

CENTRAL UNIVERSITY OF RAJASTHAN

(Established by an Act of Parliament 2009)



Limited Tender

For

Contract for providing Short-term Food Services

Tenders are invited from reputed Vendors/ Contractors/Firms/Proprietorships/
Cooperative Societies /Individuals,
for providing services during 14th-18th December, 2016 for DST-INSPIRE camp
For details visit: www.curaj.ac.in

Last date to apply: 8th December 2016

NH-8, Jaipur-Ajmer Highway, Bandarsindri, Distt. Ajmer- 305817

E-mail: rtpardasani@curaj.ac.in

Tele: 01463-238728



Central University of Rajasthan

(Established by an act of Parliament 2009)

NH-8, Jaipur-Ajmer Highway, Bandarsindri, Kishangarh-305801
Distt. Ajmer

Tender Document

for

Contract for providing short-term catering services at Central University of Rajasthan, Bandarsindri

The Central University of Rajasthan Bandarsindri, Kishangarh intends to enter into short-term contract for providing food services for the period of approximately five days in the premises of the University for food (Tea/Breakfast/Lunch/Dinner) during 14th-18th December, 2016 for Department of Science & Technology, Government of India, sponsored DST-INSPIRE Camp. The contractor is expected to provide food to participants and guests of the university.

Interested vendors / contractors / firms / proprietorships / co-operative societies / companies / individuals with the same kind of objectives can submit quotation forms duly completed, in a sealed envelope, on or before 8th December 2016 by 2:00 PM.

Quotation documents containing detailed terms and conditions can be downloaded from the University website www.curaj.ac.in or may be obtained from the office of the Department of Chemistry, Central University of Rajasthan. The University reserves the right to accept or reject any or all quotations without assigning any reason thereof. The University shall not be responsible for any loss or postal delay of the document in transit. Authorized dealers/firms etc. for supply of food services in duly filled in, "Annexure II" as Technical Bid and "Annexure IV" As Financial Bid with the following Details:-

1. Cost of Tender Form: Rs. 500/- (Non – refundable)
2. Last Date of submitting Tender Form – 08-12-2016 up to 02: 00 P.M.
3. Tender will be opened on 08-12-2016 at 02.30 P.M.
4. Amount of E.M.D: 6000/- (six thousand)

Mode of EMD and Tender fee: Tenderers should send separate D.D. for Tender fee (non-refundable) and EMD (Refundable) in favour of Central University of Rajasthan, payable at Kishangarh should be attached with the Technical Bid / quotation without which, the offer would not be considered.

Important Note for the Bidders: The sealed bid envelop should be superscribed at the top of envelope as "Tender for providing food services for DST-INSPIRE Camp". The tender document should be sent to: The Registrar, Central University of Rajasthan, NH-8 Jaipur-Ajmer, Bandarsindri, Kishangarh, Dist. Ajmer (Raj).

For any queries, please contact Coordinator, DST-INSPIRE Camp, Department of Chemistry, Central University of Rajasthan E-mail: rtpardasani@curaj.ac.in, Telephone: 01463-238728 & Dr. Devesh Sawant (07727850628).

Brief Scope of Work

1. University intends to arrange food for ~ about 150 participants for the DST-INSPIRE Camp during 14th-18th December 2016. The contractor has to prepare and serve tea, breakfast, lunch and dinner to the participants on regular basis without fail. The details are as follows:

S. No.	Catering	Venue	Capacity	Period
1	INSPIRE Camp_Catering	Central University of Rajasthan	150 persons (approx)	14 th -18 th December, 2016

2. **Eligibility Criteria: -**

The tendered should have preferably experienced / qualified professionals in the field of catering management and for cooking with a valid PAN number. He/She should have previous experience/training in the concerned field (attested certificate to be attached).

3. The menu (subject to modifications) is given in the table (Annexure – III)

The timings for serving food shall be as follows:

- Breakfast - during Monday to Sunday 8.00 am- 9.00 am
- Tea and light snacks- during Monday to Sunday 11.00 am- 11.30 am
- Lunch - during Monday to Sunday 12.30 pm -2.00 pm
- Tea and light snacks - during Monday to Sunday 4.00 pm- 4.30 pm
- Dinner - during Monday to Sunday 8.00 pm- 9.30 pm

❖ The timings may change as and when such circumstances arise, by the catering committee.

4. Though, the following facilities will be provided by the University, however, their maintenance and upkeep will be ensured by the contractor to the satisfaction of the competent authority of the University responsible to keep check on such issues.

- i. Temporary space for catering
- ii. Proper lights and water + electricity supply

Terms and Conditions

1. Payment and remittance after the programme is over by payment in the bank account through NEFT transaction as may be specified by the university
2. The contractor shall not in any manner misuse this contract, not sublet the contract/premises or any privileges granted therein to any other persons whatsoever. The University reserves the right to terminate the agreement by giving two days notice if it is found that contractor has assigned or sublet the said premises or the said privileges, or if food quality is sub-standrad.
3. The contract by the agreement to be carried as aforesaid shall be carried on at the sole risk and responsibility of the contractor and the University shall not be liable for any debt or arrears to payment due to the contractor from any other person whatsoever.
4. The contractor will observe the provisions of the employment of Child Labour Act. The licence should agree to indemnify the University from and against all claims and penalties which may be suffered by the University or any person employed by him by reason of any default on the part of the contractor in the due observance and performance of the provisions of the employment of Child Labour Act or any re-enactment or modification of the same.
5. It may also be noted that anything contained herein and in the Agreement entered into with the contractor, the University administration has every right to revoke the contract at any time in a summary manner and expel the contractor without assigning any reason whatsoever.

6. Performance Security equivalent to 5% of the ordered value will have to be furnished by supplier within 02 days of the award of contract. Performance Security may be furnished in the form of an Account payee Demand Draft or Bank Guarantee/FDR from a Scheduled bank in an acceptable form, safeguarding the university's interest in all respects.
7. The contractor will not at any time cause or permit any nuisance on the said premises or do anything which will cause unnecessary disturbance to the residents of the campus of the university.
8. In the event of any question or dispute arising under these conditions, the decision of the University shall be final and binding on the parties.
9. The contractor shall submit the photo and other related addresses document of their employ for temporary identity card. No other person will be allowed to enter the University Campus.
10. The standard menu table at Annexure-I should be strictly followed by the contractor. Any change from the menu table without prior permission from the competent authority will lead to recovery of amount from the respective bill.
11. Catering premises and storage units may be inspected by the committee constituted by the competent authority of the University at any time for checking hygiene, cleanliness and quality of food etc. The university authorities has right to periodical inspection of Catering facilities being provided to the students, maintenance & upkeep of equipment and for all such matters as contained in the agreement.
12. It is the sole responsibility of the contractor for disposal of all waste materials (like food waste, vegetables etc.) generated in the Catering to the designated place(s) subject to the fulfilment of the relevant guidelines of the University.
13. The rate should be quoted in figures and words and are to be typed legibly without any correction. No over-writing is allowed/ is acceptable.
14. The sealed offers shall be submitted on or before due date. Late quotations will not be acceptable on any account.
15. The Contractor has to give his Mobile Number and other Telephone number for emergency contact.
16. The University will not be responsible for any type of compensation, if any labour is injured while on duty. Personal Insurance of each Labour has to be borne by the contractor.
17. The bidder should submit Technical Bid and Financial Bid in separate sealed covers.
 - a) Technical Bid shall contain information regarding Business turnover, experience and other details of the firm to judge the suitability of the Catering facilities.
 - b) Price bid shall contain details of menu, quality, brand of standard products to be served, price of the items etc. for a full day menu etc. It would also contain details of the persons and their number to be deployed. The Technical bid will be opened on 8th December 2016 at 3 PM and shortlisted Financial bid on 9th December 2016 at 3 PM in the Department of Chemistry, Central University of Rajasthan, Bandarsindri in the presence of the bidders, present at that time. Price bids of only those bidders will be opened whose technical bids are found suitable.
 - c) Date of opening of price bids will be decided after technical bids have been opened and evaluated by the Committee. After evaluation of the financial bids, before execution of the contract, contractor must come to Central University of Rajasthan for negotiation/discussion with DST-INSPIRE Camp Food and catering committee. Evaluation criteria will be decided by the University/Committee.
18. The order of the Registrar/University shall be final and binding.
19. Tax will be deducted as per government norm.

Note: Food quality (i.e. Hygiene and taste) are the essence of the contract.

Annexure-I

UNDERTAKING BY THE APPICANT

I, Shri _____

_____ S/o _____

_____ hereby solemnly agree to abide by the Terms & conditions and the rates enumerated above.

Any break of the Clause/Clauses will render my contract null and void.

I have understood completely about this tender document and the terms and conditions therein. I agree to serve the eatable/Breakfast/Lunch/Dinner on the rates mentioned in the tender rate list annexed with. I have also understood that I have to maintain the high standard, quality and hygiene of all the eatables as mentioned in the rate list of items with the tender.

Signature of the Contractor

Name of the Contractor _____

Witness No. 1
(Name and full address)

Witness No. 2
(Name and full address)

(Full Signature of the Contractor with seal of the Agency)

TECHNICAL BID
Application Proforma for Providing Catering Services

Passport size Photograph of bidder
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1.	Name of the Firm/Individual/company/Contractor	
2.	Father's Name	
3.	Date of Birth	
4.	PAN CARD No. (Attach Photocopy of Pan Card)	
5.	Registration No. under shop & Estt. Act, If any	
6.	Full Address with contact (Phone/Mobile No)	
7.	Previous experience/ Training in the concerned field (attested certificates to be attached)	
8.	Present Assignments (attested certificates to be attached) 1. 2.	
9.	Educational Qualification, if any and any other relevant information	
10.	Names and addresses of two references with contact No. 1. 2.	
11.	Financial Position/evidence of capital for Catering/Booth (attested copy of 3 year returns to be attached)	
12.	Annual turnover for the last three financial years (attested copies to be attached)	
13.	No. of qualified professionals engaged by the firm/contractor(attach details in separate sheet)	
14.	No. of qualified professionals likely to be deployed by the firm/contractor for this work(attach details in separate sheet)	
15.	Attach a copy of food certificate from State/Central government department	
16.	Any other information / Remarks	

Certified that the information furnished above is correct to the best of my knowledge and belief, if any information furnished above is found to be false at a later date, I shall be liable for any action to be taken by the authorities of University including forfeiture of the security deposit amount.

Date:

Place:

Signature of the Contractor

Menu for Catering

भोजन	13-12-2016	14-12-2016	15-12-2016	16-12-2016	17-12-2016	18-12-2016
नाश्ता		आलु सब्जी, पूरी , चाय / कॉफी/दूध	पौआ, जलेबी, चाय / कॉफी/दूध	उपमा, ब्रेड पकौडा, चाय / कॉफी/दूध	सूजी हल्वा, पकोडी, चाय / कॉफी/दूध	ब्रेड बटर, कान्फेक्स, दूध
चाय (सुबह)		चाय/ कॉफी/ दूध बिस्किट	चाय/ कॉफी/ दूध बिस्किट	चाय/ कॉफी/ दूध बिस्किट	चाय/ कॉफी/ दूध बिस्किट	चाय/ कॉफी/ दूध बिस्किट
दोपहर का खाना		दाल, पनीर की सब्जी, सीजनल सब्जी, चपाती, रायता, पूलाव/प्लेन चावल, सलाद, अचार, एक मिठाई/आइसक्रीम	दाल, पनीर की सब्जी, सीजनल सब्जी, चपाती, रायता, पूलाव/चावल, सलाद, अचार, , एकमिठाई/आइसक्रीम	दाल, पनीर की सब्जी, सीजनल सब्जी, चपाती, रायता, पूलाव/चावल, सलाद, अचार, एक मिठाई/आइसक्रीम	दाल, बाटी, चूरमा, मिठाई	दाल, पनीर की सब्जी, सीजनल सब्जी, चपाती, रायता, पूलाव/चावल, सलाद, अचार, एक मिठाई/आइसक्रीम
चाय (शाम)		चाय/ कॉफी, समोसा	चाय/ कॉफी, पकौडे मिक्स	चाय/ कॉफी, आलू कोफता	चाय/ कॉफी,, वेज सेडविच	चाय/ कॉफी, कचौरी/मिर्ची बडा
रात्रि का खाना	दाल, सीजनल सब्जी, चपाती, रायता, प्लेन राईस, मिठाई, सलाद, अचार	दाल, सीजनल सब्जी, चपाती, रायता, प्लेन राईस, मिठाई, सलाद, अचार	कढ़ी, सीजनल सब्जी, चपाती, रायता, प्लेन राईस, मिठाई, सलाद, अचार	छौले की सब्जी, सीजनल सब्जी, चपाती, रायता, प्लेन राईस, मिठाई, सलाद, अचार	दाल, पनीर की सब्जी, सीजनल सब्जी, चपाती, रायता, पूलाव/चावल, सलाद, अचार,	दाल, सीजनल सब्जी, चपाती, रायता, प्लेन राईस, मिठाई, सलाद, अचार

- सब्जियां मौसम के अनुसार इस्तेमाल होंगी।
- चपाती घी लगाकर परोसी जाएंगी।
- सब्जियां मूगफली के रिफाइंड तेल से बनाई जायेगी।

Annexure-IV

Financial Bid

Offered rates of Catering Contract (To be sealed in separate envelope)

1. I _____ S/o _____ Age _____
R/o _____ (complete postal address) hereby submit the quotation for Catering the name is as follows:

2. I have gone through the terms and conditions etc. of the University meant for allotment of contract for food supply.
3. After (going through the) completely understanding the terms and conditions, I intend to submit my Quotation for Catering
4. Price quoted for Catering (Fixed Menu)

Option 1:

S.No.	Item Vegetarian Meal	Quoted price payable in Rs. including material, cooking and all services charges for unlimited serving per day per student based on sample menu as <u>Annexure-III</u>)
1.	Break Fast Per day	
2.	Tea, snacks Per day	
3.	Lunch Per day	
4.	Dinner Per day	

Option 2:

S.No.	Item Vegetarian Meal	Quoted price payable in Rs. including material, cooking and all services charges for unlimited serving per day per student
1.	Total (Tea, Breakfast, Lunch & Dinner as per sample menu mentioned in Annexure-III)	

I hereby agree to provide and serve the items mentioned in schedule Financial Bid as per the rates quoted by me/negotiated as per the catering committee members only.

Name & Signature of the Bidder:

Date: Place:

Address with phone nos.

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अनुलग्नक-IV

वित्तीय बोली

मैस अनुबन्ध हेतु प्रस्तुत कीमतें (अलग लिफाफे में सील करें)

1. मैं पुत्र श्री उम्र
निवासी (पूरा पता) एतद्वारा प्रस्तुत
कैटरिंग (catering) संचालन हेतु निविदा प्रस्तुत करता हूं जिसका नाम निम्न प्रकार है
2. मैंने विश्वविद्यालय द्वारा संचालित मेगा मैस के आवंटन हेतु बने नियमों और शर्तों को भली प्रकार समझ लिया है।
3. सभी नियमों और शर्तों को भली प्रकार से समझने के बाद मैं कैटरिंग (catering) हेतु निविदा प्रस्तुत करने की इच्छा रखता हूं।
4. कैटरिंग (catering) के लिए प्रस्तुत कीमत (निर्धारित मैन्यू)

विकल्प 1:

क्र. सं.	शाकाहारी भोजन	अनुलग्नक-III में प्रस्तुत मेन्यू (असीमित मात्रा) के लिए प्रतिदिन per student के हिसाब से दर (सामग्री, खाना पकाना व सेवा शुल्क इत्यादि सहित सम्पूर्ण)
1.	नाश्ता प्रतिदिन	
2.	चाय प्रतिदिन	
3.	दोपहर भोजन प्रतिदिन	
4.	रात्रि भोजन प्रतिदिन	

विकल्प 2:

क्र. सं.	शाकाहारी भोजन	प्रस्तुत मेन्यू (असीमित मात्रा) के लिए प्रतिदिन per student के हिसाब से दर (सामग्री, खाना पकाना व सेवा शुल्क इत्यादि सहित सम्पूर्ण)
1.	कुल (चाय, नाश्ता, दोपहर व रात्रि भोजन अनुलग्नक-III में प्रस्तुत मेन्यू अनुसार)	

मैं एतद्वारा वित्तीय बोली में वर्णित वस्तुओं को मेरे द्वारा निर्धारित या कैटरिंग (catering) समिति के साथ आपसी बातचीत द्वारा निर्धारित कीमत पर प्रदान करने व अपनी सेवाएं देने के लिए सहमत हूं।

निविदाकर्ता का नाम व हस्ताक्षर

दिनांक स्थान

दूरभाष के साथ पूर्ण पता

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