



JAMIA MILLIA ISLAMIA

Maulana Mohammad Ali Jauhar Marg, Jamia Nagar

New Delhi-110025

E-TENDER NOTICE

BID DOCUMENT

[Two bid system]

No. JMI/Admn/NIT-09/Hostel/2019-20-I

Date: 16.07.2019

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 Anis Kidwai (B.A.K), Aruna Asaf Ali (A.A.A) & Greda Philipsborn (G.P) Girls' Hostel which has a capacity of 500 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.:

Sl. No	Name of Work	Enquiry Ref. No.	Capacity	EMD to be given in INR/ equivalent Foreign currency	Request till date & Time	Last date & Time for online submission of bids	Date/Time for opening of Technical bid
1	Mess Service for its Begum Anis Kidwai (B.A.K), Aruna Asaf Ali (A.A.A) & Greda Philipsborn (G.P) Girls' Hostel	<u>JMI/Admn/NIT-09/Hostel/2019-20-I</u>	500 Students	1,00,000/- Vide demand draft. Payable to Registrar Jamia Millia Islamia	06.08.2019 15:00 Hrs	06.08.2019 15:30 Hrs	07.08.2019 15:00 Hrs

Validity of Contract

: Initially for six months extendable for another one and a half year on satisfactory performance

Website for Online bid Submission

: <https://mhrd.euniwizarde.com>

Technical Specifications are available at the bottom of the document.

The EMD of Rupees 1,00,000/- is payable by Demand Draft or Pay Order issued by scheduled bank in favour of "The Registrar, Jamia Millia Islamia" payable at New Delhi India. The original DD/PO should be submitted to JMI on or before the due date of opening of technical bids.

KINDLY NOTE THAT ONLY ONLINE BID WILL BE CONSIDERED AGAINST THIS TENDER. Further, requests for postponement will not be entertained. Bids send by post/Fax/email bids shall be rejected straightway.

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

The Registrar

Note: All the bidders may kindly note that all future corrigendum/amendments will be published on JMI website and <https://mhrd.euniwizarde.com> website 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 3-4 years work experience of catering in any government educational institutions set up. 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 and Dinner on daily basis and special menu for festivals as well as 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 organizations.
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 authority in case of Firm/Company.
4. Have Labour License.
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. Experience certificate in respect the similar services must be rendered in the past in Government University set up.
8. **EMD** of Rs 1 lakh through Bank Draft in favor of the Registrar, JMI in the office of the Office of the Provost, Hall of Girls' Residence, Near Tikona Park, Jamia Nagar, New Delhi-110025 JMI and provide its details here up-to Date : **06 August 2019, Time 03:30PM**

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 100-200 (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 laborers, 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.
25. The University is exempted from paying GST.

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 e-Tendering website: <https://mhrd.euniwizarde.com>
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 MHRD website, <https://mhrd.euniwizarde.com> 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 MHRD website <https://mhrd.euniwizarde.com> 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, Hall of Girls' Residence, (Old) JMI. Date: 06 August 2019 Time: 03:30pm
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**, by way of **Demand Draft in 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 along with Accounts duly certified by the Chartered Accountant** 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 & 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.
- vii) Signed & Scanned copy of Annexure – III, IV, V, VI, VII.
- viii) 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 price for providing food quality/standard and quantity of food items to be served.

Note: -

1. Part -I (Technical Bid) and Part-II (Price) should be downloading & upload in the prescribed excel format only, available on the system in **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 to Bidder for online participation

1. Bidders/Vendors/Suppliers/Contractors must get themselves registered by payment of 2000/- exclusive onetime fee for 1 Year on the portal for participating in the e-tenders published by the department. Detailed registration help manual is available in bidder help manual kit.
2. Bidders must provide the details of PAN number, registration details etc as applicable and submit the related documents. The user id will be activated only after submission of complete details.
3. Bidders must have a valid email id and mobile number.
4. Bidders are required to obtain Class 3 Digital Certificates (Signing & Encryption) as per their company details.
5. Once bidder DSC is mapped with the user id, the same DSC must not be used for another user id on the same portal. However bidder can update the digital certificate to another user id after unmapping it from the exiting user id.
6. Bidders now can login with the activated user Id & DSC for online tender submission process in this portal.
7. Bidders can upload required documents for the tender well in advance under My Documents and these documents can be attached to the tender during tender participation as per the tender requirements. This will save the bid submission duration/time period and reduce upload time of bid documents.
8. Bidders must go through the downloaded tender documents and prepare and upload bid documents as per the requirements of the department.
9. Bidders are advised to read complete BoQ/SoQ/Price Bid/Financial Bid and Terms & Conditions before quoting rates in the bid document.
10. Any modification/replacement in BoQ/SoQ/Price Bid/Financial bid template is not allowed. Bidders must quote only in predefined fields in the bid sheet and save the bid sheet. After saving, the same bid sheet must be uploaded in the portal.
11. Bidders must pay required payments (Tender fee, EMD, Tender Processing Fee etc as available on the portal) as mentioned in the tender document, before submitting the bid.
12. Bidders are recommended to use PDF files for uploading the documents and file size must not cross 5MB. Only price bid sheet will be in Excel format.
13. The bidders must ensure to get themselves registered on the portal at least 1 week before the tender submission date and get trained on the online tender submission process. For tender submission and registration process bidders are advised to refer respective manuals on website. Tender inviting Authority/Department will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues like internet connectivity/PC speed/etc...
14. Offline Submission of bids/documents/rates by the bidders will not be accepted by the department, under any circumstance.
15. After final submission of the bid, a confirmation message and bid submission acknowledgement will be generated by the portal. The bid submission acknowledgement contains details of all documents submitted along with bid summary, token number, date & time of submission of the bid and other relevant details. Bidder can keep print of the bid submission acknowledgement.
16. If bidder is resubmitting the bid, bidder must confirm existence of all the required documents, financial bid and again submit the bid. Once submitted, the bid will be updated.
17. Submission of the bid means that the bid is saved online; but system does not confirm correctness of the bid. Correctness of the bid will be decided by tender inviting authority only.

18. The time displayed in the server is IST(GMT 5:30) and same will be considered for all the tendering activities. Bidders must consider the server time for submission of bids.

19. Bid documents being entered by the Bidders/Vendors/Contractors will be encrypted at the client end and the software uses PKI encryption techniques to ensure security/secretcy of the data. The submitted bid documents/data become readable only after tender opening by the authorized individual.

For E-Tendering Help/Support in participation or guidance: -

- 1) **Helpdesk No.** – 01149606060 or you may contact to below persons for any clarifications
Navneet – 9560364871
Nehal Akhtar – 8800991855
- 2) For Tender related Query may please contact:
Tel: 011-26984512 EXTN 1752, 011-26827141, Mob: 9891848392 (*In Office hour only*), Hall of Girls' Residence (Old), JMI, New Delhi-110025

TECHNICAL & SERVICE BID

For providing Mess Services for the students of Begum Anis Kidwai (B.A.K), Aruna Asaf Ali (A.A.A) & Greda Philipsborn (G.P) 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 (Upload)													
9.	PAN No. (Upload)													
10.	GST No. (Upload)													
11.	<p style="text-align: center;">ITR</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Financial Year</th> <th>Amount (' In Lakhs)</th> <th>Remarks, if any</th> </tr> </thead> <tbody> <tr> <td>2016-2017</td> <td></td> <td></td> </tr> <tr> <td>2017-2018</td> <td></td> <td></td> </tr> <tr> <td>2018-2019</td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">(Please upload photocopies of the Income Tax Return for the last 3 financial years)</p>		Financial Year	Amount (' In Lakhs)	Remarks, if any	2016-2017			2017-2018			2018-2019		
Financial Year	Amount (' In Lakhs)	Remarks, if any												
2016-2017														
2017-2018														
2018-2019														
12.	Give details of the major clients - Educational 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. 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													

Note: The same should be downloading from the portal in available in the prescribed excel format and upload the same after filling.

PRICE BID/FINANCIAL BID**(To be uploaded only in Financial Cover separately)****Minimum Expected Menu**

<i>BREAKFAST</i>	<i>LUNCH</i>	<i>DINNER</i>
250ml Milk (Mother Dairy), Bread, Butter, Jam, Tea/Coffee, Egg thrice a week + One Dish/item of cooked Indian breakfast like; <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. 	Seasonal vegetable, dal, Plain Rice, Roti, Pickle and Salad; Alternated with combinations of any one of the following :- <ul style="list-style-type: none"> • Vegetable pulao/tahiri -Raita, pickle and Salad, • Kadhi, Roti, Rice, pickle and Salad, • Chole-Bhature, pickle and Salad. <u>Lunch Packs:*</u> <ul style="list-style-type: none"> • <i>Paratha/Roti with vegetable & pickle</i> • <i>veg pulao/tahiri</i> <i>*On prior request of the residents if they are not returning to the hostel for lunch.</i>	Seasonal Vegetable, Dal, Plain Rice, Roti, pickle and Salad Alternated with* <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. <i>*Note: For Non -vegetarians separately and Paneer item for Vegetarians separately.</i>

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.

Note: The same should be downloading from the portal in available in the prescribed excel format and upload the same after filling.

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.	<p>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.</p> <p>Mess timing:</p> <table border="1"> <tr> <th>Breakfast</th><th>Lunch</th><th>Dinner</th></tr> <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">or as may be notified from time to time.</td></tr> </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	or as may be notified from time to time.			Rs. 3,000/-
Breakfast	Lunch	Dinner									
07:30 AM to 10:00 AM	1:00 PM to 3:00 PM	07:30 PM to 10:30 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.	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	Rs. 5,000/-									

	items (any type) in the mess premises at any time	
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)