TENDER DOCUMENT

FOR

PROVIDING CATERING SERVICES IN
UNIVERSITY CANTEEN & GUEST HOUSE

JJIWAI UNIVERSITY, GWALIOR (M. P.)

PRICE – Rs.1000/- Only

Tel: (0751) 2442801,
Website: www.jiwaji.edu
TENDER - NOTICE

Sealed tender are invited from catering contractors for providing catering services in University Canteen and Guest House. Tender form along with terms & conditions may be obtained on payment of Rs.1000/- from Stores department of Jiwaji university, Gwalior during office hours. It can also be downloaded through our website www.jiwaji.edu and in such case a bank draft of Rs. 1,000/- in favour of the Registrar, Jiwaji University, Gwalior as tender form cost must be attached along with tender form. The last date for receiving the sealed tender is 20.09.2013 till 05:30 P.M.

Registrar
निविदा सूचना

जीवाजी विश्वविद्यालय, ग्वालियर

निविदा क्र./भण्डार/2013/294
g्वालियर, दिनांक : 31.08.13

निविदा—सूचना

जीवाजी विश्वविद्यालय कॉंटीन एवं गेस्ट हाउस में केंटरिंग सेवाएं प्रदान करने हेतु केंटरिंग ठिकाणों से सील बन्द निविदाएं आमंत्रित की जाती हैं।

नियम एवं शर्तों सहित टेंडर फॉर्म की प्रति भण्डार शाखा, जीवाजी विश्वविद्यालय, ग्वालियर से र. 1000/- का भुगतान करके कार्यालयीन समय में प्राप्त की जा सकती है। इसे विश्वविद्यालय की वेबसाइट www.jiwaji.edu से भी डाउनलोड किया जा सकता है एवं ऐसी स्थिति में निविदा प्रपत्र की कीमत र. 1000/- का कुलसचिव, जीवाजी विश्वविद्यालय, ग्वालियर के पक्ष में देने बैंक झाड़ूट अनिवार्यत: सलाम्ब करना होगा। सील्ड निविदा प्रपत्र प्राप्त होने की अतिम तिथि 20.09.2013 अपराह्न 05:30 तक है।

कुलसचिव
JIWAJI UNIVERSITY, GWALIOR

TENDER FOR PROVIDING CATERING SERVICES IN UNIVERSITY CANTEEN AND GUEST HOUSE

CHECK LIST OF ENCLOSURES
(To Be Submitted In Envelope No. – 2)

The tenderer should write enclosure No. as given below on each document of the enclosures of Technical bid envelope-2 and arrange them in the following order:
(Please write enclosure no. on the cover page of each document with ink.)

Enclosure-1 Technical bid form and terms & conditions duly signed by the tenderer with seal of the firm on each page.

Enclosure-2 Copy of valid PAN No. issued by Income Tax Department

Enclosure-3 Copy of valid TIN/VAT No. Registration issued by Commercial Tax Department.

Enclosure-4 Copy of valid Service Tax No. Registration issued by competent authority


Enclosure-6 Copies of work orders for proving the experience of running the catering services in the Canteen/Hostel Mess in a University campus or in any Govt. Organization / Undertakings..

Note: All pages including the enclosures shall be signed with seal by the tenderer.
JIWAJI UNIVERSITY, Gwalior

TENDER FOR PROVIDING CATERING SERVICES IN UNIVERSITY CANTEEN AND GUEST HOUSE

TERMS AND CONDITIONS
(To Be Submitted In Envelope No. – 2)

SCOPE OF WORK FOR CATERING SERVICES IN CANTEEN & GUEST HOUSE

Jiwaji University comprises of various teaching departments, Administrative Block and one Guest House. It comprises a total strength of approximately 3000 students, more than 500 employees and support personnel provided by outsourced service agencies. The University Canteen is a newly constructed separate building located near the administrative Block. It has sufficient sitting space, a big kitchen and wash room. The University guest house is having 26 double bed rooms, it has a well equipped kitchen with attached store room, a well furnished dining hall and a wash room. The Contractor will have to prepare and supply tea/coffee/cold drinks/snacks/ breakfast/lunch/dinner in the canteen/ Guest House/ various departments in premises as per requirement and schedule drawn for the purpose by the concerned authorities of the University.

1. The cost of tender form is Rs. 1000/- . The sealed tender should be addressed to the Registrar Jiwaji University Gwalior, and to be submitted on or before **20.09.2013 till 05:30 P.M.** Sealed tenders may also be dropped in the box kept in store department till last date.

2. The offer received after **20.09.2013, 05:30 P.M.** shall not be accepted in any case.

3. Tenders received within the specified time shall be opened on **24.09.2013 at 03:30 p.m.** at room no.16 Administrative Block, Jiwaji University, Gwalior in presence of the tenderers or their authorized representatives who choose to remain present.

4. The tender shall be accompanied with EMD of **Rs. 10,000/-** in the form of Demand Draft drawn on any Nationalized Scheduled Bank in favour of the Registrar Jiwaji University Gwalior. In case of the tender document downloaded from the website, the cost of tender document of Rs.1000/- should also be submitted by DD in favour of the Registrar Jiwaji University, Gwalior.

Signature of tenderer with Seal
5. The Earnest money shall be refunded to unsuccessful Tenderers after finalization of the contract. The earnest money deposited by the successful tenderer may be adjusted in performance security or refunded to successful Tenderer on the receipt of Performance security deposit. No interest is payable on the EMD.

6. The Tenderer must have at least one year experience of running the catering services in the Canteen/Hostel Mess in a University campus or in any Govt. Organization/Undertakings during past three years. Please enclose copy of work orders with technical bid.

7. Tenderer should enclose the copy of valid PAN No. issued by income tax department with technical bid. Copy of Income Tax Return of the firm for the last three assessment years 2010-11, 2011-12 and 2012-13 should also be enclosed with technical bid.

8. Tenderer should have valid TIN/VAT No. Registration issued by department of commercial taxes. Please enclose copy of registration with technical bid.

9. Tenderer should have valid Service Tax No. Registration issued by competent authority. Please enclose copy of registration with technical bid.

10. Conditional Tenders shall not be accepted in any case. A copy of the terms and conditions signed by the tenderer with seal on each page should be submitted along with technical bid as token of acceptance of the terms and conditions. In case of non receipt of terms and conditions duly signed with the tender form, the tender will be rejected.

11. Technical bid shall be opened only of those who have submitted the EMD and cost of tender form as specified.

12. Financial bid shall be opened only of those who have submitted proper EMD and cost of tender form and are selected in Technical Bid evaluation.

13. Tenderer may visit the University before quoting for ascertaining the exact nature of work etc.

14. A - Submission of the Tender Document

The tender shall be submitted under TWO BID system in three different sealed envelopes:

ENVELOPE No.1 :- EMD and cost of tender document, if downloaded from the website.

ENVELOPE No.2:- Technical Bid and Terms & Conditions containing all certificates, documents along with duly filled in check list, as set out in the tender document and in the order as given in the check list.

ENVELOPE No.3:- Financial Bid, containing the rates quoted by the tenderer.

Signature of tenderer with Seal
ENVELOPE No.1
(i) This envelope will consist of the Earnest Money Deposit (EMD) of Rs.10,000/- in the form of DD from any nationalized scheduled bank, in favour of the Registrar Jiwaji University Gwalior. In case of the tender document is downloaded from the website, the cost of tender document of Rs.1000/- should also be included in this envelope by DD in favour of the Registrar Jiwaji University Gwalior.
(ii) Those tenders not containing the EMD and the cost of tender document will be summarily rejected.
(iii) This envelope will be superscribed as “ENVELOPE No.1 – EMD” and should be addressed to the Registrar Jiwaji University, Gwalior.

ENVELOPE No.2
(i) All technical information in Technical bid along with Terms and Conditions, certificates, etc. to be submitted in Envelope No.2 duly sealed. The tenderer should write enclosure No. as given below on each document of the enclosures of Technical bid envelope and arrange them in the following order:

Enclosure-1 Technical bid form and terms & conditions duly signed by the tenderer with seal of the firm on each page.
Enclosure-2 Copy of valid PAN No. issued by Income Tax Department
Enclosure-3 Copy of valid TIN/VAT No. Registration issued by Commercial Tax Department.
Enclosure-4 Copy of valid Service Tax No. Registration issued by competent authority
Enclosure-6 Copies of work orders for proving experience of running the catering services in the Canteen/Hostel Mess in a University campus or in any Govt. Organization / Undertakings..

(ii) All pages including the enclosures shall be signed with seal by the tenderer.

(iii) This envelope will be superscribed as “ENVELOPE No.2 – “TECHNICAL BID” and should be addressed to the Registrar, Jiwaji University, Gwalior.

Signature of tenderer with Seal
ENVELOPE No.3
(i) **FINANCIAL BID** shall be in the third envelope containing the filled up schedule of rates duly sealed.
(ii) This envelope should be superscribed as “**ENVELOPE No.3 – FINANCIAL BID**” and should be addressed to the Registrar Jiwaji University, Gwalior.

B. **All the above three envelopes are to be inserted in a larger envelope and duly sealed before submitting the tender document. This envelope should be addressed to The Registrar Jiwaji University Gwalior – 474011 (M.P.)and super scribed as ~**“TENDER FOR PROVIDING CATERING SERVICES IN UNIVERSITY CANTEEN AND GUEST HOUSE”**

All tenderers are required to read tender document carefully before quoting rates and submission of tender.

15. The rates of each item in the financial bid shall include the cost of manpower (including trained cook and catering staff), raw materials, waiter services, fuel, cooking equipments, all other related expenses and statutory obligations etc.
16. It is mandatory for the tenderer to quote the rates for all the items mentioned in the financial bid otherwise the tender shall be rejected.
17. The rates must be written both in words and figures in financial bid, in case of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered. There should not be errors and/or overwriting. Corrections if any should be made clearly and signed by the tenderer.
18. The payment for the food provided by the contractor in the canteen and guest house should be charged from the students, staff, visitors and guests and should be kept by the tenderer. The university in no case shall be responsible for this.

19. **EVALUATION OF FINANCIAL BIDS**

Following weightage shall be given for evaluation of Financial Bids:

(a) Lunch / Dinner - 40 
(b) Breakfast - 30 
(c) Snacks /sweets - 20 
(d) Beverages - 10 

*Signature of tenderer with Seal*
An example for explaining details about evaluation criteria:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Items</th>
<th>Tenderer A</th>
<th>Tenderer B</th>
<th>Tenderer C</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lunch</td>
<td>25</td>
<td>30</td>
<td>30</td>
<td>40%</td>
</tr>
<tr>
<td>2</td>
<td>Breakfast</td>
<td>20</td>
<td>20</td>
<td>25</td>
<td>30%</td>
</tr>
<tr>
<td>3</td>
<td>Snacks/Sweets</td>
<td>10</td>
<td>8</td>
<td>10</td>
<td>20%</td>
</tr>
<tr>
<td>4</td>
<td>Beverages</td>
<td>9</td>
<td>4</td>
<td>10</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>64</td>
<td>62</td>
<td>75</td>
<td>100%</td>
</tr>
</tbody>
</table>

Average of the rates quoted for (1) all breakfast items (2) all Snacks/Sweets items (3) all beverages items should be taken for calculation of weightage as mentioned in above chart.

Based on the weightage, the evaluation of above said bids will be as follows:

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Items</th>
<th>Marks obtained by bidder on the basis of weightage (Rate X weightage)/100</th>
<th>Conclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Tenderer A</td>
<td>Tenderer B</td>
</tr>
<tr>
<td>1</td>
<td>Lunch</td>
<td>10.00</td>
<td>12.00</td>
</tr>
<tr>
<td>2</td>
<td>Breakfast</td>
<td>06.00</td>
<td>06.00</td>
</tr>
<tr>
<td>3</td>
<td>Snacks/Sweets</td>
<td>02.00</td>
<td>01.60</td>
</tr>
<tr>
<td>4</td>
<td>Beverages</td>
<td>00.90</td>
<td>00.40</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>18.90</td>
<td>20.00</td>
</tr>
</tbody>
</table>

Signature of tenderer with Seal
20. The Contractor shall keep the canteen open and render all the necessary services, sale of eatables, tea etc. from 10:00 A.M to 06:00 P.M on all normal working days. The contractor shall run a skeleton canteen during vacation(s) to provide tea/coffee and eatable etc. to the staff and students present in the University.

21. The catering services for the Guest House shall be provided for all working days including Sundays and holidays. The timings of the Catering Unit in University Guest House will be regulated as under:

(a) Bed Tea/Coffee shall be served in the guest room. Tea/Coffee may be served in the dining hall and guest room from 6:00 A.M to 10:00 P.M. for the guests and visitors.
(b) Breakfast, lunch, tea, dinner will be served in the Dining Hall.
(c) Meals will be served on advance order during the following Hours:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed Tea (Room Service)</td>
<td>6:00 am – 8:00 am</td>
</tr>
<tr>
<td>Breakfast</td>
<td>8:00 am – 10:00 am</td>
</tr>
<tr>
<td>Lunch</td>
<td>1:00 pm – 2:30 pm</td>
</tr>
<tr>
<td>Evening Tea</td>
<td>4:00 pm – 6:00 pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>8:00 pm – 10:00 pm</td>
</tr>
</tbody>
</table>

22. No minimum guarantee will be furnished to the Contractor towards consumption of food items in Canteen and Guest House. He/she is advised to maintain the highest quality at the offered prices so as to attract the maximum number of personnel to avail canteen services and catering services in the University Guest House.

23. The University will provide tables, chairs, fans, electrical fittings, sanitary fittings and water cooler in canteen. The Contractor will bring his own kitchen equipments, crockery, cutlery, raw material etc. in sufficient quantity as needed for preparation of items and serving customers. The Contractor shall employ cooks and waiters in sufficient number for preparation and service in the Canteen, Staff Room and Administrative Office.

24. The University will permit the Contractor to use its well equipped kitchen, crockery, cutlery, refrigerator, dining hall and store room of Guest House for preparation, serving and storage of food for the guests. The Contractor shall bring his own raw material etc. for preparation of items and serving guests in the guest house. Free electricity and water will be provided for the catering services in Guest House by the University.

25. The Contractor shall engage one Head Cook, one Asstt. Cook and one waiter for preparation of items and serving guests in Guest House during scheduled time. In Guest House the Contractor should depute one waiter specially for supply of drinking water in guest rooms from 10:00 p.m. to 06:00 a.m. The number of persons for whom food will have to prepared and served will depend on the occupancy of the rooms. The number may not be fixed and can vary.

Signature of tenderer with Seal
26. The work order will be placed to the approved tender through registered post only and the date of registration at the post office will be treated as the date of order for calculating the period of execution. The approved tenderer will execute the order within specified time.

27. Earnest money shall be forfeited in case the selected tenderer does not start the catering services within specified time as mentioned in the work order by the Registrar, Jiwaji University, Gwalior.

28. The contractor shall have no right to sub-let, assign the work in any manner to any third party or authorize any other person to run the catering services in the canteen and guest house once it has been formally awarded to him.

29. The Contractor shall enter into a contract to be executed on a non-judicial Stamp Paper of Rs.100/- . The contract shall be for a period for one year and may be renewed for maximum one year.

30. The contract shall be terminable on three month notice on either side. The Registrar will have the right to revoke the contract without notice on grounds of gross misconduct, negligence or breach of contract.

31. At the time of expiry or repudiation of the contract, as the case may be, the contractor shall be liable to hand over the entire furniture and fixture and other belongings supplied by the University, in the same conditions as they were at the time of this contract.

32. The Contractor, who is awarded the contract, shall be required to:
   (a) Pay License Fee of Rs. 180000/-per annum in advance. (Rupees One lakh eighty thousand only). No portion of the license fee shall be refundable in any case.
   (b) Deposit a sum of Rs. 50000/-(Rupees fifty thousand only) as a performance security deposit, which will be refundable on expiry of the contract.
   (c) To pay Electricity Charges according to Electric Meter reading to MPMKVV CO. Ltd for canteen.
   (d) To pay Water Charges Rs. 12000-(Rupees twelve thousand only) per annum in advance for canteen.
   (e) To pay Rs. 20,000/-(Rupees twenty thousand only) towards repair and maintenance of the Canteen in advance (Non-Refundable).

33. If the contract is extended for 2nd year then the license fee will be raised by10% for the extended period.

34. At the time of termination of the contract, the contractor should be liable to submit the “No Dues Certificate” issued by MPMKVV CO. Ltd.

Signature of tenderer with Seal
35. The caterer shall keep the canteen and kitchen of Guest House neat and tidy according to the by-laws of Health Department as laid down by the Municipal Corporation of Gwalior and shall be personally responsible for complying with relevant acts and regulations in force in Madhya Pradesh. The Contractor shall also arrange to obtain the necessary license for running the canteen, if required by the civic authorities. The University, in no case, shall be responsible for this.

36. The Contractor shall be solely responsible for compliance to provisions of various labour, Industrial and any other laws applicable and all statutory obligations, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI, insurance etc relating to Catering Services personnel deployed in the University canteen and guest house. The University shall have no liability in this regard.

37. Employment of child labour is strictly prohibited under the Law, therefore the contractor will not employ any child.

38. The Contractor shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at the University canteen & guest house. The University shall have no liability in this regard.

39. i) The Contractor shall ensure disposal of the collected waste on a daily basis. Accumulation of garbage/waste in premises will not be acceptable and should never be kept overnight in the Canteen premises and guest house. It shall be the responsibility of the Contractor to segregate and dispose of garbage at least twice in a day and/or at any time when garbage is accumulated in a larger quantity than the capacity of dustbin/garbage drum at his own cost and as per prescribed norms/practice by the local Authority, if any.

ii) Waste materials shall be collected in proper bins and disposed of immediately. Plastic bags shall be used in all the dustbins in the Canteen premises and guest house for easy collection and disposal; so that the dustbins are maintained neat & clean and in a hygienic condition.

iii) The Contractor shall arrange trolleys/transportation arrangements etc for disposal of waste material/garbage etc., to be disposed off beyond the premises up to authorized Municipal dumping yard/ground etc at its own cost.

40. The contractor shall be responsible for payment of Sales tax/VAT/Service tax (as the case may be) on eatables to the concerned departments. The University, in no case, shall be responsible for this.

41. The contractor should provide bill for each sale as per law.

42. The premises of the Canteen and the Guest House will not be used by the Contractor for residential purpose.

43. The possession of the premises of(1) the canteen (2) kitchen, store room and dining hall of Guest House will always be that of Jiwaji University even when the said premises would be in use of the contractor.

44. The University canteen and Guest House premises should not be used for any other commercial activity by the contractor.

Signature of tenderer with Seal
45. The contractor is responsible to maintain the infrastructure facilities provided by the University. The Contractor shall also be responsible for any loss or damage to the University property movable or immovable in his possession.

46. The Contractor has to arrange water tank at his own expenses if water crises occur.

47. Materials used for cooking purpose tea, coffee, spices, food stuffs, refined oil etc. should be branded and of good quality. The articles of refreshment etc. to be served in the canteen and in the guest house shall be of good quality and the preparation shall be made by the contractor under hygienic condition with in the kitchen provided in the Canteen and in the Guest House.

48. The fuel to be used for cooking will only be commercial LPG and shall be arranged by the Contractor.

49. The approved rates of the articles will be displayed by the Contractor at a prominent place in the Canteen and in the Guest House. Under no circumstances, the Contractor shall increase the rate of any article.

50. **LIST OF ARTICLES**

**Breakfast**

**in Canteen**: Minimum any 2 items from S. No. 1 to 8 will be served per day on rotation but Item No. 9 and 10 should be served per day.

**In Guest House**: Item No. 8, 9 and 10 should be served per day as per demand of the guests.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description of Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Plain dosa with Sambar &amp; Chutney 60gm.</td>
</tr>
<tr>
<td>2.</td>
<td>Vada with Sambar &amp; Chutney-2Pcs. 40gm each.</td>
</tr>
<tr>
<td>3.</td>
<td>Masala Dosa with Sambar&amp;Chutney 80gm</td>
</tr>
<tr>
<td>4.</td>
<td>Idli with Sambar &amp; Chutney-2Pcs. 40gm each.</td>
</tr>
<tr>
<td>5.</td>
<td>Chole Bhaturey with pickle - 2 Pcs. Chole 100 gm and 2 bhaturey (80gm.total)</td>
</tr>
<tr>
<td>6.</td>
<td>Utappam with sambar &amp; Chutney 80gm.</td>
</tr>
<tr>
<td>7.</td>
<td>Puri- 4 pieces (25gm each.) with aloo Sabji(dry)/ aloo tomato Sabji(gravy) (100gm.)</td>
</tr>
<tr>
<td>9.</td>
<td>Breadtoast with Butter / Jam -2 bread slices(50gm.) with 10 gm butter/jam</td>
</tr>
<tr>
<td>10.</td>
<td>Corn flakes with hot milk &amp; sugar-200gm.</td>
</tr>
</tbody>
</table>

**Signature of tenderer with Seal**
Lunch / Dinner

In canteen – Only lunch will be provided but the item no. (1) and (2) of the lunch should not be repeated in next day lunch and must be changed with other options.

In Guest House- Both lunch and dinner will be provided but the item no. (1) and (2) of the lunch should not be repeated in dinner and must be changed with other options.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description of Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Thali : One</td>
</tr>
<tr>
<td></td>
<td>(1)Dal fried/Dal makhani /Rajma /Pakoda curry in Dahi/Chole -150gm.</td>
</tr>
</tbody>
</table>

Beverages - To serve in Canteen and Guest House
All the items should be served per day as per demand of the customer and guests.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description of Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tea 100 ml</td>
</tr>
<tr>
<td>2.</td>
<td>Coffee 100 ml</td>
</tr>
</tbody>
</table>

Snacks/sweets- Only for Canteen
Minimum any 2 items from S. No. 1 to 4 will be served per day on rotation but item from S. No. 5 to 9 should be served per day.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description of Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Samosa/Kachauri /Aloobada-1Pc. 70 gm.</td>
</tr>
<tr>
<td>2.</td>
<td>Bread Pakora- 1 Pc. 80 gm.</td>
</tr>
<tr>
<td>3.</td>
<td>Vegitable Pakora 100 gm.</td>
</tr>
<tr>
<td>4.</td>
<td>Dhokla 2 Pcs. (70 gm.total)with sauce</td>
</tr>
<tr>
<td>5.</td>
<td>Sweets (Gulab Jamun/ Balushahi) -1Pc. 50 gm.</td>
</tr>
<tr>
<td>7.</td>
<td>Paneer Patties- 1 Pc. 100 gm.</td>
</tr>
<tr>
<td>8.</td>
<td>Cream Roll- 1 Pc. 100gm.</td>
</tr>
</tbody>
</table>
51. The menu would be prepared according to the list provided above as far as possible. The items and their size, quantity and weight including quality should be approved by the Proctorial board. The contractor should not make any alteration in the items without the permission of the University.

52. The contractor may serve packed items such as cold drinks, packed water, juices, biscuits, ice cream and snacks etc. The rates of packed items should not be charged more than the printed Maximum Retail Price (MRP).

53. Use of Plastic/Synthetic cups for tea /coffee etc. is not permitted. Only thermocol disposable glasses may be used to serve tea / coffee etc. in the canteen.

54. A menu card should be provided to the staff during the time of order.

55. The canteen shall be on self service basis for the students during the rush time.

56. The Contractor shall be held solely responsible if any food item is found adulterated or a case of food-poisoning is reported. The University in no case shall be responsible for this.

57. No employee/student/outsiders will be allowed to smoke or consume alcohol/ banned or abused drugs and tobacco in the canteen and guest house. The contractor shall not keep or sell any junk food and tobacco products or health hazard articles.

58. The contractor will take all necessary precautions against fire hazards.

59. The Proctorial board of the University has the right to visit periodically, or have surprise visits to check the quality of food, services, cleanliness etc. of the canteen and report to the Registrar. If required a feedback from the users could be obtained anytime.

60. Contractor shall be responsible for good conduct and behavior of the persons employed and working in the Canteen and Guest House. The Contractor will supply a list of such employees along with photographs and their local and permanent address to the University for a record. The Canteen and Guest House staff shall be issued Identity Cards bearing photographs. The contractor shall provide sufficient sets of Uniforms and pair of shoes to his employees and shall ensure that they wear them all times and maintain them properly.

61. The Registrar shall have the right to impose fine in case of grave irregularities to the extent deemed fit and proper which shall be recoverable from the security amount, if not paid otherwise.

62. If any dates of receipt/opening of tender happen to be declared as holiday, the schedule will be shifted to the next working day automatically.

63. The Tenderer may be disqualified, banned or suspended from the work allotted if:-
   A. The firm is suspected to be doubtful loyalty to state ;
   B. The state bureau of investigation moral turpitude in relation to business dealings, which if established would result in business dealing with it banned.
   C. Registrar, Jiwaji University, Gwalior is prima-facie of the view that the firm is guilty of an offence involving moral turpitude in relation to business dealings, which if established would result in business dealing with it banned.

**Signature of tenderer with Seal**
64. The work order shall generally be awarded to the lowest tenderer as per the Bid Evaluation Criteria. However the Registrar Jiwaji University Gwalior does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason. The Registrar Jiwaji University, Gwalior also reserves the right to reject any bid which in his opinion is violating any of the conditions without any liability to any loss whatsoever it may cause to the tenderer in the process.

65. In the event of any dispute, The Vice Chancellor Jiwaji University, shall be the sole Arbitrator and his decision shall be final and binding on both the parties.

66. After submission of tender no tenderer shall contact Jiwaji University on any matter relating to bid. Any effort on part of a tenderer to influence the Competent Authority in the decision making of bid evaluation or bid comparison may result in rejection of the tenderer’s bid.

67. Legal proceeding if any arising out of the Tender shall have to be lodged in courts situated in Gwalior City only.

68. It is expected and assumed that all the documents, certificates, declarations made are true and correct on the basis of which technical evaluation will be made. If the information submitted by the tenderer is not correct and subsequently has come to the knowledge of Jiwaji University, then the work order may be liable for cancellation at the discretion of jiwaji University and EMD/ security deposit is liable to be forfeited.

69. The Registrar, Jiwaji University, Gwalior can relax the terms and conditions in the exigency of the department work.

Registrar
Jiwaji University, Gwalior

I have read the above terms and conditions of the contract and undertake to abide by all the above terms and conditions in case of award of the contract for running the University Canteen and Guest House to me.

SIGNATURE OF THE TENDERER ____________________________

SEAL ____________________________

NAME IN FULL ____________________________

ADDRESS _______________________________ ____________________________

TELEPHONE NO. _____________ MOBILE NO. _____________

JIWAJI UNIVERSITY, GWALIOR

TECHNICAL BID

TENDER FOR PROVIDING CATERING SERVICES IN UNIVERSITY
CANTEEN AND GUEST HOUSE
(To be submitted in Envelope No. -02)

(Please write all entries in Capital letters and enclose relevant documents as required)

1- Name Of The Tenderer Firm : .................................................................

2- Address Of The Firm : .................................................................

3- Name Of The Proprietor Of The Firm : ...........................................

4- Telephone Number 1- Office : ............2- Residence : ............

    Mobile : .........................Fax : ..........................

5- E-Mail Id Of The Firm : .................................................................

6- Details Of The EMD Amount : Rs. ............ D.D. No. .............

   Dated...................... Name and address of the Bank : .........................

7- Details Of The Cost Of Form Purchased :

   (A) If Purchased From The University : Amount Rs.........................

   (Please enclose photocopy of the receipt) -Receipt No..................... Dated.............

   (B) If Downloaded From The University Website

   Rs......................... D.D. No..................... Dated....................

   Name and address of the Bank : ............................................

   Signature of Tenderer with Seal

1
8- PAN No. issued by Income Tax Department : ........................................
(Please enclose photocopy)

9- VAT/TIN Registration No. : ..................................................
issued by commercial Tax department:
(Please enclose photo copy)

10- Service Tax Registration No. : ............................................
issued by Competent Authority
(Please enclose photo copy)

11- Whether Copy of Income Tax Return of the firm for the : Yes/No
last three Assessment Years 2010-11,2011-12and 2012-13 is enclosed.

12- Whether Copies of work orders for proving the : Yes/No
experience of running the catering services in the Canteen/ Hostel Mess
in a University campus or in any Govt. Organization/ Undertaking is enclosed.

Signature of Tenderer with Seal
JIWAJI UNIVERSITY, GWALIOR
FINANCIAL BID
TENDER FOR PROVIDING CATERING SERVICES IN
UNIVERSITY CANTEEN AND GUEST HOUSE
(To be submitted in Envelope No.-03)

1. Name of the Firm ..........................................................................................................

2. Address of the firm ........................................................................................................

3. Contact No. ....................................................................................................................

(i) Please read general terms & conditions carefully before filling the financial bid.
(ii) The rates of each item in the financial bid shall include the cost of manpower (including trained cook and catering staff), raw materials, waiter services, fuel, cooking equipments, all other related expenses and statutory obligations etc.
(iii) It is mandatory for the tenderer to quote the rates for all the items mentioned in the financial bid otherwise the tender shall be rejected.

Note :-
1. No separate free Items or Cash Discounts should be offered.
2. Rates should be written both in words and figures.

(A) Beverages- To serve in Canteen and Guest House
All the items should be served per day as per demand of the customer and guests.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description of Item</th>
<th>Rates to be Quoted (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>In Fig.</td>
</tr>
<tr>
<td>1.</td>
<td>Tea 100 ml</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Coffee 100 ml</td>
<td></td>
</tr>
</tbody>
</table>

Signature of tenderer with Seal
(B) Snacks/sweets - Only for Canteen
Minimum any 2 items from S. No. 1 to 4 will be served per day on rotation but item from S. No. 5 to 9 should be served per day.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description of Item</th>
<th>Rates to be Quoted (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>In Fig</td>
</tr>
<tr>
<td>1.</td>
<td>Samosa/Kachauri /Aloobada-1Pc. 70 gm.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Bread Pakora- 1 Pc. 80 gm.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Vegatable Pakora 100 gm.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Dhokla 2 Pcs. (70 gm.total)with sauce</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Sweets (Gulab Jamun/ Balushahi) -1Pc. 50 gm.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Paneer Patties- 1 Pc. 100 gm.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Cream Roll- 1 Pc. 100gm.</td>
<td></td>
</tr>
</tbody>
</table>

(C) Lunch / Dinner
In canteen – Only lunch will be provided but the item no. (1) and (2) of the lunch should not be repeated in next day lunch and must be changed with other options.
In Guest House - Both lunch and dinner will be provided but the item no. (1) and (2) of the lunch should not be repeated in dinner and must be changed with other options.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description of Item</th>
<th>Rates to be Quoted (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>In Fig</td>
</tr>
</tbody>
</table>

Signature of tenderer with Seal
(D) Breakfast  
**in Canteen:** Minimum any 2 items from S. No. 1 to 8 will be served per day on rotation but Item No. 9 and 10 should be served per day.  
**In Guest House:** Item No. 8, 9 and 10 should be served per day as per demand of the guests.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description of Item</th>
<th>Rates to be Quoted (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>In Fig</td>
</tr>
<tr>
<td>1.</td>
<td>Plain dosa with Sambar &amp; Chutney 60gm.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Vada with Sambar &amp; Chutney-2Pcs. 40gm each.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Masala Dosa with Sambar&amp;Chutney 80gm</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Idli with Sambar &amp; Chutney-2Pcs. 40gm each.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Chole Bhaturey with pickle - 2 Pcs. Chole 100 gm and 2 bhaturey (80gm.total)</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Utappam with sambar &amp; Chutney 80gm.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Puri- 4 pieces (25gm each.) with aloo Sabji(dry)/ aloo tomato Sabji(gravy) (100gm.)</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Breadtoast with Butter / Jam -2 bread slices(50gm.) with 10 gm butter/jam</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Corn flakes with hot milk &amp; sugar-200gm.</td>
<td></td>
</tr>
</tbody>
</table>

**Signature of tenderer with Seal**

**Name of the Tenderer.................................**

**Seal & Sign.............................................**

**Signature of tenderer with Seal**