



जम्मू केंद्रीय विश्वविद्यालय
Central University of Jammu

राया-सूचानी (बागला), जिला सांबा -181143, जम्मू (जम्मू एवं कश्मीर)
Rahya-Suchani (Bagla), District Samba - 181143, Jammu (J&K)

No: CUJ/EST/F.No.8/2021/668

Date: 28.12.2021

e-Tender No:09/2021-22

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



Last date and time to submit the bids : 18.01.2022 by 3.30 p.m.

Date and time of opening of bids at Campus : 18.01.2022 by 4.00 p.m.
Rahya-Suchani (Bagla), District Samba



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Rahya-Suchani (Bagla), District Samba – 181143, Jammu (J&K)

TERMS AND CONDITIONS

1. **Essential Documents:** The format for submission of technical bid is as follows:
 - a) Covering letter / Declaration as per **Annexure A**
 - b) Earnest Money Deposit (EMD) in the form of NEFT/RTGS/Net-banking in favour of “Finance Officer, Central University of Jammu”
 - c) The profile and other details of the firm as per **Annexure B**
 - d) The agency must be registered with the following statutory authority and also furnish attested copies of the documents.
 - I. a) Registration certificate under:
 - (i) Contract Labour (R&A) Act, 1970.
 - (ii) Employees State Insurance (ESI) Office.
 - (iii) Employees Provident Fund (EPF) Commissioner under the Provident Fund Act or as per requirement by law
 - (iv) Income tax, GST, TIN and PAN number.
 - (v) Any other government authority as notified from time to time by Central / State Government.
 - II. Income tax return for 2018-19, 2019-20 and 2020-21 and GST for the period ending March 2021.
 - III. Copy of ESI / EPF payment for the financial year 2018-19, 2019-20 and 2020-21.
 - IV. Balance sheet audited by CA for 2018-19, 2019-20 and 2020-21.
2. **Experience:** The service provider must have minimum experience of 03 years of providing canteen services to educational / research organization. Certificate(s) / Work Order / Letter of Intent by these organisations for having performed the work / service satisfactorily in the said State / Central govt. / educational / research organization must be attached. The service provider shall provide the reference list of the organization with contact address. The service provider must not have been blacklisted or debarred by any Government Organization / PSU/autonomous etc. The Service Provider may furnish an undertaking to this effect on its letter head duly signed by competent of the firm / agency / Company.
3. The Service provider agency must have its registered office/well established office branch in Jammu/Samba. (Proof of existence such as rent agreement, certificate of incorporation etc. must be furnished).
2. **Availability of tender form:** The Bidder shall download the Tender Enquiry Document from the websites; www.cujammu.ac.in, <https://eprocure.gov.in/cppp> and <https://cujammu.euniwizarde.com> and shall not tamper/modify it including downloaded Price Bid template in any manner. In case, the same is found to be tempered/modified in any manner, Tender/Bid will be summarily rejected and EMD would be forfeited.



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3. **Submission of tender:** Bids shall be submitted through online mode only at <https://cujammu.euniwizarde.com> Bidding process is online. **Technical Bid** [filled in Annexure-A duly signed & stamp, commercial terms & conditions, EMD, relevant documents and **Financial bid** (indicating vehicle-wise price as mentioned in Annexure-B), must be submitted/uploaded online only prior to bid closing date/time. Late tenders will not be considered.
4. The bidder(s) are advised that they should regularly check the University website www.cujammu.ac.in, <https://eprocure.gov.in/cppp> and <https://cujammu.euniwizarde.com> as any change in terms and conditions, specification, date etc shall be notified on the University website www.cujammu.ac.in, <https://eprocure.gov.in/cppp> and <https://cujammu.euniwizarde.com> only.
5. Intending bidders are advised to visit www.cujammu.ac.in, <https://eprocure.gov.in/cppp> and <https://cujammu.euniwizarde.com> regularly till closing date of submission of bid, for any corrigendum.
6. The bidder(s) are advised that they should regularly check the University website www.cujammu.ac.in, <https://eprocure.gov.in/cppp> and <https://cujammu.euniwizarde.com> as any change in terms and conditions, specification, date etc shall be notified on the University website www.cujammu.ac.in, <https://eprocure.gov.in/cppp> and <https://cujammu.euniwizarde.com> only.
7. Intending bidders are advised to visit www.cujammu.ac.in, <https://eprocure.gov.in/cppp> and <https://cujammu.euniwizarde.com> regularly till closing date of submission of bid, for any corrigendum.
8. **Earnest Money Deposit (EMD):** The Service provider shall furnish a Earnest Money Deposit (EMD) in favour of "Central University of Jammu," of an amount of **Rs. 12,500/- (Rupees Twelve thousand five hundred only)** (Rupees twenty thousand five hundred only) at the time of submission of Bid. EMD must be submitted through Net-banking/Debit/Credit card/ RTGS/NEFT @ <https://cujammu.euniwizarde.com>. The Service Provider may please note that no interest shall be payable by CUJ on security deposit and earnest money deposit (EMD). The Service Provider / Agency shall be required to submit the EMD details in the technical bid. EMD of the unsuccessful Service Provider / Agency shall be returned at the earliest after the expiry of final bid validity and latest by 30th day after the award of the contract.
9. **Bid security Declaration:** In lieu of bid security (EMD), registered firms have to fill **bid security declaration** accepting that they will not withdraw or modify their bids during period of validity etc. If the bidders will modify their bids they will be suspended for a period of three years.



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10. **Performance Guarantee:** The EMD of the selected Service Provider agency will be refunded without interest on receipt of Performance Security which is **Rs. 18,500/- (Rupees Eighteen thousand five hundred only)** or 3% of the annual rent quoted will be provided by the successful bidder in the form of Bank Guarantee or FDR or DD from any Nationalized Bank. Performance Security must be valid for at least two years and will be released without interest after successful completion of the term of tender.
11. **Conditions:** University reserves the right to accept or reject any bid without assigning any reason and reject all bids at any time, without thereby incurring any liability to the affected Service Provider / Agency or Service Provider / Agency of the ground for such action. University reserves the right to postpone or extend the date of receipt/ opening of rates / Quotations or to withdraw the same, without assigning any reason thereof.
12. Tender without required documents, incomplete in any form will be rejected outright. Conditional tenders will not be considered. Similarly Bids / Bidders quoting 'Nil' charges / consideration shall be treated as unresponsive and will not be considered. Tender containing false / misleading documents / information will be rejected and may also be liable for consequences for submitting false information.
13. The Central Purchase Committee may consider any bid, if feels that certain required documents are not enclosed inadvertently by the firm and the firm promises that the required documents obtained before the closing date of the tender will be furnished within stipulated time. The decision of the Vice Chancellor will be final in this regard.
14. In case of failure of Agency to comply with the provisions of the terms and conditions, the Central University of Jammu reserves the right to award the contract to the next higher Service Provider / Agency or outside agency and the difference of price will be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the Service Provider / Agency.
15. The CUJ does not pledge itself to accept the highest or any tender and reserve the right to accept the whole or any part of the tender or portion of the tender offered and Service Provider / Agency shall supply the same / execute the work at the rate quoted by them.
16. Whenever any claim for the payment of money arise out of or under this contract against the contractor, the University shall be entitled to recover such sum by appropriating, in part or whole the performance security or earnest money deposited by the contractor, when the balance or the total sum to be recoverable, as the case may be, shall be deducted from any sum then due or which at the time thereafter may become due to be recoverable under this and any other contract with the purchaser. Should the sum not be sufficient to cover the full amount recoverable, the contractor shall pay to the University on demand the remaining balance due.



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17. In case the last date happens to be holiday, the last date and opening of bids will be undertaken on the next working day. The University reserve the right to extend / postpone the last date and time of the tender without assigning any reason.
18. Each page of the tender should be signed by the owner or authorized signatory of Service Provider / Agency and total number of the pages submitted should be mentioned. Authorized Signatory must possess actual authority to submit the bid for which he / she has to essentially submit Letter of Authority from the competent authority of the Firm / Agency failing which his / her proposal shall be liable to summary rejection without prejudice to any other right of CUJ under the law. The proposal shall be filled in by the applicant service provider neatly and accurately.
19. Any corrections or overwriting would render the proposal invalid. Conditional offers/offers which are not in conformity to the prescribed document will be summarily rejected. The tender document must be duly signed and numbered on every page including annexures.
20. The University shall scrutinize the documents furnished by the firm and shortlist the firms on highest quoted basis. Thereafter, before opening of financial bids, the committee may visit actual places of work of firms / agencies to ascertain the actual performance of the firm at field and recommend any firm starting from H-1 to H-2, H-3 etc after opening of financial bid. **If more than one Service Provider is found to be H-1, preference will be given to bidder having more experience in providing canteen services.** The short listed tender along with the documents will be submitted to the 'competent authority' and upon approval by the 'competent authority' the successful Service Provider / Agency will be intimated about the award of contract.
21. **Term of Contract:** The successful Service Provider / Agency on award of the contract should execute an agreement on Rs. 100/- non judicial stamp paper, with Central University of Jammu incorporating the terms and conditions. The successful Service Provider / Agency will be defined as contractor in the said agreement. The contract will be valid initially for a period of one year and on satisfactory performance it may be extended for further period at the same rate on mutual consent basis. The contract may be terminated by either party after giving written notice of not less than one month. The rates once accepted by University shall remain unchanged throughout the period of initial contract of one year, including any extended period at same rate and under same terms and conditions.
22. The terms and conditions contained in this tender notice shall form the part of contract agreement to be entered into by the successful Service Provider / Agency.
23. **Sub-contract:** The agency shall not engage any sub-contractor or transfer the contract to any other firm / person. In the event of the contractor contravening this condition, the Central University of Jammu, shall be entitled to cancel the contract and forfeit security deposit and may place the contract elsewhere on the contractor's account at his risk and



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the contractor shall be liable for any loss and damage, which the Central University of Jammu may sustain in consequence or arising out of such replacing of the contract.

24. **Execution of Contract:** In case the agency fails to execute the job / declines the offer of contract after or before signing the agreement or terminate the contract for whatsoever reason(s) before completion of period of contract at their own accord, the CUJ shall have the right to forfeit the EMD and Performance Guarantee deposited by the agency for the execution of the contract for the remaining period through some other agency.
25. All existing statutory regulations both State & Central Governments shall be adhered to and complied with by the contractor and all records maintained thereof should be available for scrutiny by the University. The Contractor shall strictly comply with the terms and conditions of the agreement which will be executed with the successful contractor. Failure by the contractor to comply with such statutory requirements and / or the terms of the agreement during the period of agreement of deficiency in services shall result in termination of the contract and the performance guarantee deposit will be forfeited.
26. **Workers management:** Any personal engaged by the agency if found indulged / indulging in any unlawful or such other activity against the bonafide interests of the University or such activities will be immediately (within 120 minutes) disengaged by the Agency. Agency will keep the University informed about legal/ police/ administrative action taken against such outsource persons. Agency shall be solely responsible for the conduct and behavior of persons deployed by the agency. To this effect the agency will have to put in place adequate supervisory manpower and monitoring mechanism.
27. The CUJ will not be responsible for any injury / loss of life of personnel deputed by the agency which may take place during the course of their deployment. In case of any mishap such as accident / incident, it is mandatory for the agency to take up and to follow-up with the legal / police authorities at its own level to the logical end.
28. The contractor shall indemnify and shall keep this office indemnified against Acts of omission or negligence, dishonesty or misconduct of the men / women engaged for the work and this office shall not be liable to pay any damages or compensation to such person or to third party. All damages caused by the personnel shall be charged to the contractor and recovered from its dues / bills.
29. The Service Provider shall maintain / produce / the required records / documents as and when called for by the appropriate authority, as well as to CUJ to enable it to verify that the Service Provider is complying with statutory requirements with regard to GST, TDS, PF, ESI and other labour laws, from time to time.
30. **Duties and Functions of Service Provider / Agency:** In performing the terms and conditions of the Contract, the Service Provider shall at all times act as an Independent Service Provider. The contract does not in any way create a relationship of principal and agent between CUJ and the Service Provider. The Service Provider shall not act or attempt or represent itself as an agent of CUJ. It is clearly understood and accepted by both parties



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that the Contract between the parties evidenced by it is on a Principle to Principle basis and nothing herein contained shall be construed or understood as constituting either party hereto, the agent or representative of the other, under any circumstances. The employees of the Service Provider shall never, under any circumstances whatsoever, be entitled to claim themselves to be the employees of the CUJ. There will no employer-employee relationship between CUJ and the persons engaged by the Service Provider. The persons deployed by the Agency shall neither claim nor shall be entitled to pay, perks and other facilities admissible to contractual or regular employees of the CUJ during the currency or after expiry of the contract. Service provider for its own benefit / record will submit an affidavit from the outsourced employees to the effect that this employment offered by the Agency is purely of temporary nature. Under no circumstances this employment will entitle the employee for claims of Permanent employment, continuation or any other entitlements except mentioned in the contract.

31. The Service Provider shall provide a substitute well in advance if there is any probability of the functionary leaving the job due to his / her own personal reason. The payment in respect of the overlapping period of the substitute shall be responsibility of the service provider.
32. In case of any loss or theft of office property, equipments, furniture etc. attributable to the negligence of the agency personnel, as decided by the CUJ, it shall be made good by the agency and in the event of failure on their part to do so within a period of one month, the same shall be made good by the dues payable to the agency and if the amount of loss or damage exceeds the dues payable, the amount will be recovered from the security deposit
33. **Disagreement:** In case of any disagreement or dispute between the first party (i.e. Central University of Jammu) and the second party (i.e. agency) arising out of or due to the terms and conditions of contract agreement, the Central University of Jammu shall have the discretion for settlement of such disputes by appointing a sole arbitrator and the award so made by the arbitrator shall be final and binding on both the parties. Jurisdiction shall be Jammu only, for any dispute.
34. **Specific terms and conditions of Canteen:**
 - a. License fee: The successful tenderer(s) will have to pay license 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 awarded to the firm have more experience. The decision of the competent authority shall be binding on all the tenderers.
 - b. 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.
 - c. The successful tenderer(s) shall provide Canteen services and shall remain open on all working days (Monday to Friday) from 9:30 AM to 5:30 PM However-on special days the licensee may be required to operate for longer hours as desired by licensor.



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- d. Type of Service : Self Service
- e. 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.
- f. 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.
- g. 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.
- h. 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.
- i. Rate list will be displayed prominently by the Licensee on the notice board of the Canteen and its constituent units.
- j. 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-B (iv).
- k. 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.
- l. Arrangement for LPG for cooking purposes shall be the responsibility of the successful bidder. Contractor shall use commercial cylinders only and not domestic cylinders.
- m. The University is Polythene Free Zone, hence, the contractor will not use Polythene bags for any purpose inside the Campus.
- n. 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.
- o. The successful tenderer(s) is expected to fully operationlise the services of the Canteen within 2 weeks of the award of the contract.



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- p. The contractor shall make ensure the proper disposal of canteen garbage (disposable/non-disposable) on its own beyond University campus.
- q. The successful tenderer(s) shall ensure the ban on sale of junk food in University campus.
- r. Size of the area of canteen to be provided by CUJ.
- s. Proper sanitization of the canteen area should be done by the contractor on regular basis.
- t. **Experience:** Bidder should have minimum **three years** of experience in providing canteen services to various organizations and should have executed similar service in the last three financial years.

Registrar

Encl:

Annexure-A: Covering Letter	(1 page)
Annexure-B: Declaration Form	(1 page)
Annexure-C: Technical Bid	(5 pages)
Annexure-D: Financial Bid	(1 page)
Annexure-E : Bid Security Declaration Form	(1 page)



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Schedule of e-Tender:

1.	Published Date	28.12.2021
2.	Bid Document Download / Sale Start Date	28.12.2021
3.	Bid Submission Start Date	28.12.2021
4.	Bid Document Download End Date	18.01.2022
5.	Bid Submission End Date	18.01.2022
6.	Bid Opening Date(Technical)	18.01.2022
7.	Tender process fee (online mode)	Rs 1180.00
8.	EMD (online mode)	Rs12500.00



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Annexure A

SERVICE PROVIDER / AGENCY'S COVERING LETTER

(To be printed on Agency's Letter Head and submitted in Technical Bid)

To

The Registrar
Central University of Jammu Samba-181143

Sir,

Ref: Tender no: _____

After examining the conditions of contract and specifications described you in Notice Inviting Tender, we the undersigned intend to offer our services for the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this.

We undertake that, if our bid is accepted, we shall provide the services in accordance with, time limits and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall submit the performance guarantee as per the conditions mentioned in the contract. We agree to abide by this bid for a period of 90 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period. Until a formal agreement is prepared and executed, this bid together with its written acceptance thereof in the notification of award shall constitute a binding contract between both the parties.

Bid is properly prepared, sealed and submitted so as to prevent any subsequent alteration or replacement.

Dated thisDay of.....(The month and year)

Signature of Authorized Signatory
In capacity of Duly authorized to sign the bid
for and on behalf of.....



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Annexure B

DECLARATION BY THE SERVICE PROVIDER

(To be printed on Agency's Letter Head and submitted in Technical Bid)

1. I,..... Son / Daughter / Wife of Shri.....
..... Proprietor / Partner / Director / Authorized signatory of M/s.
..... and competent to sign this Declaration and execute this tender document on behalf of agency.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature with date & seal of the agency :

Name of the applicant :

Designation :



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Annexure-C (i)

Technical Bid

(To be filled by the agency and must be submitted to CUJ only with the technical bid)

Sl. No.	Particulars	Details (if yes, furnish number)	Appendix No. (attached in bid at Page No.)
i	Name of the Firm / Agency:	M/s.	
ii	Status of the Firm / Agency: (Proprietorship / Partnership / Joint Stock Co. etc)		
iii	Address:		
	a) Office:		
	b) Residence:		
iv	Telephone / Mobile No. / E-mail address / Website address		
v	Name of the Proprietor / Partner / Director		
vi	Documentary Proof of :		
	a) Valid Registration with State sale tax authority, certificate No.	Yes / No	
	b) Proof of incorporation inception of agency for supply of manpower / valid labour license	Yes / No	
	c) EPF registration proof	Yes / No	
	d) ESI registration proof	Yes / No	
	e) TIN / PAN No.	Yes / No	
	f) Income tax return for 2018-19, 2019-20 & 2020-21	Yes / No	
	g) Balance sheet for 2018-19, 2019-20 & 2020-21	Yes / No	
	h) GST clearance certificate for the period ending 31.03.2021	Yes / No	
	i) Experience certificate from Government / Semi Govt. / PSU where the agency has supplied a group of more than 10 persons at a time for housekeeping and general services	Yes / No	
	j) Annual turnover for financial year 2018-19		
	k) Annual turnover for financial year 2019-20		
	l) Annual turnover for financial year 2020-21		
vii	Earnest Money Deposit (EMD) details		
	a) Amount of Earnest money		
	b) Name of the Drawer and Drawer Bank		
	c) No. and Date of the Bank Draft		
	OR		
	Bid Security Declaration Form		

Declaration: I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I / we will be blacklisted and will not have any dealing with the University in future.

Signature with date & seal of the agency :

Name of the Applicant :

Designation :



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Annexure-C (ii)

(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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Annexure-C (iii)

(Part of Technical Bid)

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

1(a): Essential items to be provided on daily basis

S. No.	Items	Unit of measure	Rate (Rs.)
1.	Tea	Per cup (125 ml)	10
2.	Coffee	Per cup (100 ml)	15
3.	Samosa	Per piece	10
4.	Samosa Channa	Per plate (standard size)	20
5.	Puri Chana (Big size)	Two puri and chana	30
6.	Stuffed Parantha	Per paratha	25
7.	Fried Rice	Per plate	30
8.	Dry Chilly Paneer	Per plate (4 piece paneer)	60
9.	Roti	Per piece	8
10.	Kulcha Chana	Per piece	10
11.	Rice	Per plate	25
12.	Veg. Patties (Big size)	Per piece	20
13.	Thali	Per Thali (two Roti, Rice, Dal/ Rajama, two Vegetables. Curd and Salad)	50
14.	Thali Special	Per Thali (two Roti, Rice, Dal Makhni/ Rajama, two Vegetables, Curd and Salad, one sweet)	60
15.	Rajma Rice	Per plate	30
16.	Veg Pakora	Per plate 200 gm (2 pieces)	40
17.	Curd (per plate)	Per Plate (150 gm)	15
18.	Dal Makhni	Per Plate	35
19.	Bread Omelet	Two eggs + Two slice bread	30
20.	Channa masala	Per Plate	35
21.	Dosa plain and sambar	Per Plate	20
22.	Dosa Masala and sambar	Per Plate	30
23.	Uttipam	Per Plate	25
24.	Idli and Sambar	02 pieces per plate	25
25.	Vada and Sambar	02 pieces per plate	25
26.	Veg Manchurian	Per Plate (6 piece)	40
27.	Sandwich (Vegetable and mayonnaise)	01 piece	20
28.	Veg Soup	Per Bowl (200 ml)	30
29.	Hot & Sour Soup	Per Bowl (200 ml)	30
30.	Gulab Jamun	Per piece	15
31.	Rasgulla	Per piece	20
32.	Ice cream		MRP
33.	Fresh Juice (seasonal	300 ml	



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fruits)		
Mausami		40
Mixed		50

1(b): Optional items to be provided by the vendor atleast a day in a week (as per his convenience)

1.	Chat Papdi	Per plate	40
2.	Dahi Bhalla	2 piece per plate	40
3.	Palak Paneer	Per plate (4 piece paneer)	50
4.	Garlic Paneer	Per plate (4 piece paneer)	50
5.	Nan Plain	Per piece nan	10
6.	Nan Butter	Per piece	15
7.	Allu tikki	Per plate(two Allu Tikki)	30
8.	Paneer Pakora	Per plate 200 gm	60
9.	Dry Mushroom	Per Plate	50
10	Mix Vegetable	Per Plate	40
11	Garlic Mushroom	Per Plate	60
12	Manchow soup	Per Bowl (200 ml)	30

***University reserves the right to revise the rates of items provided in the menu items as and when required**

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	Rate (Rs.)
1.	Milk Parlour (for providing products of brands like Mother Dairy, Nestle, Amul)	As per MRP
2.	Packed Juice of standard company (Tropicana/ Real/ Frooti etc)	As per MRP



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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. (on order basis)

S. No.	Category	Essential List	Inside	Outside
1.	Lunch/dinner	Chapati, Rice, Dal Makhani/Rajma/Chhole, Two vegetables, Raita, Salad, Pickle Sweet dish/ Ice-cream	120/- Per Pax	Rs. 130/- Per Pax

*Inside includes canteen and building

Outside includes places/areas in other parts of University campus

Item No. 5 High Tea/Refreshment

S. No.	Item as per our requirement	Inside	Outside
1.	Tea/Coffee, Veg. Sandwich Two items of snacks (Veg Cutlet/ Paneer Pakora/ / Mix Pakora/ Spring Roll/ , one items of sweet/Pastry, Biscuits/Cakes.	Rs. 75/- Per Pax	Rs. 85- Per Pax

*Inside includes canteen and building

Outside includes places/areas in other parts of University campus

Any other additional items the bidder wishes to add

I hereby undertake that the above-mentioned items shall be provided by 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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Annexure D

Running canteen in Central University of Jammu campus

Financial Bid

(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) per month	Rate quoted by Firm(s) (in words) per month
Rs. 27,500/-	Rahya Suchani (Bagla), Samba	Rs/- ----- --	Rupees ----- ----- ----

(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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Annexure-E

Bid Security Declaration

To

Ref: Tender document No..... dated

We, the undersigned declare that: We know that the bid should be supported by a Bid Security Declaration in accordance with your conditions.

We accept to automatically be suspended from being eligible for bidding in any contract in CUJ for a period of 3 years from the date of opening of Bid. If we are in breach of our obligation(s) under the bid conditions, because we :

After having been notified of the acceptance of our bid by the Contracting Authority within the period of bid validity:

1) We failed or refused to furnish a Performance Security in accordance with the Condition of the Tender Document of Tender No. OR

2) We failed or refused to sign the contract.

We know that this Bid-Securing Declaration will expire, if contract is not awarded to us, upon :

1) Our receipt of your notification to us of the name of the successful bidder or

2) Twenty –eight days after the expiration of our Bid or any extension to it

We know if we are a Joint Venture, Securing Declaration should be in the name of the JV submitting the bid. If the JV is not legally constituted at the time of bidding, the Bid-Securing Declaration will be in the name of all partners named in the JV agreement.

Dated this _____ day of _____

For and on behalf of M/s. _____ Address :

Signature

Name

In the capacity of (DULY AUTHORISED TO SIGN THE BID)



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DRAFT SPECIMEN AGREEMENT

This licence agreement is executed at Jammu on _____ between the Central University of Jammu (hereinafter referred to as Licensor) through its **Registrar**, which expression shall mean and include its legal representative, successors and administrators of the one part and ----- (hereinafter referred to as Licensee), which expression shall mean and include its executors, administrators, assigns successors and legal representatives of the 2nd part.

Whereas the Licensee has participated in the open tender No: -----
--floated by the first party i.e. CUJ and quoted its rates.

Whereas the rent quoted for canteen by the licensee was found to be the highest.

Whereas the licensee has been informed of this vide CUJ letter no. -----
----- The copy of the said letter stamped and signed on each page(s) by the firm and attached as schedule with this agreement forms part of this agreement, therefore, the Licensee is under obligation to provide canteen services at the quoted rates as offered by the firm and accepted by the Licensor during the validity of this license agreement.

Now, therefore this licence deed witness as under:

1. **Rates Quoted:** The Rates of Rs. Rs. ----- per month quoted by the Licensee and accepted by the Licensor for running of canteen will be applicable throughout validity of this licence agreement. The rates mentioned in tender (i.e rate of food items & licence 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.
2. **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.
3. **Payment of licence fee:** The Licensee 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 licence fee or late payment thereof, a penalty @ 10% of licence fee per month shall be levied. The licensee shall be entitled to use the earmarked premises of the canteen only w.e.f ----- . All expenses for the execution of licence deed shall be borne by the licensee.
4. **Period of the Contract:** This licence agreement shall remain in force w.e.f. -----
----- (for one year) and may be renewed for a period of further 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 licence fee, water and electricity charges by the Licensor. Contract can be terminated at any time with a prior notice of three month by Licensor or the licensee.



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Terms and conditions:

5. All the terms and conditions mentioned in the tender documents shall also form part of this agreement.
6. **Location:** CUJ, Rahya Suchaini (Bagla), Samba, Jammu (J&K)
7. Licensee shall submit the performance guarantee of Rs. -----in the form of FDR/CDR/Banker's Cheque favouring Finance Officer, Central University of Jammu. EMD shall be refunded to the licensee without interest on receipt of performance guarantee. Performance guarantee is refundable without interest on termination of licence within one month from the date of termination/expiry after deducting all dues against the licensee.
8. Maximum rates for the items to be offered in the Canteen has been fixed by the Licensor and placed at Annexure-C of said open tender. The rates shall remain valid for minimum of one year and shall be revised subsequently on such mutually agreed rates, terms and conditions as may be necessary.
9. The rate quoted by the Licensee 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.
10. The Licensee shall fully operationlise the services of the Canteen within 2 weeks of the award of the Contract or w.e.f----- whichever is earlier.
11. The agreement will automatically terminate on expiry of the period of agreement and the licensee will hand over the space to the Licensor immediately in the same condition in which it was given to licensee.
12. Lump sum electricity charges @ Rs. ----- per month shall be paid by the contractor to CUJ in addition to the licensee fee, without fail.
13. The licensee 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.
14. The licensee shall comply with all the provisions of contract labour laws including ESI Act and shall keep the licensor absolved and indemnified from all acts and omissions, breaches and /or false claims, loss, injury and expenses to which the licensor may be exposed to or involved in as a result of the contractor's failure to fulfil any of the above condition.
15. The licensee shall provide detail of all the staff members in each category of cooks, helpers, cleaners etc. Their exact numbers including shift details shall be furnished to the Branch Officers, Estates Branch, CUJ and the Security Officer before commencement of services.



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16. The licensee 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 during their service and carry their identity cards at all times. He shall ensure that all employees are free of communicable diseases. Medical certificate will be submitted and renewed every quarter.
17. The persons so employed by the licensee not be deemed or construed as the employees of Central University of Jammu for any purpose what so ever and it shall be the sole responsibility of the successful bidder to ensure compliance with the various provisions of Central Govt. regarding child labour laws and other Labour law, ESI Act or any other Act/Laws as applicable.
18. A high standard shall be maintained for all the items with due regard to quality and purity of food stuff, cleanliness in preparation and handling of food items. All the material used for preparation of food stuff should be of standard brands. All food items should be ISI/AGMARK certified and branded.
19. The licensee shall ensure that the canteen and its surroundings are kept hygienic and clean. Preventive pest control measures will have to be done by the licensee. Cleanliness, maintenance and proper garbage disposal shall be the responsibility of the licensee.
20. 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.
21. The licensee is required to make his own arrangements for cooking material, crockery, utensils or any other material required for preparation/cooking/serve/storage of food items, including infrastructure for kitchens and stores. The licensee shall provide adequate arrangement for sitting of atleast 60 persons in the Canteen and for the purpose atleast 15 tables and 60 chairs shall be provided by the licensee in the canteen. It shall be the responsibility of the licensee to employ adequate persons for cleanliness and security of canteen.
22. It will be the responsibility of the licensee to obtain safety clearance certificate from Director Fire Service and / or any other agency for kitchen and other allied services
23. The Licensee shall provide Canteen services and shall remain open on all working days (Monday to Friday) **from 9:30 AM to 6:30 PM** However-on special days or on holidays the licensee may be required to operate for longer hours as desired by licensor.
24. Rate list will be displayed prominently by the Licensee on the notice board of the Canteen and its constituent units.
25. Arrangement for LPG for cooking purposes shall be the responsibility of the Licensee. Licensee shall use commercial cylinders only and not domestic cylinders.



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26. The University is Polythene Free Zone, hence, the Licensee will not use Polythene bags for any purpose inside the Campus.
27. The premises and the food items will be checked by CUJ Doctors/any other designated authority and report on hygiene and sanitation of the canteen; quality, preparation and taste of food items and services and canteen serving employees from time to time.
28. **Arbitration:** In case of any dispute arising out of the contract, the same shall be referred to the Arbitrator (who will be nominated by the Vice Chancellor) 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.
29. In witness whereof Central University of Jammu through its Registrar as the first party and the firm and M/s Petals, the second party, have signed this licence deed on the date and place specified above

On Behalf of CUJ

On behalf of Firm

Registrar
Central University of Jammu

Witness:

Name.....

Witness:

Name.....

S/o.....

Address.....



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PROFORMA FOR CHECKLIST DOCUMENTS

SN	Particular	Reply	Pg. no. of Document
1	Name of the Agency		
2	Detail of Earnest Money Deposit Amount..... DD No. Date..... Bank.....		
3	Date of Incorporation or registration of the Agency (Copy of Registration Certificate)		
4	Office address of the Agency including Phone No. of Persons to be contacted		
5	Whether registered with all concerned govt. auth. ESI/EPF/Service Tax/ Labour Commr./S. Tax etc.)		
6	PAN Number of the Agency (Copy to be enclosed)		
7	GST Number (Copy to be enclosed)		
8	An Affidavit attested by Notary on a Stamp paper of appropriate value to this effect, that company has not been blacklisted or banned for their business dealings with Government Departments.		
9	Experience in dealing with Educational Institutions. (Copy of work order or relevant documents to be enclosed).		
10	List of other clients		

Signature of the authorized signatory of the Service Provider / Agency with seal of the Firm



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INSTRUCTIONS TO BIDDERS FOR E-TENDER:

Special Instructions for e-Tender. Submission of online Bids is mandatory for this Tender.

For conducting electronic tendering, CUJ is using the portal <https://cujammu.euniwizarde.com> of M/s ITI Ltd, a Government of India Undertaking.

1.0 Tender Bidding Methodology:

The offer should be submitted through e-tendering mode in the website <https://cujammu.euniwizarde.com> containing two e-bid viz. Technical and Financial Bid. The Bids will be uploaded along with all signed and scanned documents those are required for particular tender.

.Digital Certificate:

It is mandatory for all the bidders to have class-III Digital Signature Certificate – Signing + Encryption (in the name of person who will sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's from the link www.cca.gov.in) to participate in e-tendering.

2.0 Registration:

To participate in the e-tendering submission, it is mandatory for applicants to get registered their firm/company in e-tendering portal of ITI. <https://cujammu.euniwizarde.com> to have user ID & password from M/s ITI Ltd., The Annual registration charges for vendors/suppliers are Rs.2000/+18%GST-per annum (Pay Online). The procedure for the registration is as under:

1) Go to the website <https://cujammu.euniwizarde.com> In the home page, click on “Registration”

2) In the Vendor Registration form, vendor has to fill up the all mandatory applicant details. After submission of registration form, you will get the verification link on your registered mail id, after verification you log in your account with your user id and password and complete the all activity related to registration etc. Document uploading, paid registration fee, after completion of registration payment, you need to send your acknowledgement copy on our help desk mail id helpdeskeuniwizarde@gmail.com | ewizardhelpdesk@gmail.com for activation of your account.

3.0 SEARCHING FOR ONLINE TENDER DOCUMENTS

There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

Once the bidders had selected the tenders in which they are interested, bidder can pay the processing fee **Rs. 1180.00 (NOT REFUNDABLE)** by Net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fees, tenders will be moved to the respective “Register” Tab. This would enable the e-tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.



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Please feel free to contact ITI Helpdesk (as given below) for any query related to e-tendering.

1. Helpdesk landline No: 011-49606060
2. Mr. Abhishek +917903269552
3. Mr. Anand +919650970101