk (150ml)	1	
6	assorted cut fruits (80-100gm)	1	
7	bread	1	
8	butter (1 Spoon)	1	
9	jam (1 Spoon)	1	
10	pickle(1 Spoon)	1	
11	sauce (1 Spoon)	1	
12	water bottle (200ml)	1	

total	total of items		0
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E	Mini Thali (Schedule 5)	Qty.	Rate With GST Rs
1	veg dish with rice/ 4 chapati	1	
F	Regular Thali (Schedule 6)	Qty.	Rate With GST Rs
1	Rice(150gm)	1	
2	Chapati	2	
3	Dal (100gm)	1	
4	vegetable dish (100-120gm)	1	
5	Raita (40-50ml)	1	
6	pickle (10gm)	1	
total	total of items		0
G	Special Thali (Schedule 7)	Qty.	Rate With GST Rs
1	Rice(150gm)	1	
2	Chapati	2	
3	Dal (100-120gm)	1	
4	vegetable dish (80-100gm)	2	
5	Raita (50-60gm)	1	
6	Green salad (30-40gm)	1	
7	Dessert (40-50gm)	1	
total	total of items		0
H	Regular Buffet (Schedule 8)	Qty.	Rate With GST Rs
1	Rice(120-150gm)	1	
2	Chapati	2	
3	Green salad (40-50gm)	1	
4	Raita (50-60gm)	1	
5	Dal (100-120gm)	1	
6	Vegetable (100-120gm)	1	
7	Dessert (40-50gm)	1	
8	Papad	1	
9	pickle	1	
10	water bottle (200ml)	1	
total	total of items		0
I	Special Buffet (Schedule 9)	Qty.	Rate With GST Rs
1	Rice (100-120gm)	1	
2	Chapati/naan/parantha	2	
3	salads (40-50gm)	2	
4	Raita (50-60ml)	1	
5	Dal (100-120gm)	1	
6	Vegetables (100-120gm)	2	
7	Desserts (40-50gm)	2	

8	papad	1	
9	pickle	1	
10	water bottle (250ml)	1	
total	total of items		0
J	Veg Snacks And High Tea (Regular Packet) (Schedule 10)	Qty.	Rate With GST Rs
1	Veg Savory item (50-60gm)	1	
2	Sweet item (40-50gm)	1	
3	Tea/Coffee(150ml)	1	
4	Juice (150ml)	1	
total	total of items		0
K	Veg Snacks And High Tea (Special Packet) (Schedule 11)	Qty.	Rate With GST Rs
1	Veg Savory item (50-60gm)	1	
2	Sweet item (40-50gm)	1	
3	Chips (30gm)	1	
4	packaged namkjeen/Biscuit (30-40gm)	1	
5	Tea/Coffee(150ml)	1	
6	Juice (150ml)	1	
total	total of items		0
L	Veg Snacks And High Tea (Regular Buffet) (Schedule 12)	Qty.	Rate With GST Rs
1	Biscuit/cookies(40-50gm)	1	
2	Tea/Coffee(150ml)	1	
3	Water bottle (200ml)	1	
total	total of items		0
M	Veg Snacks And High Tea (Special Buffet) (Schedule 13)	Qty.	Rate With GST Rs
1	Veg Savory/backed item (50-60gm)	1	
2	Biscuit/cookies(50-60gm)	1	
3	Tea/Coffee(150ml)	1	
4	Juice (150ml)	1	
5	Water bottle (200ml)	1	
total	total of items		0

GRAND TOTAL	GRAND TOTAL OF ALL SCHEDULE		0
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