

Cost of Tender  
Document Rs. 500/-



**CENTRAL UNIVERSITY OF KASHMIR  
ADMINISTRATIVE CAMPUS  
Nunar, Ganderbal-191201 - (J&K)**

Direct: 0194-2416030  
(W): [www.cukashmir.ac.in](http://www.cukashmir.ac.in)  
(E): [estates@cukashmir.ac.in](mailto:estates@cukashmir.ac.in)

**TWO BID SYSTEMS TENDER DOCUMENT  
FOR PROVIDING CAFETERIA SERVICES THROUGH OUTSOURCING**

**Tender No:Est – 01 of 2018  
Dated: 26/07/2018**

**1. Name of the Agency/Tenderer .....**

**2. Address with telephone No .....**

.....  
.....  
.....

1	<b>Earnest Money Deposit (EMD)</b> <i>(to be deposited along with the tender document)</i>	a) Bank Draft No..... b) Date..... c) Amount..... d) Drawn on .....
2	<b>Cost of tender Document</b> <i>(to be deposited along with the tender document)</i>	a) Bank Draft No..... b) Date..... c) Amount..... d) Drawn on .....

**Important dates:**

Closing Date & Time for submission of Tender : **06-08 -2018 (4:00 PM)**  
Date & Time for opening the Bid : **07-08-2018(2:00 PM)**

## **GENERAL TERMS AND CONDITIONS**

Sealed tenders under two bid system are invited from registered Restaurant owners/Caterers for providing Cafeteria Services at various Campuses (Nowgam: Campus-1,&3 and Ganderbal: Campus-1&2 and Sonwar Campus) of the University. Tender Document can be had from the Administrative Campus of the University or can be downloaded from the University website: [www.cukashmir.ac.in](http://www.cukashmir.ac.in). The last date for submission of bid is 06-08-2018 (04:00 pm). The bids will be opened on 07-08-2018 at 02:00 pm at the Administrative Campus, Nunar Ganderbal -191201. Bidders or their authorized representatives who wish to attend tender opening, may do so.

### **SALE OF TENDER FORM**

1. The interested bidders may obtain the tender form from the University's Administrative Campus, Nunar Ganderbal-191201, J&K. The tender document can also be downloaded from the University Website.: [www.cukashmir.ac.in](http://www.cukashmir.ac.in). The Tender document/application fee of Rs 500/- (Non-Refundable) should be submitted separately and not merged with the EMD.

### **EMD**

2. The Technical Bid should be accompanied with interest free EMD of Rs. 20,000 in shape of Demand Draft only. The EMD of the unsuccessful bidders shall be returned after the selection of the successful bidder and that of the successful bidder after the submission of interest free Performance Security of Rs. 50,000/-. The offers without EMD shall be summarily rejected.
3. The DDs should be of any Scheduled Bank drawn in favour of Central University of Kashmir payable at Srinagar J&K issued after the date of tender notification.

### **ELIGIBLE BIDDERS**

- a) The bidder must be registered with the State Commercial Tax Deptt and having a valid GSTIN.
- b) Bidder must submit a copy of PAN card.
- c) Bidder must submit latest VAT clearance certificate.
- d) Bidder must have valid certificates/licenses of relevant Departments for running and providing cafeteria services.
- e) The bidder must have at least 2 years exclusive experience of running such commercial unit(s) in education institutions.
- f) The bidder must have valid licenses under Food Safety and Storage (FSS) Act- 2006/FSS Registration 2011/ FSSAI.

### **TWO BID SYSTEM TENDER**

The prescribed tender documents should be submitted in one sealed envelope duly superscribed with, "Tender for Outsourcing of University Cafeteria Services". This sealed envelope should contain 2 sealed envelopes marked A & B as under:

#### A. ENVELOPE I:

The Technical Offer should be complete in all respects and contain all information asked for, except prices.

#### B. ENVELOPE II

The Commercial Offer (C.O.) should give all relevant price information related to items mentioned in the Financial Bid complete with all details - The Bid Form must be filled in completely, without any errors, erasures, alterations or interpolations.

The tender not submitted in the prescribed formats or with incomplete details is liable to be rejected. The Central University of Kashmir is not responsible for non-receipt of tender within the specified date and time due to any reasons, including postal holidays or delayed receipt.

## **SUBMISSION OF BIDS**

4. The bids should be addressed to the REGISTRAR, Central University of Kashmir, Admin Campus, , Nunar, Ganderbal -191201 within the dates and time as specified above by hand or by post. PLEASE NOTE THAT THE UNIVERSITY IS NOT RESPONSIBLE FOR ANY POSTAL LOSSES/DELAYS. IN CASE OF BIDS SENT BY POST AND BEING RECEIVED AFTER 4.00 p.m. on 06-08-2018. THE UNIVERSITY SHALL REJECT THE SAME AND IN CASE OF ANY DISPUTE IN THE TIMING OF RECEIPT, THE DECISION OF THE UNIVERSITY SHALL BE FINAL
5. The Bidder is expected to go through all instructions, terms & condition as specified in the bidding documents. Failure to furnish all information required under the bidding documents or submission of a bid not substantially responsive to the bidding documents shall be at the Bidder's risk and may result in rejection of the bid.
6. At any time prior to the deadline for submission of bids, the University may, for any reason, whether at its own initiative or in response to a clarification sought by prospective bidder(s), modify the bidding documents through amendment(s).
7. Quotations received after due date, improperly sealed, or with incomplete markings or with overwriting/corrections are liable to be rejected.
8. The bid shall be opened on 07-08-2018 at 02:00 pm in the presence of bidders or their authorized representatives who are to be present. The representative should bring along the authorization letter from their principal vendor for attending the tender opening process. However, the presence of the bidders or their representatives is not mandatory.
9. In the event of the date specified for bid receipt and opening being declared subsequently as a closed holiday for University's office, the due date for submission of bids and opening of bids shall be the following working day at the time fixed above.
10. The bidder should certify that no hidden costs are included. Any item(s) found necessary to make facility functional shall be provided by the bidder without any extra cost.
11. The successful Tenderer shall have to deposit Rs. 50,000/- as interest free Performance Security in the form of DD in favour of Central University of Kashmir. The Performance Security shall be returned to the service provider after 60 days beyond the date of completion of all contractual obligations. In case of unsatisfactory service provided by the bidder, the Performance Security shall be forfeited.
12. The bid security (EMD) may be forfeited:
  - (a) If a Bidder withdraws its bid during the period of bid validity;
  - (b) If at any stage it is proved that the information given by the bidder was incorrect; and
  - (c) In case of a successful Bidder, if the Bidder fails:
    - (i) *to sign the Contract within stipulated time*
    - (ii) *to furnish Performance Security*
    - (iii) *to execute the services within the prescribed timeline(s)*

## **LATE BIDS:**

13. Any bid received by the University after the deadline fixed for submission of bids, shall be rejected/returned unopened to the Bidder.
14. No bid shall be allowed to be modified subsequent to the last date fixed for submission of bids.
15. No bid shall be allowed to be withdrawn in the interval between the deadline for submission of bids and expiry of the prescribed period of bid. Withdrawal of a bid during this interval may result in forfeiture of the Bidder's EMD.
16. Bids that are not opened and read out at bid opening shall not be considered for evaluation irrespective of the circumstances whatsoever.

17. During evaluation of bids, the University may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.
18. **Period of Validity of Bids:** Bids shall remain valid for a minimum period of 90 days after the date of bid opening prescribed by the University. A bid valid for a shorter period shall be rejected by the University as non-responsive.
19. In exceptional circumstances, the University may solicit the Bidder's consent towards extension of the period of validity. The request and the responses there to, shall be made in writing. The retention period of bid security shall also be accordingly extended. A Bidder may refuse the request without forfeiting his bid security. A Bidder agreeing to the request shall neither be required nor permitted to modify the bid.

#### **EVALUATION OF BIDS (Two Bid System)**

20. The evaluation of bids shall be a two stage process. In Stage–1, qualification of bidder shall be ascertained and only those bidders shall qualify for stage–2 of bidding, whose qualification meets the requirements set by the University as eligibility mentioned in the foregoing clauses. Financial Bid of only those bidders shall be opened who were declared qualified in stage-1.
21. In stage–2, Financial Bids of the qualified bidders shall be opened and on the basis of the comparative statement of the quoted rates, the contract shall be awarded to the L1.
22. The Contract shall be awarded to the bidder having quoted lowest for maximum no. of items where the concerned bidder is not L1, the price quoted shall be negotiated.
23. The University's evaluation of a financial bid will be based on the final cost chargeable taking into account all the taxes, levies, duties etc.
24. No Bidder shall contact the University on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring in additional information to the notice of the University, he/she should do so in writing.
25. Any effort by a Bidder to influence the University, in its decisions on bid evaluation, bid comparison or contract award may result in rejection of bid.
26. Failure of the successful bidder to comply with the requirements of the University shall constitute sufficient grounds for annulment of the award and forfeiture of the bid security. In such an event the University may make the award to the next lowest evaluated bidder or call for new bids.

#### **SPECIAL TERMS & CONDITIONS**

26. Prices quoted shall be firm and in Indian Rupees only.
27. The rates shall be quoted both in figures and in words. In case of a discrepancy, the amount quoted in words shall be taken as final.
28. The quoted rates should be inclusive of all taxes, services etc. No extra amount over and above the quoted rates shall not be entertained.
29. The selected caterer shall be required to enter into an Agreement with the University by execution an Instrument of Agreement on a non-judicial stamp paper of **Rs. 100/-**. Necessary clauses mentioned in this NIT shall be incorporated in the said agreement.
30. The University reserves the right to reject or accept any tender without assigning any reason or to cancel or withdraw the tender notice.
31. Once the bidder submits the bid, it shall be presumed that the bidder has understood and accepted all the terms and conditions given in the NIT. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the bid.

## **PAYMENT TERMS**

32. The payment in respect of official hospitality bills of the University submitted monthly in duplicate by the Contractor shall be released subject to fulfillment of obligations by the Contractor imposed under various laws, Rules & Regulations, etc. applicable from time to time and after scrutiny of requisitions made by the University for supply and the prices charged by the contractor. Any supply of food items without proper requisition by the designated authority of the University will not be paid for. Income-tax, Service-tax etc. as applicable at the prevailing rates, shall be deducted at source under rules.
33. The Contractor shall not be entitled to any interest from the University on delayed/late payments arising out of any query, objection, dispute with regard to any bill or a part thereof.
34. All payments and receipts shall be rounded off, i.e., paise 50 or above to be rounded off to the nearest higher rupee and paise less than 50 to be ignored.
35. The payments on account of services/items provided to students shall be made directly by the purchaser.
36. The selected caterer shall be exempted from payment of rent of the premises to the University. The bidder should keep this into consideration so that the benefit thereof is passed to the students/staff by quoting subsidized rates
37. The selected caterer should promote digital modes of payment.

## **ELECTRICITY AND WATER CHARGES**

38. The Contractor shall be required to pay to the University the electricity & water charges on actual basis, for which sub-meters have to be installed by the contractor on his own cost. Out of the total bills received by the University towards consumption of electricity and water, the amount in respect of the units consumed by the Contractor as per sub-meter shall be paid by him to the University.

## **SCOPE OF WORK**

39. The Contractor shall be responsible for engaging adequate number of trained/professional manpower for providing cafeteria services in all the University campuses.
40. The employees of the Contractor should possess good health. Should be free from diseases, especially contagious and frequently recurring diseases.
41. The Contractor shall ensure proper discipline among his/her workers and also ensure that they do not indulge in any unlawful activity.
42. Employment of child labour is strictly prohibited under Child Labour (Prohibition & Regulation) Act, 1986. Therefore, the Contractor will not employ any child.
43. The contractor must provide the necessary details of all its employed to the University.
44. In the event of violation of any of the contractual or statutory obligations by the Contractor, he/she shall be wholly and solely responsible for the same. Further, in the event of any, claim, damages, suit, action initiated against the University by any individual, agency or Government authority due to the acts of the Contractor, the Contractor shall be liable to make good/compensate such claims or damages. As a result of the acts of the Contractor, if the University is required to pay any damages to any individual, agency or Government authority, the Contractor shall be required to reimburse such amount to the University failing which the University reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Performance Security of the Contractor lying with the University.
45. The Contractor shall ensure compliance of all laws relating to cleanliness, sanitation, hygiene and health conditions and other laws in force from time to time with regard to the environment around the cooking place, dining hall and its surroundings etc.

46. The J&K Govt. has imposed complete ban on the use of polythene throughout the state, as such, polythene bags shall not be used in all the campuses of the University.
47. The Contractor shall provide cafeteria staff Photo Identity Cards. The contractor shall provide sufficient sets of Uniforms and pair of shoes to his/her employees and shall ensure that they wear them during the same and maintain them neatly and properly.
48. The Contractor shall be personally responsible for conduct and behavior of his/her staff and any loss or damage to Institute's moveable or immovable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct, behavior or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to disengage the concerned person and engage a new person in his/her place within 48 hours of intimation by the University. The decision of the University's designated officer in this regard shall be final and binding on the Contractor.
49. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract.
50. The Contractor shall keep the Cafeteria and its surroundings neat and clean every day after the services are over. The cleaning includes cleaning of kitchen, cafeteria hall, floor, counter, benches, tables, chairs, etc. ensure and proper disposal of kitchen waste and other waste generated in the cafeteria. The University management shall have 24-hour access to inspect the cafeteria premises for ensuring the cleanliness and proper hygienic conditions of the kitchen and dining hall etc.
51. The University reserves the right to appoint officers/officials to inspect the quality of raw material, food and other eatables prepared and sold in the cafeteria. Any defect(s) pointed out by such officers/officials during their inspection(s) shall be properly attended to and recouped by the Contractor.
52. The Contractor shall get the prices of all eatables approved by the University and no changes, what-so-ever shall be made without prior written approval of the University.
53. The University will provide to the Contractor space for storing raw material, kitchen, sitting and serving space, etc. free of cost. However, contractor must ensure proper maintenance of the space provided and install all electric and other items as may be required to run the cafeteria services efficiently and effectively.
54. Care must be taken to ensure that, while carrying out the work, no items/space provided to the contractor by the University are damaged. Any damages to the same or any other property shall have to be repaired/replaced by the Contractor, failing which the same will be done by the University at the contractor's risk and cost. In this regard, the decision of the designated officer of the University shall be final and binding on the Contractor.
55. The catering work shall be carried out with due regard to the convenience of the University officers/officials/faculty/students etc. The orders of the University authorities shall be strictly observed by the contractor.
56. The Contractor shall deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of the University.
57. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the University's Campus including Cafeteria. Any breach of such restrictions by the Contractor shall attract deterrent action against the Contractor as per statutory provisions including disengagement.
58. No minimum guarantee shall be furnished to the Contractor towards consumption of food items. He/she is advised to maintain the highest quality the minimum possible prices so as to attract the maximum number of consumers like students/University personnel visitors etc.
59. The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with the Central

University of Kashmir. The University shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against the University for employment or regularization of their services by virtue of being employed by the Contractor, against any temporary or permanent posts.

60. The Contractor shall ensure that either he/she himself/herself or his/ her representative is always available for proper administration and supervision of the catering service to the entire satisfaction of the University.
61. The Contractor shall bring his own furniture, fixture, tools, cookers, hot boxes, steam-boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity as needed to maintain and run the cafeteria services effectively.
62. The Contractor shall not use the cafeteria premises for any other activity except for the purpose for which it has been allotted to him/her.

### **TERMINATION OF THE CONTRACT**

63. The contract shall be initially for a period of one year to be extended on mutual agreement.
64. The Contract can be terminated by either party, i.e., the Central University of Kashmir or the Contractor, after giving three-month notice to the other party extendable by mutual agreement till alternative arrangements are made.
65. On termination of the contract, the Contractor shall hand over all the items/space etc., allotted to him, back to the University in good condition.
66. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory during contract period. The University reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

### **PENALTY**

67. The University reserves the right to impose a penalty to the extent deemed appropriate by the University authorities on the Contractor for any serious lapse in maintaining the quality and the services willfully or otherwise by the Contractor or his/her staff or for any adulteration in the eatables.
68. If the University is not satisfied with the quality of eatables served, services provided or behavior of the contractor or his/her employees, the Contractor shall be served with 24-hour notice to improve upon the services or rectify the defect(s), failing which the University shall be at liberty to take appropriate steps as deemed fit, including termination of contract and forfeiture of Performance Security.

### **JURISDICTION**

69. In case of any dispute, the same shall be resolved initially by mutual discussion between the parties failing which appropriate courts at Srinagar J&K will have the jurisdiction to adjudicate upon the matter.
70. The University reserves the right to relax any of the conditions enumerated or arising out of this Tender Notice, without assigning any reason(s) thereon.

No.: Est – 01 of 2018

Date: 26.07.2018

Sd/-

**REGISTRAR**  
Central University of Kashmir

**BIDDER'S PROFILE**  
**(PART –I)**

1. Name of the bidder .....
2. Name of the Firm /Concern.....
3. Year of establishment of the existing Restaurant /Cafeteria/Concern along with the reference to the certificates / licenses from the concerned authorities.....
4. Name of the authorized signatory (whose photograph is affixed) Mr/Ms/Mrs.....
5. Permanent address of the firm/Supplier.....  
.....  
Tel. No. (with STD Code) (O) ..... (Fax) .....  
(R) ..... (Mobile) .....
6. Registration & incorporation particulars of the firm.
  - 4.1 Proprietorship
  - 4.2 Partnership
  - 4.3 Private Limited
  - 4.4 Public Limited(Please attach attested copies of documents of registration/incorporation of your firm with the competent authority as required by business law).
7. Name proprietor/partners/directors .....
8. Bidders bank, its address and his current account number:  
.....  
.....  
.....
9. Permanent Account Number..... Income Tax Circle.....
10. GSTIN.....  
.....
11. Trade Licences No. .... valid till.....
12. FSS Act 2006 / FSS Registrations 2011 / FSSAI licenses No. .... valid till.....

Passport size  
photograph of the  
tenderer/authorised  
signatory holding  
power of attorney

I/We hereby declare that the information furnished above is true and correct. At any stage if the above information is found incorrect, University may cancel my/our empanelment.

Place:  
Date:

Signature  
Name of the authorized person  
of the firm along with seal



**PROFORMA FOR FINANCIAL BID  
(PART –II)**

Name of the bidder:.....

Tel No./s.....

*Note: Bidders must clearly mention quantities in terms of number, weight, size etc. for which rates are quoted against each item.*

S.No.	Item	Quantity	Rate per unit
<b>Tea/Coffee (Hot Beverages)</b>			
1.	One Cup tea (Readymade) -	125 ml	
2.	One cup coffee(readymade)	125ml	
3.	One cup Kashmiri Kehwa	125 ml	
4.	One cup Lemon Tea	125 ml	
<b>Snacks and Biscuits</b>			
5.	One Samosa	70 grams	
6.	One plate (Potato)Aaloo Pakora	100 grams	
7.	One plate (onion) Pyaz Pakora	100 grams	
8.	Bread Pakora	Half-piece	
9.	Bread Pakora	Full piece	
10.	One Vegetable Cutlet	70 grams	
11.	One piece bread slice	Big size	
12.	Two big size bread butter	Big size	
13.	Egg Boiled	1 Egg	
14.	Egg omelette and two big slices	1 Egg	
15.	Matton Kanti	10 pieces	
16.	Fish Cutlet	2 Pieces	
17.	Biscuits – All good quality biscuits		MarketRate
<b>Vegetarian Lunch</b>			
18.	One Roti (Tawa)	70 grams	
19.	One Roti Tandoori -	100 grams	
20.	One Katori Seasonal Vegetable	200 grams	
21.	One KatoriAaluMatar	200 grams	
22.	One Katori Mixed Vegetable	200 grams	
23.	One KatoriDahi	200 grams	
24.			
25.	One KatoriPalakPaneer (with 02 pieces of Paneer)	200 grams	
26.	One Katori Shahi Paneer	200grams	
27.	One Katori Mushroom Paneer	200grams	
28.	One Katori Tomato Paneer	200grams	
<b>CHICKEN</b>			
29.	Chilly Chicken	Full	
30.	Chilly Chicken	Half	
31.	Chicken Curry	2 Pieces	
32.	Butter Chicken	Full	

33.	Butter Chicken	Half	
34.	Chicken Tandoori	Full	
35.	Chicken Tandoori	Half	
36.	Chicken Boneless	Per Plate	
<b>FISH</b>			
37.	Fish Fry	Full plate 10 piece	
38.	Fish Tikka	Full plate 10 piece	
39.	Fish Finger	Full plate 10 piece	
<b>NOODLES</b>			
40.	Egg Noodles	Full bowl	
41.	Egg Noodles	Half bowl	
42.	Maggi	Full Bowl 2 Maggi packs	
43.	Maggi	Half Bowl 1 Maggi	
<b>CHINESE FRIED RICE</b>			
44.	Egg Fried Rice	Full Plate	
45.	Egg Fried Rice	Half Plate	
46.	Vegetable Fried Rice	Full Plate	
47.	Vegetable Fried Rice	Half Plate	
<b>MUTTON</b>			
48.	Mutton Rogan Josh	One Plate 4 pieces	
49.	Mutton Shahi Qurma	One Plate 8 pieces	
50.	Mutton Dopyiyaza	One Plate 4 pieces	
51.	Goshtaba	One per Plate	
52.	Rista	One Plate 4 pieces	
53.	SeekhKabab	Full	
54.	SeekhKabab	Half	
<b>INDIAN RICE</b>			
55.	Steam Rice plain	Full	
56.	Steam Rice plain	Half	
57.	Chicken Biryani	Full	
58.	Chicken Biryani	Half	
59.	Mutton Biryani	Full	
60.	Mutton Biryani	Half	
61.	Vegetable Biryani	Full	
62.	Vegetable Biryani	Half	
<b>NAN CHAPATI</b>			
63.	Roti Plain	70gm	
64.	Nan	3 Pieces	
65.	Butter Nan	3 Pieces	
<b>SHAKES</b>			
66.	Milk Shake	250ml	
67.	Mango Shake	250ml	
68.	Banana Shake	250ml	
<b>DESSERTS</b>			
69.	Fresh green Salad	1 Plate	
70.	Fruit Salad	1 Plate	
<b>SOFT DRINKS</b>			

71.	Mineral Water		Market Rate
72.	Cold Drinks		Market Rate
<b>SANDWICH</b>			
73.	Cheese Sandwich	1 Pieces	
74.	Egg Sandwich	1 Pieces	
75.	Vegetable Sandwich	1 Pieces	
76.	Vegetable Burger	1 Pieces	
<b>ICE CREAM</b>			
77.	Branded Ice Creams		Market Rate
<b>LASSIES</b>			
78.	One Glass Sweet Lassi	250 ml	
79.	One Glass Plain Lassi	250 ml	
<b>THALI</b>			
80.	Veg. ( containing mix veg, dal, paneer, roti, rice & curd)	1	
81.	Non – Veg. ( containing chicken / mutton , mix veg. , curd , roti & rice )	1	

**Declaration:**

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:.....

Signature:.....

Date:.....

Name:.....

Designation:.....