

**UNIVERSITY COLLEGE OF MEDICAL SCIENCES**

विश्व विद्यालय विविक्षा विज्ञान महाविद्यालय

(UNIVERSITY OF DELHI) (विल्ली विश्व विद्यालय)**DILSHAD GARDEN, DELHI-110 095**

(विलशाव गार्डन, विल्ली -

११००९५) **Phone/फ़ोन:011-****22582972-74 Fax / फ़ैक्स: 0091-****11-22590495****BID NOTICE**

No.MC/Gen/Bid/Kiosk/2026

Dated: 03.07.2026

The University College of Medical Sciences (UCMS) invites online bids for operation and management of the kiosk/outlet (Size 10" x 10") through e-procurement on CPP portal for a period of two years on highest rent basis which can be considered for further extension on the basis of performance. The bidder quoting the Highest Monthly Rent will be considered for operation and management of the kiosk/outlet, subject to fulfilling bid conditions.

Online bids are invited from reputed agencies to operate kiosk/outlet within the University College of Medical Sciences campus, under the 'Two-Bid System' (Technical and Financial) via e-procurement on CPP portal. These bids are solicited from bidders possessing a minimum of two (02) years must constitute continuous experience at a single location within the last five (05) years. This experience must pertain to working with a Government Medical College/Hospital, a Central/State Government institution, a Central or State University, an Institute of National Importance, an Autonomous Body, or a Central Government Public Sector Undertaking (PSU).

S.No.	Particulars	Details
1	Name of Work	Operation & Management of Kiosk/Outlet' (Size 10" x 10") on Rent/License Basis
2	Kiosk/Outlet Location	University College of Medical Sciences Campus, Dilshad Garden, Delhi – 110 095
3	Mode of Bid	Online / through 'e-procurement on CPP portal' Under Two Bids System (Technical and Financial)
4	Basis of Award	Highest Rent Offered (H1 Basis)
5	Minimum Reserve Rent	Rs.10,000/- p.m. (Rupees ten thousand only) or Minimum amount of License Fee fixed by the Govt. from time to time, whichever is higher.
6	Earnest Money Deposit (EMD)	Rs. 50,000/- (Rupees Fifty Thousand Only)
7	Security Deposit / Performance Guarantee	Rs. 1,00,000/- (Rupees One Lakh Only) to be deposited within 7 days of award of contract
8	Initial Contract Period	Two (02) Years from the date of handing over possession
9	Extension Period	Extendable upto three (03) years only, year to year basis, subject to satisfactory performance report (at the sole discretion of UCMS Authority)
10	Availability of Bid Document	website www.ucms.ac.in , www.du.ac.in and https://eprocure.gov.in .
11	Bid Document Download Starts on	04.07.2026 at 12:00 AM
12	Technical bid Submission start Date and Time	04.07.2026 at 12:00 AM
13.	Technical bid Submission End Date and Time	25.07.2026 at 18:00 PM
14	Technical Bid Opening on	27.07.2026 at 09:00 AM
15.	Financial Bid Opening on	Will be notified later



UNIVERSITY COLLEGE OF MEDICAL SCIENCES

विश्व विद्यालय विवित्सा विज्ञान महाविद्यालय

(UNIVERSITY OF DELHI) (विल्ली विश्व विद्यालय)

DILSHAD GARDEN, DELHI-110 095

(विलशाव गार्डन, विल्ली -

११००९५) Phone/फ़ोन:011-

22582972-74 Fax / फ़ैक्स: 0091-

11-22590495

Notes:

- (i) All details regarding the subject bid are available on our websites www.ucms.ac.in, www.du.ac.in and <https://eprocure.gov.in>. The Bidders are, therefore, requested to visit our websites regularly to keep themselves updated. Any Addendum/Corrigendum will be displayed on the aforesaid websites only.
- (ii) Manual bids shall not be accepted.
- (iii) For submission of e-bids, bidders required to get themselves registered with <http://eprocure.gov.in>/eprocure.gov.in/eprocure/app.
- (iv) Clarifications/ queries/ representation, if any, can be addressed to the Principal, University College of Medical Sciences, Dilshad Garden, Delhi-110 095 and email: principal@ucms.ac.in and argeneral@ucms.ac.in the bidders are requested to read the entire bid document carefully and check their eligibility as per the bid document. The bidders are also requested to upload only relevant documents to claim their eligibility and participate in the bid.

Sd/-
PRINCIPAL



UNIVERSITY COLLEGE OF MEDICAL SCIENCES

विश्व विद्यालय विविक्षा विज्ञान महाविद्यालय

(UNIVERSITY OF DELHI) (विल्ली विश्व विद्यालय)

DILSHAD GARDEN, DELHI-110 095

(विलशाव गार्डन, विल्ली -

११००९५) Phone/फ़ोन:011-

22582972-74 Fax / फ़ैक्स: 0091-

11-22590495

1. INTRODUCTION

The University College of Medical Sciences (UCMS) was established in 1971 as a Constituent College of University of Delhi. It imparts various medical and paramedical courses. Guru Teg Bahadur Hospital (GTBH) is the associated teaching hospital with 2000 beds. UCMS is known for its quality research and has a National ranking of 7th based on the number of publications in PubMed indexed journals. Meritorious/Eminent Faculty on expert groups of UNICEF, WHO, UNAIDS, WORLD BANK, ICMR, NACO, DST and CSIR. College with excellent results. Cater to the health care needs for the East Delhi community and surrounding border areas.

The Principal, University College of Medical Sciences (University of Delhi) invites online bids from registered and authorized Agencies/Firms through 'e-procurement on CPP portal' who shall operate/running of Kiosk/Outlet at University College of Medical Sciences premises, Dilshad Garden, Delhi-110095.

2. INFORMATION & INSTRUCTIONS FOR BIDDERS

Earnest Money Deposit (EMD)	<p>₹50,000/- (Rupees Fifty Thousand Only)</p> <p>In the form of Demand draft / Pay Order/ Fixed Deposit Receipt (FDR)/Bank Guarantee issued from any commercial bank of India, in favour of "<u>The Principal, University College of Medical Sciences</u>", Payable at Delhi and valid for a period of 180 days beyond the bid validity period.</p> <p>Draft of EMD in original must reach the Assistant Registrar (General Section), Room No.212, Second Floor, University College of Medical Sciences, Dilshad Garden, Delhi-110095, on or before the closing date and time of bid submission, as specified below. However, bidders have to attach scanned copies of EMD documents along with the e-bid (technical bid).</p>
Issue of Bid Document	Bid Documents may be downloaded from the UCMS website www.ucms.ac.in ; www.du.ac.in and https://eprocure.gov.in . as per the schedule provided free of cost.

3. SCOPE AND WORK / LOCATION

- Running and operation of Kiosk/Outlet /Cafeteria, required for UCMS for about 2000 (approx.) students and staff of UCMS & GTB Hospital.
- The Bidders are advised to visit the Kiosk/Outlet before participating. The Bidders should assess the volume of business themselves; UCMS will not guarantee any minimum/maximum business.



UNIVERSITY COLLEGE OF MEDICAL SCIENCES

विश्व विद्यालय विविक्षा विज्ञान महाविद्यालय

(UNIVERSITY OF DELHI) (विल्ली विश्व विद्यालय)

DILSHAD GARDEN, DELHI-110 095

(विलशाव गार्डन, विल्ली -

११००९५) Phone/फ़ोन:011-

22582972-74 Fax / फ़ैक्स: 0091-

11-22590495

4. TERMS AND CONDITIONS

(MANDATORY FOR ALL BIDDERS)

1. **Minimum Eligibility Criteria:**
STATUTORY CERTIFICATES/REGISTRATIONS:
 - a. Licensed bidders having valid Food Safety License from FSSAI as per the Food Safety and Standards (Licensing and Registration of Food Businesses) Regulation 2011.
 - b. The bidder should have experience of running at least 20 outlets in Delhi-NCR.
 - c. The bidder should have minimum two (02) years' experience continuous/ without any break at single location. The certificate should also mention that he/she is having experience of running a Kiosk/Outlet in the last five (05) years for running the 5 nos. of Kiosk/outlet . The Bidder will also have to produce a latest certificate of satisfactory performance running of the 5 Kiosk/Outlet out of 20, at least from the Head of the concerned Institution/ Organization or Govt. Competent Authority, where the Kiosk/Outlet is being run presently along with his / her functional mobile number and email ID. The relevant document with regard to experience should be attached along with the bid as per Annexure-A. In case the experience certificate, as per Annexure-B, is not enclosed, the Bid will be summarily rejected.
 - d. Company Profile on Letter Head should be attached along with the following as per **Annexure-A:**
 - i) Valid FSSAI License
 - ii) PAN of the firm/company.
 - iii) GST No. of the firm/company.
 - iv) Manufacturer's authorization from the outlet's concerned parent company must be attached.
 - v) Partnership deed copy, if it is partnership firm
2. **Earnest Money Deposit (EMD):**

₹50,000/- (Rupees Fifty Thousand Only) in the form of a DD/Bank Guarantee/FDR in favour of "The Principal, University College of Medical Sciences, Delhi" from any commercial bank with validity for a period of 180 days beyond the final bid validity period.

The EMD exemption is not allowed due to the nature of procurement and to discourage casual bidder(s) and ensure that only serious, financially stable vendor(s) participate, submission is EMD is mandatory.
3. **Security Amount and Other Charges:**
 - a. The approximate area of the Kiosk/Outlet is 10"x10" . The monthly rent, as offered by the bidder, shall be payable, in terms of the contract agreement. The monthly rent will have to be paid in advance for each month on or before 7th day of each month. **The Contractor has to pay three-month rent in advance at the time of taking over the possession.**
 - b. The Bidder will have to install a Sub-Meter for consumption of electricity and pay the electricity charges "on actual consumption basis as per reading of the Sub-Meter" to the authorities towards electricity. Electric load of all electrical appliances like refrigerator, Coffee Machine, Juicer-Mixer, Hot Plate etc. will be on sub-meter of the bidder.
 - c. The eating space will be maintained by the Bidder.
 - d. **Security amount ₹1,00,000/- (Rupees One Lakh only) in the form of Bank Guarantee Only in favour of "The Principal, UCMS" have to be deposited at the time of signing of contract.**
 - e. The Contractor shall be charged the late payment charges @ ₹100/- per day, for the late payment of the license fee, electricity bill.
 - f. The Contractor shall be responsible for the payment of GST/Service Tax on eatables, if applicable to the concern department. The College will not be responsible for any non-compliance.
 - g. The security money, advance rent will be forfeited, adjusted in case the standard of cleanliness, quality of products & services is not maintained up to mark and in the case of non-payments of office dues.



UNIVERSITY COLLEGE OF MEDICAL SCIENCES

विश्व विद्यालय विविक्षा विज्ञान महाविद्यालय

(UNIVERSITY OF DELHI) (विल्ली विश्व विद्यालय)

DILSHAD GARDEN, DELHI-110 095

(विलशाव गार्डन, विल्ली -

११००९५) Phone/फ़ोन:011-

22582972-74 Fax / फ़ैक्स: 0091-

11-22590495

4. Service & Period:

- a. The contract for running Kiosk/Outlet Services for 7 am to 7 pm and 7 days of the week will be awarded initially for two years. However, the quality of food/services provided will be checked from time to time and reviewed after every three months, if found unsatisfactory, the agreement may be terminated by the College. The College reserves the right to impose a fine, if deemed necessary.
- b. The rates of the items, to be sold in the Kiosk/Outlet , shall be displayed on the Notice Board of the Kiosk/Outlet . Strict adherence to "FIRST COME FIRST SERVE" basis will be followed. Rate-list and menus as approved by the College must be displayed clearly in the Kiosk/Outlet . Change in the approved rate list or item will not be allowed.
- c. In case the Contractor is found charging more than the approved rates, the College is fully empowered to terminate the contract with immediate effect or by giving 24 hours of notice and forfeiture of the Security Deposit.
- d. The Kiosk/Outlet facility is exclusively accessible to Senior Doctors, Resident Doctors, Staff, and Students of UCMS & GTBH Hospital, as well as their accompanying visitors. No outsider shall be allowed to avail this facility. If an outsider is found using the Kiosk/Outlet , the liability will lie entirely with the Kiosk/Outlet contractor.
- e. The Contractor will be required to provide service in the Kiosk/Outlet premises, faculty lounge and also in various rooms of the College such as the Principal's Office, College Library, and other Departmental rooms/Offices in both the buildings. The Contractor will not levy any extra service charge over and above the approved rates for item listed in **Annexure-C**. Functional Telephone / WhatsApp No. for Kiosk/Outlet service support shall be provided/ mentioned by the Agency/Service Provider.
- f. The items and their quality & quantity should be as per **Annexure-C** approved by the Canteen Committee.
- g. Materials used for cooking purpose: tea, coffee, spices, food stuffs, vegetable etc. should be of standard quality (FSSAI approved) and before the expiration date. In case of violation, strict legal action will be taken and security deposit will be forfeited.
- h. The Contractor will take all necessary precautions against fire hazards.
- i. The Kiosk/Outlet Contractor is required to pack any sort of food as requested by staff and students. Every food item needs to be packed/wrapped properly and hygienically.
- j. **The contractor shall ensure that all food items as per Annexure-C are available.**
- k. The Canteen Committee of the College has the right to visit periodically, or have surprise visits to check the quality and quantity of food, services, cleanliness of the Kiosk/Outlet . If required feedback from the users/stakeholder can be obtained anytime.
- l. The Contractor shall not sublet the running of Kiosk/Outlet to any other party.
- m. No other commercial activity shall be undertaken in the College Kiosk/Outlet premises.
- n. The Contractor shall not cause any nuisance, annoyance to the students and staff or store any hazardous goods in the premises.
- o. If the Contractor desires to add any item in the list, he/she must have to seek the permission of the Canteen Committee of the College to include the items and their rates.
- p. The Contractor will bear the cost of Gas/Kitchen equipment and sitting arrangement etc. for running the Kiosk/Outlet .
- q. The contractor shall be solely responsible either for any injury, damage, accident to the workmen employed by the agency or for any loss or damage to the equipment/property in the areas of work as a result of negligence/carelessness of its workers.
- r. The agency/service provider shall not make any alteration or additions to the accommodation provided in the College for cooking and catering purposes.
- s. Timings: The Kiosk/Outlet will be open from 7 am to 7 pm on all seven (07) days of the week.



5. Hygiene and cleanliness:

- a. The Competent Authority or Canteen Committee can inspect the Kiosk/Outlet at any time with or without notice so as to verify the hygienic conditions being observed by the Contractor.
- b. The Contractor will have to make arrangement for cleanliness of Kiosk/Outlet and its surroundings including sewerage to the satisfaction of the College. The Contractor shall also be responsible for the safe and hygienic disposal of the Kiosk/Outlet waste. The garbage bins should be covered always and away from the eating place.
- c. The Contractor shall arrange the items i.e. crockery, utensils, boilers, cooking gas cylinders, cooking stove etc. and maintained the said items in proper and hygienic conditions.
- d. The Contractor shall responsible for cleanliness of the College Kiosk/Outlet , Kitchen area, food serving area and area around Kiosk/Outlet .
- e. All the foods items should be kept covered before and after processing and during sale.
- f. Only the certified food commodities (Agmark) should be used in cooking. No loose items like oil, spices etc. should be used. Non-permitted additives (Colour, Flavors, preservatives etc.) in the food items should not be used in the Kiosk/Outlet .
- g. Food must be cooked fresh every day in order to safeguard the health of both the faculty and the students. The committee can impose a fine if leftovers are found the next day.
- h. In order to prevent health problems, the Kiosk/Outlet Contractor is responsible for ensuring that Kiosk/Outlet personnel undergo a health examination every six months. A report of this examination must be submitted to the General Section.
- i. The Kiosk/Outlet contractor is responsible for performing daily maintenance to ensure that all electrical appliances and other components, and dustbin, are kept clean and organized.

6. Kiosk/Outlet Employees:

- a. The Contractor shall be subject to the regulation of labour laws of Delhi/Central Government.
- b. The bidder shall at its own cost, if required take necessary insurance cover in respect of the aforesaid services rendered to College and shall comply with the statutory provision of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act, Workman's Compensation Act,1923, payment of Wages Act, 1936, The Employees Provident Fund Act, 1952, Payment of Bonus Act, 1965.The Minimum wages Act,1948, Employment of Children Act, 1938 and/or any other Rules/regulations and/or statutes that may be applicable to them and shall further keep the College indemnified from all acts of omission, fault, breaches and/or any demand; loss; injury/damage/theft/fire and expense arising out from the non-compliance of the aforesaid statutory provision.
- c. The Contractor has to ensure the cleanliness of the Uniform with Head Cap, worn by the employee during the time of the serving in the Kiosk/Outlet as well as faculty lounge. They should wear photo I-card and should carry clean duster with them always.
- d. The Contractor shall be under the discipline of the College and follow the instructions issued from time to time. The Contractor shall in no case disturb the working of the College. The employees of the contractor would remain decent and courteous. Any of the employees indulging in any act of indiscipline, misbehavior or violent act(s) or abets other in doing so, and if it is prima facie proved, then Agency/ Service Provider shall remove the employee concerned from the premises immediately on receipt of verbal or written communication from the authorities of the College.
- e. Only a few requisite staff of Kiosk/Outlet Contractor will be allowed to stay in the Kiosk/Outlet after working hours (under special circumstances) with the authorization of the Principal of the College and no unauthorized person shall be allowed to stay in the Kiosk/Outlet .
- f. Proper Police verification of person deputed by Kiosk/Outlet Contractor shall be done.
- g. All rules & Regulation as part of legal requirement for employment of labour and obtaining Contractor for running of College Kiosk/Outlet is the responsibility of the Contractor.
- h. Any dispute/Litigation is subject to Delhi Jurisdiction.
- i. Any terms and conditions not covered in the agreement will be decided by the Principal of the College and his decision will be final and binding.



UNIVERSITY COLLEGE OF MEDICAL SCIENCES

विश्व विद्यालय विविक्षा विज्ञान महाविद्यालय

(UNIVERSITY OF DELHI) (विल्ली विश्व विद्यालय)

DILSHAD GARDEN, DELHI-110 095

(विलशाव गार्डन, विल्ली -

११००९५) Phone/फ़ोन:011-

22582972-74 Fax / फ़ैक्स: 0091-

11-22590495

7. **Utilization of Kiosk/Outlet premises:**
- The possession of the premises will always be that of UCMS, even when the premises is in use of the Contractor.
 - The Contractor shall have no right to sub-let, assign the Contract in any manner to any third party or authorize any other person to run the Kiosk/Outlet once it has been formally awarded to him/her, failing which legal action will be taken.
 - No employee/student/outsideers will be allowed to smoke or consume alcohol/banned drugs in the Kiosk/Outlet . The Contractor shall not keep or sell any tobacco products / any hard drinks / other health hazard articles in the Kiosk/Outlet .
 - The Contractor shall have no right to use the open space adjoining the Kiosk/Outlet .
 - The Contractor shall be deemed to be in the exclusive occupation of the licensed premise and licensor will have the right to enter upon the premise any time to inspect the Kiosk/Outlet premises.
 - The Kiosk/Outlet premises will not be used for residential purpose
 - The licensed premises shall be used only for carrying on the business of Kiosk/Outlet and not for any other purpose.
 - The Contractor shall not carry out any addition or alteration or structural repairs in the said premises. Only such alteration of addition or repairs which are necessary and are not of permanent nature may be allowed to be carried out by the Contractor but that also with the prior approval/permission of the College.
 - The following arrangements will be made by the contractor / agency :-
 - Furniture for the seating arrangement for itself
 - Refrigeration facilities
 - Cooking and serving utensils
 - Cooking gas and cooking range
 - Crockery etc.
 - Adequate work force
 - Any other facility needed to ensure smooth functioning of the Kiosk/Outlet
 - Any other additional requirement to run the Kiosk/Outlet smoothly, the same will be arranged by the contractor/agency at his own expenses
 - The Kiosk/Outlet contractor shall use only commercial LPG gas cylinder/PNG connection.
 - The Kiosk/Outlet contractor should provide digital payment facility (Credit Card, Debit Card, Paytm, e-wallet etc.) without any extra charge, depicting the name of the Kiosk/Outlet contractor.
 - Kiosk/Outlet contractor shall not perform/provide any promotional activity of any firm/company without the permission of the College authority.
8. **Revision of Rates:** The College reserves the right to revise the rates of items considering the market rate/inflation subject to maximum of 10% of finalized rate increase per year on written request of the contractor, only after successful completion of 01 year of contract, subject to the approval of the Kiosk/Outlet Committee.
9. **Extension of contract period:** The agreement may be extended upto three (03) years only, on year to year basis, after successful completion of 02 years initial contract period by the Principal/Competent Authority, subject to satisfactory service report by the Kiosk/Outlet Committee on the same terms & conditions.
10. **Penalty:** During the contract period if it is found that the contractor is not maintaining the standards in the Kiosk/Outlet , the College shall impose the penalty as per the following rates:
- | | |
|--|------------|
| a) Workers without uniforms (including dress, gloves, caps etc.) | ₹ 2,000/- |
| b) Lack of cleanliness in kitchen and sitting area | ₹ 2,000/- |
| c) Overflowing the Kiosk/Outlet sewerage | ₹ 5,000/- |
| d) Overcharging or unhygienic food | ₹ 10,000/- |
| e) Breach of any term and conditions | ₹ 10,000/- |



UNIVERSITY COLLEGE OF MEDICAL SCIENCES

विश्व विद्यालय विविक्षा विज्ञान महाविद्यालय

(UNIVERSITY OF DELHI) (विल्ली विश्व विद्यालय)

DILSHAD GARDEN, DELHI-110 095

(विलशाव गार्डन, विल्ली -

११००९५) Phone/फ़ोन:011-

22582972-74 Fax / फ़ैक्स: 0091-

11-22590495

11. **Termination of the contract:**
 - a. The quality of food/services provided will be checked from time to time and reviewed after every three months, if found unsatisfactory, the agreement may be terminated by the College. The College reserves the right to impose a fine, if deemed necessary.
 - b. The decision of college authorities in the matter relating to the Kiosk/Outlet shall be final and binding on the Contractor.
 - c. In case of Termination of contract, Bidder shall handover possession of Kiosk/Outlet premises immediately and no claim of any type shall be entertained.
 - d. The College reserves the right to terminate the contract any time after getting recommendation of Kiosk/Outlet Committee against any serious complaint(s) regarding the performance/maintenance of the Kiosk/Outlet. The decision of the College in this regard shall be final.
 - e. The contract can be terminated by the College by giving one months of notice. However, if the Contractor seeks termination of the contract in between the contract period, three months prior notice is required by the College, failing which the security money will be forfeited.
 - f. In case the Contractor violates the terms & conditions of the contract and/or Clause(s) mentioned at point 10 "Penalty" above, his contract will be terminated by giving 24 hours' notice and the Security Deposit will also be forfeited.
12. Maximum Retail Price (MRP) will not be considered for evaluation.
13. The College reserves the right to reject any or all the bids without assigning any reason whatsoever and is not bound to accept the lowest rates of items.
14. After opening the bid, the Committee may visit the existing sites running by the bidder to check/taste the quality of food items, as specified by the bidder in support of working experience.
15. Successful bidder shall execute the agreement on legal stamp paper of Rs.100/- for running & operation of Kiosk/Outlet in the premises of University College of Medical Sciences and accepted bid along with terms & conditions shall form a part of the agreement.

5. GUIDELINES FOR SUBMISSION OF E-Bid

- 5.1 Manual bids shall not be accepted.
- 5.2 Conditional bid will not be accepted.
- 5.3 "Technical Bid" shall comprise of all bid clauses and bid document as per **Annexure-A**.
- 5.4 "Financial Bid" shall comprise of the monthly rent offered by the bidder.
- 5.5 Bid acceptance letter must be signed by the authorized signatory of the bidder, duly stamped as per **Annexure-D**.
- 5.6 Bids shall be submitted online only at the CPP portal in time: [https:// eprocure.gov.in](https://eprocure.gov.in). Bidder will be solely responsible for any delay due to other issues.
- 5.7 Bidders are advised to follow the instructions provided in the Instructions to the bidder for the e-submission of the bids online through the CPP Portal at [https:// eprocure.gov.in](https://eprocure.gov.in).
- 5.8 The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under Documents option and these can be selected as per bid requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
- 5.9 After downloading / getting the bid schedules, the Bidder should go through them carefully and then submit the documents as per the bid document, otherwise, the bid will be rejected.
- 5.10 The Financial Bid template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that bid. Bidders are allowed to enter the Bidder Name and Values only.
- 5.11 If there are any clarifications, this may be obtained online through the '**e-procurement on CPP portal**', or through the contact details given in the bid document. Bidder should take into account of the corrigendum published before submitting the bids online.
- 5.12 Bidder, in advance, should prepare the bid documents to be submitted as indicated in the bid schedule and



UNIVERSITY COLLEGE OF MEDICAL SCIENCES

विश्व विद्यालय विविक्षा विज्ञान महाविद्यालय

(UNIVERSITY OF DELHI) (विल्ली विश्व विद्यालय)

DILSHAD GARDEN, DELHI-110 095

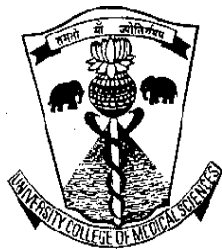
(विलशाव गार्डन, विल्ली -

११००९५) Phone/फ़ोन:011-

22582972-74 Fax / फ़ैक्स: 0091-

11-22590495

- they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be combined.
- 5.13 Bidder should arrange for the EMD as specified in the bid. The original should be posted/couriered/given in person to the Bid Inviting Authority, within the bid submission date and time for the bid.
- 5.14 The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.
- 5.15 The bidder has to submit the bid document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
- 5.16 There is no limit on the size of the file uploaded at the server end. In order to reduce the file size, bidders are suggested to scan the documents and the scanned document must be legible. Blurred documents will not be accepted.
- 5.17 It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
- 5.18 In case of Offline payments, the details of the Earnest Money Deposit (EMD) documents submitted physically to the Assistant Registrar (General Section), Room No.212, 2nd Floor, UCMS and the scanned copies furnished at the time of bid submission online should be the same otherwise the Bid will be summarily rejected.
- 5.19 The Bid Inviting Authority will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
- 5.20 The bidder may submit the bid documents online mode only, through CPP portal. Offline documents will not be accepted.
- 5.21 At the time submission of the bid, the **'e-procurement on CPP portal'** will give a successful bid up-dation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed of the bidder and then submitted.
- 5.22 After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a bid floated and will also act as an entry point to participate in the bid opening event.
- 5.23 Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
- 5.24 The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during bid opening, the bid is liable to be rejected.
- 5.25 The time that is displayed from the server clock at the top of the bid Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the **'e-procurement on CPP portal'**. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
- 5.26 The bidders are requested to submit the bids through online **'e-procurement on CPP portal'** to the Tender Inviting Authority well before the bid submission end date and time (as per Server System Clock).
- 5.27 Bidder who has downloaded the bid from the UCMS website www.ucms.ac.in , www.du.ac.in & <https://eprocure.gov.in>. shall not tamper/modify the bid form including downloaded financial bid template in any manner. In case the same is found to be tempered/modified in any manner, the bid will be completely rejected and earnest money deposit (herein after referred to as 'EMD') would be forfeited and the bidder is liable to be banned from doing business with University College of Medical Sciences.
- 5.28 Intending bidders are advised to visit the UCMS website www.ucms.ac.in; www.du.ac.in and <https://eprocure.gov.in>, on regular basis and at least 3 days prior to the closing date of submission of bid for any corrigendum/addendum/ amendment at any stage.
- 5.29 The bidder should upload a PDF file of only relevant documents duly indexed and signed by the authorized signatory as mentioned in the Bid document. The PDF document should be compiled and indexed in the manner of Technical Bid and other documents/information requisite in the bid document should be page numbered. Otherwise, the bid will be rejected.
- 5.30 Bidders shall submit their bids through the online e-bidding system well before the bid submission end date & time (as per Server System Clock). The UCMS will not be responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.



6 . OPENING OF BID AND EVALUATION

6.1 **Opening of Technical Bid**

- 6.1.1 Evaluation of "Technical Bid" shall comprise of all documents and will be evaluated in view of all Bid Clause.
- 6.1.2 Bidder can send their representations addressed to the Assistant Registrar (General Section), Room No.212, Second Floor, UCMS, or at designated email address at principal@ucms.ac.in or argeneral@ucms.ac.in only within 48 hours after the update of evaluation status i.e. reject/accept bids on CPP Portal through email and the committee decision on representation will be final. Representations beyond the stipulated time period will not be entertained. The representation sent to any other email address or received from another mode/source will not be entertained/considered.
- 6.2 **REJECTION OF THE TECHNICAL BID:** The technical bid submitted shall become invalid/reject: -
- 6.2.1 Manual Bids.
- 6.2.2 The bidder does not fulfill the Minimum Eligibility Criteria as per the bid document.
- 6.2.3 The bidder has not uploaded and submitted requisite documents, certificates, annexures in bid format and Earnest Money Deposit, etc.
- 6.2.4 The uploaded documents are not in consonance with the bid document.
- 6.2.5 The uploaded documents are found not legible.
- 6.2.6 The documents / Certificates / Registrations are found not valid at the last date of submission.
- 6.2.7 If contradiction is found in the uploaded documents.
- 6.2.8 If, the Technical Committee recommends after antecedent verification.
- 6.2.9 Unresponsive Bids.
- 6.2.10 Non-availability or submission (upload/enclosed).
- 6.2.11 Non-submission of valid registrations and certificates
- 6.2.12 Non-submission of Complete Bid Documents and requisite Annexures duly filled and signed on agency letterhead.
- 6.2.13 Experience Certificate not as per bid documents.
- 6.2.14 Non-submission of EMD.
- 6.2.15 Non-submission of other documents required as per bid. (Annexure- A to E)
- 6.2.16 Non-submission/ upload Annexures not in the given format.
- 6.3 If, the bidder is found ineligible.
- 6.4 If, the Financial Bid document/rate quotation document uploaded with Technical Bid Document.
- 6.5 If uploaded soft copies are found illegible.
- 6.6 If, University College of Medical Sciences has a running dispute or had gone to court/arbitration with the bidder.



7 . OPENING OF FINANCIAL BID

After the Technical evaluation of the bids, the UCMS will open the Financial Bid of all those bidders, who qualified in the technical bid.

- 7.1 The Quotation must be submitted giving complete details as sought in the uploaded Financial Bid.
- 7.2 The Financial Bid Quotation must be submitted online only.
- 7.3 The total amount quoted should be written both in figures and in words. In case of any discrepancy between the two, the amount mentioned in the words will prevail.
- 7.4 Bids, which do not comply with the conditions laid down in the bid document, or are unrealistic, are liable to be rejected.
- 7.5 The University College of Medical Sciences is under no obligation to accept the highest bid and shall be entitled to reject any bid without assigning any reason whatsoever.
- 7.6 The currency of all quoted rates shall be in Indian Rupees. All the payment shall be made in Indian Rupees.
- 7.7 Offer quoted should be valid for a minimum period of 180 days from the date of opening of the Financial Bid.
- 7.8 Bidders are requested to study the terms and conditions of the bid document carefully and submit their bid accordingly. Any bid/quotation received against this bid and any contract resulting from this bid shall be governed by the terms and conditions indicated in the bid document and all the bidders quoting against this bid shall be deemed to have read, understood, and accepted the same. No clarification shall be entertained after receiving the bids.
- 7.9 **Modification / Substitution/ Withdrawal of bids:**
 - 7.9.1 No Bid shall be modified, substituted or withdrawn by the Bidder after the Bid's due Date.
 - 7.9.2 Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid's due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.
- 7.10 **Rejection of the Financial Bid:** The Financial bid submitted shall become invalid: -
 - 7.10.1 Non-responsive financial bid.
 - 7.10.2 Non-submission of the Financial Bid.
 - 7.10.3 If, items rate mentioned Zero "0" or below Zero "0".
 - 7.10.4 If Rates Charges quoted in decimal places.
 - 7.10.5 If found un-realistic.
 - 7.10.6 If items rates mentioned MRP instead of quoted price/value in INR.
 - 7.10.7 Bidder's offer is liable to be rejected if they don't upload any of the certificates/documents sought in the bid Document, ATC and Corrigendum, if any. **Annexures (A to E)**
 - 7.10.8 As per the recommendation of the Committee after evaluation of the Financial bid.



UNIVERSITY COLLEGE OF MEDICAL SCIENCES

विश्व विद्यालय विविक्षा विज्ञान महाविद्यालय

(UNIVERSITY OF DELHI) (विल्ली विश्व विद्यालय)

DILSHAD GARDEN, DELHI-110 095

(विलशाव गार्डन, विल्ली -

११००९५) Phone/फ़ोन:011-

22582972-74 Fax / फ़ैक्स: 0091-

11-22590495

8. FINANCIAL EVALUATION

- 8.1 **Evaluation of Financial Bid:** Financial bid evaluation will be conducted, keeping in view the bid documents. The financial bids will be opened at the stipulated time only for those Agencies, who qualified in the technical bid. The bidder quoting the Highest Monthly Rent will be considered for operation and management of the Kiosk/Outlet , subject to fulfilling bid conditions. The bidder will have to sell the items at the maximum permissible rate as enclosed in the list.
- 8.2 In case, more than one bidder(s) has H1 bid as per rate quoted in Financial Bid, then H1 will be decided in chronological order as below:
- 8.2.1 The bidder who has the longest continued experience to provide Kiosk/Outlet Services in the Central Govt./State Govt/ Central Universities or State Govt. Universities/ Institutions of National Importance/ Autonomous Bodies/ Government Public Sector Undertaking/Government Public Sector Enterprises. The longest experience will be decided on the sum of the total number of months of experience in Central Govt./State Govt/ Central Universities or State Govt. Universities/ Institutions of National Importance/Autonomous Bodies/ Government Public Sector Undertaking/ Government Public Sector Enterprises. In case, more than 1 bidder(s) has equal longest experience then, H1 will be decided as per Clause 8.2.2.
- 8.2.2 The decision of the Competent Authority shall be final.



UNIVERSITY COLLEGE OF MEDICAL SCIENCES
विश्व विद्यालय विविक्षा विज्ञान महाविद्यालय
(UNIVERSITY OF DELHI) (विल्ली विश्व विद्यालय)
DILSHAD GARDEN, DELHI-110 095
(विलशाव गार्डन, विल्ली -
११००९५) Phone/फ़ोन:011-
**22582972-74 Fax / फ़ैक्स: 0091-
11-22590495**

Technical Bid

Annexure -A

Bid for Running Kiosk/Outlet in University College of Medical Sciences premises

Sir,

I am submitting the bid for running Kiosk/Outlet in University College of Medical Sciences Premises on contract basis as per details given below:

1. Name of the Bidder:.....
2. Address:.....
3. Registration/License No. (If a co-operative society):
4. Valid FSSAI License No.....
5. PAN of the firm/company.....
6. GST no. of the firm/company.....
7. Partnership deed copy, if it is partnership firm
- 8.

S. No.	Previous / Present Contracts in hand	Period

09. Number of Man Power/ Resources to be provided:
10. Name of your bankers/with address & IFSC Code:.....
11. Any other relevant information including information about conviction or pending cases under the prevention of food and Adulteration Act 1954
.....

Signature of the Bidder



UNIVERSITY COLLEGE OF MEDICAL SCIENCES

विश्व विद्यालय विविता विज्ञान महाविद्यालय

(UNIVERSITY OF DELHI) (विल्ली विश्व विद्यालय)

DILSHAD GARDEN, DELHI-110 095

(विलशाव गार्डन, विल्ली -

११००९५) **Phone/फ़ोन:011-**

22582972-74 Fax / फ़ैक्स: 0091-

11-22590495

Annexure-B

Experience Certificate(s)

(To be issued by the Head of the concerned Institution/ Organization or Govt. Competent Authority, where the Kiosk/Outlet is being running along with his / her functional mobile number and email ID address.)

Sr. No.	Name of the Institution served/serving	Types of Institution (Medical College/ Hospital/ Government/ Central Universities/ Institutions of National Importance/Autonomous Bodies/Central Govt. Public Sector Undertaking/Private	Period		Working Hours	
			From	To	From	To

Head of the concerned Institution/
Organization or Govt. Competent Authority
(with Seal)

Mobile No.....

Email. I.D.....

**UNIVERSITY COLLEGE OF MEDICAL SCIENCES**

विश्व विद्यालय विविक्षा विज्ञान महाविद्यालय

(UNIVERSITY OF DELHI) (विल्ली विश्व विद्यालय)**DILSHAD GARDEN, DELHI-110 095**

(विलशाव गार्डन, विल्ली -

११००९५) Phone/फ़ोन:011-

22582972-74 Fax / फ़ैक्स: 0091-

11-22590495

Annexure-C

S. No.	Food Product	Quantity	Rates	Description
1	Aloo Puff (Patties)	1 pc	15	Rs. 5 Extra for cheese/cream filling
2	Paneer Puff (Patties)	1 pc	40	
3	Chicken Puff (Patties)	1 pc	40	
4	Veg Burger	1 pc	30	Patty with slice of veggies
5	Pizza Cheese Burger	1 pc	50	1 cheese slice with pizza sauces and veggies
6	Veg Sandwich	1 pc	20	Jumbo bread (6"x6") Rs. 10 for extra Cheese Slice
7	Cucumber Sandwich	1 pc	30	Jumbo bread (6"x6") Rs. 10 for extra Cheese Slice
8	Grilled Veg Sandwich	1 pc	40	Jumbo bread (6"x6") Rs. 10 for extra Cheese Slice
9	Grilled Paneer Sandwich	1 pc	50	Jumbo bread (6"x6") Rs. 10 for extra Cheese Slice
10	Grilled Chicken Sandwich	1 pc	70	Jumbo bread (6"x6") Rs. 10 for extra Cheese Slice
11	Spring Roll	1 pc	30	6" length with noodle fillings
12	Kathi Roll	1 pc	50	6" length Veg or Chowmein filling
13	Paneer Kathi Roll	1 pc	70	6" length with paneer filling
14	Chicken Kathi Roll	1 pc	80	6" length with chicken filling
15	Manchurian Roll	1 pc	60	6" length with Manchurian filling
16	Hot Dog – Veg	1 pc	30	6" long bread
17	Paneer Hot Dog	1 pc	50	6" long bread
18	Chicken Hot Dog	1 pc	60	6" long bread
19	Samosa	1 pc	12	
20	Paneer Stuffed Kulcha	1 pc	50	2 Kulcha with 25gm paneer



UNIVERSITY COLLEGE OF MEDICAL SCIENCES

विश्व विद्यालय विविक्षा विज्ञान महाविद्यालय

(UNIVERSITY OF DELHI) (विल्ली विश्व विद्यालय)

DILSHAD GARDEN, DELHI-110 095

(विलशाव गार्डन, विल्ली -

११००९५) Phone/फ़ोन:011-

22582972-74 Fax / फ़ैक्स: 0091-

11-22590495

21	Chilly Potato	1 plate	50	250gm
22	Potato Wedges	1 Plate	40	10 Chunks/pieces of fritters
23	Veg Momos	Half/Full Plate	30/50	6/12 pieces
24	Paneer Momos	Half/Full Plate	40/70	6/12 pieces
25	Soya Momos	Half/Full Plate	35/60	6/12 pieces
26	Chicken Momos	Half/Full Plate	40/70	6/12 pieces
27	Cream Roll	1 pc	15	
28	Sweet Corn	Small/ Medium/ Large cup	40/50/60	Salted/Masala/Cheese
29	Cup Cakes/Muffins	1 pc	On MRP	Only packed item allowed
30	Shakes	Small 240ml cup	30	Vanilla, Chocolate, Strawberry, Butterscotch, Banana, Mango
31	Shakes	Medium 360ml cup	40	Vanilla, Chocolate, Strawberry, Butterscotch, Banana, Mango
32	Shakes	Large 480ml cup	50	Vanilla, Chocolate, Strawberry, Butterscotch, Banana, Mango
33	Shakes	Small/ Medium/ Large	40/50/60	Caramel, Oreo, Kitkat, Peanut Butter, Nutella
34	Tea	1 Cup	10	150 ml (with or without Sugar)
35	Hot Coffee	1 Cup	20	150 ml (with or without Sugar)
36	Cold Coffee	Small/ Medium/ Large	30/40/50	240/360/480 ml
37	Cold Drinks/lassi/Butter		On MRP	Only Packed items allowed



UNIVERSITY COLLEGE OF MEDICAL SCIENCES

विश्व विद्यालय विविता विज्ञान महाविद्यालय

(UNIVERSITY OF DELHI) (विल्ली विश्व विद्यालय)

DILSHAD GARDEN, DELHI-110 095

(विलशाव गार्डन, विल्ली -

११००९५) Phone/फ़ोन:011-

22582972-74 Fax / फ़ैक्स: 0091-

11-22590495

	Milk			
38	Water Bottle		On MRP	Only Packed items allowed
39	Chips/Wafers/Kurkure		On MRP	Only Packed items allowed
40	Toffee/Candies		On MRP	Only Packed items allowed
41	Biscuits/ Chocolates		On MRP	Only Packed items allowed
42	Packed Cakes		On MRP	Only Packed items allowed



UNIVERSITY COLLEGE OF MEDICAL SCIENCES

विश्व विद्यालय विवित्सा विज्ञान महाविद्यालय

(UNIVERSITY OF DELHI) (विल्ली विश्व विद्यालय)

DILSHAD GARDEN, DELHI-110 095

(विलशाव गार्डन, विल्ली -

११००९५) **Phone/फ़ोन:011-**

22582972-74 Fax / फ़ैक्स: 0091-

11-22590495

Annexure – D

UNDERTAKING

I/we have read the terms and conditions of the bid clearly and I/we agree to abide by them fully. On the acceptance of the offer, I/we will run the Kiosk/Outlet at the University College of Medical Sciences (University of Delhi) in compliance with the terms and conditions thereof.

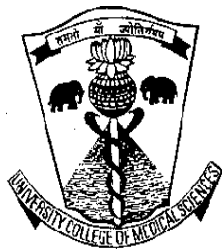
Signature of the Bidder

Name:

Address.....

Phone/Mobile No.

Email ID



UNIVERSITY COLLEGE OF MEDICAL SCIENCES

विश्व विद्यालय विविता विज्ञान महाविद्यालय

(UNIVERSITY OF DELHI) (विल्ली विश्व विद्यालय)

DILSHAD GARDEN, DELHI-110 095

(विलशाव गार्डन, विल्ली -

११००९५) **Phone/फ़ोन:011-**

22582972-74 Fax / फ़ैक्स: 0091-

11-22590495

Annexure-E

UNDERTAKING FOR BLACKLISTING

The Principal,
University College of Medical Sciences
Delhi-110095

Sir,

I/We, the undersigned bidder/s, have carefully read and examined in detail the Terms & Conditions and all bid documents of each page regarding running the College Kiosk/Outlet Services at the University College of Medical Sciences. I/We accept all the Terms & Conditions mentioned in the bid document and do hereby declare:

That I/we have not been blacklisted/debarred by CBI or any law enforcement agencies/ Government organization/Department/Autonomous Bodies/Public Sector or no case of blacklisting etc. in pending against the firm at the time of submission of Bid.

That the bid submitted by us is properly prepared, signed, and sealed so as to prevent any subsequent alteration and replacement.

That the University College of Medical Sciences is not bound to accept the highest or any bid that it may receive.

If I/We fail to commence the specified service or fail to furnish the Bank Guarantee within two weeks from the date of issue of award to contract offer, if selected, I/We agree that UCMS, without prejudice to any other right or remedy available to the UCMS, be at liberty to forfeit the said earnest money absolutely and reject the bid as per the terms and conditions contained or referred in the Bid Document.

For and on behalf of the firm (Firm's Name & Address)

.....

(Signature of Authorized Signatory with Seal)

Name:

Date:

Place:

Designation:.....

Phone no.:.....

E-Mail:.....