



JAMIA MILLIA ISLAMIA

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New Delhi-110025

Ph: 011-26984101

E- TENDER NOTICE

No. JMI/Admn/NIT-03/2019-20-I

Date: 17.05.2019

On behalf of The Vice-Chancellor, Jamia Millia Islamia (JMI), New Delhi, INDIA, online bids (Two-Bids System) are invited from bonafide Mess Vendors/Contractors for providing Mess Service for its Begum Hazrat Mahal Girls' Hostel which has a capacity of 425 students, initially for period of six months and extendable for a period of one and a half year on satisfactory performance, on mutual agreed terms & conditions.

Critical Date Sheet:

Publish Date	17.05.2019		
Bid Document Download/Sale Start Date	17.05.2019		
Bid Submission Start Date	17.05.2019		
Bid Submission End Date	07.06.2019		
Bid Opening Date	10.06.2019		
Website for Online bid Submission	http://eprocure.gov.in		
EMD	Last Date/Time for submission of bids	Venue and Time of opening of Bids	Validity of the contract
Rs. 100,000/- Vide Demand Draft. Payable to Registrar Jamia Millia Islamia (Refundable to unsuccessful bidders and adjusted in Security Deposit of selected bidder).	As per date-sheet	Office of the Provost BHM Hall of Girls' Residence Time : 3:00 P.M	Initially for 6 months extendable for another one and a half year on satisfactory performance.

*The Vice Chancellor, JMI reserves the right to accept/reject any or all tenders either in part or in full without **assigning** any reasons thereof.*

The Registrar

Note: All the bidders may kindly note that all future corrigendum/amendments will be published on JMI website and CPPP website only and no separate press release shall be published in any newspaper. All the prospective bidders are therefore requested to visit the website regularly for any such changes/update.

Eligibility Criteria:

1. The Contractor/Mess Vendors should have a minimum of 3-4 years work experience of catering in any government organization or educational institutions. Should have knowledge and experience of large-scale food preparation.
2. Should have knowledge of basic kitchen sanitation.
3. The firm/vendors must have proficiency in garbage/waste management and should comply to directive of composite unit, JMI.
4. Should have knowledge in use, operation and maintenance of kitchen equipment. Ability to operate kitchen equipment.
5. Ability and resource to deliver/serve food to a large number and efficiently in a time bound period. Should have the expertise to provide healthy meals like breakfast, Lunch, Dinner on daily basis and special menu for festivals and special events in the hostel and recommended diet to sick residents, if any. Also non spicy food for foreign residents.
6. Have a team/staff comprising of vegetarian and non-veg Cooks, Nan posh/chapati makers, staff for chopping, grinding, washing/cleaning and female food counters assistants.
7. Must Not be black-listed from any Institute/government organisations.
8. Must Not have any police complaint/case against him or the firm.
9. Having Fire Safety Measurement.
10. Vendors/Contractors having experience only in Cafeteria (snack and beverages service) need Not apply.
11. The Bidder, if selected must be prepared to start the service within 10 days from date of signing the contract.

Sequence of documents to be provided/enclosed in each copy of the bid documents:

1. Have Food License from Food Safety and Standards Authority of India (M/of Health & Family Welfare, Government of India).
2. PAN and GST registration
3. Copy of Registration from concerned State Government.
4. Have Labour License.
5. Submit copies of Income Tax Return for the last 3 years.
6. Have EPF/ESI Registration for a team with over 20 members.
7. **SECURITY DEPOSIT:** Must deposit a Security of Rs 2 lakhs.
8. **EMD** of Rs 1 lakh to be deposited in the office of the Provost, Begum Hazrat Mahal Hall of Girls' Residence, JMI and provide its details here.

Terms & Conditions:

The service provider is expected to provide the following services:

- a. Cooking and serving meals (breakfast, lunch and dinner and special meals as and when ordered). For students-residents between 200 – 425 (the exact number depending on the occupancy of the hostel). For minimum expected menu see **ANNEXURE-2**
- b. Cleaning of kitchen and pantry set-up twice a day is essential. All utensil, processing equipments/ kitchen wares, serving dishes & cutlery, stove, kitchen slab, burners and washing area and the floor must be thoroughly cleaned and appear neat all through.
- c. Security of the equipment, utensils and other items in the mess.
- d. Maintenance and record of the equipments in the kitchen and dining area including the infrastructure provided by the university.
- e. Deployment and supervision of required manpower will be the responsibility of the kitchen contractor. As can be noted from the above, operational services shall not include preparation of menu and any policy matter related to running the mess. All such decision will be the direct responsibility of the relevant executives of the Institute.
- f. Initially, the agreement with the successful bidder will be for a period of six (06) months. The same can be extended upto one year and six months. After six months of operation the caterers will be evaluated on the basis of the guidelines and rules detailed in this document and in the leave and license agreement to be drawn. If the caterer fails to meet the expectation and promises made, then the agreement can be cancelled at that time.
- g. The Bidder shall not be allowed to use electricity as a cooking fuel. However, he shall be permitted to use toasters, refrigerators, geysers, water cooler, mixer/grinder, oven and other equipment's for cutting/ grilling vegetables, etc. Any other electrical cooking appliance may also be used by the Bidder after obtaining prior permission of the Provost or Mess warden in writing. Service provider will be charged electricity bill for using electrical appliances and for any other purpose in the kitchen area as per university rules.

- h. The Bidder shall procure only good quality fresh vegetables from the market. He shall not be allowed to store the vegetables for more than 1(one) day in summer months and 3 (three) days in winter months at a stretch. However, the Bidder shall ensure that a sufficient stock of all raw material is stocked in the store for consumption for a minimum period of 30 (Thirty) days. The mess committee shall have the right to check the quality of food articles and vegetables from time to time.
- i. The food shall be cooked, stored and served under hygienic conditions. The Bidder shall ensure that only freshly cooked food is served, and that stale food is not recycled. Stale food shall be removed from the mess premises as soon as possible.
- j. The food shall be neither too spicy nor too oily. The food preparation shall be wholesome and shall cater to the general taste of the residents.
- k. The oil that remains from deep frying at the end of the day shall have to be destroyed and shall not be allowed to be recycled for the purpose of cooking again.
- l. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all time.
- m. The Bidder shall pay special attention to maintain the mess in a neat and tidy condition at all times. For this purpose, the mess shall be cleaned thoroughly after each meal.
- n. The Bidder shall ensure that that only hot food is served to the students. Complaints, if any, in this regard shall be dealt with severely.
- o. The waste material and unused/ leftover food from mess will be removed from mess premises everyday and disposed at the composite unit for garbage, JMI. The bidder will also ensure that stray cattle, dogs, etc., do not consume any food within the mess premises. The bidder will ensure regular pest control.
- p. The mess may be operational during the vacations at the discretion of university if there are more than 100 residents staying for academic purpose. The actual dates of these vacations are decided well in advance and are readily available on the university calendar. The decision of the university regarding the running of mess during the vacation shall be final and binding on the Bidder. During the academic session the mess will not be

allowed to be closed on any day, including Sundays and other holidays, for any reasons whatsoever.

- q. The Bidder shall not be allowed to use the hostel or mess premises to offer any messing facility beyond the scope of contract unless agreed to by the Provost.
- r. Institution shall be authorized to impose an appropriate fine on the Bidder in case of sub-standard quality of food items, malpractice, lack of hygiene or violation of any the conditions of the contract. The penalty charge is enclosed in **ANNEXURE -3**
- s. Issues, not specifically clarified in the contract, shall be settled with mutual consent between the bidder and the mess committee, without vetting the basic premises of the contract.

GENERAL TERMS AND CONDITIONS ALONG WITH THE RESPONSIBILITY OF CONTRACTORS.

1. Major civil and electrical works will be attended to by the Building Department, JMI. Minor maintenance jobs such as replacement of light bulbs, tube lights etc. are the responsibility of the catering contractor. If any damages found in mess the cost of damage will be borne by the mess contractor.
2. Bidders will be provided with PNG gas supply and a meter. The PNG gas payment is to be made by the contractor on actual basis.
3. Procurement of good quality provisions and other consumables is the responsibility of the caterer. The Contractor/Vendor should ensure that raw material used is of good quality and Menu is to be arranged as per Menu advised by Mess Committee of the Hostel.
4. Vegetarian and Non Vegetarian food will be cooked and served separately.
5. The caterer shall, at their cost, maintain adequate stock of food grain, grocery, and adhere to the standards of the institute. The caterer shall be responsible for proper hygienic storage of all raw materials.
6. It is the responsibility of the contractor to engage the services of sufficient number of staff to ensure the smooth functioning of the Mess. The Contractor should also provide his staff with uniforms, identity cards, aprons, gloves etc.

7. The contractor must ensure that the catering and Mess staff are not suffering from any contagious diseases while on duty. The caterer shall get his employees medically examined once in three months and submit fitness certificate to the Provost of the hostel.
8. The contractor will be required to submit of medical report and police verification of the newly joined employees within 10 days of their joining.
9. Mess workers should be provided the necessary training so as to maintain the highest possible standard of hygiene, as is expected.
10. Cleaning of the mess and canteen premises is the responsibility of the Contractor.
11. The caterer / his employees(s)/ his nominee will not be permitted to stay overnight in the hostel.
12. Security of premises, equipment, fitting and fixtures, furniture etc. is the responsibility of the catering contractor.
13. The Vice Chancellor or his representatives i.e. the Registrar, the Provost & the Wardens reserve the right to visit the mess premises at any time to inspect the maintenance of hygiene, and the quality of food items served in mess, without prior notice.
14. The Committee reserves the right to levy a penalty on the contractor if he/she fails to satisfy any of the provisions mentioned in the contract.
15. The contractor has to deposit **Performance Security** Amount of **Rs. 2,00,000 (Rupees two lakhs)** at the time of signing of agreement with JMI in the form of DD/Fixed Deposit Receipt / Bank Guarantee) in the name of **REGISTRAR, JAMIA MILLIA ISLAMIA**.
16. Payment will be made on monthly basis to the selected/approved Contractor at the approved rate by the Authority and as per actual occupancy of the Hostel and after deduction of Mess Rebate claimed, if any, by any student as per rule of the hostel.
17. The Mess Contractor will be expected to raise/submit his bill for the month on the last day of the month. His payment would be released by Jamia Millia Islamia within seven working days of the following month. No advance will be made to the Contractor and hence it is important that the selected party must have financial capability to bear the expenses himself.

18. If the Contractor fails to carry out the jobs as per the terms and conditions agreed upon, he is liable for forfeiture of Security Deposit in additions to penalty.
19. The Caterer shall not employ any child labourers, violation of this would lead to legal action against him.
20. The selected agency will be expected to start the work within the 10 days from the issue of award letter.
21. The contract can be terminated by giving one-month notice period by the University and three month notice by the contractor.
22. No accommodation will be provided on the campus for the workers and the Contractor shall make their own arrangements.
23. The mess timings and menu would be decided by the Hostel Mess Committee under the supervision of the Provost/Mess Warden.
24. The university reserves the right to negotiate the rates and other relevant details. The contract will be given on the basis of rates, reputation, and past experience. The final decision lies with the Jamia Millia Islamia and it owes no explanation/clarification to anyone.

Authorized Signatory of the firm:

Name:

Designation:

Bid Submission:

1. Bidders are advised to visit this website regularly to keep themselves updated as any change/ modification in the tender will be intimated through this website only.
2. Bids shall be submitted online only at JMI website: https://www.jmi.ac.in/hall_of_girls_residence
3. Bidders/Contractors are advised to follow the instructions “Instructions To Bidder for Online Bid Submission” provided for online submission of bids -
4. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
5. Bidder who has downloaded the tender from the JMI website and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall **not tamper/modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with JMI.
6. Intending bidders are **advised to visit again** JMI Website: www.jmi.ac.in (Reference only) and **CPPP website** <https://eprocure.gov.in/eprocure/app> **regularly till closing date of submission** of tender for any corrigendum/ addendum/amendment.
7. Applicant contractor must provide Demand Draft as EMD for Rs.1,00,000 (Rupees one lakh only) in favour of the **Registrar, JMI and payable at New Delhi** from any Nationalized/scheduled Bank valid for three months with their application/downloaded tenders. The all applicable bank charges shall be borne by the applicant and he shall not have any claim what so ever on this account on Government. In case of re-tendering, the firms which have submitted the DD in earlier calls will require to submit DD along with their tender/application in subsequent calls also.
8. Technical Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening of Technical-Bids the results of their qualification as well Price-Bid opening will be intimated later.

Submission of Tender

The tender shall be submitted online in Two parts, viz., Technical Bid and Price Bid.

All the pages of bid submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

MANNER AND METHOD FOR BID SUBMISSION

1. The tender document is non-transferable.
2. The tender cost EMD is to be deposited in Provost Office, BHM Hall of Girls' Residence, JMI.
3. All tenders in response to this invitation shall be submitted **online** in Two parts and clearly indicated in bold letters:-
 - (i) Part I (Technical Bid)
 - (ii) Part II (Price Bid/Financial Bid)
4. The bidders are required to deposit EMD (Earnest Money Deposit) of Rs 1,00,000 (Rupees One Lakh) (refundable within one month if not selected). The EMD of the bidder selected will be adjusted in the security deposit of Rs. 2 lakhs (Rupees Two Lakhs).

Tender should be accompanied with an **EMD of Rs 1 lakh**, (refundable) by way of **Demand Draft favouring, REGISTRAR, JAMIA MILLIA ISLAMIA, payable at NEW DELHI**. EMD will not carry any interest and the same will be refunded to the unsuccessful bidders within 30 days from the date of tender opening or finalization of the tender whichever is later. Any tender without EMD will not be considered and the tender will be rejected. Only successful vendor's EMD will be retained as a part of security deposit and is refundable after termination of the contract without any interest after deducting dues if any, due to the University.

PART-I: TECHNICAL BID

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document:

- i) Signed and Scanned copy of **Earnest Money Deposit**
- ii) Signed and Scanned copy Certificates like Registration certificate, **PAN No, GST No.**
- iii) Signed and Scanned copy of **Income Tax Return and Auditor's Report** for the last three years
- iv) Signed and Scanned Copy of **Tender Acceptance Letter & Letter of authorization to submit bid.**
- v) An undertaking (self-certificate) that the **agency hasn't been blacklisted** by a Central / State/UT Government institution and there

has been no litigation with any government department on any account.

- vi) Signed and Scanned Copy of **Technical data sheet** as per Annexure I.
- vii) Scanned copy of EMD Demand Draft.
- viii) Signed & scanned copy of Name and address of registered office, Head Office and Regional office of the company with name and phone numbers of key persons.
- ix) Signed & Scanned copy of Annexure, I, II, III.
- x) Signed & Scanned copy of his details of service that he would provide like minimum number of staff that he would use in kitchen, items and their brands/ quality of raw material that he would use/offer in the rate quoted (excluding any price details thereof).

PART-II: PRICE BID

The price bid may be quoted giving minimum food quality/standard and quantity of food items to be served.

Note: -

1. Part -I (Technical Bid) and Part-II (Price) should be submitted on separate pages with the purchasers' tender number and with heading/title of the part number say: **Part-I (Technical Bid)** or **Part-II (Price Bid)**.
2. Quotations not submitted in the manners specified above will be summarily rejected.
3. The bidders short-listed through technical bid after examine shall be selected for opening the Price-Bid.

5. Jurisdiction

- Any disputes arising out of this contract, shall be subject to the final decision of the Vice Chancellor/ Registrar JMI.
- All legal matters shall be subject to jurisdiction of Delhi only.

Note:

Bidders are requested to submit their quotations strictly in the formats given complete in all respects within the tender acceptance time as mentioned in this document.

REGISTRAR

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify /nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP

Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass

for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Number: **0120-4200462, 0120-4001002**

Mobile Number: 91 8826246593

In Office Hour Only: +91 9891707671 (Mohd Shahid)

E-Mail: support-eproc[at]nic[dot]in

- 3) For Tender related Query may please contact:
Tel: 26984101, BHM Hall of Girls' Residence, JMI, New Delhi-110025

TECHNICAL & SERVICE BID

**For providing Mess Services for the students of Begum Hazrat Mahal Girls' Hostel,
Jamia Millia Islamia, New Delhi**

Please submit attested copies of the following documents:

1.	Name of Tendering Company with Registration No. & Date issued by appropriate authorities (Please enclose copy of certificate of registration)	
2.	Do you possess trade license issued by Food Safety and Standards Authority of India FSSAI (M/of Health & Family Welfare, Government of India) If so, please enclose a copy.	
3.	Name of Proprietor / Contractor	
4.	Details of Labour License No: Date of issue: Date of expiry:	
5.	Type of Firm: Proprietary/ Partnership/ Pvt. Ltd./Ltd. etc.	
6.	Year of incorporation	
7.	Furnish following particulars of the Registered Office	
	a. Complete Postal Address	
	b. Telephone No.	
	c. E-Mail Address	
8.	Aadhaar No (attach photocopy)	
9.	PAN No. (Attach Attested Copy)	
10.	GST No. (Attach Attested Copy)	

11.	ITR		
	Financial Year	Amount (' In Lakhs)	Remarks, if any
	2016 – 2017		
	2017 – 2018		
	2018 – 2019		
(Attach separate sheet if space provided is insufficient. Please attach photocopies of the Income Tax Return for the last 3 financial years)			
12.	Give details of the major clients - Education al Institutes/ Universities, Government Departments, to whom services of same type have been provided by the bidder during the last 3-4 years in the following format.		
13.	Please specify Whether your agency has been blacklisted or banned by any Govt. Department/ Organization		

Signature of authorized signatory

Company's Seal

Date

Place

PRICE BID/FINANCIAL BID

(To be uploaded only in Financial Cover separately)

Minimum Expected Menu

BREAKEFAST	LUNCH	DINNER
<p>250ml Milk (Mother Dairy), Bread, Butter, Jam, Tea/Coffee, Egg thrice a week</p> <p>+</p> <p>One Dish/item of cooked Indian breakfast like;</p> <ul style="list-style-type: none"> • Aloo/gobhi/onion paratha with an accompaniment, or • Uthapam/idli-sambhar, or • Puri-sabzi, or • Pooha and so on by rotation over a week + seasonal fruit once a week. 	<p>Seasonal vegetable, dal, Plain Rice, Roti, Pickle and Salad;</p> <p>Alternated with combinations of any one of the following :-</p> <ul style="list-style-type: none"> • Vegetable pulao/tahiri -Raita, pickle and Salad, • Kadhi, Roti, Rice, pickle and Salad, • Chole-Bhature, pickle and Salad. <p><u>Lunch Packs:*</u></p> <ul style="list-style-type: none"> • <i>Paratha/Roti with vegetable & pickle</i> • <i>veg pulao/tahiri</i> <p><i>*On prior request of the residents if they are not returning to the hostel for lunch.</i></p>	<p>Seasonal Vegetable, Dal, Plain Rice, Roti, pickle and Salad</p> <p>Alternated with*</p> <ul style="list-style-type: none"> • One non-veg and one Paneer item twice a week, and • Vegetarian and Non-Veg (chicken) Biryani once a week. • One egg/paneer item once a week • Soup and desert twice a week. <p>*Note: <i>For Non-vegetarians separately and Paneer item for Vegetarians separately.</i></p>

IMPORTANT:- Monthly Rates to be charged for the above Menu Rs. _____**Note on the menu:**

1. The caterer will be required to provide khichari or any other suitable item for sick residents in lieu of the regular meals.
2. The caterer will be required to provide non-spicy food to foreign residents or those who may opt for it.
3. The caterer will be expected to arrange for special/festive meals on festivals and on days of hostel programmes.

PENALTIES FOR VIOLATION OF RULES, TERMS AND CONDITIONS:

The caterer will be fined in case of violation of the following rules:

1. For any rules stated in the agreement.
2. First violation of the rule implies penalty as per the rule.
3. Second violation of the same rule in the same calendar month will attract double the initial amount of penalty for the caterer.
4. All subsequent violation of the same rule would invite five times the initial amount of penalty.
5. The caterer will be penalized in case of violation of the following rules.

S. No.	Nature of Violation	Fine per instance
1.	Non-availability of complaints register on the counter	Rs. 1,000/-
2.	Not wearing uniform, hand gloves and head cap while serving/ preparing food.	Rs. 2,000/
3.	3 or more complaints of insects/ stone/pebbles or other foreign object in food	Rs. 3,000/
4.	Uncleaned utensils found/ unhygienic conditions in the kitchen area as well as dining hall.	Rs. 3,000/
5.	Any deviation in the approved Menu without prior permission from Mess Committee.	Rs. 5,000/
6.	Meals found uncooked/ not cooked properly	Rs. 3,000/
7.	Vegetables found of poor quality/rotten/ spoilt or infected	Rs. 2,000/
8.	If food for any meals gets over or exhausted within timing of mess and waiting time is more than 15 minutes for lunch and dinner, and 10 minutes for breakfast.	Rs. 3,000/

	<p>Mess timing:</p> <table border="1"> <thead> <tr> <th>Breakfast</th> <th>Lunch</th> <th>Dinner</th> </tr> </thead> <tbody> <tr> <td>07:30 AM to 10:00 AM</td> <td>1:00 PM to 3:00 PM</td> <td>07:30 PM to 10:30 PM</td> </tr> <tr> <td colspan="3"><i>or as may be notified from time to time.</i></td> </tr> <tr> <td colspan="3"></td> </tr> </tbody> </table>	Breakfast	Lunch	Dinner	07:30 AM to 10:00 AM	1:00 PM to 3:00 PM	07:30 PM to 10:30 PM	<i>or as may be notified from time to time.</i>						
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07:30 AM to 10:00 AM	1:00 PM to 3:00 PM	07:30 PM to 10:30 PM												
<i>or as may be notified from time to time.</i>														
9.	If food grains, spices and oils are not properly stored with cover and caution against insects/pesticides.	2,000/-												
10.	Usage of unbranded/bad/duplicate quality of any mess commodities	Rs. 2,000/-												
11.	Used oil reused or use of Hydrogenated (Vanaspati) oil	Rs. 3,000/-												
12.	Using brands not mentioned in the contract without prior permission and adulteration	Rs. 5,000/-												
13.	Absence of proprietor or the representative from Mess Committee Meeting (which will be held once every month)	Rs. 10,000/-												
14.	If any mess worker is caught/found using alcoholic/any banned tobacco items (any type) in the mess premises at any time	Rs. 5,000/-												
15.	Workers found less than the prescribed limit in the mess premise will be charged on per day basis.	Rs. 1000/-												
16.	Inappropriate personal hygiene of workers including their dress and/ or misbehavior by workers etc. will lead to fine on caterer for every instance.	Rs. 3000/-												
17.	Food poisoning shall invoke a hefty fine beyond the limit of any fine mentioned above, along with cancellation of contract and possible blacklisting of the caterer.	Decided by the Committee and Warden-In-Charge of the mess												
18.	If the quality of milk is not found up to be appropriate, or it is diluted, a fine would be imposed. Milk should be full cream. It should have 3.5% fat content or as recommended by Mess Committee	Rs. 3,000/-												

SELF-DECLARATION TO BE GIVEN BY THE BIDDER

Bid's Reference No. & Date:

Bidder's Name & Address

Person to be contacted:

Designation:

Telephone No.:

Fax No.:

Email:

The Registrar,
Jamia Millia Islamia,
Jamia Nagar, New Delhi-110025.

I, the undersigned Bidder, having carefully read and examined in detail the Terms and Conditions, specifications and all bidding document in regard to the supply of equipments/instruments at Jamia Millia Islamia and accept the same.

I also do hereby declare

1. That I have not been black-listed/debarred by any Government/Undertaking.
2. That the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking.
3. That the original mentioned documents submitted by us and prepared so as to prevent any subsequent alteration and replacement.

For and on behalf of the firm
(Firm's Name & Address)

(Signature of Authorized Signatory)

Name:

Designation

Phone No.:

Seal:

Date :

Place :

FORMAT FOR OTHER INFORMATION
(To be filled in by the bidder)

- 1. Name of the firm:
- 2. Address: -.....
- 3. Telephone/Mobile No.
- 4. Fax Number: -
- 5. Email: -.....
- 6. GST No.:
- 7. Firm Registration No.:
- 8. PAN:

(Attach photocopy)

- 9. **Earnest Money (Bids Security)**
- a) Bank Draft/Pay Order No: _____
- b) Date : _____
- c) For Rs: _____
- d) Drawn On : _____

(Signature of the authorized person)

Name of contact person

Name of Firm

Contact No.

Company's Seal

Place

Date.....

CONTRACT FORM

(To be filled by the successful bidder)

THIS AGREEMENT made the day of....., 20.... between the Registrar, Jamia Millia Islamia, New Delhi (hereinafter called “the Purchaser”) of the one part and (Name of Mess Contractor) of (City and Country of Supplier) (here-in-after called “the Mess Contractor”) of the other part:

WHEREAS the Purchaser is desirous that the selected bidder undertake the Mess Service (Brief Description of Service) and responsibilities of providing cooked meals to the residents of Begum Hazrat Mahal Girls’ Hostel, JMI and has accepted a bid by the Mess Contractor for the supply of the same for the sum of (Contract Price in Words and Figures) (Hereinafter called “the Contract Price”).

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.
2. In consideration of the payments to be made by the JMI to the Contractor as hereinafter mentioned, the Supplier hereby covenants with the JMI to provide the Mess/ Kitchen Service and take all responsibility of quality and quantity to caterer food/meals to residents in conformity with the provisions of the Contract in all respects; failing which he will be penalized or his contract cancelled depending upon the nature of short fall in commitment.
3. The JMI hereby covenants to pay the Contractor for supply of meals/food and services 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.

.....
REGISTAR, JMI

NAME

PLACE

SEAL

.....
SIGNATURE OF AUTHORISED
SIGNATORY

Name:

Designation:

Name of the firm:

Seal:

TENDER ACCEPTANCE LETTER
(To be given on Company's Letter Head)

Date: _____

To,

The Registrar
Jamia Millia Islamia
New Delhi 110025

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No: _____

Name of Tender / Work:

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality/entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that if the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

PRICE BID

(a) Price bid undertaking

(b) Schedule of price bid in the form of BOQ_.pdf

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)

To,

Dear Sir/Madam,

1. I submit the Price bid for _____ and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them. __
3. I offer to services at the rates as indicated in the price Bid, BOQ inclusive of all applicable taxes.
4. I / we are not blacklisted in any authorities/ Department.

Yours Faithfully

Signature of the Authorized Representative