JAMIA HAMDARD
(Hamdard University)
HAMDARD NAGAR, NEW DELHI-62.

(Corrigendum)

With reference to Notice Inviting Tender in two bid system for running of canteen (near Faculty of Pharmacy) at Jamia Hamdard. The last date for submitting the tender is being extended up to 08.03.2017 (1.00 PM). The tender will be opened on the same day at 3.30 pm in the office of the Finance Officer, Jamia Hamdard.
All other terms & condition will remain same.

J A M I A H A M D A R D

HAMDARD NAGAR

NEW DELHI –110062

TENDER DOCUMENT FOR

RUNNING OF CANTEEN

(NEAR FACULTY OF PHARMACY)

JAMIA HAMDARD CAMPUS

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DESCRIPTION OF TENDER NOTICE FOR RUNNING OF CANTEEN (NEAR FACULTY OF PHARMACY) AT JAMIA HAMDARD

In continuation of notice inviting tender in two bid systems (Technical Bid & Financial Bid) from reputed & experienced, agencies for running of canteen (near Faculty of Pharmacy) at Jamia Hamdard.

1. The tender shall be in two bid system:
   (a) **One Technical Bid:** Containing the information regarding the business turn over, experience and other details of the firm to ascertain the suitability of the tenderers.
   (b) **Second Financial Bid:** Containing the price rates.
2. Preference will be given to those agencies, who have at least five (05) years experience of running the canteens & out lets in universities, colleges and educational institutions.
3. Tenders can be submitted with required documents after satisfying himself eligible for participating in tendering.
4. The tender cost is ₹.1,500/- (Rupees fifteen hundred only) (non-refundable) and the earnest money is ₹. 50,000/- (Rupees fifty thousand only). The Demand Drafts shall be in favour of Jamia Hamdard along with the Technical Bid envelope.
5. The tender may be deposit/drop on or before 08-03-17 up to 1.00 p.m. in the tender box placed in the purchase section. Tenders will be opened on the same day i.e. 08-03-17 at 3:30 p.m. in presence of the interested contractors/ authorized representatives of the firms.
6. The tenderers must attached with tender all relevant documents, like Registration of the firm, License No. under contract labours (R&A) Act, Memorandum in case of company and partnership deed in case of partnership firm to be provided, failing which the tender can be rejected.
7. ***The tender cost & earnest money shall not be exempted for any reason whatsoever and without the tender cost & earnest money, the tender will not be entertained.***
8. **The attached documents should be properly numbered for reference by providing index with subjects.**

TENDER FORM FOR RUNNING OF CANTEEN (NEAR FACULTY OF PHARMACY) AT JAMIA HAMDARD

1. Tender for running of canteen near Faculty of Pharmacy at Jamia Hamdard.
2. Cost of tender ₹. 1,500/- only (Non Refundable)
3. Due date of tender submission. Up to 08-03-17 (1.00 p.m.)
4. Time and date of tender opening. On 08-03-17 at (3.30 p.m.)
5. Earnest Money. ₹. 50,000/- only
6. Details of earnest money deposit. ……

   a. Amount. (Rs. In words) ……

   b. Demand Draft No. ……in favour of "Jamia Hamdard"

   c. Name of the issuing Bank / Authority. …….. New Delhi.
7. Names, address of Firm/Agency and Telephone No…….
8. Registration number of the Firm/Agency registered for House Keeping works …….……

   ……..…….
9. Name, Designation, Address and Telephone No…….…… of Authorized person of Firm /Agency to deal with ……..…
10. Please specify as to whether tenderer is a sole proprietor/partnership Firm/Company Name, address, Telephone Number of the authorized person should be specified.

    (a)…….. (b)……..

    ……... ……..
11. PAN…… TIN……
12. License No. Under Contract Labour (R & A) Act. …….
13. Memorandum is required in case of a company and partnership deed in case of partnership firm.
14. **The tenderer must have minimum 05 years experience of running canteens & outlets in universities, colleges, educational institutions & corporate offices and have running or completed two canteens contacts more than of ₹. 3.00 lakhs per year (each contract) or one contact amounting ₹. 10 lakhs in a year in last three years. In support, the copies of work order & successful completion of each contract be attached.**
15. **The tender shall be in two bid systems.**

    (a) One Technical Bid: Containing the information regarding the business turn over, experience and other details of the firm to ascertain the suitability of the tenderers. **(Annexure I)**

    (b) Second Financial Bid: Containing of rates & amount. **(Annexure II)**
16. The Technical Bids will be opened on 08/03/2017 **at 03:30 p.m.** in the presence of interested tenderer or their authorized representative. ***A team of Jamia Hamdard may visit the place of work of the tenderer if required to verify the facts as contained in the tender documents.*** The Commercial/ Financial bids shall be open only those tenderer, who are found suitable by the committee appointed for the purpose and the eligible bidders shall only be informed accordingly.

17. The tenderers are required to submit their Technical Bid & Financial Bid as per the performa attached in the foam of Annexure I & II along with tender cost of ₹. 1,500/- & EMD of ₹.50,000/- only in the form of demand draft in favour of "JAMIA HAMDARD" payable at New Delhi. The DDs shall be attached with Technical Bid. The tenders should be addressed to the Registrar Jamia Hamdard New Delhi -110062.

18. **The following information will be indicated on the Envelope cover.**

a) Tender for running of Canteen near Faculty of Pharmacy at Jamia Hamdard. _____

b) Name of Firm. _____

c) No. of NIT._____

d) Clearly indicate the list of enclosures. _____

e) Clearly indicate on the envelopes **"TECHNICAL BID"** OR **FINANCIAL BID.**

19. Declaration by the Tenderers:

This is to certify that I/We ..... have readout all the contents of the tender documents and fully understood all the terms & conditions and instructions contained herein and undertake myself/ourselves to abide by the said terms and conditions.

TENDERER'S NAME & SIGNATURE

GENERAL TERM & CONDITIONS OF THE TENDER

1. Sealed tenders in prescribed form (ANNEXURE – I & II) dully filled must be submitted/drop in the tender box along with the Bank Drafts, latest by 08-03-17 up to 1.00 p.m.
2. The tender committee will open the tender on 08-03-17 at 3.30 p.m. in presence of interested tenderer/ representatives.
3. Tenders not confirming the prescribed requirements and non submission of required documents/copies may be rejected and no correspondence thereof shall be entertained whatsoever.
4. 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.
5. The tender form should be clearly filled in ink legibly or typed. The tenderer should quote the rates & amount tendered by him/them in figure & as well as in words. The tenderer should take care that the rate and amount should be written in such a way that interpretation is not possible. Alterations unless legibly attested by tenderer, shall disqualify the tender. The tender form should be signed by the tenderer himself. ***Attested copies of the Registration Number of the firm, license no. under Contract Labours Act, Satisfactory Performance Certificate issued by the concerned agency/ Organizations, Memorandum of firm and partnership deed if firm is in partnership shall be enclosed.***
6. The rate & license fee should be inclusive of all in accordance with the provisions of minimum wages act, labours laws and other standard provision like provident fund act, ESI, Bonus, Gratuity, Leave, Uniform allowance etc. of the workers engage in canteen.
7. The tenderer with seal of agency/firm should sign & numbered every paper of the tender as a confirmation of acceptance of the terms & conditions mentioned on the each paper.
8. No column should be left blank, which would be otherwise, made the tender liable to be rejection.
9. **Preference will be given to those agencies, who have working experience of running the canteens & outlets in universities, colleges and educational institutions.**
10. The earnest money will be liable to forfeit, if the tenderer withdraws or amends & derogates from the tender in any respect within the period of validity of the tender.
11. The selected tenderer shall required to deposit a security in favour of Jamia Hamdard for an amount of ₹.50,000/- only minimum or equivalent of one month license fee towards the running of canteen services, whichever is higher either in foam of Demand Draft or Bank Guarantee for the due performance of the contract, within 30 days from the date of award of contract. In the event of breach/violation or contravention of any terms and conditions herein by the contractor, the security deposited shall be forfeited by the Jamia Hamdard, in addition of any amount of penalty as decided by the Registrar Jamia Hamdard shall be recoverable from security amount if not paid by the tenderer.
12. The earnest money can be adjusted against security money. No Interest shall be paid on earnest and security money deposit.
13. The Jamia Hamdard has reserves the right to accept or reject any tender without assigning any reason or cancel/ reject full or any part of the tender and also those tender which do no fulfill the conditions stipulated in the tender document.

14. The tenderers may visit the proposed canteen to assess the nature and quantum of work, requirement of the deployment of man power, machines, tools & plants etc. before quoting their rates & license fee amount in tender.
15. Tenderer while submitting the tender would be presumed to have considered and accepted all the terms and conditions. No communication, verbal or written, shall be made in respect of rejection of the tender.
16. **That the tenderer shall comply with all the legal requirements and shall obtain the license from the concerned departments for running the canteen at Jamia Hamdard and copy of same shall be deposit in estate office for record.** The price list shall be displayed in & outside the canteen on a board.
17. Every worker of the tenderer while on duty in canteen shall wear neat & tidy the prescribed uniform according to season along with **a badge bearing the name & designation.** The tenderer shall also provide the Police verification of each personnel engage/deploy in canteen at Jamia Hamdard.
18. The tenderer shall have to produce documentary proof i.e. Voter Card/Smart Card or Aadhar card in support of identity of the person deployed in canteen at Jamia Hamdard.
19. The age of the worker deployed by the contractor in canteen shall not be less then 18 years.
20. The tenderer staff shall work under supervision, direction and overall administration of the contractor.
21. The tenderer shall be wholly responsible to provide all the legal benefits viz. P.F., E. S. I, Bonus, Gratuity & Leave, etc. to which such workers are entitled. The Jamia Hamdard shall not be responsible in any manner of any claim, liability pertaining to such workers.
22. The Jamia Hamdard shall have the right to ask the contractor to remove any such person from the canteen, who found medically or in any other manner unfit for working in canteen.
23. **The agency shall not engage any sub-contractor or transfer the contract to any other person in any manner.** The contractor shall not be allowed to carry out any other trade or business or to carry out the outdoor catering. The premises shall not be used for residential purpose even for the staff working in canteen. No addition or alteration shall be made in the canteen premises without written permission from the Jamia Hamdard.
24. The contractor shall be responsible for opening of chocked sewer lines, main holes & G.T. etc. of the canteens premises at his own cost failing which the department will arrange to open the same at the risk & cost of contractor with a suitable penalty decided by the Jamia Hamdard.
25. The garbage of the canteen will have to be removed by the contractor on daily basis by his own transport/under own arrangements. Failing which the department will make arrangement and amount spent on the same shall be recovered from the contractor bill along with a suitable penalty as decided by the Jamia Hamdard.
26. The contractor shall ensure the cleanliness and complete hygienic condition in and around the canteen and provide own good quality covered dustbins for storing of waste, litters, garbage and will arrange to remove the same twice a day on daily basis. NO SMOKING is to be strictly observed.
27. Tender must be unconditional.
28. **Note:** Apart from the above the sanitation team of Jamia Hamdard will visit the canteen premises as & when regarding check the sanitation, cleaning hygiene condition etc. and ask for improving the hygiene condition for which the contractor shall be bound to comply the same without any extra charges.
29. The quality assurance of the canteen be ensured and shall obtain report bi-monthly from the sanitation team of the Jamia Hamdard. In case any area of the canteen found not properly cleaned and hygiene conditions and also any persons found without proper uniform, the penalty as decided by the Jamia Hamdard may be impose.

30. The contractor shall use the tractor trolley/cycle rickshaw (at his own cost) for disposing of canteen garbage waste, all-around area dustbins and disposed off outside of the campus at his own cost.
31. The Department will only provide the electricity & water.
32. **Only HALAL MEAT will be used in all eatable items**. The contractor shall provide all the items i.e. tea, coffee, snakes and beverages as per rates approved by the Jamia Hamdard. The rates will remain same until and unless these are revised/ changed by the mutual consent and approval of Jamia Hamdard.
33. All the items i.e. food, tea, coffee, snacks and beverages shall be fresh and of good quality.
34. 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.
35. The contractor will be fully responsible for the safety of his utensil, gadgets, stove, furniture, fixture, apparatus, equipment etc. Jamia Hamdard will not be responsible/ liable for any damages including theft and fire etc.
36. The contractor shall be responsible/ liable for damages, claims, etc. for any such act, which cause harm to his customer by any eatable/consumable items. The Jamia Hamdard will not be responsible/ liable for any damages/ disputes arising out between the contractor and their customer/user and also will not be responsible for any loss in the business. The contractor shall have direct dealing with their customer/user.
37. 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.
38 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 contact.
39. 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.
40. **The list of approved eatable items is attached with this tender document. The other eatable items can be kept/ sale by the contractor with prior approval along with its rates etc.**
41. The contractor shall deposit the License fee in advance of each month latest by 7th day of the month, and electricity charges within seven day from the receipt of electric bill or letter of A.E. electrical for deposit the electric charges.
42. The department reserves the right to enter and lock the premises and disconnect the electricity & water connection, if tenderer/contractor fails to deposit the dues against them.
43. The tenderer with seal of Agency/Firm should sign every paper the tender.
44. In case of any dispute or difference, remain unresolved the matter shall be referred to the Arbitrator appointed by the Vice Chancellor of Jamia Hamdard. The Award of the Arbitrator shall be final and binding on the parties. The jurisdiction shall only at Delhi/New Delhi.
46. **The successful agency shall execute an agreement with Jamia Hamdard.**

Approved Eatable item Rates for Canteens at Jamia Hamdard

S. No.	Name of items	Quantity	Approx. Weight	Rate (to be filled by contactor)
1.	Tea with Tea beg Tata Tetley/ Tajmahal	01 cup	150 ml	
2.	Coffee	01 cup	150 ml	
3.	Coffee Espresso	01 cup	150 ml	
4.	Veg. Sandwich Two Full size	Each	-------	
5.	Cheese Sandwich Two Piece	-----	-------	
6.	Egg. Send witch	------	-------	
7.	Bread Roll (Veg.)	01 Pc.	-------	
8.	Bread Pakora	01 Pc.	100 gm	
9.	Omelet Egg.	02 Egg.	---------	
10.	Boiled Egg.	01 Egg	---------	
11.	Bread Slice with butter.	02 Slice	---------	
12.	Bread Slice.	04 Slice	---------	
13.	Samosa	01 Pc	80 gm.	
14.	Veg. Pakory.	01 Plate	100 gm	
15.	Paneer Pakory.	01 Plate	100 gm	
16.	Paneer Pakora	01 Pc	50 gm.	
17.	Veg. Patties.	01 Pc	100 gm	
18.	Veg. Burger.	01 Pc	130 gm	
19.	Cold Drink	01 Bottle	---------	
20	Packetted Snacks	----------	---------	
21	Biscuits	----------	---------	
22	Veg.- Thali-- Dal+ Subzi, Rice& Roti. (Medium size)	01 Thali	100+ 150gm + 150gm +4 Roti	
23.	Dal Makhani with 25 gm Butter & Pickle (Achar)	01 plate	150 gm	
24.	Dal Fry.	01 Plate	250 gm	
25.	Roti Medium size	01 pc	35 gm	
26.	Dahi & Raita	01 Katori	100 gm	
27	Salad	01 Plate	150 gm	
28.	Chole	01 Katori	150 gm	
29.	Matar Paneer	01 Plate	150 gm	
30	Special Subzi / Mixed	01 Katori	150 gm	
31	Veg. Pullao.	01 Plate	300gm.	
	NON-VEG. ITEMS.			
1.	Chicken Curry	01 Plate	2Pc+ Curry	
2.	Mutton Korma	01 Plate	3Pc+ Curry	
3.	Mutton Keema	01 Plate	100 gm	
	SOUTH INDIAN. ITEMS			
1.	Masala Dosa	01 Plate	Std. Qty.	
2.	Bada Samber	02 Pc.	Std.Qty	
3.	Idly	02 Pc	Std Qty	
	CHINESE FOOD. ITEMS			
1.	Veg. Choumin	01Plate	300 gm	
2.	Plain Rice	01Plate	300 gm	

Annexure I

PERFORMA FOR TECHNICAL BID

1.	Reference cost of tender form (copy of tender cost slip)	No.----------Date----------	At Page No. ……..
2.	Reference of Ernest Money (Demand Draft amount of Rs. fifty thousand).	D.D. No. ----------Date----------	At Page No. ……..
3.	Registration certificate (enclosed the attested copy of registration Certificate)	No.----------Date---------- From----------Date----------	At Page No. ……..
4.	ISO 9001/2000 certificate exclusively of catering works (Enclosed attested copy of ISO Certificate of last two years)	No.---------- Date---------- From---------- Date----------	At Page No. ……..
5.	EPF Registration Certificate (Enclosed Attested copy of EPF Registration Certificate)	No.----------Date---------- From----------Date----------	At Page No. ……..
6.	ESI Registration Certificate (Enclosed Attested copy of ESI Registration Certificate)	No. ----------Date---------- From----------Date----------	At Page No. ……..
7.	Permanent Account Number issued by the Income Tax Department (Enclosed attested copy of PAN)	No. ----------Date---------- From----------Date----------	At Page No. ……..
8.	Service Tax Registration Certificate (Enclosed attested copy of Service Tax Registration Certificate)	No. ----------Date---------- From----------Date----------	At Page No. ……..
9.	Turnover of last 3 financial years. (Enclosed attested copy of auditors report with balance sheet per year)	No.---------- -Date---------- From----------Date---------- From----------Date---------- From----------Date----------	At Page No. ……..
10.	Performance Certificates issued by the Managing Director/ authorities against the running of canteen & outlets in Universities, Colleges, Educational Institutions & corporate offices. (attached the copies)	No. ----------Date---------- From----------Date---------- From----------Date---------- From----------Date----------	At Page No. ……..

11.	Proof of providing services of last 05 Year's experience and proof of at least two contracts of running the canteens & outlets of minimum amounting Rs. 3.00 lakh per year of each work or one contract of amounting Rs. 10 lakh in a year (Enclosed copies of work orders & completion certificate of each work of last three years) at Universities, reputed corporate offices.	Name of organization From…….. up to …….. 1…… 2…… 3…… 4…….. 5……..	At Page No. ……..
12.	Firm should have registered in Delhi. Address of Registered office / corporate office. (Enclosed attested copy of Registration Certificate)	Registered Office Address …….. ……. …….	At Page No. ……..

CONTRACTORS SIGN AND SEAL

Annexure II

PERFORMA FOR FINANCIAL BID

I……..……Proprietor/Partner/authorized person of M/s…… understand the work, term & condition as entered in the tender document and see the canteen premises and asses the quantum of work/sale of canteen. I also bound himself/ themselves to abide by the rule & regulation of Jamia Hamdard. The license fee charges for running the canteen shall be excluded from all the liabilities like deployment of workers, payment of workers with all statutory benefits, uniform, all taxes, cleaning, sanitation and maintain of hygiene condition in & around of the canteen and other obligations under the law including the disposal of garbage from campus to outside and also segregation & disposal of waste as per rules of Delhi Pollution Control Board/Committee enforce time to time.

I also indemnified to Jamia Hamdard from all the above liabilities, loss & profit, compensation and other liabilities arises in future.

The License fee I will pay to Jamia Hamdard against the allowed premises for exclusively running the canteen for students & staff shall be Net Rs. …… per month in advance of each month. In addition of the license fee the electricity charges I will pay as per meter and bill raised by the Jamia Hamdard.

CONTRACTOR'S NAME & SIGNATURE