

# Central University of Jammu

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

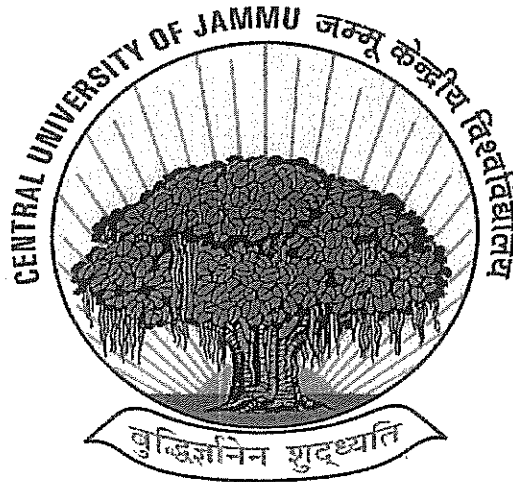
No: CUJ/EST/F.11/2015-16/02

Date: 6<sup>th</sup> May, 2016

Cost of tender documents: Rs. 500/-

Issued to: M/s.

**TENDER DOCUMENT  
FOR  
CANTEEN AT CENTRAL UNIVERSITY OF JAMMU,  
CAMPUS RAHYA-SUCHANI (BAGLA), DISTT SAMBA**



**Last date and time to submit the bids : 27<sup>th</sup> May, 2016 by 03.00 p.m.**

**Date and time of opening of bids at : 27<sup>th</sup> May, 2016 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 i.e. Temporary Academic Block (TAB) and hostels at Sainik Colony and Headquarters at Jammu, J&K-181143.

### Call for Tender:

The CUJ intends to run its Canteen at Rahya-Suchani (Bagla), Distt. Samba and 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 documents can be obtained in person from Rahya-Suchani (Bagla), Distt. Samba Jammu-181143 on payment of Rs. 500/- (Rupees Five hundred only) through demand draft in favour of **Finance Officer, Central University of Jammu** payable at Jammu during working hours (10:00 to 17:00 hrs). The tender documents can be downloaded from University website [www.cujammu.ac.in](http://www.cujammu.ac.in) and must be submitted along with cost of tender form i.e Rs. 500/- . The CUJ reserve the right to extend / postpone the last date and time of the tender without assigning any reason.

### Eligibility Criteria

1. The firm 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 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. The balance sheet should have been audited by a Chartered Accountant.
3. Firm should have a valid PAN/TIN/any other registration required as per law.
4. Firm should not be blacklisted/debarred by any government organization/PSU. Undertaking to this effect from competent authority should be enclosed within the Technical bid.

### 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, Campus Rahya-Suchani (Bagla)" along with tender number and date, addressed to the **Assistant Registrar (Estates) 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 as per Annexure II
  - e. Experience of operation in the last three years as per Annexure III.
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 outrightly rejected. EMD of the unsuccessful bidders shall be returned at the earliest after the expiry of final bid validity and latest by 30<sup>th</sup> day after the award of the contract.
4. All pages of the Tender document should bear endorsement and seal of the firm.
5. The interested firms may submit the Tender on or before **27<sup>th</sup> May, 2016** 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 **27<sup>th</sup> May, 2016** at 3:30 PM in Committee Room of CUJ at Campus Bagla. The firm 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 firms 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. The contract will be for a period of one year and may be renewed for a further period of one year, provided services of licensee are to the satisfaction of the University and without any default in payment of licence fee, water and electricity charges
11. In case the firm 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

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of his performance security money 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 **2.5 Lakh (Two lakh fifty thousand rupees)** in the shape of FDR/CDR/Banker's Cheque favouring "*Finance Officer Central University of Jammu*". EMD will be refunded to the successful bidder without interest on receipt of performance security and signing of agreement. The security deposit/performance guarantee is refundable without interest on termination of lease within one month from the date of termination/expiry after deducting all dues against the licence.
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 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 successful tenderer 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 licence deed shall be borne by the licensee.
17. The rates quoted by the firm 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 outrightly rejected even though the rates quoted may be the highest.
19. Maximum rates for the items to be offered in the Canteen has been fixed in the University and placed at Annexure-IV. 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.
20. The tenderer 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 directly or by any other firm/person on their behalf may lead to disqualification of their bid.
22. The successful tenderer shall be required to enter into a licence agreement with Central University of Jammu immediately after receipt of offer letter from CUJ.
23. The successful tenderer 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 Licence Agreement governing the terms and conditions of the contract.(Format to be provided by CUJ)
  - c. Security deposit/performance guarantee 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 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.

#### Specific Terms and Conditions

1. **Location:** CUJ, Campus Rahya-Suchani (Bagla)
2. **Licensee Fee:** The successful tenderer will have to pay Licensee fee. The minimum amount of financial bid/license fee shall be Rs 8,000/-. ***The tender shall be awarded to the firm 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. The electricity consumption charges shall be paid by the contractor regularly on monthly basis on actual consumption as per the Tariff decided by PDD, J&K GOVERNMENT, by providing separate energy meter.
4. The successful tenderer 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



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*Tender for University Canteen at Campus Bagla*

6. The successful tenderer 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 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 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 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.
10. The persons so employed by the successful bidder 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 govt regarding child labour laws and other Labour law, 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 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 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.
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.

Annexure-I

**TECHNICAL BID**

**Letter to the CUJ on the vendor's letterhead)**

Assistant Registrar (Estates),  
Central University of Jammu,

**Subject: Your tender for provision of Canteen services in the CUJ at Campus Bagla**

Dear Sir,

In compliance of the above tender notice No. \_\_\_\_\_ dated \_\_\_\_\_, we hereby submit our offer to tender services as Contractor/Licencee of the Canteen at TAB, Sainik Colony to CUJ, 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 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 **Finance Officer, Central University of Jammu**, drawn on Bank \_\_\_\_\_, dated \_\_\_\_\_.

Yours faithfully,

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

Central University of Jammu



## Annexure-II

## (Part of Technical Bid)

## Company/Firm 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  | 2012-13 | Yes | No |
|       |   | 2013-14 | Yes | No |
|       |   | 2014-15 | 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 2012-13, 2013 -14 and 2014-15).



## (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 &amp; Designation)

Dated:



Tender for University Canteen at Campus Bagla

## Annexure-IV

(Part of Technical Bid)

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

| S. No. | Items             | Unit of measure   |                      |
|--------|-------------------|---|----------------------|
| 1.     | Tea               | Per cup (125 ml.)   | Rs. 8/-              |
| 2.     | Coffee            | Per cup (100 ml.)   | Rs. 10/-             |
| 3.     | Samosa Channa     | two pieces (standard size)  | Rs. 20/- (per plate) |
| 4.     | Veg. Patties      | Per piece (big)   | Rs. 15/-             |
| 5.     | Thalli            | Per Thalli (two Roti, Rice, Dal/ Rajmash, one vegetables, Curd & Salad) | Rs. 40/-             |
| 6.     | Rajmash and Rice  | Per plate   | Rs. 25/-             |
| 7.     | Allu Tikki        | per plate ( two pc)   | Rs. 20/-             |
| 8.     | Sandwich          | Per plate ( two pc)   | Rs. 20/-             |
| 9.     | Hot Dog           | Per piece   | Rs. 25/-             |
| 10.    | Burger            | Per piece   | Rs. 25/-             |
| 11.    | Hot & Sour Soup   | Per bowl (standard size)  | Rs. 30/-             |
| 12.    | Manchurian        | Per plate   | Rs. 35/-             |
| 13.    | Fried Rice        | Per plate   | Rs. 25/-             |
| 14.    | French Fries      | Per plate   | Rs. 20/-             |
| 15.    | Veg Cutlet        | Per plate (two pc)  | Rs. 30/-             |
| 16.    | Bread Pakoda      | Per plate   | Rs. 20/-             |
| 17.    | Chana Wala Kulcha | Per piece   | Rs. 20/-             |

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<br>Veg. | Puri/Chapati/Butter Non Veg. Pulao/Jeera Rice/Peas Pulao/ any other pulao,<br>Dal Makhani/Rajma/Chhole,<br>one seasonal vegetable,<br>One Paneer/Mushroom Vegetable,<br>Dahi Vada, Papad, Pickle, Slad,<br>Sweet/Ice Cream   | Rs. 135/-<br>Per Pax | Rs. 145/-<br>Per Pax |
| 3. | Deluxe<br>Veg.    | Starter Soups, Puri/Butter Non/Missi Roti Veg. Pulao/Jeera Rice/Peas Pulao/ any other pulao,<br>Dal Makhani/Rajma/Chhole,<br>Two seasonal vegetable,<br>Paneer/Mushroom Vegetable,<br>Raita/Dahi Vada,<br>Papad, Picke, Salad,<br>Sweet/Ice Cream, Tea/Coffer & Soft drink/Juices. | Rs. 150/-<br>Per Pax | Rs. 170/-<br>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<br>Sandwich (Veg/ Grilled)<br>Three items of snacks (Veg Cutlet/ Paneer Pakora/ / Mix Pakora/<br>Spring Roll/ , Two items of sweet/Pastry,<br>Biscuits/Cakes. | Rs. 120/-<br>Per Pax | Rs. 130/-<br>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 as per rates fixed by the CUJ for a period of One year.

Date

Signature (Name and Designation)



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Annexure V

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

- 1 Name of the Firm/Company: \_\_\_\_\_
- 2 Address: \_\_\_\_\_  
\_\_\_\_\_

| Minimum Bid   | Rate quoted by Firm/Company<br>(In figures) | Rate quoted by Firm/Company<br>(in words) |
|---------------|---|---|
| Rs<br>8,000/- | Rs/-<br>_____                               | Rupees<br>_____                           |

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

Date:

Signature (Name and Designation)

B