

JAMIA HAMDARD

TENDER DOCUMENT FOR RUNNING CANTEEN/KIOSK AT THE FOLLOWING SITES OF JAMIA HAMDARD

1. Faculty of Pharmacy Building
2. Faculty of Science Building
3. Hkm. Mohd. Saeed Central Library Building
4. Near 'A' Block

The complete tender shall be dropped in the drop box of Purchase Section latest by **20.08.2014 upto 2:30 p.m.**

- Cost of Tender form & documents is Rs.1, 000/- (each) through Demand draft (non-refundable)
- Separate tenders will be submitted for each site with clear superscription for the site applied for.
- A demand draft of Rs. 5,000/- for each site in favour of "**Jamia Hamdard**" shall be enclosed along with the tender form as earnest money. (refundable).

Tender will be opened on 20.08.2014 at 3.00 p.m. in the Office of the Law Officer

Terms & Conditions for Running Canteens/Kiosks on the following sites of Jamia Hamdard Campus:

- (a). Faculty of Pharmacy Building
- (b). Faculty of Science Building
- (c). Hkm. Mohd. Saeed Central Library Building
- (d). Near 'A' Block

1. On award of contract, the agency will have to make the following payments:

- (i) Earnest money Rs. 5,000/- each (refundable)
- (ii) Security deposit Rs. 50,000/- each at the time of award of contract

2. Jamia Hamdard will not be liable for any credit facility provided by the contractor and any outstanding from staff and students and will not be liable for any amount not recovered by the contractor.

3. The contract shall be for duration of one year with effect from the date of execution of agreement. The contractor shall vacate the premises on the expiry of the contract unless extended/renewed for another term as decided by the University.

4. **Only HALAL MEAT will be used in all eatable items.** The contractor shall provide all the items i.e. tea, coffee, snacks and beverages as per rates approved by Jamia Hamdard and mentioned in the rate list. The rates will remain same until and unless these are revised/changed by the mutual consent and approval of the Jamia Hamdard. **Except in the canteen near Faculty of Pharmacy which has a kitchen, no cooking will be allowed in the other sites. The contractor shall serve cooked food that may be heated in the microwave.**

5. The contractor will be fully responsible for the safety of the utensil, gadgets, stock, furniture, fixture, apparatus, equipments, etc. Jamia Hamdard will not be responsible/liable for any damages cost to the contractor by anyway including theft and fire etc.

6. The contractor shall also be responsible/liable for damages, claims, etc for any such act, which cause harm to his customers by any eatable/consumable items. The Jamia Hamdard will also not be responsible/liable for any damages/disputes arising out between the contractor and their customers/users. The contractor shall have direct dealing with their customers/users. The university will not be responsible for any loss in the business.

7. The contractor shall abide by the rules and regulations as applicable in this regard and will have to follow the hygienic conditions in and around the canteen/kiosk .

8. The contractor shall be responsible for all such taxes as may be levied on the sale of articles & drinks and shall obtain license from the concerned department/authority and will be fully responsible for implementation of the provisions of the Food & Adulteration Act.

9. The contractor shall ensure the cleanliness and complete hygienic conditions in and around the canteen/kiosk. The contractor shall provide own containers/dustbins for throwing garbage and will arrange to remove the same twice a day on daily basis. NO SMOKING is to be strictly observed.

10. The staff employed by the contractor shall have to be kept neat and clean in proper uniform, besides being medically fit to handle the food stuff.

11. The canteen shall be inspected by the committee constituted by the Competent Authority from time to time.

12. All the items i.e. food, tea, coffee, snacks and beverages shall be fresh and of good quality.

13. The contractor is required to have license from the concerned department to run the canteen/kiosk, which should be properly displayed inside the canteen/kiosk. The price list shall be displayed outside the canteen on a board.

14. The contractor shall not be allowed to carry out any other trade or business or to assign or sublet the contract to any other party whatsoever, to carry out the outdoor catering. The premises shall not be used for residential purpose even for the staff. No addition or alteration shall be made in the canteen/kiosk premises without written permission from the Competent Authority.

15. The contractor will be liable to compensate Jamia Hamdard for any loss/damage suffered by Jamia Hamdard for negligence on the part of the contractor and any breach of contract.

16. The contractor is required to obtain suitable insurance cover to cover any unforeseen incident and Jamia Hamdard will not be liable for any loss suffered by the contractor.

17. The contractor shall not engage child labours and shall be liable for the wages/liabilities of his staff.

18. If the contractor leaves in between without completing the full terms of the contract, the security amount of **Rs. 50,000/- (Rupees Fifty Thousand only)** deposited by the contractor will be forfeited.

19. The University reserves the right to award the contract to any agency irrespective of the rates quoted by them.

20. The contractor is required to deposit the license fee on monthly basis latest by 7th day of each month in advance. The electricity charges will have to be paid as per actual on month to month basis for which a separate sub-meter will be installed by the university.

I accept the above terms and conditions and shall abide by them.

Name and Signature of the contractor

Date.....

Jamia Hamdard

Hamdard Nagar, New Delhi – 110062

Application form for Running Canteen/Kiosk at different sites in Jamia Hamdard Campus

01.	Name, address and telephone number of the contractor with registration no. along with copy of proof.	
02.	PAN No.	
03.	TIN No.	
04.	Local Residential address with Phone No. along with copy of proof.	
05.	Permanent address with phone no. along with copy of proof.	
06.	Experience (Attach copy of experience certificates with name of the previous organization, where the canteen has been run.)	
07.	References (02): 1. Name and full address 2. Name and full address	
08.	Balance sheet/ITR for last three years.	
09.	Proposed Monthly License fees.	
10.	List of items to be provided with rates	
11.	Details of attached documents.	
12.	Name of the site applied for.	

Name and Signature of the Applicant

Date:.....