

JIWAJI UNIVERSITY, GWALIOR (M.P.)

Tender Document

for

**Providing Catering Services in
Jiwaji University, Gwalior**

University website: www.jiwaji.edu

जीवाजी विश्वविद्यालय, ग्वालियर

क्रमांक/स्टोर/23/274

दिनांक: 23/8/23

ई-निविदा-सूचना

जीवाजी विश्वविद्यालय, ग्वालियर द्वारा कैंटीन, गेस्ट हाउस, 4 छात्रावास एवं समय-समय पर विश्वविद्यालय के विभिन्न विभागों में आयोजित कार्यक्रमों में कैंटरिंग सेवाएँ एक वर्ष के लिये प्रदान करने हेतु ई-निविदा <https://mptenders.gov.in> पर (TWO BID TENDER SYSTEM) आमंत्रित की जाती है। निविदाओं का विस्तृत विवरण जीवाजी विश्वविद्यालय, ग्वालियर की वेबसाइट www.jiwaji.edu पर भी उपलब्ध है।



कुलसचिव

सम्पर्क :-

1. सुश्री साधना शर्मा - मोबा. - 8989132462
2. भण्डार विभाग - मोबा. - 9826074682

जीवाजी विश्वविद्यालय, ग्वालियर

क्रमांक/स्टोर/23/275

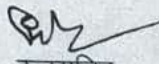
दिनांक 23/8/23

केटरिंग कार्य हेतु ई-निविदा सूचना

जीवाजी विश्वविद्यालय, ग्वालियर की कैंटीन, गेस्ट हाउस, 4 छात्रावास एवं समय समय पर विश्वविद्यालय के विभिन्न विभागों में आयोजित कार्यक्रमों में केटरिंग सेवाएँ एक वर्ष के लिये प्रदान करने हेतु प्रख्यात एवं प्रतिष्ठित केटरिंग ठेकेदारों से ऑनलाइन विस्तृत निविदा सूचना विश्वविद्यालय की वेबसाइट- www.jiwai.edu एवं <https://mptenders.gov.in> पर ऑनलाइन निविदा आमंत्रित की जाती है। विवरण निम्नानुसार है -

क.	टेण्डर आई.डी क्रमांक MP/JUG/Tender No.	कार्य का विवरण	कार्य की अनुमानित राशि	ऑनलाइन धरोहर राशि रु.	निविदा प्रपत्र की कीमत रु.	कार्य पूर्ण करने की अवधि
1	2023_JIWAJ_301156	केटरिंग सेवाएँ	80,00,000/-	2,40,000/-	10,000/- (वापसी योग्य नहीं)	1 वर्ष

- ऑनलाइन टेण्डर परचेज करने की अंतिम दिनांक 14/9/23 तक 5:00 PM
- ऑनलाइन टेण्डर (प्राइज बिड) जमा करने की अंतिम दिनांक 15/9/23 तक 5:00 PM
- टेक्नीकल बिड खोलने का समय एवं दिनांक 15/9/23 को 03:00 बजे
- निविदा की शेष तिथियाँ सम्पूर्ण जानकारी, शर्तें एवं समस्त संशोधन केवल उपरोक्त दर्शाई गई वेबसाइट पर देखी जा सकती है इस हेतु अलग से कोई विज्ञापन/समाचार पत्रों में प्रकाशित नहीं किया जायेगा।
- किसी भी कार्य की निविदा स्वीकृति/अस्वीकृति/निरस्तीकरण या संशोधन के अधिकार कुलसचिव को है।


कुलसचिव

JIWAJI UNIVERSITY, GWALIOR

Tender No./Stores/2023/275

Date 230-08-2023

E-Tender Notice

Online-E Tenders on <https://mptenders.gov.in> are invited from the reputed and established catering contractors providing catering services in University Guest house, Canteen, 4 Hostels and at the time of the various programs organized by University Teaching Departments for one year Terms and Conditions Tender form can also be seen in University website www.jiwaji.edu

S. No	Tender ID MP/JUG/Tender No.	Description of work	Estimates cost of work	EMD	Cost of Tender	Completion period
1	2023_JIWAJ_301156	Catering services	80,00,000/-	2,40,000/-	10,000/- (Non refundable)	01 Year

1. Last date of purchase of tender on line 14-09-2023 up to 5:00 P.M.
2. Last date of submission of online price bid 15-09-2023 up 5:00 P.M.
3. Opening of Technical bid 18-09-2023 at 3:00 PM
4. The remaining term and condition, corrigendum and amendment is issued (if any) related above were will be published on website only.
5. Registrar reserves the right on cancel, amendment or extend the tender at any time without assigning any reason.

Registrar

Tender for Providing Catering Services in Jiwaji University, Gwalior (M.P.)

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JIWAJI UNIVERSITY, GWALIOR

TENDER FOR PROVIDING CATERING SERVICES IN JIWAJI UNIVERSITY, GWALIOR (MP)

GENERAL TERMS AND CONDITIONS

(To be submitted in Envelope No. – 2)

SCOPE OF WORK FOR CATERING SERVICES IN CANTEEN & HOSTELS

Jiwaji University comprises of various teaching departments, Administrative Block and 4 Hostels. The University has a total strength of ~4000 students, more than 700 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 4 Hostels with double bed rooms 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/ Hostels/during the various programmes organized by the University and UTDs of the University within the premises of the University as per requirement and schedule drawn for the purpose by the concerned authorities of the University.

1. Jiwaji University, Gwalior invites the e-tenders.
2. E-Tenders should be addressed to the Registrar, Jiwaji University, Gwalior and to be submitted online.
3. Tenders received within the specified time shall be opened on **18-09-2023** at **03:00 PM** hrs in the 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 receipt of **Rs. 2,40,000/-** paid online.
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 should have annual turnover of minimum of Rs. 1 Crore in the last three financial years i.e. 2019-20, 2020-21 and 2021-22 (Documentary evidence to be furnished with Technical Bid).

Signature of the Tenderer with Seal

7. The tenderer must have registration/license under FSS Act 2006. failing which tender will be rejected.
8. The Tenderer must have at least three 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.
9. Tenderer should upload 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 2020-21, 2021-22 and 2022-23 should also be enclosed with Technical Bid.
10. Tenderer should have valid GST No. Registration issued by the Department of Commercial Taxes. Please upload copy of registration with Technical Bid.
11. The tenderer should have registration as registered firm or company (Documentary evidence to be furnished with Technical Bid).
12. 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.
13. Technical bid shall be opened only of those who have submitted the EMD and cost of tender form as specified.
14. 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.
15. Tenderer may visit the University before quoting for ascertaining the exact nature of work etc.

Tenderer should upload following documents :-

Enclosure-1 Technical Bid Form and terms & conditions duly signed by the tenderer with seal of the firm/Company on each page.

Enclosure-2 Copy of valid PAN No. issued by Income Tax Department, duly signed by tenderer with seal of the firm/Company in each page.

Enclosure-3 Copy of valid GST No. Registration issued by GST Department, duly signed by tenderer with seal of the firm/Company in each page.

Enclosure-4 Copy of the registration as registered firm or company, duly signed by tenderer with seal of the firm/Company on each page.

Signature of the Tenderer with Seal

Enclosure-5 Copy of Income Tax Return for the last three assessment years 2020-21, 2021-22 and 2022-23 duly signed by tenderer with seal of the firm/Company on each page.

Enclosure-6 Copy of the Audited Balance Sheet alongwith Audit Report of the company for the last three financial year i.e. - 2019-20, 2020-21 and 2021-22 duly signed by tenderer with seal of the firm/Company on each page

Enclosure-7 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, duly signed by tenderer with seal of the firm/Company on each page.

Enclosure-8 Declaration stating that the tenderer has not been Black listed/De-listed or are put to any holiday by any Indian Institutional Agency/Government Department/Public Sector undertaking in last three years. In case they have been black listed by any of the Institutions, details of the same be furnished.

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

Enclosure-9 Copy of registration/license under FSS Act 2006.

16. All tenderers are required to read tender document carefully before quoting rates and submission of tender. Submission of tender shall be considered as meeting the following requirement :-
 - a) Tender document have been carefully read and understand by the tenderer and
 - b) The tenderer is ready to quote the rate as per the terms and conditions mentioned in this tender document of Jiwaji University, Gwalior.
17. 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.
18. 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.
19. 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.

Signature of the Tenderer with Seal

20. The payment for the food provided by the tenderer in the canteen and guest house will be directly taken from the consumers (students, staff, visitors and guests) and should be kept by the tenderer. The University in no case shall be responsible for this.

21. . CRITERION FOR 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 %

An example for explaining details about evaluation criteria:

S.No.	Items	Rate in Rupees			Weightage
		Tenderer A	Tenderer B	Tenderer C	
1	Lunch	25	30	30	40%
2	Breakfast	20	20	25	30%
3	Snacks/Sweets	10	8	10	20%
4	Beverages	9	4	10	10%
Total		64	62	75	100 %

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: -

Sr. No	Items	Points obtained by bidder on the basis of weightage (Rate X weightage)/100			Conclusion
		Tenderer A	Tenderer B	Tenderer C	
1	Lunch	10.00	12.00	12.00	Tenderer A is the L-1 (Lowest Bidder)
2	Breakfast	06.00	06.00	07.50	
3	Snacks/Sweets	02.00	01.60	02.00	
4	Beverages	00.90	00.40	01.00	
Total		18.90	20.00	22.50	

22. The tenderer 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 tenderer shall run a skeleton canteen during vacations to provide tea/coffee and

Signature of the Tenderer with Seal

eatable etc. to the staff and students present in the University.

23. 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) 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:-

Tea (Room Service)	-	6:00 AM – 8: 00 AM
Breakfast	-	8:00 AM– 10:00 AM
Lunch	-	1:00 PM – 2:30 PM
Dinner	-	8:00 PM– 10:00 PM

24. No minimum guarantee will be furnished to the tenderer towards consumption of food items in Guest House Canteen and Hostels. The tenderer 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.

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

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

27. The tenderer 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 tenderer 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 the Tenderer with Seal

28. 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.
29. 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.
30. The tenderer 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 Hostels once it has been formally awarded to him.
31. The tenderer shall enter into a contract to be executed on a non-judicial Stamp Paper of Rs.1,000/-. The contract shall be for a period for one year and may be renewed for another one year.
32. The contract shall be terminable on three month notice on either side. The Registrar will have right to revoke the contract without notice on grounds of gross misconduct, negligence or breach of contract.
33. At the time of expiry or repudiation of the contract, as the case may be, the tenderer 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.
34. The tenderer, who is awarded the contract, shall be required to :
 - (a) Pay Rent Fee of Rs. 120000/-per annum in advance. (Rupees One lakh twenty thousand only). No portion of the rent fee shall be refundable in any case.
 - (b) Deposit a sum of Rs. 100000/-(Rupees one lack 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. 12,000-(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).
35. If the contract is extended for 2nd year then the license fee will be raised by 10% for the extended period.

Signature of the Tenderer with Seal

36. At the time of termination of the contract, the contractor should be liable to submit the “ No Dues Certificate ” issued by MPMKVV CO. Ltd.
37. The tenderer shall keep the canteen and kitchen of hostels 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 tenderer 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.
38. The tenderer 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.
39. Employment of child labour is strictly prohibited under the Law, therefore the contractor will not employ any child.
40. The tenderer 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.
41. i) The tenderer 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 Hostel. It shall be the responsibility of the tenderer to segregate and dispose off 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 tenderer 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.
42. The tenderer shall be responsible for payment of GST (as the case may be) on eatables to the concerned departments. The University, in no case, shall be responsible for this.
43. The tenderer should provide bill for each sale as per law.
44. The premises of the Canteen and the hostels will not be used by the tenderer for residential purpose.

Signature of the Tenderer with Seal

45. The tenderer should be able to provide meal for at least 800 persons on immediate and as and when basis, and further shall be able to cater any of the Meal for at least 300/persons. Therefore, the bidder should have its self-owned premise of minimum 3000 sqft which shall have experience of having continuously running the catering services for at least Five Years. Which self-owned premise shall have all the raw material needed to fulfil the aforesaid at its place of work all the time. Which self-owned premise shall be subject to scrutiny, anytime by the concerned officials of the University, whilst the engagement with the tenderer.
46. The possession of the premises of(1) the canteen (2) kitchen, store room and dining hall of hostels will always be that of Jiwaji University even when the said premises would be in use of the tenderer.
47. The University canteen and hostels premises should not be used for any other commercial activity by the tenderer.
48. 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.
49. The tenderer has to arrange water tank at own expenses if water crises occur.
50. 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 tenderer under hygienic condition with in the kitchen provided in the Canteen and in the hostels.
51. The fuel to be used for cooking will only be commercial LPG and shall be arranged by the tenderer.
52. The approved rates of the articles will be displayed by the tenderer at a prominent place in the Canteen and in the hostels. Under no circumstances, the tenderer shall increase the rate of any article .
53. The menu should 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 of the University. The tenderer should not make any alteration in the items without the permission of the University.
54. The tendrer may serve packed items such as butter milk, lassi, dahi, shreekhand, packed water, (Bislery/Kinley/Railneer/Aquafina) juices, biscuits and snacks etc. The rates of packed items should not be charged more than the printed Maximum Retail Price (MRP).
55. 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.

Signature of the Tenderer with Seal

56. A menu card should be provided to the staff during the time of order.
57. The canteen shall be on self service basis for the students during the rush time.
58. The tendrer 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.
59. No employee/student/outsideers will be allowed to smoke or consume alcohol/ banned or abused drugs and tobacco in the canteen and hostels. The tendrer shall not keep or sell any junk food/fast food, beverages containing soda and tobacco products or any health hazard articles.
60. The tendrer will take all necessary precautions against fire hazards.
61. The Proctorial board DSW 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.
62. Tendrer shall be responsible for good conduct and behavior of the persons employed and working in the Canteen and hostels. The tendrer 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 hostels staff shall be issued Identity Cards bearing photographs. The tendrer 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.
63. 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.
64. If any date of receipt/opening of tender happen to be declared as holiday, the schedule will be shifted to the next working day automatically.
65. 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.
66. 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

Signature of the Tenderer with Seal

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.

67. In the event of any dispute, the Vice Chancellor, Jiwaji University, Gwalior shall be the sole arbitrator and his decision shall be final and binding on both the parties.
68. 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.
69. Legal proceeding if any arising out of the Tender shall have to be lodged in courts situated in Gwalior City only.
70. 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.
71. The Registrar, Jiwaji University, Gwalior can relax the terms and conditions in the exigency of the department work.
72. The discount of 30% in food bill should be provided to person arriving in the guest house for official work.

Registrar
Jiwaji University, Gwalior

I have read the terms and conditions mentioned in this tender document and undertake to abide by as specified in the terms and conditions section of this document 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 NUMBER

Email ID OF THE TENDERER

MOBILE NUMBER

Signature of the Tenderer with Seal

LIST OF ARTICLES TO BE PROVIDED IN UNIVERSITY CANTEEN AND HOSTELS

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 Hostels : Item No. 5 , 7 and 8 should be served per day as per demand of the students.

In Guest House : Any two Items other than 9 and 10 (Item No 9 and 10 are compulsory)

S. No.	Description of Item
1.	Plain dosa with Sambar & Chutney 60gm.
2.	Vada with Sambar & Chutney-2Pcs. 40gm each.
3.	Masala Dosa with Sambar & Chutney 80gm
4.	Idli with Sambar & Chutney-2Pcs. 40gm each.
5.	Chole Bhaturey with pickle - 2 Pcs. Chole 100 gm and 2 bhaturey (80gm.total)
6.	Utappam with sambar & Chutney 80gm.
7.	Puri- 4 pieces (25gm each.) with aloo Sabji (dry)/ aloo tomato Sabji (gravy) (100gm.)
8.	Aloo Parantha /Gobhi Parantha with chutney/sauce/pickle -1 Pc. 100gm.
9.	Breadtoast with Butter / Jam -2 bread slices(50gm.) with 10 gm butter/jam
10.	Corn flakes with hot milk & sugar-200gm.

Please Note: List of Articles should be moved from here after the completion of General Terms and Conditions as mentioned in the canteen of the tender document section.

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 Hostels- 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 .

In Guest House - Both Lunch and dinner to be provided but item No 1 and 2 of the Lunch should not be repeted in dinner

S. No.	Description of Item
1.	<u>Thali</u> : One (1) Dal fried/Dal makhani /Rajma /Pakoda curry in Dahi/Chole -150gm. (2) Seasonal vegetable/Kofta curry/paneer dish -100 gm. (3) Chapati-6 Pcs. -25gm

	each.(4) Rice-150 gm. (5) Chutney (6) Pickle (7) Papad (8) Dahi/ Raita-100gm. (9) Salad-50 gm. (10) Sweet-1pc. 50gm. (Gulab Jamun/ Rasgulla).
--	---

In Conference - Minimum two items from (1) Paneer dish and (1) vegetable /Kofta curry from item 2 as decided by conference organizers. other items remains as such.

S. No.	Description of Item	Location	Rates to be Quoted (Rs.)	
			In Fig	In Words
1.	Thali : One (1) Dal fried/Dal makhani /Rajma /Pakoda curry in Dahi/Chole (2) Seasonal vegetable/Kofta curry/paneer dish (3) Puri/Chapati (4) Rice- (5) Chutney (6) Pickle (7) Papad (8) Dahi/Raita- (9) Salad (10) Sweet (Gulab Jamun/ Rasgulla).	Conferance		

Note :-

- 1- Food at the seminar/conference will be provided by outdoor catering.
- 2- The caterer will have to make their own arrangements for drinking water in the seminar/conference.
- 3- The caterer staff will be available at the venue in a certain dress code to serve the food.
- 4- The caterer will have to prepare the food up to one hour prior to the event.

Beverages -To serve in Canteen and Hostels

All the items should be served per day as per demand of the customer and guests.

S. No.	Description of Item
1.	Tea 150 ml
2.	Coffee 150 ml

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.

S. No.	Description of Item
1.	Samosa/Kachauri /Aloobada-1Pc. 70 gm.
2.	Bread Pakora- 1 Pc. 80 gm.

3.	Vegitable Pakora 100 gm.
4.	Dhokla 2 Pcs. (70 gm.total) with sauce
5.	Sweets (Gulab Jamun/ Rasgulla) -1Pc. 50 gm.
6.	Veg. Patties- 1 Pc. 100 gm.
7.	Paneer Patties- 1 Pc. 100 gm.
8.	Cream Roll- 1 Pc. 100gm.
9.	Pastree - 1 Pc. 50 gm.

Signature of the Tenderer with Seal

JIWAJI UNIVERSITY, GWALIOR

Tender for Providing Catering Services in Jiwaji University, Gwalior (MP)

CHECK LIST OF THE ENCLOSURES

(To be uploaded on portal)

Please upload documents on portal for Technical Bid as per enclosure number given below – (Please write enclosure no. on the first cover page of each document with ink)

Enclosure No.	Description (s)	YES/NO	Page No.
01	Technical Bid Form and Terms & Conditions duly signed by the proposer with seal of the Company on each page.		
02	Copy of valid PAN No. issued by Income Tax Department		
03	Copy of valid GST No. issued by Commercial Tax Department.		
04	Copy of the registration of registered Firm or Company		
05	Copy of the Income Tax Return of the Company for the last three assessment years (AY), i.e., for the assessment years 2020-21, 2021-22 and 2022-23		
06	Copy of the Audited Balance Sheet along with Audit Report of the Company for the last three financial year (FY), i.e., for the financial years 2019-20, 2020-21 and 2021-22		
07	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.		
08	Declaration stating that the tenderer has not been Blacklisted/De-listed or is put to any holiday by any Indian Institution Agency/Government Department/ Public Sector Undertaking in last three years. In case they have been black listed by any of the institutions, details of the same be furnished.		
09	Copy of registration/license under FSS Act 2006.		

Signature of the Tenderer with Seal

JIWAJI UNIVERSITY, GWALIOR

Tender for Providing Catering Services in Jiwaji University, Gwalior (MP)

TECHNICAL BID FORM

(To be uploaded online)

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

- 1- Name of the Tenderer Firm:
- 2- Address of the Firm:
-
-
-
- Telephone Number:
- 3- Name of the Proprietor of the Firm:
- 4- Telephone Numbers Office No:
- Residence No.
- Mobile No.:
- Fax No.:
- 5- E-Mail Id of the Firm:
- 6- Details of online payment of EMD : Receipt No.
- Amount (Please upload photocopy of & Date
- the receipt)
- 7- Details of online payment of tender cost : Receipt No.
- (Please upload photocopy of the receipt) & Date
- 8- PAN No. issued by Income Tax :
- Department (Please upload photocopy)
- 9- GST Registration No. issued by GST :
- Tax department: (Please upload photo copy)

Signature of Tenderer with Seal

10- Copy of the registration as registered firm/
As company (Please upload photocopy)

11- Whether Copy of Income Tax Return of
the firm for the last three Assessment Years
2020-21, 2021-22 and 2022-23 is enclosed.
(Please upload photocopy) Yes/No
.....

12- Copy of the Audited Balance Sheet along
with Audit Report of the company for the last
three financial year 2019-20, 2020-21 and 2021-22
are enclosed. (Please upload photocopy) Yes/No
.....

13- Whether 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/ Undertaking
is enclosed. Yes/No
.....

14- Declaration stating that the tenderer has
not been Black listed /De-listed or are put of
any holiday by and Indian Institutional Agency/
Government Department/Pubic Sector undertaking
in last three years. In case they have been black
listed by any of the institutions. Details of the
same be furnished. (Please upload photocopy) Yes/No
.....

15- Copy of registration/license under FSS Act 2006. Yes/No
.....

Signature of Tenderer with Seal

JIWAJI UNIVERSITY, GWALIOR

Tender for Providing Catering Services in Jiwaji University, Gwalior (MP)

FINANCIAL E-BID FORM

(To be submitted in E-mode)

1. Name of the Firm
2. Address of the Firm
-
-
3. Name of the Authorized Contact Person
4. Telephone Numbers: Office No.
Fax No.
Mobile No.
5. E-mail ID of the Firm
6. Local Address of the Firm
-
-
7. Name of the Authorized Contact Person (Local)
8. Telephone Number (Local) Office No.
Fax No.
Mobile No.
9. E-mail ID of the Company (Local)

Signature of Tenderer with Seal

(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 Hostels

All the items should be served per day as per demand of the customer and Students.

S. No.	Description of Item	Rates to be Quoted (Rs.)	
		In Fig.	In Words
1.	Tea 150 ml		
2.	Coffee 150 ml		

(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.

S. No.	Description of Item	Rates to be Quoted (Rs.)	
		In Fig	In Words
1.	Samosa/Kachauri /Aloobada-1Pc. 70 gm.		
2.	Bread Pakora- 1 Pc. 80 gm.		
3.	Vegitable Pakora 100 gm.		
4.	Dhokla 2 Pcs. (70 gm.total) with sauce		
5.	Sweets (Gulab Jamun/ Rasgulla) -1Pc. 50 gm.		
6.	Veg. Patties- 1 Pc. 100 gm.		
7.	Paneer Patties- 1 Pc. 100 gm.		
8.	Cream Roll- 1 Pc. 100gm.		
9.	Pastree - 1 Pc. 50 gm.		

Signature of Tenderer with Seal

(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 Hostels - 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.

In Guest House - Both Lunch and dinner to be provided but item No 1 and 2 of the Lunch should not be repeated in dinner.

S. No.	Description of Item	Location	Rates to be Quoted (Rs.)	
			In Fig	In Words
1.	<u>Thali</u> : One (1) Dal fried/Dal makhani /Rajma /Pakoda curry in Dahi/Chole - 150gm. (2) Seasonal vegetable/Kofta curry/paneer dish - 100 gm. (3) Chapati-6 Pcs. -25gm each. (4) Rice-150 gm. (5) Chutney (6) Pickle (7) Papad (8) Dahi/Raita-100gm. (9) Salad-50 gm. (10) Sweet-1pc. 50gm. (Gulab Jamun/ Rasgulla).	1. Canteen 2. Hostel 3. Geust House		

In Conference - Minimum two items from (1) Paneer dish and (1) vegetable /Kofta curry from item 2 as decided by conference organizers. other items remains as such.

S. No.	Description of Item	Location	Rates to be Quoted (Rs.)	
			In Fig	In Words
1.	<u>Thali</u> : One (1) Dal fried/Dal makhani /Rajma /Pakoda curry in Dahi/Chole (2) Seasonal vegetable/Kofta curry/paneer dish (3) Puri/Chapati (4) Rice- (5) Chutney (6) Pickle (7) Papad (8) Dahi/Raita- (9) Salad (10) Sweet (Gulab Jamun/ Rasgulla).	Conferance		

Note :-

- 1- Food at the seminar/conference will be provided by outdoor catering.**
- 2- The caterer will have to make their own arrangements for drinking water in the seminar/conference.**
- 3- The caterer staff will be available at the venue in a certain dress code to serve the food.**
- 4- The caterer will have to prepare the food up to one hour prior to the event.**

(D) In Break fast

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 Hostels : Item No. 5 , 7 and 8 should be served per day as per demand of the guests.

In Guest House - Any two items other than 9 and 10 (item No. 9 and 10 are compulsory

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

Signature of Tenderer with Seal

PROFORMA OF PERFORMANCE BANK GUARANTEE

In consideration of the Registrar, Jiwaji University, Gwalior (hereinafter called the "Client") having offered to accept the terms and conditions of the proposed agreement (hereinafter called the "said Agreement") between Registrar, Jiwaji University, Gwalior and M/s..... (hereinafter called the "said Contractor") for the work of Catering Services having agreed to production of an irrevocable bank guarantee for Rs._____ (Rupees _____ only) as a security / guarantee from the contractor for compliance of its obligations in accordance with the terms and conditions in the said agreement.

We _____ (hereafter referred to as the "Bank") hereby undertake following:

1. We undertake to pay to the Client any money so demanded not withstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under bond shall be a valid discharge of our liability for payment thereunder, and the contractor(s) shall have no claim against us for making such payment.
2. We further agree that the Guarantee herein contained shall (indicate the name of the Bank) remain in full force and effect during the period that would be taken for the performance of the said agreement, and it shall continue to be enforceable till all the dues of the Client under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till the Client certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said contractor(s), and accordingly discharges this guarantee
3. We further agree with the Client that the Client shall have the fullest liberty without our consent , and without effecting in any manner our obligations hereunder, to vary any of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Client against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement, and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of the Client or any indulgence by the Client to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
4. This Guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
5. We lastly undertake not to revoke this Guarantee except with the prior consent of the Client in writing.
6. This guarantee shall be valid up to unless extended on demand by the Client Notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs._____ (Rupees _____ only) and unless a claim in writing is lodged with us under this Guarantee shall stand discharged.

Dated the ____ day of ____ for _____

Signature of the authorized officer of the Bank

Name & Designation of the officer

Seal, Name & Address of the Bank and Address of the Branch

FORMAT OF CONTRACT AGREEMENT

(On Non-judicial Stamp Paper as per m.p Govt. rules)

THIS AGREEMENT made the day of, 2023 Between Registrar, Jiwaji University, Gwalior (hereinafter "the Client") of the one part and M/s _____ (hereinafter called "the Contractor") of the other part:

WHEREAS the Client is desirous that certain services viz. Supply Catering Services in the tender reference no. _____ Dated _____ and has accepted a bid by the Contractor for the performance services for the sum of Rs. _____ /- (*Rupees* _____ *only*) (hereinafter called "the Contract Price") and supply of consumables as per rates given in the financial bid of its tender.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to, and they shall be deemed to form and be read and construed as part of this agreement.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- a) The Letter of Acceptance issued by the Client.
- b) The supplier's bid including enclosures, annexure, etc.
- c) Tender document along with all enclosed documents.
- d) Any other document listed in the supplier's bid and replies to queries, clarifications issued by the service provider, such confirmations given by the bidder which are acceptable to the contractor and the entire Addendum issued as forming part of the contract.

3. In consideration of the payments to be made by the Client to the Contractor as hereinafter mentioned, the Contractor hereby covenant with the Client to provide, the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Client hereby covenants to pay the Contractor in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied / provided by the Contractor are as under.

Sl. No	Brief Description of Services	Contract Duration	Total Price	GST tax in %	Total value inclusive of GST tax
1					

5. This agreement is valid for one year from the date of agreement but validity of the same may be extended for further One Year on the basis of satisfactory work under this agreement.

IN WITNESS where of the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the Said _____
(For the Client) In the presence of

.....

Signature

Name

Address

Witness 1.

2.

Signed, Sealed and Delivered by the

Said _____ (For the Contractor)

In the presence of

Signature

Name

Address

Witness 1.

2.

// AFFIDAVIT//

(To be submitted along with Technical Bid)

I/We.....who is/are
.....(status in the firm/company) and competent for submission of the
affidavit on behalf of M/s.....

(Contractor) do solemnly affirm an oath and state that:

I/we, am/are fully satisfied for the correctness of the certificates / records submitted in support of the
following information in bid documents which are being submitted in response to notice inviting e-tender
No.....for.....

(name of work) datedissued by the(name of the
department).

I/we am/are fully responsible for the correctness of following self-certified information/document and
certificates:

1. That the self-certified information given in the bid document is fully true and authentic.
2. That:
 - a. Online deposit receipt for amount deposited as earnest money, Online deposit receipt for cost of bid document and other relevant document are authentic .
 - b. Information regarding financial qualification and annual turnover is correct.
 - c. Information regarding various technical qualifications is correct.
3. No close relative of the undersigned and our firm/company is working in the department.

OR

4. Following close relative are working in the department:

Name.....Post.....Present Posting.....

**Signature with seal of the
deponent (bidder)**

I/We.....above deponent do hereby certify that the facts mentioned
in above

paras 1 to 4 are correct to the best of my knowledge and belief.

Verified today(Dated) at.....(place)

Signature with seal of the deponent (bidder)

I certify and agree with all the terms and condition of this tender document. I further certify that I have read and understood all the terms and conditions of the document and I have personally understood the expectations of the University from the Catering Firm regarding catering services required by the University for its Canteen and Guest House. I am ready to provide the catering services to the University on the quoted rates mentioned in the Financial Bid and submitted by me under the terms and conditions of the University as stated in this tender document.

.

Signature of the Tenderer

Name

Seal