



Central University of Jammu

Bagla (Rahya-Suchani), Distt. Samba
Jammu, J&K-181143. website: www.cujammu.ac.in

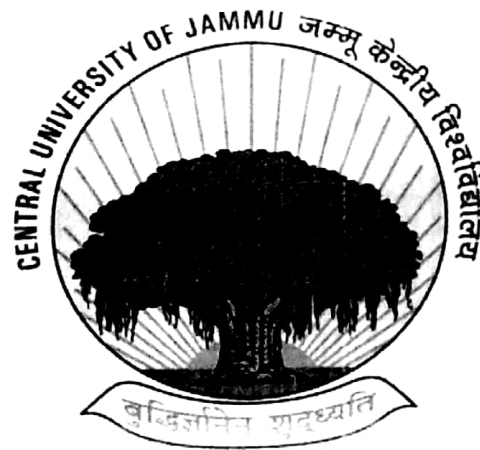
No: CUJ/EST/2018 Canteen/01

Date: August, 2018

Cost of tender document: Rs. 1000/-

Issued to: M/s.

**TENDER DOCUMENT FOR
RUNNING CANTEEN IN
UNIVERSITY MAIN CAMPUS, RAHYA-SUCHANI (BAGLA), DISTT SAMBA**



Last date and time to submit the bids : 31/08/2018 by 03.00 p.m.

Date and time of opening of bids at : 31/08/2018 by 03.30 p.m.
(Rahya-Suchani) Bagla, Distt. Samba
Jammu-181143

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Notice Inviting Tender for Canteen

Preface:

The Central University of Jammu (CUJ) is presently functioning from two campuses, partially from Camp Office at Sainik Colony and Main Campus at Rahya-Suchani (Bagla), Distt. Samba.

Call for Tender:

The CUJ intends to run its Canteen at Rahya-Suchani (Bagla), Distt. Samba. In this regard, tenders are invited under dual cover system (technical and financial bid) by the CUJ, from reputed firms/agencies.

Availability and Submission of Tender Form:

The tender document can be obtained in person from the office of Estates Officer, Central University of Jammu, Rahya Suchani on payment of **Rs. 1000/-** (Rupees one thousand only) through demand draft favouring "Finance Officer, Central University of Jammu" payable at Jammu during working hours (10:00 to 17:00 hrs) or the tender document can be downloaded from University website www.cujammu.ac.in and must be submitted along with the required Demand Draft as per above towards the cost of tender form.

Tender document will contain EMD, details of which are given at para 3 of general terms & conditions.



Last date to submit the tender is ~~31/08/2018~~ by **3:00 p.m** in the office of Executive Engineer/Estates Officer. The bids will be opened on the same day in presence of the bidders at **3:30 p.m.** or any other date convenient to the University authorities, which shall be intimated separately. The firm(s) must write phone number, fax number and email ID on the sealed envelope to pass on the information, if required.

Eligibility Criteria

1. The firm(s) should have minimum three years satisfactory experience of catering with a capacity to serve more than 600 persons in educational institutes of higher education or state/central government organization/PSUs or reputed Industrial Houses, or reputed private companies. The documentary evidences like award letter and performance certificate or recommendations for the institutions shall also have to be submitted.
2. The firm(s) should have a cumulative turnover of Rs. 15 lacs (Rupees Fifteen lacs) for the last three years. Supporting documents (balance sheet/return file) should bear the endorsement and seal of the firm(s). The balance sheet should have been audited by a Chartered Accountant.
3. Firm(s) should have a valid PAN/TIN/any other registration required as per law.
4. Firm(s) should not be blacklisted/debarred by any government organization/PSU. Undertaking to this effect from competent authority should be enclosed within the Technical bid.

Specific Terms and Conditions

1. **Location:** CUJ, Rahya-Suchani (Bagla), Distt. Samba
2. **Licensee Fee:** The successful tenderer(s) will have to pay Licensee fee. The minimum amount of financial bid/license fee shall be **Rs 27,500/-** (Rupees Twenty seven thousand five hundred only). **The tender shall be awarded to the firm(s) quoting the highest financial bid for license fee among all the tenderers.** In case more than one firm quotes the same price, the allotment shall be

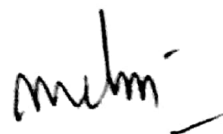
- decided by negotiating with the committee constituted for the purpose. The decision of the competent authority shall be binding on all the tenderers.
3. Lump sum electricity consumption charges @ Rs. 1500/- per month shall be paid by the contractor to CUJ in addition to the license fee, without fail.
 4. The successful tenderer(s) shall provide Canteen services and shall remain open on all working days (Monday to Saturday) from 9:30 AM to 6:30 PM However-on special days the licensee may be required to operate for longer hours as desired by licensor.
 5. Type of Service : Self Service
 6. The successful tenderer(s) shall ensure that no construction, structural alteration or additional fittings are made within the allotted and specified space, without the prior written approval of the competent authority.
 7. The successful tenderer(s) shall comply with all the provisions of contract labour laws including ESI Act and shall keep the CUJ absolved and indemnified from all acts and omissions, breaches and /or false claims, loss, injury and expenses to which the CUJ may be exposed to or involved in as a result of the contractor's failure to fulfill any of the above condition.
 8. The successful tenderer(s) shall provide details of all staff members in each category of cooks, helpers, cleaners etc. Their exact numbers including shift details shall be furnished to the Estate Branch CUJ and the Security Officer before commencement of services.
 9. The successful tenderer(s) shall ensure that no employee stays in the premises after his/her assigned working hours. He shall ensure that all employees shall wear assigned uniforms given by the firm(s) during their service and carry their identity cards at all times. He shall ensure that all employees are free of communicable diseases.
 10. The persons so employed by the successful bidder(s) shall not be deemed or construed to be employees of CUJ for any purpose whatsoever and it shall be the sole responsibility of the successful bidder to ensure compliance with the various provisions of Central Government regarding child labour laws and other Labour laws, ESI Act or any other Act/Laws as applicable.
 11. A high standard shall be maintained for all items with due regard to quality and purity of food stuff, cleanliness in preparation and handling of food items. All the materials used for preparation of food stuff should be of standard brands. All food items should be ISI/AGMARK certified and branded.
 12. The contractor(s) shall ensure that the Canteen is kept hygienic and clean. Preventive pest control measures will have to be done by the contractor. Cleanliness, maintenance and proper garbage disposal shall be the responsibility of the contractor.
 13. Rate list will be displayed prominently by the Licensee on the notice board of the Canteen and its constituent units.
 14. The contractor(s) shall make his own arrangements for cooking materials, crockery, utensils or any other material required for preparation/cooking/service/storage of food items, including infrastructure for kitchen and stores. The contractor shall provide adequate arrangement for sitting of atleast 60 persons in the Canteen and for that purpose atleast 15 tables and 60 chairs shall be provided by the Contractor in the Canteen It shall be the responsibility of successful bidder to employ adequate persons for cleanliness and security of canteen. Contractor shall make arrangements, on demand, for University functions/parties as per rates mentioned in Annexure-IV.
 15. It will be the responsibility of the contractor to obtain safety clearance certificate from Director Fire Services and/or any other agency for kitchen and other allied services.

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16. Arrangement for LPG for cooking purposes shall be the responsibility of the successful bidder. Contractor shall use commercial cylinders only and not domestic cylinders.
17. The University is Polythene Free Zone, hence, the contractor will not use Polythene bags for any purpose inside the Campus.

General Terms and Conditions

1. Interested firms are requested to submit their bid using Two-Envelope method i.e there shall be two separate envelopes. The first envelope i.e Technical Bid shall consist of compliance to eligibility requirements, technical specification and compliance to all terms and conditions. The second envelope i.e Financial Bid shall contain the financial quote in the prescribed format (Annexure V). The sealed envelope should be superscribed "Tenders for Canteen Services at Central University of Jammu" along with tender number and date, addressed to the Estates Officer, Central University of Jammu, Rahya-Suchani (Bagla), Distt. Samba -181143.
2. The format for submission of technical bid is as follows:
 - a. Index
 - b. Covering letter as per Annexure-I
 - c. EMD in the form of FDR/CDR/Banker's Cheque favouring *Finance Officer, Central University of Jammu* for the amount mentioned in the tender document.
 - d. The profile of the firm(s) as per Annexure II
 - e. Experience of operation in the last three years as per Annexure III. Experience certificate to be issued by the designated officer of the said institute.
3. The Tenderers shall be required to submit the EMD of Rs. 20,000 (Rupees Twenty thousand only) in the technical bid. The bid without EMD will be considered as non responsive and shall be rejected outrightly. EMD of the unsuccessful bidders shall be returned at the earliest after the expiry of final bid validity and latest by 30th day after the award of the contract.
4. All pages of the Tender document should bear endorsement and seal of the firm(s).
5. The interested firm(s) may submit the Tender on or before 31/08/18 by 3:00 PM. In case of holiday, next working day shall be considered as last date for receipt of tender documents. Tenders received after the stipulated date and time shall not be entertained.
6. Tenders shall be opened on 31/08/18 at 3:30 PM in Committee Room of CUJ at Campus Bagla. The firm(s) who would like to be present during the opening of the Tenders may remain present as per the scheduled date and time or may depute their representative to remain present for the same.
7. The financial bid of only those firm(s) shall be opened whose technical bids recommended by the tender committee are found as per specifications, eligibility criteria and terms and conditions as laid down in the tender.
8. Power is vested with the CUJ to accept or reject any or all the tenders (either in part or full) without assigning any reason whatsoever.




- 9. **Arbitration:** In case of any dispute arising out of the contract, the same shall be referred to the Arbitrator whose decision shall be final and binding upon the parties concerned. The arbitration for any dispute and jurisdiction for the purpose shall be Jammu, under the prevailing Indian Law.
- 10. **Period of the Contract:** This license agreement shall remain in force for one year and may be renewed for a period of one year with mutual agreement by both the parties provided services of licensee are to the satisfaction of the Licensor without any default in payment of license fee, water and electricity charges. Contract can be terminated at any time with a prior notice of one month by Licensor.
- 11. In case the firm(s) fails to provide quality service and food, it shall be liable for payment of damages to the University as per the decision of the competent authority, CUJ besides forfeiture of his performance security deposit without prejudice to any legal action which may be taken against him.
- 12. Successful bidder shall be required to submit the performance guarantee of **Rs 3.00 Lakh (Three lakh rupees only)** as Security Deposit in the shape of FDR/CDR/Banker's Cheque favouring "Finance Officer Central University of Jammu" separately for each campus. EMD shall be refunded to the successful bidder without interest on receipt of performance security. The security deposit is refundable without interest on termination of lease within one month from the date of termination/expiry after deducting all dues against the license.
- 13. To assist in the scrutiny, evaluation and comparison of offers, CUJ, may, at its discretion, ask some or all tenderers for the clarification of their bid. The request for such clarification and the response will necessarily be in writing. If deemed necessary, the tenderer(s) may be asked to give a presentation on the proposed offer.
- 14. CUJ reserves its right to carry out a technical inspection and performance evaluation (benchmarking) of the offers made by the tenderers, who qualify the technical bids. This may also include site visit of the current engagement of the bidders.
- 15. The CUJ reserves the right to verify any or all statements made by the Vendor in the tender document and to inspect the vendor's facilities, if necessary, to establish to its satisfaction about the vendor's capacity to perform the job.
- 16. The successful tenderer(s) shall be required to deposit three months license fee in advance which would be adjustable/refundable without interest at the end of the contract. In case of default in payment of license fee or late payment thereof, a penalty @ 10% of license fee per month shall be levied. The successful tenderer(s) shall be entitled to use the premises of the Canteen only after the license deed is executed in this behalf. All expenses for the execution of license deed shall be borne by the licensee.
- 17. The rates quoted by the firm(s) shall be inclusive of all the prevailing and applicable taxes and service charges of the government at the central and state level. The university will perform such duties in regard to the deduction of such taxes at source as per law applicable.

- 18. Conditional tenders will not be accepted and rejected outrightly the rates quoted may be the highest.
- 19. **Rates Quoted:** The Rates per month quoted by the Licensee and accepted by the Licensor for running of canteen will be applicable throughout the validity of this license agreement. The rates mentioned in tender (i.e rate of food items & license fee for space) are final rates agreed by both the parties inclusive of all taxes. Increase in rate shall not be considered at any stage of this agreement.
- 20. The tenderer(s) shall bear all costs associated with the preparation and submission of the bid. The CUJ, in no case, will be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- 21. Canvassing in any form by the firm(s) directly or by any other firm(s)/person on their behalf may lead to disqualification of their bid.
- 22. The successful tenderer(s) shall be required to enter into a license agreement with Central University of Jammu
- 23. The successful tenderer(s) shall submit the following documents and payments within 7 days from the date of offer:
 - a. Duplicate copy of the offer duly signed by the Tenderer as a token of acceptance of the service contract.
 - b. Original copy of the License Agreement governing the terms and conditions of the contract.(Format to be provided by CUJ)
 - c. Performance Guarantee as Security deposit as mentioned in the terms and conditions for rendering the services for operating the Canteen
- 24. Tender offer shall remain valid for a period of 90 days from the date of opening for the purpose of acceptance and award of offer. Validity beyond 90 days from the date of opening shall be by mutual consent.
- 25. The successful tenderer(s) is expected to fully operationlise the services of the Canteen within 2 weeks of the award of the contract.
- 26. The agreement will automatically terminate on expiry of the period of agreement and the licensee will hand over the space to the CUJ immediately in the same condition in which it was given to Licensee.
- 27. **Penalty Clause:** In case of not fulfilling any of the terms and condition, the Licensor shall be free to cancel the contract or levy penalty.

Date: August, 2018

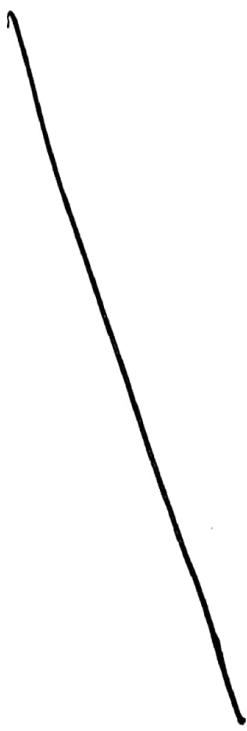
Sd/- Registrar
Central University of Jammu,
Jammu



Central University of Jammu

Encl:

- Annexure-I: Technical Bid (1 page)
- Annexure-II: Company/Firm(s) Profile (1 page)
- Annexure-III: Experience/Details of operation at present/in the last 03 years (1 page)
- Annexure-IV: Menu Items to be provided in the canteen (1 page)
- Annexure-V: Financial Bid for Bagla Campus (1 page)



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Annexure-I

TECHNICAL BID

Letter to the CUJ on the vendor's letterhead)

Estates officer,
Central University of Jammu,

Subject: Your tender for provision of Canteen services in the CUJ

Dear Sir,

In compliance of the above tender notice No. _____ dated _____, we hereby submit our offer to tender services as Contractor/Licensee of the Canteen at Main Campus, Rahya-Suchani (Bagla), Distt. Samba/ both the campuses after having examined and understood the instructions, terms and conditions forming part of the tender.

I further disclose that the rates of the items as given in the Annexure-IV by the University shall remain enforced during the period of my contract.

I undertake that we have never been debarred or black listed by any agency.

I further confirm(s) that the offer is in conformity with the terms and conditions as mentioned in your above referred letter and enclosures. I also understand that the CUJ is not bound to accept the offer either in part or in full and that the CUJ has a right to reject the offer in full or in part without assigning any reasons whatsoever.

I enclose the requisite Earnest Money Deposit of Rs. _____ in the form of FDR/CDR/Banker's Cheque favouring **Central University of Jammu**, drawn on Bank _____, dated _____.

Yours faithfully,

Authorized Signatories
(Name and Designation,
Seal of the firm(s)
Date:

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[Signature]

Annexure-II

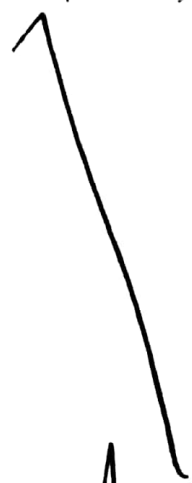
(Part of Technical Bid)

Company/Firm(s) Profile

S.No.	Item	Details		
1.	Name of the firm			
2.	In case of partnership firm, name of the partners(partnership deed must be enclosed)			
3.	Telephone and fax nos			
4.	Year of commencement of business			
5.	EMD Amount Paid			
6.	Turnover per annum	2015-16	Yes	No
		2016-17	Yes	No
		2017-18	Yes	No
7.	Number of employees			
8.	PAN number			
9.	Service Tax Registration No./license No./TIN			
10.	Past experience of running Canteen/Catering business			
11.	Award letter/ performance certificate/recommendations of Institute(s)			

Please furnish a copy of the audited statements (for the past three years i.e 2015-16, 2016 -17 and 2017-18).

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[Signature]

Central University of Jammu

Annexure-III

(Part of Technical Bid)

Experience/Details of operation at present/in the last 03 years

Name of the Firm/Contractor _____

S. No.	Name of the Client	Period of Contract	Clients contact Details (including name, email phone and fax no. and address)	Value of the Contract (in terms of billing per annum)	Remarks
1.					
2					
3.					

Please furnish copy of the contract letters for three contracts.

Signature (Name & Designation)
Dated:

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[Handwritten Signature]
Central University of Jammu

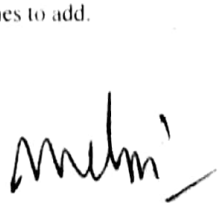
Annexure-IV

(Part of Technical Bid)

Item No. 1 The menu items to be provided in the Canteen

S. No.	Items	Unit of measure	Rate
1.	Tea	Per cup (125 ml)	Rs. 8/-
2.	Coffee	Per cup (100 ml)	Rs. 11/-
3.	Samosa Channa	Per plate (standard size)	Rs. 19/-
4.	Puri Chana	Two puri and chana	Rs. 24/-
5.	Chat Papdi	Per plate	Rs. 24/-
6.	Dahi Bhalla	2 piece per plate	Rs. 24/-
7.	Stuffed Parantha	Per paratha	Rs. 24/-
8.	Fried Rice	Per plate	Rs. 24/-
9.	Dry Chilly Paneer	Per plate (5 piece paneer)	Rs. 60/-
10.	Palak Paneer	Per plate (5 piece paneer)	Rs. 57/-
11.	Garlic Paneer	Per plate (5 piece paneer)	Rs. 60/-
12.	Nan Plain	Per piece nan	Rs. 10/-
13.	Nan Butter	Per piece	Rs. 14/-
14.	Roti	Per piece	Rs. 6/-
15.	Kulcha	Per piece	Rs. 9/-
16.	Rice	Per plate	Rs. 28/-
17.	Veg. Patties	Per piece	Rs. 16/-
18.	Thali	Per Thali (two Roti, Rice, Dal/ Rajama, two Vegetables. Curd and Salad)	Rs. 38/-
19.	Thali Special	Per Thali (two Roti, Rice, Dal/ Rajama, two Vegetables-one Paneer Item & Mix Veg, Curd and Salad)	Rs. 50/-
20.	Rajma Rice	Per plate	Rs. 25/-
21.	Allu tikki	Per plate(two Allu Tikki)	Rs. 22/-
22.	Paneer Pakora	Per plate 200 gm	Rs. 50/-
23.	Veg Pakora	Per plate 200 gm	Rs. 32/-
24.	Curd (per plate)	Per Plate (150 gm)	Rs. 16/-
25.	Dal Makhni	Per Plate	Rs. 38/-
26.	Dry Mushroom	Per Plate	Rs. 60/-
27.	Mix Vegetable	Per Plate	Rs. 38/-
28.	Garlic Mushroom	Per Plate	Rs. 60/-
29.	Bread Omelet	Two eggs + Two slice bread	Rs. 25/-
30.	Channa masala	Per Plate	Rs. 32/-
31.	Nandru Jakhni	Per Plate	Rs. 44/-
32.	Dosa plain	Per Plate	Rs. 18/-
33.	Dosa Masala	Per Plate	Rs. 28/-
34.	Uttipam Cheese	Per Plate	Rs. 25/-
35.	Veg Manchurian	Per Plate (8 piece)	Rs. 45/-
36.	Sandwich (brown bread)	Per Plate	Rs. 30/-
37.	Sandwich Grill(brown bread)	Per Plate	Rs. 32/-
38.	Sandwich Club (brown bread)	Per Plate	Rs. 38/-
39.	Veg Soup	Per Bowl (200 ml)	Rs. 30/-
40.	Manchow soup	Per Bowl (200 ml)	Rs. 30/-
41.	Hot & Sour Soup	Per Bowl (200 ml)	Rs. 30/-

Any other additional items the bidder wishes to add.




Item No. 2 Provision of Milk/Juice in Canteen

(The products should be branded as stated below and should be either available at MRP or discounted price)

S. No.	Type of Units
1	Milk Parlour (for providing products of brands like Mother Dairy, Nestle, Amul)
2.	Packed Juice of standard company (Tropicana/ Real/ Frooti etc)

Item No. 4 Special Lunch/Dinner/ High Tea for seminars/ workshop/other functions of university. The rates are for the programme organized in the Canteen/Outside in other parts of University Campus.

S. No.	Category	Essential List	Inside	Outside
1.	Economy Veg	Puri/Chapati/ non Rice/Pulao, Dal Makhani/Rajma/Chhole, Two vegetables, Raita, Salad, Pickle Sweet dish/ Ice-cream	120/- Per Pax	Rs. 130/- Per Pax
2.	Executive Veg	Puri/Chapati/Butter Non Veg. Pulao/Jeera Rice/Peas Pulao/ any other pulao, Dal Makhani/Rajma/Chhole, one seasonal vegetable, One Paneer/Mushroom Vegetable, Dahi Vada, Papad, Pickle, Slad, Sweet/Ice Cream	Rs. 135/- Per Pax	Rs. 145/- Per Pax
3	Deluxe Veg.	Starter Soups, Puri/Butter Non/Missi Roti Veg. Pulao/Jeera Rice/Peas Pulao/ any other pulao, Dal Makhani/Rajma/Chhole, Two seasonal vegetable, Paneer/Mushroom Vegetable, Raita/Dahi Vada, Papad, Pickle, Salad, Sweet/Ice Cream, Tea/Coffe & Soft drink/Juices.	Rs. 150/- Per Pax	Rs. 170/- Per Pax

Any other additional items the bidder wishes to add

Item No. 5 High Tea

S. No.	Item as per our requirement	Inside	Outside
1.	Tea/Coffee & Cold drinks/Juice Sandwich (Veg/ Grilled) Three items of snacks (Veg Cutlet/ Paneer Pakora/ / Mix Pakora/ Spring Roll/ , Two items of sweet/Pastry, Biscuits/Cakes.	Rs. 120/- Per Pax	Rs. 130/- Per Pax

Any other additional items the bidder wishes to add

I hereby undertake that the above-mentioned items shall be provided by the me/firm(s) as per rates fixed by the CUJ for a period of One year.

Date

Signature (Name and Designation)

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Central University of Jammu

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Financial Bid
for License Fee
(To be submitted in separate envelope)

- 1 Name of the Firm(s)/Company: _____
- 2 Address: _____

Minimum Bid	Campus	Rate quoted by Firm(s) (In figures)	(in words)
Rs 25,000/-	Rahya Suchani (Bagla), Samba	Rs/- -----	Rupces ----- -----

(In case of any ambiguity, amount of financial bid quoted in words shall be taken as final)

Date:

Signature (Name and Designation)

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M. Indira