



# Central University of Jammu

Bagla (Rahya-Suchani), Distt. Samba  
Jammu, J&K-181143. website: www.cujammu.ac.in

No: CUJ/PROC./EST/2023/04

Date: 26.04.2023

**TENDER DOCUMENT  
FOR  
STUDENTS HOSTEL MESS SERVICES  
AT CENTRAL UNIVERSITY OF JAMMU HOSTELS**



**Last date and time to submit the bids : 16.05.2023 by 03.00 p.m.**

**Date and time of opening of Technical : 17.05.2023 by 03.30 p.m.**

**Bids at** Rahya-Suchani (Bagla), Distt. Samba,  
Jammu-181143

## **Notice Inviting Tender for Hostel Mess**

**Preface:**

The Central University of Jammu (CUJ) is presently functioning from Main Campus at Rahya-Suchani (Bagla), Distt. Samba.

**Call for Tender:**

The CUJ intends to provide mess services to its hostel inmates at Boys Hostel at Central University of Jammu Campus, Boys Hostel at Smailpur, Boys Hostel at Sainik Colony, Girls Hostel I, II & III at Sainik Colony, Girls Hostel IV at Langer and in this regard, tenders are invited under dual cover system (technical and financial bid) by the CUJ, from reputed Caterers/firms/agencies dealing in food/catering services. Approximate number of students residing in all above said hostels is 500. Total number of students and hostels may change.

**Availability and Submission of Tender Form:**

- The tender document is available on <https://eprocure.gov.in/cppp> and must be submitted along with the required Demand Draft and documents.
- Last date to submit the tender is **16.05.2023** by **3:00 p.m.**
- The Caterer/Firm/Agency must write phone number, fax number and email ID to pass on the information, if required.
- The CUJ reserves the right to extend / postpone the last date and time of the tender without assigning any reason.

**Eligibility Criteria**

1. The Caterer/Firm/Agency should have minimum three years satisfactory experience of food catering with a capacity to serve more than 500 persons in educational institutes of higher education or state/central government organization/PSUs or reputed private companies.
2. The Caterer/Firm/Agency should have an average turnover of Rs.1.5 Crore (Rupees One Crore fifty Lakh) for the last three years. Turnover statement for the financial years 2019-20, 2020-21, 2021-22 should be given under the Stamp and signature of Chartered Accountant. Supporting documents (balance sheet & return file) should bear the endorsement and seal of the firm(s). The balance sheet should have been audited by a Chartered Accountant.
3. The Caterer/Firm/Agency should have a valid PAN & TIN
4. The Caterer/Firm/Agency should have a valid registration with FSSAI (Food Safety & Standards Authority of India).
5. The Caterer/Firm/Agency should not be blacklisted /debarred by any government organization/PSU.

**General Terms and Conditions**

1. List of documents to be submitted in technical bid:
  - a. Index
  - b. Covering letter as per Annexure-I

- c. EMD of Rs. 6, 00000/- (Rupees Six lakh only) in the form of FDR/CDR/Banker's Cheque favouring *Finance Officer, Central University of Jammu*.
  - d. The profile of the firm(s) as per Annexure II
  - e. Documentary evidences in the shape of Letter of award and Performance/Experience Certificate for catering operation for three years with a capacity to serve more than 500 persons in educational institutes of higher education or state/central government organization/PSUs or reputed private companies as per Annexure III. Experience certificate issued by the designated officer of the said institute must be enclosed.
  - f. Tender document is to be submitted in the Technical Bid. All pages of the Tender document should bear endorsement and seal of the firm(s).
  - g. Certificate of registration with FSSAI.
  - h. Copies of PAN & TIN of the firm
2. The Tenderers shall be required to submit the EMD in the technical bid. The bid without EMD will be considered as non responsive and shall be rejected out rightly.
  3. EMD of the unsuccessful bidders shall be returned at the earliest after the expiry of final bid validity and latest by 30<sup>th</sup> day after the award of the contract.
  4. The interested firms may submit the Tender on or before **16.05.2023 by 3:00 PM**. Tenders received after the stipulated date and time shall not be entertained.
  5. Tenderer shall have an office in Jammu and Kashmir, UT.
  6. Tenders shall be opened on **17.05.2023 at 3:30 PM** in Committee Room of CUJ at Campus Bagla. The firm who would like to be present during the opening of the Tenders may remain present as per the scheduled date and time or may depute their duly authorized (through signed & sealed letter) representative to remain present for the same.
  7. The financial bid of only those firms shall be opened whose technical bids recommended by the tender committee are found as per specifications, eligibility criteria and terms and conditions as laid down in the tender.
  8. Power is vested with the CUJ to accept or reject any or all the tenders (either in part or full) without assigning any reason whatsoever.
  9. In case of any dispute arising out of the contract, the same shall be referred to the Vice-Chancellor whose decision shall be final and binding upon the parties concerned.
  10. The contract will be for a period of two years from the date of award of contract. In the event of agreement being renewed, both the parties (licensee & CUJ) shall enter into an agreement for renewal, if any, on such terms and conditions as parties may mutually agree, otherwise the existing agreement shall ipso facto come to an end. Renewal of agreement shall however be subject to the condition that the services of licensee must be to the satisfaction of the University.
  11. In case the firm fails to provide quality service and food, it shall be liable for payment of damages to the University as per the decision of the competent authority. CUJ may forfeit the performance security money of the licensee without prejudice to any legal action which may be taken against him.
  12. Successful bidder shall be required to submit the Performance Security of Rs **15 Lakh (Fifteen Lakh rupees)** in the shape of FDR/CDR/Banker's Cheque favouring "*Finance Officer Central University of Jammu*". EMD will be refunded to the successful bidder without interest on receipt of Performance Security and signing of agreement. The Performance Security is refundable without interest on termination of lease within three months from the date of termination/expiry after deducting all dues against the licensee.

13. To assist in the scrutiny, evaluation and comparison of offers, CUJ, may, at its discretion, ask some or all tenderers for the clarification of their bid. The request for such clarification and the response will necessarily be in writing. If deemed necessary, the tenderer(s) may be asked to give a presentation on the proposed offer.
14. CUJ reserves its right to carry out a technical inspection and performance evaluation (benchmarking) of the offers made by the tenderers, who qualify the technical bids. This may also include site visit of the current engagement of the bidders.
15. The CUJ reserves the right to verify any or all statements made by the bidder in the tender document and to inspect the vendor's facilities, if necessary, to establish to its satisfaction about the vendor's capacity to perform the job.
16. All expenses for the execution of licence deed shall be borne by the licensee.
17. The rates quoted by the firm shall be inclusive of all the prevailing and applicable taxes and service charges of the government at the central and state level. The university will deduct such taxes at source as may be applicable.
18. Conditional tenders will not be accepted and out rightly rejected even though the rates quoted may be the lowest.
19. The rates shall remain valid for minimum of two years and shall be revised subsequently on such mutually agreed rates, terms and conditions as may be necessary.
20. The tenderer shall bear all costs associated with the preparation and submission of the bid. The CUJ, in no case, will be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
21. Canvassing in any form by the firm directly or by any other firm/person on their behalf may lead to disqualification of their bid.
22. The successful tenderer shall be required to enter into a licence agreement with Central University of Jammu immediately after receipt of offer letter from CUJ.
23. The successful tenderer shall submit the following documents and payments within **15** days from the date of offer:
  - a. Duplicate copy of the Offer Letter/ Letter of Award duly signed by the Tenderer as a token of acceptance of the service contract.
  - b. Original copy of the Licence Agreement governing the terms and conditions of the contract.(Format to be provided by CUJ)
  - c. Performance Security as mentioned in the terms and conditions for rendering the services for operating the Hostel Mess.
24. Tender offer shall remain valid for a period of 90 days from the date of opening for the purpose of acceptance and award of offer. Validity beyond 90 days from the date of opening shall be by mutual consent.
25. The successful tenderer is expected to fully operationlise the services of the Hostel Mess within 2 weeks of the award of the contract.
26. The agreement will ipso facto terminate on expiry of the period of agreement if not extended and the licensee will hand over the space to the CUJ immediately in the same condition in which it was given to Licensee.
27. The tender inviting authority reserves its right to grant preferences/relaxation in various eligibility criteria to Bidders under various Government of India Policies/directives (policies relating to Make in India; MSME; start-ups etc.). Subject to submission of supporting documents by the prospective bidders.

28. Bidders are requested to submit the supporting documents with the technical bid along with details of required relaxation for consideration of notice inviting authority of Central University of Jammu.
29. The award process may be postponed / cancelled Suo motto without assigning any reason or giving any notice to the tenderer(s). The University reserves the right to consider the tenders of only short-listed firms.
30. The issuing of tender document shall not constitute that the tenderer is automatically qualified.
31. If even after the award of contract, information / facts submitted by the tenderer is found misleading/ incorrect / false etc., CUJ reserves the right to scrap the contract forthwith.
32. The University reserves the right to shortlist the Tenderer(s) as per the requirement of the University and to allot mess services contract to the tenderer(s) it deems eligible and qualified based on the responses received, and the decision of the University in this regard shall be final.
33. The successful tenderer/caterer has to pay a Royalty @ 2% of the total monthly bill/payment for the period of the contract which shall be deducted directly from the monthly payment of the mess bill of the Caterer.
34. CUJ reserves the right to terminate the contract on one month's notice if the performance is not satisfactory. The Caterer can also terminate the contract by giving three months' notice and clearing all dues if he is not willing to continue the contract.
35. The liability/responsibility in case of any accident-causing injury/ death to mess worker or any of his staff shall be of the Caterer.
36. The workers of the Caterer shall be of good character and of sound health and should be above 18 years. Responsibility of antecedents of his workers shall lie with the Caterer.
37. That no right, much less a legal right shall vest in the Caterer's workers to claim / have employment or otherwise seek absorption in CUJ nor the Caterer's workers shall have any right whatsoever to claim the benefits and / or emoluments that may be permissible or paid to the employees of the CUJ. The workers will remain the employees of the agency/caterer and this will be the responsibility of the agency/caterer to make it clear to their workers before deputing on work at the Central University of Jammu.
38. None of the workers of the caterer shall enter into any kind of private work within the campus of the CUJ during working hours / days.
39. Bill for providing catering services may be raised monthly with a Certificate from the Hostel Warden(s), CUJ for the purpose of verifying the number of students in each hostel along with a Certificate of satisfactory quality / service of the food served.
40. The Caterer shall advice its work force etc. to strictly refrain from smoking or using any kind of tobacco products or pan chewing, consumption of alcohol or non-veg. food and playing of cards within or around the premises of the CUJ.
41. Notwithstanding to any provision in this contract, if the Caterer violates any norms, rules or acts in any way prejudicial to the interests of the University, the contract shall stand cancelled without assigning any reason to the Caterer by the University. In case of cancellation of the contract, the Security Deposit of the Caterer shall be forfeited.
42. The present number of Students is approximately 500 which may vary. Apart from the catering needs of the regular students, there will be official programmes, seminars / conferences for which catering services may be required from the caterer for which separate rate quotations have to be obtained from the caterer as and when required.

- i. The caterer will supply meals of wholesome quality and sufficient or specified quantity, as the case may be, to the residents of the Hostels of the University and also local and other guest participants for whom arrangements for stay have been made in the Hostel and to the University staff as per the menu prescribed from time to time. The current Menu applicable in this regard is enclosed as Annexure-B.
- ii. Periodic menu shall be decided by the respective Hostel Mess Committees. The Caterer shall follow the time schedule for opening and closing of the Mess each day as may be specified by the Hostel Warden(s).
- iii. List of indicative brands of items to be used is enclosed as **Annexure-IV**.

### **Specific Terms and Conditions**

1. **Location:** CUJ Hostel at Campus, Sainik Colony, Langer and Smailpur at present. However the bidders are intimated that the no. of hostels and students may increase or decrease.
2. **Award of tender:** *The tender shall be awarded to the firm quoting the lowest financial bid for Breakfast, Lunch, Tea, Dinner meal per day among all the tenderers.* In case more than one firm quotes the same price, the allotment shall be decided by negotiating with the committee constituted for the purpose. The decision of the competent authority shall be binding on all the tenderers.
3. The successful tenderer shall provide Mess services and shall remain open on all days. However, on special days the licensee may be required to offer special food items as desired by licensor.
4. Type of Service : Self Service
5. The successful tenderer shall ensure that no construction, structural alteration or additional fittings are made within the allotted and specified space, without the prior written approval of the competent authority.
6. The successful tenderer shall comply with all the provisions of contract labour laws including ESI Act and shall keep the CUJ absolved and indemnified from all acts and omissions, breaches and /or false claims, loss, injury and expenses to which the CUJ may be exposed to or involved in as a result of the contractor's failure to fulfill any of the above condition.
7. The successful tenderer shall provide details of all staff members in each category of cooks, helpers, cleaners etc. Their exact numbers including shift details shall be furnished to the University and the Security Officer before commencement of services.
8. The successful tenderer shall ensure that no employee stays in the premises after his/her assigned working hours. He shall ensure that all employees shall wear assigned uniforms given by the firm during their service and carry their identity cards at all times. He shall ensure that all employees are free of communicable diseases.
9. The persons so employed by the successful bidder shall not be deemed or construed to be employees of CUJ for any purpose whatsoever and it shall be the sole responsibility of the successful bidder to ensure compliance with the various provisions of Central Govt. regarding child labour laws and other Labour law, ESI Act or any other Act/Laws as applicable

10. A high standard shall be maintained for all items with due regard to quality and purity of food stuff, cleanliness in preparation and handling of food items. All the materials used for preparation of food stuff should be of brands mentioned in **Annexure IV**.
11. The contractor shall ensure that the Hostel Mess is kept hygienic and clean. Preventive pest control measures will have to be done by the contractor. Cleanliness, maintenance and proper garbage disposal shall be the responsibility of the contractor.
12. Weekly Food Menu will be displayed prominently by the Licensee on the notice board of the Hostel Mess and its constituent units.
13. The contractor shall make his own arrangements for cooking materials, crockery, utensils or any other material required for preparation/cooking/service/storage of food items, including infrastructure for kitchen and stores. It shall be the responsibility of successful bidder to employ adequate persons for cleanliness and security of hostel mess. Contractor shall make arrangements, on demand, for University functions/parties.
14. It will be the responsibility of the contractor to obtain safety clearance certificate from Director Fire Services and/or any other agency for kitchen and other allied services.
15. Arrangement for LPG for cooking purposes shall be the responsibility of the successful bidder. Contractor shall use commercial cylinders only and not domestic cylinders.
16. The University is Polythene Free Zone, hence, the contractor will not use Polythene bags for any purpose inside the Campus.

**Sd/-**  
**Registrar**  
Central University of Jammu,  
Jammu

Date:26.04.2023

**Encl:**

Annexure-I: Technical Bid	(1 page)
Annexure-II: Company/Firm(s) Profile	(1 page)
Annexure-III: Experience/Details of operation at present/in the last 03 years	(1 page)
Annexure-IV: Menu Items to be provided in the Mess	(2 pages)
Annexure-V: Financial Bid	(1 page)



Annexure-I

**TECHNICAL BID**

**Letter to the CUJ on the vendor's letterhead)**

The Registrar,  
Central University of Jammu,

**Subject: Your tender for provision of Hostel Mess services in the Central University of Jammu.**

Dear Sir,

In compliance of the above tender notice No. \_\_\_\_\_ dated \_\_\_\_\_, we hereby submit our offer to tender services as Contractor/Licensee of the Hostel Mess at Boys Hostel at Central University of Jammu Campus, Boys Hostel at Smailpur, Boys Hostel at Sainik Colony, Girls Hostel I, II & III at Sainik Colony, Girls Hostel IV at Langer to CUJ, after, having examined and understood the instructions, terms and conditions forming part of the tender.

I undertake that we have never been debarred or black listed by any agency.

I further confirm that the offer is in conformity with the terms and conditions as mentioned in your above referred letter and enclosures. I also understand that the CUJ is not bound to accept the offer either in part or in full and that the CUJ has a right to reject the offer in full or in part without assigning any reasons whatsoever.

I enclose the requisite Earnest Money Deposit of Rs. \_\_\_\_\_ in the form of FDR/CDR/Banker's Cheque favouring *Finance Officer, Central University of Jammu*, drawn on Bank \_\_\_\_\_, \_\_\_\_\_ dated \_\_\_\_\_.

Yours faithfully,

Authorized Signatories  
(Name and Designation,  
Seal of the firm)  
Date:

## Annexure-II

## (Part of Technical Bid)

**Required technical and allied details of the firm***(To be filled by the Firm and to be submitted along with the bid)*

Sl. No.	Particulars	Details (if yes, furnish certificate No.)	Appendix No. (attached in technical bid)
1	Name of the Firm / Agency:	M/s.	
2	Status of the Firm / Agency: (Proprietorship / Partnership / Joint Stock Co. etc)		
3	Name of the Proprietor / Partner / Director		
4	Address:	--	--
	a) Head Office		
	b) Office at Jammu		
5	Phone, Mobile No., E-mail & website		
6	PAN number/ Service Tax Registration No./license No./TIN		
7	Documentary proof of:	--	--
	a) Valid Registration with competent authority, certificate No.	Yes / No	
	b) Proof of incorporation/inception of firm for Catering Services	Yes / No	
	c) Turnover per annum	Yes   No	
	2019-20	Yes   No	
	2020-21	Yes   No	
	2021-22	Yes   No	
	d) Annual turnover for financial year 2019-20	Rs.	
	e) Annual turnover for financial year 2020-21	Rs.	
	f) Annual turnover for financial year 2021-22	Rs.	
8	<b>Earnest Money deposit details:</b>	--	--
9	a) Amount	Rs. 30,000/-	
	b) Name of the drawer and issuing bank		
	c) No. and date of CDR/FDR/Banker's Cheque/bank draft		
	Details of demand draft & amount	Rs.	
10	Year of Commencement of Business		
11	Minimum three years Professional experience of the concerned registered and licensed Caterer, Firm, Agency for providing Mess Services in student hostels, messes of Educational and training Institutes, Institutional Catering duly supported with documentary proof		
12	Award letter/ performance certificate/recommendations of Institute(s)		

13	Copies of FSSAI license issued by the Competent Authority		
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Please furnish a copy of the audited statements (for the past 3 years i.e. 2019 -20, 2020-21 and 2021-22).

\*(Copies of documentary proof must be furnished in support of all the above).

Additional pages, if needed, may be used.

Signature (Name & Designation)

Dated:

**Note: Kindly attach relevant documents only.**

## Annexure-III

## (Part of Technical Bid)

**Experience/Details of operation.**

Name of the Caterer/Firm/Agency

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<b>S. No.</b>	<b>Name of the Client</b>	<b>Period of Contract</b>	<b>Clients contact Details (including name, email phone and fax no. and address)</b>	<b>Value of the Contract (in terms of billing per annum)</b>	<b>No. of persons served</b>	<b>Remarks</b>
1.						
2.						
3.						

Signature (Name &amp; Designation)

Dated:

## Annexure-IV

**(Part of Technical Bid)****Item No. 1** The menu items to be provided in the Hostel Mess

<b>Days</b>	<b>Time 7:30 AM- 9:00 AM</b>	<b>Time 1:30 PM- 3:00 PM</b>	<b>Time 7:30 PM- 9:00 PM</b>
Monday	Poori Chole with Tea	Mix Dal, Aloo Gobi, Rice, Salad & Pickle	Mix Veg, Tandoori Roti, Dal Makhni, Salad & Pickle
Tuesday	Tea, Bread Pakoda & Imli Chutney	Chana Dal, Ambal, Rice, Salad, & Pickle	Chana Masala, Tandoori Roti, Onion Raita, Salad, & Pickle
Wednesday	Tea, Stuffed Prantha & Pickle	Rajma, Mixed veg, Rice, Salad, & Pickle	Mix veg with Paneer, Tandoori Roti, Tomato Raita, Salad, & Pickle
Thursday	Tea, Aloo Bhaji with Poori & pickle	Vegetable Biryani with Raita, Salad, & Pickle	Duli Mungi ki dal, Aloo Matar, Tandoori Roti, Boondi Raita Salad, Pickle & Gulab Jamun.
Friday	Mix. Veg with Parantha & Tea	Dal Fry, Mix Veg, Rice, Salad, & Pickle	Rongi Dal, Mix Veg, Tandoori Roti, Raita, Salad, & Pickle
Saturday	Chole Bathura with pickle & tea	Green Moong dal, Aloo Matar, Rice, Salad, & Pickle	Masoor Dal, Aloo cabbage, Tandoori Roti Cucumber Raita, Salad, & Pickle
Sunday	Roti with mix veg	Rajma, Nutri Chunks & Aloo, Rice, Salad, & Pickle	Matar Paneer Bhurgi, Roti, Mint Raita, Salad, & Pickle & Ice-Cream

- \* Evening Tea will be served between 5:00 Pm- 6:00PM daily
- \* Rates not applicable during summer & winter vacations usually in June & December every year
- \* Any other additional items the bidder wishes to add.

**List of indicative brands of items to be used in Mess Services**

<b>S.No</b>	<b>Item(s)</b>	<b>Brand</b>
1	Milk	Amul/Verka
2	Bread	Britannia/Harvest/Bonn
3	Butter	Amul
4	Jam	Kissan
5	Tomato Sauce	Kissan / Maggi
6	Chilli Sauce	Kissan / Maggi
7	Tea /Tea Bags	Taj Mahal /Nestle / Tata Tetley / Brook Bond

8	Coffee	Nescafe / Bru
9	Refined Vegetable Oil	Sundrop /Vital /Sunflower / Dhara / Fortune
10	Vanaspati Ghee	Dalda / Rath
11	Mustard Oil	Kanodia /Patanjali / Bawarchi / Sagar / P Mark
12	Rice	Medium quality Basmati variants/AA
13	Sugar	Good quality
14	Atta /maida / besan/ Suji	Agmark brand / Amar/ Patanjali/ Ashirwaad
15	Pulses	Golden Harvest/ Tata/ Patanjali
16	Spices	Everest/ Catch/ Goldie/ MDH
17	Fruits /Vegetables	Seasonal fresh quality
18	Salad	Seasonal items consisting of green vegetables
19	Ice Cream	Mother Dairy / Kwaliti / Amul

- **All Brand should be Agmark Registered**

I hereby undertake that the above-mentioned items shall be provided by me/firm/agency as per rates fixed in the Contract for a period of two years.

Date

Signature (Name and Designation)

## Financial Bid

### For License Fee

*(Must be submitted in separate envelope)*

1 Name of the Firm/Company: \_\_\_\_\_

2 Address: \_\_\_\_\_

I \_\_\_\_\_ hereby agree on all the terms & conditions given in the tender given in the technical bid. Single financial Bid is to be quoted for all the below said Hostels:

S.No.	Name of the Hostel	Number of boarders(Approx.)
1.	Boys Hostel at Central University of Jammu Campus	100
2.	Boys Hostel at Smailpur	50
3.	Boys Hostel at Sainik Colony	130
4.	Girls Hostel I at Sainik Colony	90
5.	Girls Hostel II at Sainik Colony	40
6.	Girls Hostel III at Sainik Colony	20
7.	Girls Hostel IV at Langer	70

Separate kitchen and working staff of **04** in every mess is required i.e. one cook, one helper, one serving staff, one utensils cleaner.

The financial bid of per day meal which includes Breakfast, Lunch, Evening Tea and Dinner is as given under:

Rate* quoted by Caterer/Firm/Agency (In figures)	Rate* quoted by Caterer/Firm/Agency (in words)
Rs/- -----	Rupees -----

*(in case of any ambiguity, amount of financial bid quoted in words shall be taken as final)*

Date:

Signature (Name and Designation)