

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/2019/ 687

दिनांक : 05.11.2019

ई-निविदा सूचना

केटरिंग कार्य हेतु निविदा

वर्ष 2019-2020 के लिये रेट कॉन्ट्रैक्ट के आधार पर जीवाजी विश्वविद्यालय, ग्वालियर में **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 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.
1.	2019_JIWAJ_61706	केटरिंग सेवाएँ	30,00,000 / -	90,000 / -	5000 / - (वापसी योग्य नहीं)

निविदा प्रपत्र एवं निविदा की समस्त शर्तों का अवलोकन विश्वविद्यालय की वेबसाइट www.jiwaji.edu पर भी किया जा सकता है।

1. ऑनलाइन टेण्डर परचेज करने की अंतिम दिनांक **30.11.2019** तक 5:00 PM
2. ऑनलाइन टेण्डर (प्राइज बिड) जमा करने की अंतिम दिनांक **04.12.2019** तक 5:00 PM
3. ई.एम.डी. शपथ पत्र, तथा आवश्यक दस्तावेज स्पीड पोस्ट/पंजीयन डाक से जमा करने की अंतिम दिनांक **07.12.2019** तक 5:00 PM
4. टेक्नीकल बिड खोलने का समय एवं दिनांक **09.12.2019** 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/2019/687

Date: 05.11.2019

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 and at the time of the various programmers 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
1	2019_JIWAJ_61706	Catering services	30,00,000/-	90,000/-	5000/- (Non refundable)

Terms:

1. Last date of purchase of tender on line **30.11.2019** up to 5:00 P.M.
2. Last date of submission of online price bid **04.12.2019** up 5:00 P.M.
3. Last date of submission of earnest, affidavit and other required document for full fill technical bid by speed/ regd post up to **07.12.2019** time 5:00 P.M.
4. Opening of Technical bid **09.12.2019** time 3:00 P.M.
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, amend 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 and Administrative Block. The University has a total strength of ~4000 students, more than 700 employees and support personnel provided by outsourced service agencies. The Contractor will have to prepare and supply tea/coffee/cold drinks /snacks/ breakfast/lunch/dinner in the Guest House and 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 **09.12.2019** 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. 90,000/-** 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. 2016-17, 2017-18 and 2018-19. (Documentary evidence to be furnished with Technical Bid).
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./Private Organization/Undertakings during past three years. Please enclose copy of work orders with Technical Bid.

Signature of the Tenderer with Seal

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 2016-17, 2017-18 and 2018-19 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**:

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).

Signature of the Tenderer with Seal

Preparation of Tender Document

ENVELOPE No.1

- (i) This envelope will consist of the Proof of Earnest Money Deposit (EMD) of Rs. **90,000/-** 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 superscribed as “**ENVELOPE No.1 – EMD**” and should be addressed to the Registrar, Jiwaji University, Gwalior.

ENVELOPE No.2

- (i) All technical information in **Technical Bid 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 2016-17, 2017-18 and 2018-19 duly signed by tenderer with seal of the company on each page.

Enclosure-7 Copy of the Audited Balance Sheet alongwith Audit Report of the company for the last three financial year i.e. -2016-17, 2017-18 and 2018-19 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. /Private Organization / Undertakings, duly signed by tenderer with seal of the company on each page.

Signature of the Tenderer with Seal

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/Private 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 tenerer 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.
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.

Signature of the Tenderer with Seal

24. 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	

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.

Signature of the Tenderer with Seal

(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, Conferences. 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 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 be prepared and served will depend on the occupancy of the rooms. The number may not be fixed and can vary.
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.100/-. The contract shall be for a period for one year and may be renewed for maximum 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.

Signature of the Tenderer with Seal

34. The tenderer, who is awarded the contract, shall be required to :
- (a) Pay Rent Fee of Rs. 20,000/-per annum in advance. (Rupees Twenty thousand only). No portion of the rent fee shall be refundable in any case.
 - (b) Deposit a sum of Rs. 50,000/-(Rupees Fifty Thousand only) as a performance security deposit, which will be refundable on expiry of the contract.
35. If the contract is extended for 2nd year then the license fee will be raised by 10% for the extended period.
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 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.
38. Employment of child labour is strictly prohibited under the Law, therefore the contractor will not employ any child.
39. 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.
40. 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 Guest House Kitchen. 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 guest house for easy collection and disposal; so that the dustbins are maintained neat & clean and in a hygienic condition.
41. 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.
42. The tenderer should provide bill for each sale as per law.
43. 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.
44. The tenderer has to arrange water tank at own expenses if water crises occur.

Signature of the Tenderer with Seal

45. 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 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.
46. The fuel to be used for cooking will only be commercial LPG and shall be arranged by the tenderer.
47. The approved rates of the articles will be displayed by the tenderer at a prominent place in the Guest House. Under no circumstances, the tenderer shall increase the rate of any article .
48. 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).
49. Use of Plastic/Synthetic cups for tea /coffee etc. is not permitted. Only Kullad or Cup plates may be used to serve tea / coffee etc. in the Guest House.
50. A menu card should be provided to the staff during the time of order.
51. 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.
52. The tendrer will take all necessary precautions against fire hazards.
53. 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.
54. 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.
55. 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.

Signature of the Tenderer with Seal

56. 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.
57. 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.
58. Legal proceeding if any arising out of the Tender shall have to be lodged in courts situated in Gwalior City only.
59. 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.
60. The Registrar, Jiwaji University, Gwalior can relax the terms and conditions in the exigency of the department work.
61. The Registrar, Jiwaji University reserves the right to award all or any of the catering service mentioned under the tender.

**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

Rates are invited for following events :-

1. International Conference
2. National/ State level conference
3. Conference involving students/ Youth Festival/Sports tournaments etc.
4. Guest House/ Canteen

Breakfast

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

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

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.

Signature of the Tenderer with Seal

Snacks/sweets- To serve in Canteen, Meetings and Guest House

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

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/ Balushahi) -1Pc. 50 gm.
6.	Veg. Patties- 1 Pc. 100 gm.
7.	Paneer Patties- 1 Pc. 100 gm.
8.	Biscuits - 4 Pc. 50gm.
9.	Pastree - 1 Pc. 50 gm.

Lunch / Dinner

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

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.

S. No.	Description of Item
1.	<u>Thali</u> : Type 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).
2.	<u>Thali</u> : Type Two (1) Dal fried-150gm (2) Dry/Seasonal/Gravy Veg- 100 gm (3) Chapati -6 pcs (4) Rise/Pulao- 150 gm (5) Pickle (6) Salad-50 gm (7) Sweet- 01 pcs (50 gm)

Signature of the Tenderer with Seal

Beverages -To serve in Canteen, Meetings and Guest House

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

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 2016-17, 2017-18 and 2018-19.		
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 2016-17, 2017-18 and 2018-19.		
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./Private 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/Private 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
2016-17, 2017-18 and 2018-19 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 2016-17, 2017-18 and 2018-19
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./Private 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/Private 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

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 tender document and I have personally understood the expectations of the University from the Catering Firm regarding catering services required by the University. I am ready to provide the catering services to the University within the terms and conditions of the University as mentioned in this tender document.

Signature of the Tenderer

Name

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

(D)Breakfast**In Guest House** - Any two items other than 9 and 10 (item No. 9 and 10 are compulsory)**In Conference** - Any five items as decided by the organizers

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-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.		

Snacks/sweets- To serve in Canteen, Meetings and Guest House

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

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.	Vegetable Pakora 100 gm.		
4.	Dhokla 2 Pcs. (70 gm.total) with sauce		
5.	Sweets (Gulab Jamun/ Balushahi) -1Pc. 50 gm.		
6.	Veg. Patties- 1 Pc. 100 gm.		
7.	Paneer Patties- 1 Pc. 100 gm.		
8.	Biscuits - 4 Pc. 50gm.		
9.	Pastree - 1 Pc. 50 gm.		

Lunch / Dinner

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

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 : Type 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).	1. Canteen 2. Guest House 3. Conference		
2.	Thali : Type Two (1) Dal fried-150gm (2) Dry/Seasonal/Gravy Veg- 100 gm (3) Chapati -6 pcs (4) Rice/Pulao-150 gm (5) Pickle (6) Salad-50 gm (7) Sweet- 01 pcs (50 gm)	1. Canteen 2. Guest House 3. Conference		

Beverages -To serve in Canteen, Meetings and Guest House

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

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

Signature of Tenderer with Seal

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.

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Signature of the Tenderer

Name

Seal