

**JIWAJI UNIVERSITY, GWALIOR (M.P.)**

**Tender Document**

*for*

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

University website: [www.jiwaji.edu](http://www.jiwaji.edu)

# जीवाजी विश्वविद्यालय, ग्वालियर

क्रमांक/स्टोर/21/1077

दिनांक 22.01.2021

## 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.jiwaji.edu](http://www.jiwaji.edu) एवं <https://mptenders.gov.in> पर ऑनलाइन निविदा आमंत्रित की जाती है। विवरण निम्नानुसार है -

क्र.	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	2021-JIWAJI-	केटरिंग सेवाएँ	80,00,000 / -	2,40,000 / -	15000 / - (वापसी योग्य नहीं)	1 वर्ष

1. ऑनलाइन टेण्डर परचेज करने की अंतिम दिनांक 10.02.2021 तक 5:00 PM
2. ऑनलाइन टेण्डर (प्राइज बिड) जमा करने की अंतिम दिनांक 12.02.2021 तक 5:00 PM
3. ई.एम.डी. शपथ पत्र, तथा आवश्यक दस्तावेज स्पीड पोस्ट/पंजीयन डाक से जमा करने की अंतिम दिनांक 15.02.2021 तक 5:00 PM
4. टेक्नीकल बिड खोलने का समय एवं दिनांक 17.02.2021 को 03:00 बजे
5. 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।
6. किसी भी कार्य की निविदा [स्वीकृति](#) / [अस्वीकृत](#) / [निरस्तीकरण](#) या संशोधन के अधिकार कुलसचिव को है।

कुलसचिव

# JIWAJI UNIVERSITY, GWALIOR

Tender No./Stores/2021/1077

Date 22-01-2021

## 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](http://www.jiwaji.edu)

S.No	Tender ID MP/JUG/Tender No.	Description of work	Estimates cost of work	EMD	Cost of Tender
1	2021-JIWAJI-	Catering services	80,00,000/-	2,40,000/-	15000/- (Non refundable)

1. Last date of purchase of tender on line 10.02.2021 up to 5:00 P.M.
2. Last date of submission of online price bid 12.02.2021 up 5:00 P.M.
3. Last date of submission of earnest, affidavit and other required document for fulfill technical bid by speed/ regd. post up to 15.02.2021 time 5:00 P.M.
4. Opening of Technical bid 17.02.2021 at 3:00 PM
5. The remaining term and condition, corrigendum and amendment is issued (if any) related above were will be published on website only.
6. 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 **17.02.2021** 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 of **Rs. 2,40,000/-** in favour of Registrar Jiwaji University, Gwalior.
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. 10 lakhs in the last three financial years i.e. 2017-18, 2018-19 and 2019-20 (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 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 2017-18, 2018-19 and 2019-20 should also be enclosed with Technical Bid.
10. Tenderer should have valid GST No. Registration issued by the Department of Commercial Taxes. Please enclose copy of registration with Technical Bid.
11. Tenderer should have valid Service Tax Registration No. issued by competent authority. Please enclose copy of registration with Technical Bid.
12. The tenderer should have registration as registered firm or company (Documentary evidence to be furnished with Technical Bid).
13. 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.
14. Technical bid shall be opened only of those who have submitted the EMD and cost of tender form as specified.
15. 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.
16. Tenderer may visit the University before quoting for ascertaining the exact nature of work etc.
17. Technical bid should be placed in a single big wax sealed cover and superscripted as 'Tender for providing Catering Services in Jiwaji University, Gwalior (MP). The wax-sealed envelope should be send by post (Registered Post/Speed Post only) have to ensure that the tender document should reach before the prescribed time and date to the Office of the Registrar, Jiwaji University, Gwalior. The university will not take any responsibility under any circumstances for postal delay.

### **Procedure for the Submission of the Tender Document**

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

**Signature of the Tenderer with Seal**

## **ENVELOPE No.1 :- Proof of EMD**

**ENVELOPE No.2:**– This envelop should contain Technical Bid Form (Part-A of the tender document) 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. All the submitted documents, certificate, documenting evidence etc. should be signed and sealed by the tenderer (i.e. each page of the submitted tender should be signed and sealed by the tenderer).

## **Preparation of Tender Document**

### **ENVELOPE No.1**

- (i) This envelope will consist of the Proof of Earnest Money Deposit (EMD) of Rs. 2,40,000/- in favour of the Registrar Jiwaji University Gwalior.
- (ii) Those tenders not containing the Proof of EMD will be summarily rejected.
- (iii) This envelope will be super scribed 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 Form (Part-A)** along with Terms and Conditions, certificates, etc. to be submitted in Envelope No. 2. This second envelop should be clearly marked as Envelop No. 2 (Part-A Technical Bid), duly waxed sealed and addressed to Registrar, Jiwaji University, Gwalior (MP). The tenderer should clearly 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, duly signed by tenderer with seal of the company in each page.

**Enclosure-3** Copy of valid GST No. Registration issued by Commercial Tax Department, duly signed by tenderer with seal of the company in each page.

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

**Enclosure-5** Copy of valid Service Tax No. Registration issued by competent authority duly signed by tenderer with seal of the company on each page.

**Enclosure-6** Copy of Income Tax Return for the last three assessment years 2017-18, 2018-19 and 2019-20 duly signed by tenderer with seal of the company on each page.

**Signature of the Tenderer with Seal**

**Enclosure-7** Copy of the Audited Balance Sheet alongwith Audit Report of the company for the last three financial year i.e. - 2017-18, 2018-19 and 2019-20 duly signed by tenderer with seal of the company on each page

**Enclosure-8** 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 company on each page.

**Enclosure-9** 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.

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

(iii) This wax-sealed envelope will be superscribed as “**ENVELOPE No.2 (Part-A TECHNICAL BID)** and should be addressed to the Registrar, Jiwaji University, Gwalior.

**Enclosure-10** Copy of registration/license under FSS Act 2006.

### **ENVELOPE No.3**

All the above wax-sealed envelopes should be inserted in a larger envelope and duly wax 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 DOCUMENTS FOR PROVIDING CATERING SERVICES IN JIWAJI UNIVERSITY, GWALIOR (MP)**”

18. 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.

19. 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.

20. 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.

**Signature of the Tenderer with Seal**

21. 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.
22. 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.

**23. 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	<b>Tenderer A is the L-1 (Lowest Bidder)</b>
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	

**Signature of the Tenderer with Seal**

24. 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 eatable etc. to the staff and students present in the University.
25. 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:-

Bed Tea (Room Service)	-	6:00 AM – 8: 00 AM
Breakfast	-	8:00 AM– 10:00 AM
Lunch	-	1:00 PM – 2:30 PM
Evening Tea	-	4:00 PM – 6:00 PM
Dinner	-	8:00 PM– 10:00 PM

26. 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.
27. 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.
28. 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.
29. 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**

30. 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.
31. 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.
32. 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.
33. The tenderer 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.
34. 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.
35. 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.
36. 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).
37. If the contract is extended for 2<sup>nd</sup> year then the license fee will be raised by 10% for the extended period.
38. 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 the Tenderer with Seal**

39. 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.
40. 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.
41. Employment of child labour is strictly prohibited under the Law, therefore the contractor will not employ any child.
42. 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.
43. 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.
44. The tenderer shall be responsible for payment of GST Registration No. (as the case may be) on eatables to the concerned departments. The University, in no case, shall be responsible for this.
45. The tenderer should provide bill for each sale as per law.
46. The premises of the Canteen and the hostels will not be used by the tenderer for residential purpose.
47. 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.

**Signature of the Tenderer with Seal**

48. The University canteen and hostels premises should not be used for any other commercial activity by the tenderer.
49. 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.
50. The tenderer has to arrange water tank at own expenses if water crises occur.
51. 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.
52. The fuel to be used for cooking will only be commercial LPG and shall be arranged by the tenderer.
53. 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 .
54. 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.
55. 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).
56. 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.
57. A menu card should be provided to the staff during the time of order.
58. The canteen shall be on self service basis for the students during the rush time.
59. 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.
60. 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.
61. The tendrer will take all necessary precautions against fire hazards.

**Signature of the Tenderer with Seal**

62. 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.
63. Tenderer shall be responsible for good conduct and behavior of the persons employed and working in the Canteen and hostels. The tenderer 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 tenderer 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.
64. 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.
65. 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.
66. 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.
67. 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.
68. 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.
69. 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.
70. Legal proceeding if any arising out of the Tender shall have to be lodged in courts situated in Gwalior City only.

**Signature of the Tenderer with Seal**

71. 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.
72. The Registrar, Jiwaji University, Gwalior can relax the terms and conditions in the exigency of the department work.

**Registrar  
Jiwaji University, Gwalior**

**Signature of the Tenderer with Seal**

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 then 9 and 10 ( Item No 9 and 10 are compulsory)

**For Conference in the University :** Any 5 items as decided by conference organizers

### 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 Lanch and dinner to be provided but item No 1 and 2 of the Lunch should not be repeted in dinner

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

### Beverages -To serve in Canteen and Hostels

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

### 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	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.
11	<b><u>Thali</u></b> : 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/ Balushahi).
12	Tea 150 ml
13	Coffee 150 ml
14	Samosa/Kachauri /Aloobada-1Pc. 70 gm.
15	Bread Pakora- 1 Pc. 80 gm.
16	Vegitable Pakora 100 gm.
17	Dhokla 2 Pcs. (70 gm.total) with sauce
18	Sweets (Gulab Jamun/ Balushahi) -1Pc. 50 gm.
19	Veg. Patties- 1 Pc. 100 gm.
20	Paneer Patties- 1 Pc. 100 gm.
21	Cream Roll- 1 Pc. 100gm.
22	Pastree - 1 Pc. 50 gm.

**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.

**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 submitted in Envelope No. – 2 with Enclosures)

Please arrange documents in Envelop No.-2 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 valid Service Tax No. Registration issued by competent authority		
06	Copy of the Income Tax Return of the Company for the last three assessment years (AY), i.e., for the assessment years 2017-18, 2018-19 and 2019-20		
07	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 2017-18, 2018-19 and 2019-20		
08	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.		
09	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.		
10	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 submitted in Envelope No. - 02 with enclosures)

**(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 the EMD Amount: Rs. ....

D.D. No. ....

Date .....

Bank Name .....

& Address .....

7- Details of the cost of Tender Form Purchased :

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

& Date .....

8- PAN No. issued by Income Tax Department: .....

(Please enclose photocopy)

9- GST Registration No. issued by commercial: .....

Tax department: (Please enclose photo copy)

**Signature of Tenderer with Seal**

- 10- Copy of the registration as registered firm: .....  
As company (Please attach photocopy)
- 11-Service Tax Registration No.: .....  
issued by Competent Authority  
(Please enclose photo copy)
- 12- Whether Copy of Income Tax Return of ..... Yes/No  
the firm for the last three Assessment Years .....  
2017-18, 2018-19 and 2019-20 is enclosed.  
(Please enclose photocopy)
- 13- Copy of the Audited Balance Sheet along ..... Yes/No  
with Audit Report of the company for the last .....  
three financial year 2017-18, 2018-19 and 2019-20  
are enclosed. (Please attach photocopy)
- 14- Whether Copies of work orders for proving ..... Yes/No  
The experience of running the catering services .....  
in the Canteen/ Hostel Mess in a University  
campus or in any Govt. Organization/ Undertaking  
is enclosed.
- 15- Declaration stating that the tenderer has ..... Yes/No  
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 attach photocopy)
- 16- 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.

**Signature of Tenderer with Seal**

## FINANCIAL E-BID

S. No.	Description of Item	Quantity	Rates to be Quoted (Rs.)
			In Fig.
1	Plain dosa with Sambar & Chutney 60gm.	01 Nos.	
2	Vada with Sambar & Chutney-2Pcs. 40gm each.	01 Nos.	
3	Masala Dosa with Sambar & Chutney 80gm	01 Nos.	
4	Idli with Sambar & Chutney-2Pcs. 40gm each.	01 Nos.	
5	Chole Bhaturey with pickle - 2 Pcs. Chole 100 gm and 2 bhaturey (80gm.total)	01 Nos.	
6	Utappam with sambar & Chutney 80gm.	01 Nos.	
7	Puri- 4 pieces (25gm each.) with aloo Sabji (dry)/ aloo tomato Sabji (gravy) (100gm.)	01 Nos.	
8	Aloo Parantha /Gobhi Parantha with chutney/sauce/pickle -1 Pc. 100gm.	01 Nos.	
9	Breadtoast with Butter / Jam -2 bread slices(50gm.) with 10 gm butter/jam	01 Nos.	
10	Corn flakes with hot milk & sugar-200gm.	01 Nos.	
11	<b>Thali</b> : 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/ Balushahi).	01 Nos.	
12	Tea 150 ml	01 Nos.	
13	Coffee 150 ml	01 Nos.	
14	Samosa/Kachauri /Aloobada-1Pc. 70 gm.	01 Nos.	
15	Bread Pakora- 1 Pc. 80 gm.	01 Nos.	

16	Vegitable Pakora 100 gm.	01 Nos.	
17	Dhokla 2 Pcs. (70 gm.total) with sauce	01 Nos.	
18	Sweets (Gulab Jamun/ Balushahi) -1Pc. 50 gm.	01 Nos.	
19	Veg. Patties- 1 Pc. 100 gm.	01 Nos.	
20	Paneer Patties- 1 Pc. 100 gm.	01 Nos.	
21	Cream Roll- 1 Pc. 100gm.	01 Nos.	
22	Pastree - 1 Pc. 50 gm.	01 Nos.	

**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 notwithstanding 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 ....., 2020 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.

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

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.



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 .....