

Notice Inviting Tender

Sealed tenders are invited on behalf of the University of Jammu, Jammu from firms with proven track record, for providing catering services at University Guest House Jammu on item rate basis. The specifications document, terms and conditions and qualification required can be purchased from the office of the Manager Guest House, Jammu against a payment of rupees 500 (**non-refundable**) in the form of Demand Draft favoring Registrar University of Jammu or can be downloaded from the University website (www.jammuuniversity.in). In case of downloaded tender form, the cost of the tender documents in the shape of DD Rupees Five Hundred favoring Registrar University of Jammu must accompany the tender. The proposal complete in all respects be submitted along with an Earnest Money Deposit (EMD) of rupees 20,000/- (Rupee Twenty thousand only) in the form of Demand Draft of any Nationalized Bank drawn in favour of Registrar, University of Jammu, payable at Jammu.

Interested firms and agencies are requested to send their sealed quotations under a two cover system as per technical specifications and general terms and conditions. (Annexure-I). Duly filled up Annexure-I together with its enclosures should be submitted in a separate sealed cover, marked as Cover 1. Duly filled up Annexure-II (Financial bid) should be submitted in a separate sealed cover marked as Cover-2. The Cover-1 and Cover-2 should then be further enclosed in a separate cover marked as Tender For Catering Services. Sealed tender should either be sent by registered post or submitted in the office of the Manager Guest House University of Jammu on all working days from 10 a.m. to 4 p.m. The University however will not be responsible for any delay or loss of tender sent by post. The last date of submission of Tender is upto 1600 hrs on 5th of June, 2019.

After the pre-bid conference, the technical bid will be opened first, by the Tender Opening Committee at 1500 hrs on the working day next to the last date of submission of tender in University Guest House. The authorized representatives of the contracting firms should make themselves available on the said date to witness the tender opening process and no separate notice will be issued to them in this regard. The financial bids will be opened only of those firms, found technically qualified after evaluation of their technical bids. The agency finally selected will enter into the contract by signing an agreement deed, initially for a period of one year, which may be extended further for

two/three years more subject to satisfactory performance and approval of the competent authority of the University. The University reserves the right to reject any or all tenders without assigning any reason and extend any additional responsibility to the selected firm for providing catering and other services for other guest houses of the University. The successful caterers shall have to arrange all the raw material for cooking the food and serving the same to the guest, the required number of kitchen and helping staff.

TERMS AND CONDITIONS OF THE TENDER (Annexure-1):

1. The total number of rooms in the Guest House is around 30 and on an average the occupancy level revolves round 20-30% throughout the year.
2. Before submission of Tender, the firms in their own interest, are advised to visit the Guest House, University of Jammu to assess site and its surrounding and satisfy themselves in respect of the site conditions as the University of Jammu shall bear no responsibility for lack of acquaintance of the site and other conditions of deployment of the manpower or any information relating thereto. The consequences of the lack of knowledge, as aforesaid, on the part of the firm/agency shall be at their own risk and responsibility.
3. The successful tenderer/contractor shall have to execute an agreement on non-judicial stamp paper of Rs. 100/- (Rupees One Hundred Only) within a period of three (03) days from the date of issuance of award of contract, which shall be the guiding document for operation of the contract.
4. If, in the opinion of the University, there is any defect or deficiency in the service or performance of Contract Agreement, the University may terminate the contract or impose fine on the tenderer on each such occasion Such fines will be deductible from the payment due to the contractor or security deposit as the case may be.
5. In case any of the worker deployed by the caterer firm goes on leave or remain absent, it shall be the responsibility of the agency/firm to provide alternate manpower in his/her place so that the work does not suffer. In case the agency/firm fails to provide the same, it shall be penalized and have to pay 1.5 times the wages of that worker to the University for the days on which the worker(s) remains absent without any alternate arrangement in his/her place. None of the workers of the tenders/contractor shall enter into any kind of

private work within the campus of University of Jammu, during working hours/days.

6. The successful tenderer/contractor will take all precautions in order to ensure that all persons engaged by him to provide services for the Guest House of the Jammu University are highly, disciplined, courteous, sober, honest and free from any virulent or contagious disease(s). The University may ask the tenderers to produce: (a) Medical Fitness Certificate from authorized Medical Officer and (b) Character Certificate from Police of all persons engaged by the tenderer in performance of contract. The University may ask the tenderer to remove and replace any person engaged by the tenderer, at its discretion. The workers should not be below the age of 18 years.
7. That no right, much less a legal right shall vest in the workers of the contractor to claim/have employment or otherwise seek absorption in University of Jammu nor the caterer workers shall have any right whatsoever to claim the benefits and/or emoluments that may be permissible or paid to the employees of the University of Jammu. The workers will remain the employees of the agency/contractor and this will be the responsibility of the agency/caterer to make it clear to their workers before deputing on work at the University of Jammu.
8. If there arises any dispute relating to Contract/Agreement, the same shall be referred to the arbitration by sole Arbitrator to be appointed by the Hon'ble Vice-Chancellor of the University of Jammu. The arbitration would be conducted and governed by the provisions of J&K Arbitration and Conciliation Act, 1997. Any legal dispute shall be subject to the jurisdiction of Jammu Courts Only.
9. In case of any default or deficiencies found in services provided by the contractor, the alternate arrangement will be made by the University at the risk and cost of the tenderer/contractor. The successful tenderer/contractor shall not assign, sub-contract or sublet the whole or any part of the contract allotted to him.
10. In case of expiry of the term of the contract/agreement allotted in favour of the successful tenderer/contractor, the service provider shall not withdraw the workers provided by him at his own until he is permitted by the University of Jammu to do so in writing.

11. The successful tenderer/contractor shall abide by all laws of the land including Labour Laws, Company's Act, Tax Deduction Liabilities, Welfare Measures of its workers/employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such onus shall be the exclusive responsibility of the tenderer, it shall not involve the University of Jammu, in any way whatsoever.
12. The successful tenderer/contractor shall obtain adequate Insurance Policy in respect of his workers engaged by it towards meeting the liability of compensation arising out of injury/disablement/death at workplace.
13. All the workers must be issued Identity Cards by the tenderer/contractor bearing photographs. A list of such workers engaged by the tenderer/contractor alongwith their addresses (permanent and temporary) and the photographs must also be submitted to office of the Manager Guest House, University of Jammu.
14. In the event of any loss being occasioned to the University of Jammu, on account of any negligence on the part of the Tenderer's/contractor's employees provided by the University of Jammu, he shall make good of the loss sustained by the University of Jammu, either by replacement or on payment of adequate compensation as assessed/claimed by the University of Jammu.
15. The Manager Guest House will inspect the premises, sanitation, quality of eatables as well as the cooked food and other arrangements made by the contractor from time to time. In case of any deficiency found in services or unhygienic food prepared, on spot fine will be imposed deductible from the security deposited by the Contractor. In case of continuous deficiency in the services the University may terminate the contract on the report submitted by the Manager Guest House.
16. Following shall be the minimum eligibility criteria for selection of the tenderers:
 - a. **Registration:** The tenderers must be registered with the Income Tax Department and having a valid PAN card and also registered under the Labour Laws/Rules, Employees Provident Fund Organization, Employees State Insurance Corporation. The proof/self-attested copies in support should be submitted alongwith the Tender Document.

- b. **Experience:** The tenderer must have a minimum of three (03) years operational experience in providing catering services.
- c. **Documents Supporting the Minimum Eligibility Criteria:** In proof of having fully adhered to the minimum eligibility criteria following documents should be submitted alongwith the Tender Documents:
- (i) Self attested copy of the Registration Certificate of the Firm for providing catering services.
 - (ii) Self attested Copy of PAN Card in respect of individual/firms as the case may be.
 - (iii) Self attested copy of Service Tax Registration Certificate.
 - (iv) Self attested copy of Provident Fund Registration Certificate.
 - (v) Self attested Copy of Employee State Insurance Corporation Registration Certificate.



MENU FOR CATERING SERVICES AT GUEST HOUSE

ITEMS	QUANTITY	UNIT RATE
BOUGHT OUT PRODUCT		
Only packed products will be served as single Unit		
Soft Drinks Canned	330 ml (BTL)	MRP
Mineral Water Kinley or Aquafina Only	1 liter/ ½ liter Btl	MRP
Tetra Pack Juice Real/Tropicana	150 ml	MRP
Soft Drinks Canned (Coke, Diet Coke, Pepsi, Diet Pepsi)	As per pack size	MRP
Soda Lehar	250 ml	MRP
Biscuit (Good Day/Bourbon/Britania Hi Fiber/5 grain)	1 Pkt (100 GMS)	MRP
Biscuit/Britania Cake	1 Pkt	MRP
Multi Grain Biscuit	1 Pkt	MRP
BEVERAGES		
Tea Set UP	150 ML	
Tea Readymade	150 ML	
Coffee Setup	180 ML	
Coffee Readymade	150 ML	
Lassi/Matta	250 ML	
Butter Milk/Chhaas/Mattha	250 ML	
Tetra Pack Juice (Any Type) in juice glass	250 ML	
Fresh Lime Water	250 ML	
Milk	250 ML	
Shake (Mango/Banana/Chocolate)	250 ML	
Healthy Drinks Bourn Vita/Equivalent	250 ML	
SNACKS	Quantity	Rate
Vegetable Sandwich (Each Slice of Cucumber, Tomato, Onion and Two Slice of Bread)	(2 Half Triangle of Bread)	
Cheese Sandwich (One Slice of Amul Cheese and	(2 Half	

Two Slice of Bread	Triangle of Bread)	
Veg Grilled Sandwich	(2 Half Triangle)	
Vegetable Cutlet	80GM ×2	
Fruits Cuts or Fruit Chaat	100 GMS	
Somasa Veg	80 GM ×2	
Veg Assorted Pakoda	100 GM	
Cornflates Kellogg's-Choco/Plain	30GM 150 ML Milk	
Eggs to Order MSL Omelette/Bhurji	2 PCS EGG	
Eggs to Order – Boiled	2 PCS EGG	
Toast With Butter/Jam	4-No Bread 20 G Chip	
Veg Snacks Paneer (Any preparation Tikka, 65 etc.)	200 GMS (8 pc)	
Veg Soup	200 ML	
Non-Veg Soup	200 ML	
Paneer Bhurji	150 ML	
Plain Rice	100 GM	
Basmati Rice (Steamed)	100 GM	
Veg-Biriyani/Veg Pulao/Veg Fried Rice	200 GM	
Khichdi/Curd Rice/Peas Pulao	200 GM	
Maggi One Pkt	80 GM	
NON-VEG		
Chicken Snaks Kabab Tikka/Fried Item/Roasted	200 GMS	
Fish Tikka/Fried fish/Grilled fish	200 GMS	
Chicken Tikka Butter Masala, Chicken Kali Mirch etc.	120 GM+80 GM Gravy	
Main Course Mutton	120 GM + 80 GM Gravy	
Main Course Fish (Bhetki)	120 GM+ 80 GM GRAVY	
Egg Curry – 02 Eggs	02 Eggs + 80 GMs Gravy	
Salad	50 GM	
Papad	2 PCs	

Gulab Jamun/Rasgulla	02 Nos – 50 gms each	
Ice-Cream Vanilla/Strawberry/Mango	02 Scoop (100 GMS)	
BREAKFAST	QUANTITY	RATE
Bread Omelette	2 Eggs + 2 Slice of bread	
Indian bread (Chapati)	120 Gms or 04 pcs	
Tandoori Roti/Kulchha/Nan	20 GM 02 PCS	
Aloo Prantha with Corn and Pickle	200 GM + 100 GM Curd	
Chhole Bhutrey	200 GM + 100 GM Chhole	
Raita/Curd	80 GM	
Salad	50 GM	
Pappad/Achar	02 Pieces	
Poori Bhaji/stuffed Parantha with Curd	Unlimited	
Bread or Toast		
Choice of One Veg Soup		
Choice of Two Non-Veg main course (Boneless)		
Choice of Three Vegetable including one Paneer Dish		
Choice of One Dal		
Choice of Basmati Rice and Chapati/Tandoori Roti/Nan/Prantha		
Green Salad		
SUNDAY SPECIAL BRUNCH		
Veg Soup Preparation		
Non-Veg Preparation (Chicken/Mutton/Fish)		
Paneer Preparation		
Vegetable Dry Preparation		
Vegetable with Gravey		
Dal		
Chapatti/Nan/Roti/Parantha		
Curd/Raita		
Achar/Papad		
Rasmalai/Cut Fruits/Ice-Cream		
Soft Drink or Tea Coffee or Butter Milk		

Tender Document No:_____Dated:_____

TECHNICAL BID

A. Catering Services

1. Name of the firm (As registered):_____

2. Regd. Office address of the firm:_____

3. Phone Number_____

4. Proprietor's Name_____

5. Address of Proprietor_____

6. Proprietor's Phone No_____

7. Details of the firm:-

(a) Date from which the firm is operating_____ (b)

PAN_____ (c) TAN_____ (d)

EPF/CPF Reg. No:_____ (e) Service Tax

Registration No:_____ (g). Summary of the

average turnover and net worth (Copy of audited statement of accounts/balance sheet for last three financial years, be submitted)

(h) Work Experience (Details of work experience as per eligibility criteria supported with work orders, documents, certificates).

(i) Whether registered with Labour Department. Date of registration etc. (with supporting documents).

(j) ESI Reg. No. (Attach copy of the registration certificate/letter):

(k) Details of EMD/Bank Draft No. and Date_____.

Certificated that all above information are correct to the best of my/our information, knowledge and belief.

Place:

Name and Signature of the authorized person
of the firm with seal, if any.

Dated:

Annexure-IV

Tender Document No:_____Dated:_____

FINANCIAL BID

Name of the Tenderer_____

Amount of CDR with number and date:_____

To_____

Sir/Madam,

We, M/s_____having office
at_____ hereby submit our tender.

Date

Place

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