

Central University of Jammu

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

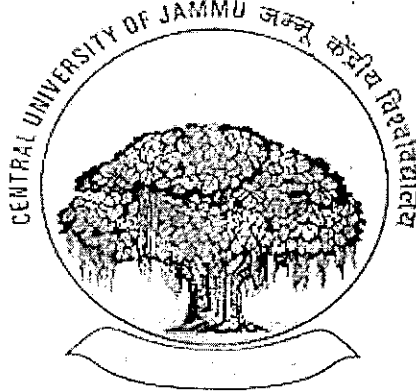
No: CUJ/EST/F.No.21/2016/02

Date: 10th Oct, 2016

Cost of tender documents: Rs. 500/-

Issued to: M/s.

**TENDER DOCUMENT
FOR
STUDENTS HOSTEL MESS SERVICES
AT CENTRAL UNIVERSITY OF JAMMU HOSTELS**



Last date and time to submit the bids : 31st Oct, 2016 by 03.00 p.m.

Date and time of opening of Technical Bids at Rahya-Suchani (Bagla), Distt. Samba, Jammu-181143 : 31st Oct, 2016 by 03.30 p.m.

Central University of Jammu

Notice Inviting Tender for Students Hostel Mess Services

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

Call for Tender:

The CUJ intends to provide mess services to its hostel inmates (presently 270 students approx & likely to increase) 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 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 400 persons in educational institutes 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. 20 lacs (Rupees Twenty lacs) for the last three years taken together. 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 bids 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 Students Hostel Mess Services at Central University of Jammu hostels" along with tender number and date, addressed to the Registrar, 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 of Rs 30,000/- in the form of FDR/CDR/Banker's Cheque favouring *Finance Officer, Central University of Jammu.*
 - 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 submit the EMD of Rs. 30,000 (Rupees Thirty 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 will 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 31st Oct, 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 31st Oct, 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 duly authorized (through signed & sealed letter) 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. In case of any dispute arising out of the contract, the same shall be referred to the Vice-Chancellor whose decision shall be final and binding upon the parties concerned.
10. The contract will be for a period of one year from the date of award of contract. In the event of agreement being renewed, both the parties (licensee & CUJ) shall, 2 months before expiry of the aforesaid period shall enter into an agreement for renewal, if any, on such terms and conditions as parties may mutually agree, otherwise the existing agreement shall ipso facto come to an end. Renewal of agreement shall however be subject to the condition that the services of

licensee must be 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 may forfeit the performance security money of the licensee without prejudice to any legal action which may be taken against firm which may include blacklisting.
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 Finance Officer, Central University of Jammu. EMD shall be refunded to the successful bidder on receipt of performance security. The security deposit is refundable on termination of license 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, 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 hostel mess 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 deduct such taxes at source as may be 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 University Hostel Mess have been fixed 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 Students Hostel mess.
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 operationalise the services of the Students Hostel mess within 2 weeks of the award of the contract.
26. The agreement will ipso facto 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 Hostels, Sainik Colony, Jammu at present. However the bidders are intimated that the same may be shifted to Campus Bagla in future.
2. **Licensee Fee:** The successful tenderer will have to pay Licensee fee. The minimum amount of financial bid/license fee shall be Rs 5,000/-. ***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 Licensee regularly on monthly basis on actual consumption as per the Tariff decided by PDD, J&K GOVERNMENT, by installing a separate energy meter.

Tender for Students Hostel Mess Services in CUJ hostels

4. The successful tenderer shall provide Mess services and shall remain open on all days. However, on special days the licensee may be required to offer special food items as desired by licensor.
5. Type of Service : Self Service
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 University 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 Hostel Mess 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. Weekly Food Menu will be displayed prominently by the Licensee on the notice board of the Hostel Mess 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. It shall be the responsibility of successful bidder to employ adequate persons for cleanliness and security of hostel mess. Contractor shall make arrangements, on demand, for University functions & parties.
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)

The Registrar,
Central University of Jammu,

Subject: Your tender for provision of Hostel Mess services in CUJ, Sainik Colony

Dear Sir,

In compliance of the above tender notice No. _____ dated _____, we hereby submit our offer to tender services as Contractor/Licencee of the Hostel Mess, Sainik Colony CUJ, after, having read, 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, muchless any government organization.

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

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Annexure-II

(Part of Technical Bid)

Required technical and allied details of the firm
(To be filled by the Firm and must be submitted along with the technical bid)

Sl. No.	Particulars	Details (if yes, furnish certificate No.)	Attach copy Appendix No. (attached in technical bid)
1	Name of the Firm / Agency:	M/s.	
2	Status of the Firm / Agency: (Proprietorship / Partnership / Joint Stock Co. etc)		
3	Name of the Proprietor / Partner / Director		
4	Address:	--	--
	a) Head Office		
	b) Office at Jammu		
5	Phone, Mobile No., E-mail & website		
6	PAN number/ Service Tax Registration No./license No./TIN		
7	Documentary proof of:	--	--
	a) Valid Registration with competent authority, certificate No.	Yes / No	
	b) Proof of incorporation/inception of firm for Catering Services	Yes / No	
	c) Turnover per annum	Yes No	
	2013-14	Yes No	
	2014-15	Yes No	
	2015-16	Yes No	
	d) Annual turnover for financial year 2013-14	Rs.	
	e) Annual turnover for financial year 2014-15	Rs.	
	f) Annual turnover for financial year 2015-16	Rs.	
8	Earnest Money deposit details:	--	--
9	a) Amount	Rs. 30,000/-	
	b) Name of the drawer and issuing bank		
	c) No. and date of CDR/FDR/Banker's Cheque/bank draft		
	Details of demand draft & amount (in case of tender document downloaded from University website).	Rs.	
10	Year of Commencement of Business		
11	Past experience of running Canteen/Catering business/Hostel mess etc, as the case may be		
12	Award letter/ performance certificate/recommendations of Institute(s)		

Please furnish a copy of the audited statements (for the past three years i.e 2013-14, 2014 -15 and

Annexure-III

(Part of Technical Bid)

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

Name of the Firm/Contractor _____

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

Please furnish copy of the contract letters for three contracts.

Signature (Name & Designation)

Dated:

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Annexure-IV

(Part of Technical Bid)

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

Days	Time 7:30 AM- 9:00AM	Time 1:30 PM- 3:00PM	Time 7:30 PM- 9:00PM	Cost per day (approx)
Monday	Poori Chole' with Tea	Mix Dal, Aloo Gobi, Rice, Salad & Pickle	Mix Veg, Tandoori Roti, Dal Makhni, Salad & Pickle	Rs 84/-
Tuesday	Tea, Bread Pakoda & Imli Chutney	Chana Dal, Ambal, Rice, Salad, & Pickle	Chana Masala, Tandoori Roti, Onion Raita, Salad, & Pickle	Rs 84/-
Wednesday	Tea, Stuffed Prantha & Pickle	Rajma, Mixed veg, Rice, Salad, & Pickle	Egg Curry, Mix veg with Paneer, Tandoori Roti, Tomato Raita, Salad, & Pickle	Rs 84/-
Thursday	Tea, Aloo Bhaji with Poori & pickle	Vegetable Biryani with Raita, Salad, & Pickle	Dili Mungi ki dal, Aloo Matar, Tandoori Rotu, Boondi Raita Salad, Pickle & Gulab Jamun.	Rs 84/-
Friday	Mix. Veg with Parantha & Tea	Dal Fry, Mix Veg, Rice, Salad, & Pickle	Rongi Dal, Mix Veg, Tandoori Roti, Raita, Salad, & Pickle	Rs 84/-
Saturday	Chole Bathura with pickle & tea	Green Moong dal, Aloo Matar, Rice, Salad, & Pickle	Masoor Dal, Aloo cabbage, Tandoori Roti Cucumber Raita, Salad, & Pickle	Rs 84/-
Sunday	Roti with mix veg	Rajma, Nutri Chunks & Aloo, Rice, Salad, & Pickle	Fish Curry, Matar Paneer Bhurgi, Roti, Mint Raita, Salad, & Pickle & Ice-Cream	Rs 84/-
Total				Rs 2500/-* per student per month

*Rates are inclusive of Evening Tea which will be served between 5:00 Pm- 6:00PM daily

*Rates not applicable during summer & winter vacations usually in June & December every year
Any other additional items the bidder wishes to add.

Item No. 2 Packed lunch for students of CUJ Campus Bagla,

Days	Menu
Monday	Chole with Chapattis/Paranthas
Tuesday	Nutri Aloo with Chapattis
Wednesday	Mixed Vegetable with Chapatti
Thursday	Ghobi Matar with Chapatti
Friday	Mixed vegetable with Parantha

Item No. 3 Provision of Milk/Juice in Hostel mess

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

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)

Central University of Jammu

Annexure V

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

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

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 Licensee fee is as given under:

Minimum Bid	Rate* quoted by Firm/Company (In figures)	Rate* quoted by Firm/Company (in words)
Rs 5,000/-	Rs/- -----	Rupees -----

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

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

Date:

Signature (Name and Designation)

Central University of Jammu

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