



TENDER DOCUMENT – 2024

FOR

RUNNING BOYS' HOSTEL MESS of Sir A.M. Khawja Hostel

AT
JAMIA MILLIA ISLAMIA (JMI)
JAMIA NAGAR, NEW DELHI – 110025

(A Central University Established by an Act of Parliament of India)
Grade 'A++' NAAC
www.jmi.ac.in

To submit the Tender in the Provost Office, Halls of Boys' Residence
Jamia Millia Islamia, New Delhi- 110025

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

TENDER NOTICE FOR BOYS HOSTEL MESS ALLOTMENT

CHECK LIST FOR SUBMISSION OF TENDER

(This checklist duly filled and signed be enclosed with the tender form)

All the documents to be enclosed with the tender form should be numbered and signed.

1.	Name of the Contractor/Firm/Agency	
2.	Father's Name	
3.	Address	
4.	Mobile No/Phone Number	
5.	Details of the Hostel which tender applied.	

S. No	Documents	Yes	NO
1	Earnest money through Demand Draft (D.D): In favour of ' Registrar, Jamia Millia Islamia, Payable at New Delhi		
	D.D No		
	Date of Issue		
2.	Copies of Experience Certificate enclosed.		
3.	Copies of Previous three year income Tax Returns Enclosed (Financial year 2021-22, 2022-23 & 2023-24)		
4.	Self attested Residence Proof along with Copy of Adhaar card enclosed.		
5.	Self attested photocopy of Proof of Proprietorship or Partnership deed or individual etc. enclosed		
6.	Self attested photocopy of authority letter to negotiate and sign tender and license deed on behalf of the firm enclosed. (if applicable)		
7.	Self attested passport size photograph (s) pasted on the tender form at last page enclosed.		
8.	Affidavit to the effect that the firm/Individual is not blacklisted by the Govt. Organization enclosed.		
9.	An affidavit to the effect that the applicant/firm either himself/herself or through any partner/close relation i.e. son/ daughter/ father/mother does not have a license in the University for any other Boys' Hostel Mess		
10	The Contractor dealing in food items should have license from the competent authority under Prevention of Food Adulteration Act/Rules. (FSSAI Certificate) Self-attested copy of the same enclosed.		
11.	Self attested copy of PAN No. & GST No. enclosed		
12.	Whether all the pages of tender form are signed.		

Signature & stamp of the Bidders



JAMIA MILLIA ISLAMIA
Maulana Mohammad Ali Jauhar Marg, Jamia Nagar, New Delhi-110025
TENDER NOTICE 2024-2025
Two Bid System

NIT-06/JMI/RO/AMK/2024

Date: 05.07.2024

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 Hall of Residences Boys, initially for period of six months and extendable for a period of one and a half year on satisfactory performance, on mutual agreed terms and conditions. Bid documents with other terms & conditions can be downloaded from Website: [https:// eprocure.gov.in](https://eprocure.gov.in) and be uploaded as per following:

Publish Date		05.07.2024
Bid Submission Start date		05.07.2024 at 11:30 am
Bid Submission End Date		22 nd July 2024 at 6:00 pm
Bid Opening Date		24 th July 2024 at 3:00 pm
EMD & Tender Fee	Last Date/Time for submission of bids	Validity of the contract
EMD Rs.1,00,000/- and Tender Fee Rs. 500/- Vide Demand Draft Payable to Registrar, Jamia Millia Islamia (Refundable to unsuccessful bidders) will be deposited at the office of the Provost, MMA Jauhar Hall of Boy's Residence, JMI	22 nd July 2024 at 6:00 pm	Initially for a period of 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
Jamia Millia Islamia

Note: All the bidders may kindly note that all future corrigendum/amendments will be published on Website: <https://eprocure.gov.in> and JMI website: www.jmi.ac.in only and no separate newspaper shall be released for the same. 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 years work experience of running Mess Services in any government educational institutions set up. Should have knowledge and experience of large-scale food preparation.
2. Preference will be given to Contractor/Mess Vendors who have Office in Delhi/NCR
3. Should have knowledge of basic kitchen sanitation.
4. The firm/vendors must have proficiency in garbage/waste management and should comply to directive of composite unit, JMI.
5. Should have knowledge in use, operation and maintenance of kitchen equipment. Ability to operate kitchen equipment.
6. 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 and Dinner on daily basis and special menu for festivals as well as special events in the hostel and recommended diet to sick residents.
7. Have a team/staff comprising vegetarian and non-veg Cooks, chapatti makers, staff for chopping, grinding, washing/cleaning etc.
8. Must NOT be black-listed from any Institute/Government organization.
9. Must NOT have any police complaint/case against him or the firm.
10. Having experience in handling Fire Safety Measurement. .
11. Vendors/Contractors having experience only in Cafeteria (Snack and beverages service) not eligible to apply.
12. 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 Standard Authority of India (Ministry of Health & Family Welfare, Government of India). **FSSAI**
2. PAN and GST registration
3. Copy of Registration from concerned authority in case of Firm/Company.
4. Have Labour License (with over 20 members)
5. Submit copies of Income Tax Return for the last 3 years along with duly certified accounts from the Chartered Accountant.
6. Have EPF/ESI Registration for a team with over 20 members.
7. **Security Deposit** : Must Deposit a Security of Rs. 2.00 Lakhs
8. Experience certificate in respect the similar service must be rendered in the past in Government University set up,
9. **EMD of Rs. 1,00,000/- through Bank Draft in favour of Registrar, Jamia Millia Islamia, submit original DD with Technical Bid and full Tender Documents to Provost Office, MMA Jauhar Hall of Boys' Residence , Jamia Millia Islamia, Jamia Nagar, New Delhi-110025.**

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 275 {the exact number depending on the occupancy of the hostel). For minimum prescribed Menu see ANNEXURE-2.
- b) **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 to PNG supplying agency i.e. IGL. The security consumption should be borne by the Mess Contractor**
- c) **Engage sufficient manpower/bearer for serving foods etc. in the Mess.**
- d) Cleaning of Kitchen and pantry set-up twice a day is essential. All utensil, processing equipment/kitchen- wares, serving dishes & cutlery, stove, kitchen slab, burners and washing area and the floor must be thoroughly cleaned and appear neat all through.
- e) The Contractor will ensure security of the equipment, utensils and other items in the Mess.
- f) Maintenance and record of the equipment in the kitchen and dining area including the infrastructure provided by the university.
- g) Deployment and supervision of required manpower, including bearers/servers and sanitation workers will be the responsibility of the Mess Contractor. Only women staff should be employed as servers/bearers and sanitation workers for mess and kitchen area in the Boys' Hostel.
- h) Initially, the agreement with the successful bidder will be for a period of six months. The ~~same~~ can be extended upto one and a half year, if the services of the vendor found satisfactory after one year of operation the Contractor 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.
- i) 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.**
- j) 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.
- k) 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.
- l) 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.

- m) 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.
- n) 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.
- o) 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.
- p) The Bidder shall ensure that only hot food is served to the residents. Complaints, if any, in this regard, shall be dealt with severely.
- q) 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.
- r) The mess may be operational during the vacations at the discretion of university, if there are more than 50 residents staying for academic purpose. The dates of vacation will be specified and mess shall remain functional on all days, including Sundays and other holidays.
- s) The University shall impose an appropriate fine on the contractor, 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
- t) Any issues, not specifically clarified in the contract, shall be settled with mutual consent between the bidder and the authority of Jamia Millia Islamia or its authorized representative without vetting the basic premises of the contract.

GENERAL TERMS AND CONDITIONS ALONG WITH THE RESPONSIBILITIES OF CONTRACTORS.

1. Major civil and electrical works will be attended by the Building Department, JMI. Minor maintenance job such as replacement of light bulbs, tube lights etc. are the responsibility of the Mess 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 to PNG supplying agency i.e. IGL. The security consumption should be borne by the Mess Contractor.
3. Procurement of good quality provisions and other consumables is the responsibility of the Mess Contractor. 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 University. The caterer shall be responsible for prior hygienic storage of all raw materials.
6. It is the responsibility of the contractor to engage the service 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 Mess staffs 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 Office of Hall of Boys Residence.
8. The contractor will be required to submit 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 Mess Contractor/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 Mess Contractor.
13. The Vice-Chancellor or his/her representatives i.e. 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. Jamia Millia Islamia Authority 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/- (Two lakhs only)** as per rule 171 of GFR 2017) at the time of signing of agreement with JMI in the form of DD/Fixed Deposit Receipt/Bank Guarantee) in the name of **REGISTRAR, JMI**.

16. The Mess Contractor will be expected to raise bill **fortnightly**. 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 Mess Contractor must have financial capability to bear the expense himself.
17. **Payment will be made fortnightly 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 students as per rule of the hostel,
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 addition to penalty.
19. The Mess Contractor shall not employ and 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 of contract letter.
21. The contract shall be terminated by either side by giving one-month notice period by the University and three month notice by the contractor.
22. No accommodation will be provided in the campus for the mess workers and contractor shall liable to 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 shall be awarded on the basis of rates, past experience. The final decision lies with the Jamia Millia Islamia and it owes no explanation/clarification to anyone.
25. No expired items will be used / served by the contractor.
26. The contractor will install essential kitchen equipments at his/her own cost.
27. Consumption of alcohol or alcoholic beverages and smoking is banned by the University. Any violation will attract legal action and the contract will be terminated.
28. The contractor will not sublet the contract. If found so, it will invite termination of contract and forfeiture of security deposit.
29. The contractor will be responsible for payment of all applicable taxes levied by the Government at its own.
30. The contractor will be liable to pay water and electricity charges as per actual consumption. A separate meter shall be installed for the purpose.

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 the website only.
2. Bids shall be submitted online only.
3. Bidders/Contractors are advised to follow the instructions “Instructions to Bidder for online Bid Submission”.
4. Bidder who has downloaded the tender from the JMI website shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/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.
5. Intending bidders are advised to visit again CPPP website: Website: <https://eprocure.gov.in> (Reference only) regularly till closing date of submission of tender for any corrigendum/addendum/amendment.
6. 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. 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.

Submission of Tender

The tender shall be submitted online only.

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

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

MANNER AND METHOD FOR BID SUBMISSION

1. The tender documents is non-transferable.
2. The tender cost EMD is to be deposited in Provost Office of Hall of Residences Boys', JMI
 - (i) All tenders in response to this invitation shall be submitted online.
 - (ii) Part I (Technical Bid)
 - (iii) Part II (Financial Bid)
4. The bidders are required to deposit EMD (Earnest Money Deposit) of Rs. 1,00,000/ (Rupees One Lakh only) refundable within one month if not selected).

EMD of Rs. 1,00,000/- , by way of Demand Draft in favour of "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 finalization of the tender. 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 Tender documents:

- i. Original Demand Draft of **Earnest Money deposit** amounting i.e. 1,00,000/-.
- ii. Signed photocopy of certificates like Registration certificate, PAN No, GST No.
- iii. Signed photocopy of Income Tax Return **along with Accounts** duly certified by the **Chartered Accountant** for the last three years.
- iv. Signed photocopy 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.
- v. Signed photocopy of Name and address of Registered Office, Head Office and Regional Office of the company with name and phone numbers of key persons.
- vii. Signed photocopy of **Annexures -3, 4, 5 & 7**.
- viii. Signed photocopy 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/FINANCIAL BID

The Price Bid may be quoted giving minimum price for providing food quality/standard and quantity of food items to be served in the format provided at Annexure 2.

Note:-

1. Part-I (Technical Bid) and Part-II (Financial Bid) should be downloaded in the prescribed format only, available on CPPP website: [https:// eprocure.gov.in](https://eprocure.gov.in) along with tender documents Part-I (Technical-Bid) and Part-II (Financial Bid).
2. Quotations not submitted in the manners specified above will be summarily rejected.
3. The bidders short-listed through technical bid after examination shall be selected for opening the price-Bid

Jurisdiction

- Any dispute 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.

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

Registrar
Jamia Millia Islamia

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 and 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.*
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.*
- 8) 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.*
- 9) 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,

TECHNICAL & SERVICE BID FOR REFERENCE ONLY

For providing Mess Services for the students of **Hall of Boys' Residences** 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 <i>(incorporation)</i>	
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.	Please enclose photocopies of the Income Tax Return for the last 3 financial years	
12.	Give details of the major client — Educational Institution/Universities, Government Departments, to whom services of same type have been provided by the bidder during the last 3 years in the following format. Performance will be given to whom those have special experience of Government University set up for said no. of years.	
13.	Please specify Whether your agency has been blacklisted or banned by any Govt. Department/Organization	

HALL OF BOYS' RESIDENCE

(ANNEXURE-II)

Minimum expected MENU FOR THE SESSION 2024-25

Meal	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast	Brown Bread (3) Amul Butter(1/6)of 100gm/Tops Fruit Jam,Boiled Egg, Tea	Puri (6) Sabzi, Tea	Brown Bread (3) Omelette (2 Eggs) (For Veg) Jam/Butter, Tea	Toast Rusk (4),Banana(1) Boiled Egg-(1) Tea	Aalu Paratha(2) Chatni, Tea	Brown Bread (3) Amul Butter(1/6)of 100gm/Tops Fruit Jam,Boiled Egg, Tea	Anda Paratha(2) Chatni, (Veg) Aalu Paratha(2) Chatni Tea
Lunch	Aalu Chhole, Rice,Daal,Roti, Salad (Onion/Gajar/ Muli,Kheera)	Lauki Chana Dal, Rice, Daal, Roti Salad(Onion/Gaj ar/Muli,/Kheera)	Rajma Aalu, Rice, Daal, Roti Salad (Onion/Gajar /Muli/Kheera)	Mix Vegetable, Rice,Daal,Roti Salad (Onion/Gajar/Muli /Kheera)	Tahiri / Veg Pulao, (Alternate Week) Raita (Boondi) Papad 01 Pc	Aalu Palak/Seasonal Veg,Rice,Daal,Roti Salad (Onion/Gajar/Muli/ Kheera)	Mutter Paneer ,Rice,Daal,Roti Salad (Onion/Gajar/ Muli/Kheera)
Dinner	Non-Veg Chicken Qorma/Chicken Stew, Roti, Rice, Dal Veg. Mutter Paneer, Roti, Rice, Dal	Mix Veg/Seasonal Veg(Dry) Daal,Roti Rice	Non Veg Chicken Biryani, Raita (Boondi) Veg. Mutter Paneer Pulao,Raita (Boondi)	Non-Veg. Egg Curry,Rice Daal,Roti, Rice Kheer/Halwa Veg. Aalu Tamatar/Seasonal Veg Rice, Daal,Roti Kheer/Halwa	Non-Veg. Chicken Qorma,Roti,Zeera Rice ,Dal, Gulab Jamun (2)/Fruit Cream Veg. Palak Paneer,Roti, Rice,Daal Gulab Jamun (2)/ Fruit Cream	Non Veg Chicken Biryani, Raita (Boondi) Veg. Mutter Paneer Pulao,Raita (Boondi)	Non-Veg Chicken Qorma,Rice,Dal, Roti Veg. Matar Paneer , Rice,Daal,Roti



Prof Mohd Suhaib
Provost
MMA Jauhar Hall

Price / Financial Bid

Quotation of Rate per person per month for above Menu

Monthly Rates inclusive GST, if applicable to be charged for the above Menu

shall be Rs.....

(Note - : Please quote price in figure & words)

Note on the Menu:

1. The following branded items shall be used for preparation of foods:
 - a) The Rice of quality 11/12 and Galaxy for Biryani
 - b. Mustard Oil (Baba Brand) or Refined (Dhara/Fortune /White Gold)
 - c) Spices of Reputed brands (Everest/MDH/Agmark)
 - d) For Non Vegetarian residents **Chicken 100 gms/ Leg piece -1** per resident
 - e) Eggs one per resident.
 - f) Aata, procured from Kendriya Bhandar or of any Good Brand (packed)
2. The caterer will be required to provide khicdi or any other suitable item for sick residents in lieu of the regular meals.
3. The caterer will be required to provide non-spicy food to residents.
4. The caterer will be expected to arrange for special/festive meals on festivals and on days of hostel programmes.
5. All food items (Rice, Dal, Milk, (full cream) Amul/Mother Dairy 200 ml), Butter, Jam, Spices etc.) should be branded.

PENALTIES FOR VIOLATION OF RULES, TERMS AND CONDITIONS AS PER FOLLOWS

1. For Breach of 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.

S. No	Nature of Violation			Fine per instance
1.	Non-availability of complaints register on the counter			Rs. 1000/-
2.	Not wearing uniform, hand gloves and head cap while serving/preparing food			Rs. 2000/-
3.	3 or more complaint of insects/stone/pebbles or other foreign object in food			Rs. 3000/-
4.	Un-cleaned utensils found/unhygienic conditions in the kitchen area as well as Dining Hall			Rs. 3000/-
5.	Any deviation in the approved <i>Menu</i> without prior permission from Mess Committee			Rs. 5000/-
6.	Meals found uncooked/not cooked properly			Rs. 3000/-
7.	Vegetables found of poor quality/rotten/spoilt or infected			Rs. 2000/-
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. 3000/-
	Breakfast	Lunch	Dinner	
	08:00 AM to 09:30 AM	12:30 PM to 2:00 PM	07:30 PM to 09.00 PM	
	OR as may be notified from time to time.			
9.	If food grains, spices and oils are not properly stored with cover and caution against insects/Pesticides.			Rs. 2000/-
10.	Usage of unbranded/bad/duplicate quality of any mess commodities			Rs. 2000/-
11.	Used oil reused or use of Hydrogenated (Vanaspati) oil			Rs. 3000/-
12.	Using brands not mentioned in the contract without prior permission and adulteration			Rs. 5000/-
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. 5000/-
15.	Worker 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 invite prosecution as per rule along with <i>cancellation</i> of contract and possible black listing of the Contractor.			Decided by the competent authority
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 (Mother Dairy/Amul) as recommended by Mess Committee.			Rs. 3000/-

SELF-DECLARATION TO BE GIVEN BY THE BIDDER

Bid's Reference No. & Date:

Bidder's Name & Address

Person to be *contacted*:

Designation:

Email:

Mobile No.:

The Registrar,

Jamia Millia Islamia

Jamia Nagar, New Delhi-110025.

I undersigned Bidder, having carefully read and examined in detail the Terms & Conditions, specifications and all bidding documents in regard to providing of the Mess services 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)

Photo

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 No.:
(Attach photocopy)
9. Earnest Money (Bids Security): ..
 - a) Bank Draft/Pay Order No.: ,..... Date:
 - b) For Rs.
 - c) Drawn on:

(Signature of the authorized person)

Name of contact person:

Name of *Firm*:

Contact No.

Company's Seal

Place:.....

Date:.....

FORMAT FOR CONTRACT FORM**(To be filled by the successful bidder)**

This **AGREEMENT** made on theday of20..... 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) (hereinafter called “the MessContractor”) 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 resident of Hall of Boys Hostels Mess, JMI and has accepted a bid by the Mess Contractor for the supply of the same for the sum of Rs..... (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 including prescribed GST as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

REGISTRAR, JMI

NAME:

PLACE:

SEAL:

Witness No. 1

.....
SIGNATURE OF AUTHORIZED
SIGNATDRY
NAME:

DESIGNATION

Name of the Firm:

Seal:

Witness No. 2:

TENDER ACCEPTANCE LETTER

(To be given on Company's Letter
Head)

To,

Date: _____

The Registrar,
Jamia Millia Islamia
New Delhi-110025

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No.:

Name of the Tender/work:

Dear Sir,

1. I/we have filled the Tender document(s) for the above mentioned "Tender/Service" from the website/Portal namely:as per your advertisement, given in the above mentioned website.
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/entirely.
5. I/we do hereby declare that our Firm has not been black listed/debarred by any Govt. Department/Public sector undertaking.
6. I/we certify that all information furnished by the our Firm is true and 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 there for or summarily reject the bid of 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)