

DEPARTMENT OF STUDENTS WELFARE,
UNIVERSITY OF JAMMU

SHORT TENDER NOTICE

For and on behalf of the University of Jammu, tenders are invited under dual cover system (Technical and Financial Bid) by the Dean Students Welfare, University of Jammu, Jammu from reputed firms/agencies for providing Catering Services at **Cafeteria, Directorate of Distance Education (DDE), Main Campus, University of Jammu..**

Last date for submission of the tender **16/01/2016**

Date of opening the tender: **18/01/2016**

Detailed tender document can be obtained from DSW Office on payment of tender fee Rs. 500/- (Rupees five hundred only) or can be download from Jammu University Website www.jammuuuniveristy.in and submitted along with tender fee.

Sd/-
Dean Students Welfare
University of Jammu

No. JU/DSW/2015/8231
Dated 15 /12/2015

NOTICE INVITING TENDER FOR CAFETERIA

For and on behalf of the University of Jammu, tenders are invited under dual cover system (technical and financial bid) by the Dean Student Welfare, University of Jammu, Jammu from reputed firms/agencies for providing catering services in the **Cafeteria, Directorate of Distance Education (DDE), University of Jammu**

Eligibility Criteria

1. The firm should have minimum Five years satisfactory experience of running cafeteria/Canteen with a capacity to serve more than 500 persons per day in educational institutes of higher education with more than 1000 students 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 atleast One running contract of similar nature.
3. The firm should have a cumulative turnover of Rs. 10 lacs for the last three consecutive 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.
4. Firm should have a valid PAN/TIN/any other registration required as per law.
5. Firm should not have been blacklisted/debarred by any government organization/PSU. Certificate to this effect from competent authority should be included in the Technical bid.

General Terms and Conditions

1. Interested firms are requested to submit their bid using Two Envelope methodology. The first envelope Technical part shall consist of compliance to eligibility requirements, technical specification and compliance to all terms and conditions. The second envelope shall contain the financial quote in the prescribed format. The sealed envelope should be superscribed" Tender for Cafeteria Services at **Directorate of Distance Education (DDE), University of Jammu** along with tender number and date, addressed to the Dean Student Welfare, University of Jammu, New University Campus, Dr. B.R.Ambedkar Road, Jammu -180006, J&K, through registered /speed post/courier only. Tenders by hand shall not be accepted.
2. The suggested format for submission of technical offer is as follows:
 - Index
 - Covering letter as per Annexure-I
 - EMD in the form of account payee Cash Deposit Receipt (CDR) in favour of Dean Student Welfare, University of Jammu for the amount mentioned in the tender document.
 - The profile of the firm as per Annexure II
 - Experience of operation in the last 5 years as per Annexure III.
 - The proposed conceptual plan for providing cafeteria services in the University of Jammu.
3. The Tenderers shall be required to submit the EMD of Rs. 50,000/- (Rupees fifty 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 30th 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 16/01/2016 within the working hours of the University, i.e 9:30 am to 5 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 18/01/2016 at 11.00 a.m. in the office of Dean Student Welfare, University of Jammu, Jammu. 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 University of Jammu to accept or reject any or all the tenders (either in part or full) without assigning any reason whatsoever.
9. Arbitration : The Vice Chancellor, University of Jammu shall be the Arbitrator. In case of any dispute arising out of the contract, the same shall be referred to the Arbitrator, University of Jammu. The decision of the Arbitrator 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 three years and maybe renewed for a further period of one year, provided services of licensee are to the satisfaction of the University without any default in payment of licence and electricity charges. In no case the contract will be extended beyond five years.
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, University of Jammu besides forfeiture 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 security of five (05) Lakh in the shape of Fixed Deposit Receipt pledged to the Dean Students Welfare, University of Jammu. EMD shall be refunded to the successful bidder on receipt of performance security. The security deposit is refundable on termination of lease without interest within one month from the date of termination/expiry after deducting all dues against the lease.
13. To assist in the scrutiny, evaluation and comparison of offers, University of Jammu, may, at its discretion, ask some or all vendors for the clarification of their order. The request for such clarification and the response will necessarily be in writing. If deemed necessary, the tenderer may be asked to give a presentation on the proposed offer.
14. University of Jammu 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 University of Jammu 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 at the end of the contract. The successful tenderer shall be entitled to use the premises of the Cafeteria 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 but outrightly rejected even though the rates quoted may be the highest.
19. Maximum rates for the items to be offered in the Cafeteria 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 if found necessary.
20. The tender document must be signed by the authorized person holding a Power of Attorney authorizing him/her to do so and such power of attorney must be submitted along with the technical bid.
21. The tenderer shall bear all costs associated with the preparation and submission of the bid. The University, in no case, will be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
22. Canvassing in any form by the firm directly or by any other firm/person on their behalf may lead to disqualification of their bid.
23. The successful tenderer shall be required to enter into a licence agreement with University of Jammu.
24. The successful tenderer shall submit the following documents and payments within 7 days from the date of placement of work order:
 - a) Duplicate copy of the work order 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.
 - c) Security deposit as mentioned in the terms and conditions for rendering the services for operating the Cafeteria.
25. Tenders shall remain valid for a period of 90 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 90 days from the date of opening shall be by mutual consent.
26. The successful contractor is expected to fully operationlise the services of the Cafeteria within 2 weeks of the award of the contract.
27. The agreement will automatically terminate on expiry of the period of agreement and the lesee will hand over the space to the University immediately in the same conditions in which they had taken the space originally.

Specific Terms and Conditions

1. Schedule of premises

Location	Area Sq meter
Directorate of Distance Education (DDE), Main Campus	2165 sq. ft.

2. Licensee Fee

The successful tenderer will have to pay Licensee fee for which the bid is to be considered at the rates mentioned below against each on monthly basis:

	Licensee Fee
Cafeteria (DDE)	Rs. 15,000/-per month

3. The tender shall be awarded to the firm quoting the highest 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 by the Vice Chancellor. The decision of the competent authority shall be binding on all the tenderers.
4. 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.
5. The successful tenderer shall provide cafeteria services and shall remain open on all working days (Monday to Saturday) from 9 :30 am to 5 pm.
6. Type of Service : Self Service
7. The successful tenderer shall ensure that no construction, structural alteration or additional fillings are made within the allotted and specified space, without the prior written approval of the competent authority.
8. The successful tenderer shall comply with all the provisions of contract labour laws including ESI Act and shall keep the University of Jammu absolved and indemnified from all acts and omissions, breaches and /or false claims, loss, injury and expenses to which the University of Jammu may be exposed to or involved in as a result of the contractor's failure to fulfill any of the above condition.
9. 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 Dean Student Welfare and the Security Officer before commencement of services.
10. The successful tenderer shall ensure that no employee stays in the premises after his/her assigned working hours.
11. 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.
12. He shall ensure that all employees are free of communicable diseases. The vendor shall furnish the Medical Certificates of their employees in the office of DSW every six months.
13. The contractor will ensure compliance with the various provisions of Govt. of J&K regarding Labour law, ESI Act or any other Act/Laws as applicable.

14. 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.
15. The contractor shall ensure that the cafeteria is kept hygienic and clean. Preventive pest control measures will have to be done by the contractor. Cleanliness, maintenance and garbage disposal shall be the responsibility of the contractor.
16. Rate list will be displayed prominently on the notice board of the Cafeteria and its constituent units.
17. The contractor is required to make his own arrangements for cooking materials, crockery or any other material required for preparation/cooking/service/storage of food items, including infrastructure for kitchen and stores.
18. 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.
19. Arrangement for LPG for cooking purposes shall be the responsibility of the Contractor.
20. The University is Polythene Free Zone, hence, the contractor will not use Polythene bags for any purpose inside the Campus.

Annexure-I**(Letter to the University on the vendor's letterhead)**

The Dean Students Welfare,
University of Jammu,
Jammu

Subject:Your tender for provision of Cafeteria services in the University of Jammu at **Cafeteria, Directorate of Distance Education (DDE)**.

Dear Sir,

In compliance of the above tender notice No. _____ dated _____, we hereby submit our offer to tender services as Contractor/Licencee of the **Cafeteria, Directorate of Distance Education (DDE)**, University of Jammu, Jammu 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 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 University is not bound to accept the offer either in part or in full and that the University 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 A/C Payee Cash Deposit Receipt (CDR) in favour of Dean Students Welfare, University of Jammu, Jammu, drawn on Bank _____, DD No. _____ dated _____.

Yours faithfully,

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

Annexure-IICompany 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.	Name of the person holding the power of attorney in case of partnership firms	
6.	Turnover per annum 2011-12 2012-13 2013-14	
7.	Number of employees	
8.	PAN number	
9.	Service Tax Registration No./license No./TIN	
10.	Past experience of running cafeteria	

Please furnish a copy of the audited statements (for the past three years i.e 2011-12, 2012-13 and 2013 -14), contract letters for three running contracts and copy of the documents in support of the particulars given above.

Annexure-III**Experience/Details of operation at present and in the last 05 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.					
4.					
5					

Please furnish copy of the contract letters for three running contracts.

Signature (Name & Designation with stamp)

Dated:

Annexure-IV**TECHNICAL BID****Item No.1** Conceptual plan for provision of Cafeteria services:

Name of the Vendor: _____

Subject	Your conceptual Plan
Scope of work	
Manpower proposed to be deputed	
Any other details/plan	

Item No. 2 The menu items expected to be provided in the Cafeteria (Give details like wt/vol. of items in your offer)

S. No.	Items	Unit of measure	Rates inclusive of all taxes.
1.	Tea	Per cup (125 ml.)	Rs. 7/-
2.	Coffee	Per cup (100 ml.)	Rs. 10/-
3.	Samosa Channa	two pieces (standard size)	Rs. 17/- (per plate)
4.	Puri Channa	Two puri and channa	Rs. 22/-
5.	Chat Papdi	Per plate	Rs. 22/-
6.	Dahi Bhalla	2 pcs per plate	Rs. 22/-
7.	Stuff Prantha	Per parantha	Rs. 22/-
8.	Fried Rice	Per plate	Rs. 24/-
9.	Dry Chilly Paneer	Per plate (05 piece paneer)	Rs. 55/-
10.	Palak Paneer	Per plate (05 piece paneer)	Rs. 52/-
11.	Garlic Paneer	Per plate (05 piece paneer)	Rs. 55/-
12.	Non Plane	Per piece Non	Rs. 10/-
13.	Non Butter	Per piece Non	Rs. 13/-
14.	Rotti	Per piece	Rs. 6/-
15.	Kulcha	Per piece	Rs. 8/-
16.	Rice	Per plate	Rs. 25/-
17.	Veg. Patties	Per piece (big)	Rs. 15/-
18.	Thalli	Per Thalli (two Roti, Rice, Dal/ Rajmash, two vegetables, Curd & Salad)	Rs. 35/-
19.	Thalli Special	Per Thalli (two Roti, Rice, Dal/ Rajmash, two vegetables-one Paneer item & Mix Veg. Curd & Salad)	Rs. 45/-
20.	Rajmash Rice	Per plate	Rs. 23/-
21.	Rajmash	per plate	Rs. 30/-
22.	Allu Tikki	per plate (two allu tikki)	Rs. 20/-
23.	Paneer Pakora	Per plate 200 gm	Rs. 45/-
24.	Veg. Pakora	Per plate 200 gm	Rs. 30/-
25.	Curd Plate	Per plate (150 gm.)	Rs. 15/-
26.	Dal Makhni	Per plate	Rs. 35/-
27.	Dry Mushroom	Per plate	Rs. 55/-
28.	Mix Vegetable	Per plate	Rs. 35/-
29.	Garlic Mushroom	Per plate	Rs. 55/-
30.	Bread Omelet	Omelet (two eggs) + two slice bread	Rs. 22/-
31.	Channa Masala	Per plate	Rs. 30/-
32.	Nadru Jakhni	Per plate	Rs. 40/-
33.	Pizza COC	Per piece	Rs. 65/-
34.	Pizza Mushroom	Per piece	Rs. 68/-

35.	Dosa Plane	Per piece	Rs. 17/-
36.	Dosa Masala	Per piece	Rs. 24/-
37.	Uttipam Cheese	Per plate	Rs. 35/-
38.	Veg. Manchurian	Per plate (08 piece)	Rs. 42/-
39.	Noodles	Per plate	Rs. 26/-
40.	Sandwich	Per plate (08 piece)	Rs. 27/-
41.	Sandwich Grill	Per plate (08 piece)	Rs. 29/-
42.	Sandwich Club	Per piece (08 piece)	Rs. 35/-
43.	Spring Roll Noodle	Per plate	Rs. 26/-
44.	Spring Roll Palak Paneer	Per plate	Rs. 30/-
45.	Hot Dog	Per piece	Rs. 20/-
46.	Burger	Per piece	Rs. 25/-
47.	Burger Cheese	Per piece	Rs.29/-
48.	Veg. Momo steamed	Per plate (8 pieces)	Rs.25/-
49.	Veg. Soup	Per bowl (200 ml.)	Rs.27/-
50.	Mancho soup	Per bowl (200 ml.)	Rs.27/-
51.	Hot & Sour Soup	Per bowl (200 ml.)	Rs. 27/-
52.	Kadai Paneer	Per Plate	Rs. 48/-

Any other additional items the bidder wishes to add.

Item No. 3 Provision of Milk/Juice parlour in Cafeteria of Main Campus.

(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/ other functions of university. The rates inclusive of all taxes are for the programme organized in the Canteen/Outside the canteen in other parts of University Campus.

S. No.	Category	Essential List	Inside	Outside including tentage
1.	Economy Veg	Puri/Chapati/ non Rice/Pulao, Dal Makhani/Rajma/Chhole, Two vegetables, Raita, Salad, Pickle Sweet dish/ Ice-cream	125/- Per Pax	Rs. 140/- 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. 150/- Per Pax	Rs. 165/- Per Pax

	Non-Veg.	In addition to above one non veg item (Chicken/ Mutton/Fish)	Rs. 225/- Per Pax	Rs. 250/- 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, Picke, Salad, Sweet/Ice Cream, Tea/Coffer & Soft drink/Juices.	Rs. 165/- Per Pax	Rs. 185/- Per Pax
	Non-Veg.	In addition to above Two non veg items (Chicken/ Mutton/ Fish)	Rs. 250/- Per Pax	Rs. 275/- Per Pax

Any other additional items the bidder wishes to add

Item No. 5 High Tea (Kindly give details of items you would provide)

S. No.	Item as per our requirement	Rates inclusive of all taxes (including tent age)	
		Inside	Outside
1.	Tea/Coffee & Cold drinks/Juice Sandwich (Veg/ Grilled) Three items of snacks (Veg Cutlet/ Paneer Pakora/ Chole Bhature/ Mix Pakora/ Spring Roll/ , Two items of sweet/Pastry, Biscuits/Cakes.	Rs. 145/- Per Pax	Rs. 160/- Per Pax

Any other additional items the bidder wishes to add

Date

Signature (Name and Designation)
With stamp

Annexure-V

Financial Bid
(On the vender's Letter Head)

I _____ hereby agree on all the terms and conditions given in the tender and will abide by the rates given in the technical bid. The financial bid in favor of Licencee fee is as given under:

Name of the service	Financial bid for Licencee fee in Rs. Per month basis*
Cafeteria, Directorate of Campus Distance Education (DDE), Main Campus	

***This is excluding the electrical charges, which has to be paid as per the PDD charges on electronic meter.**

Dated:

Signature (Name & Designation)
With stamp