

# **JAMIA HAMDARD**

## **TENDER DOCUMENT FOR RUNNING FOOD KIOSK AT HAHC HOSPITAL, JAMIA HAMDARD**

The complete tender shall be dropped in the drop box of Purchase Section latest by **27.01.2014 upto 2:30.00 P.M.**

- Cost of Tender form & documents is Rs.500/- through Demand draft (non-refundable) drawn in favour of “Registrar, Jamia Hamdard”
- A demand draft of Rs. 1,000/- in favour of “ **Registrar, Jamia Hamdard**” shall be enclosed along with the tender form as earnest money. (refundable).

**Tenders will be opened on 27.01.2014 at 3.00 p.m. in the Office of the Law Officer.**

## **Terms & Conditions for Running Kiosk at HAHC Hospital, Jamia Hamdard Campus:**

1. Tender can be downloaded from 10.01.2014 to 26.01.2014 till 5:00 p.m.
2. Last date for submission of tender forms 27.01.2014 till 2:30 p.m.
3. Tenders will be opened on 27.01.2014 at 3:00 p.m. in the office of the Law Officer.
4. On award of contract, the agency will have to make the following payments:
  - (i) Earnest money Rs. 1,000/- (refundable)
  - (ii) Security deposit Rs. 10,000/- at the time of award of contract
5. **You are required to set up a temporary structure (kiosk) near the above mentioned building, earmarked for the purpose, at your own cost. The design and area of the kiosk will be approved by the university.**
6. Only **HALAL meat** will be served. Thali system will be followed with veg and non-veg thali and breakfast and other eatable items at appropriate times.
7. The kiosk will be run round the clock, all days of the week.
8. Jamia Hamdard will not be liable for any credit facility provided by the contractor and any outstanding amount from staff and students and will not be liable for any amount not recovered by the contractor.
9. 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.
10. The contractor shall provide all the items i.e. tea, coffee, snacks and beverages and eatable items as per rates approved by Jamia Hamdard and mentioned in the rate list which will be a part of the contract. The rates will remain same until and unless these are revised/changed by the mutual consent and approval of Jamia Hamdard.
11. The contractor will be fully responsible for the safety of the utensils, 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.
12. 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. Jamia Hamdard will also not be responsible/liable for any damages/disputes arising between the contractor and their customers/users. The contractor shall have direct dealing with his customers/users.
13. 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.
14. 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.
15. The contractor shall ensure the cleanliness and complete hygienic conditions in and around the 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.
16. 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.
17. The kiosk shall be inspected by the committee constituted by the Competent Authority from time to time.
18. All the items i.e. food, tea, coffee, snacks, beverages and eatable items shall be fresh and of good quality.
19. **The contractor is required to have license from the concerned department to run the kiosk**, which should be properly displayed inside the kiosk. The price list shall be displayed outside the kiosk on a board.

20. 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 until and unless approved by the competent authority of Jamia Hamdard in writing. The premises shall not be used for residential purpose even for the staff. No addition or alteration shall be made in the kiosk premises without written permission from the Competent Authority.
21. 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.
22. 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.
23. The contractor shall not engage child labors and shall be liable for the wages/liabilities of his staff.
24. If the contractor leaves in between without completing the full terms of the contract, the security amount of **Rs. 10,000/- (Rupees Ten Thousand only)** deposited by the contractor will be forfeited.
25. The University reserves the right to award the contract to any agency irrespective of the rates quoted by them.
26. The contractor is required to deposit the license fee on monthly basis latest by 7<sup>th</sup> day of each month in advance. The electricity charges will have to be paid as per actual on month to month basis.

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 Kiosk at HAHC Hospital, Jamia Hamdard Campus**

1.	Name, address and telephone number of the contractor with registration no. along with copy of proof.	
2.	PAN No.	
3.	TIN No.	
4.	Local Residential address with Phone no. along with copy of proof.	
5.	Permanent address with phone no. along with copy of proof.	
6.	Experience (Attach copy of experience certificates with name of the previous organization/s, where any canteen/kiosk has been run.).	
7.	References (02):  1. Name and full address 2. Name and full address	
8.	Balance sheet/ITR for last three years.	
9.	Proposed Monthly License fees.	
10.	Details of attached documents.	

Name and Signature of the Applicant

Date:.....

**HAMDARD UNIVERSITY**

**JAMIA HAMDARD**

Hamdard Nagar, New Delhi – 110 062

**Tender Notice**

Sealed tenders are invited from reputed, experienced and registered agencies to run a food kiosk at HAH Hospital, Jamia Hamdard campus. Interested agencies can download the tender document and other details from the below mentioned website. For more details, kindly visit our website:

[www.jamiahamdard.ac.in](http://www.jamiahamdard.ac.in).

All corrigenda / addenda / amendments / time extensions/clarifications etc. to the tender will be hosted on the University website only and will not be published in any other media.

Jamia Hamdard reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

Registrar

Website: [www.jamiahamdard.ac.in](http://www.jamiahamdard.ac.in)  
Ph. 011-26059688 (12 Lines) Extn. 5313