



# CENTRAL UNIVERSITY OF HARYANA

(Established vide Act No. 25 (2009) of Parliament)

Jant-Pali, Mahendergarh-123029

CUH/2019/E&GA/

Dated: 11.01.2019

## Detailed Notice Inviting Tender (DNIT)

Central University of Haryana, Mahendergarh invites sealed tenders for providing “Catering Services” for “Foundation Day, Annual Day, Convocation and National Science Day, 2019” to be organized on 25.02.2019 to 28.02.2019 at Central University of Haryana, Mahendergarh, as per the details given below:-

1	Last Date and Time for receipt of Bids	01.02.2019 upto 2.30 p.m. in Estate & General Administration Section (Room No. 200, IInd Floor, Academic Block 3, CUH, Mahendergarh.
2	Time & Date of opening	01.02.2019 at 3.00 p.m. in the Conference Hall at First Floor, Academic Block 3, CUH, Mahendergarh.
3	E.M.D (by DD in favour of Central University of Haryana, Mahendergarh)	Rs. 25,000/- (Refundable)

### 1 Tenderer will have to fulfill the Qualifying Criteria as under:

- 1.1 The tenderer must be in a business of catering and should have provided catering services for at least three years in Govt./PSUs /Universities and have experience of one such event organized. (Proof of the same i.e. Work order/Performance Certificate to be attached).
- 1.2 The tenderer should have all the necessary valid registrations of the agencies under government rules such as, the Goods and Service

- Tax, etc.
- 1.3 The tenderer should give full details of at least one establishment where the tenderer has catering/ catered contract for such gathering or related Event.
- 2 The tenderer should invariably submit his tender in two sealed covers separately, namely;
- 2.1 Technical Bid cover and
- 2.2 Financial Bid cover.

## **2.1 TECHNICAL BID COVER**

- i) EMD in form of Demand Draft of Rs. 25,000/- drawn in favour of “Central University of Haryana”, payable at Mahendergarh. Without requisite EMD, technical bid will not be accepted.
- ii) Tender Document may be downloaded from our website and while submission of tender document, a DD of Rs. 500/- plus GST as applicable in favour of “Central University of Haryana”, payable at Mahendergarh needs to be submitted as non-refundable tender fee. The tender without requisite fee will be rejected.
- iii) Technical Bid cover should contain original technical bid documents along with attested copies of GST Number Certificate and other certified documents as applicable.
- iv) The tenderer should also furnish the details of nature of their firm, names and addresses of the Partners / Proprietors and also other details, if any, also specific details or documents requested in Tender.

In absence of any of these information/documents, the tender will be rejected. In such case, EMD will be returned to the Tenderer. The tender disqualified in Technical Bid will be rejected and their Financial Bid will not be opened.

## **2.2 FINANCIAL BID COVER**

- i) Financial Bid cover should contain only rates/prices of items inclusive of all applicable taxes duly filled in and signed, otherwise, the tender is liable to be rejected. Amendments/overwriting should be avoided and, if any, should be clearly mentioned in words and duly signed.
  - ii) The rates should be quoted both in words as well as in figures.
- 3 No correspondence will be entertained after opening of tenders.

- 4 EMD of Rs.25,000/- (Twenty Five Thousand only) is required to be paid interest free as per terms and conditions of this tender enquiry. Tender without pre-payment of EMD will be out rightly rejected.
- 5 Vague and conditional offer shall not be considered.
- 6 The tenderer will have to fill up the tender in two documents separately, i.e. Technical Bid and the Financial Bid.
- 7 Tender should be submitted in the sealed cover and super scribed as, ***“Tender for Catering Services for Foundation Day, Annual Day and Convocation and National Science Day, 2019”***.
- 9 For above exercise, the tenderer shall give details of existing contract mentioned in the Present / Existing list of clients for visit by the committee, if required.
- 10 The present tender Committee will also act as Catering Committee consisting of officers, faculty and staff members. The Catering tenderer will have to follow instructions of the Committee related to Menu, Meal Frequency, Food Quality, Cleanliness, Health & Hygiene service.
- 11 The tenderer has to supply Food items as per the given list in the tender. The University may increase/decrease the quantity required for the above events.
- 12 The university shall provide one water point and one electrical point, kitchen tent, dinning shaamiana, dining tables & chairs, buffet tables & dustbins. ***Rest of all the items such as, consumable or non-consumable items including raw materials for the purpose of catering, utensils, equipment, crockery and cutlery and similar other items (if any) have to be arranged by the caterer.***
- 13 The garbage/ sewage disposal has to be facilitated by caterer as per directions of university administration.
- 14 The quality and quantity of food will be inspected item wise by catering committee/ authorized officials of the university and the tenderer shall not deny access to such inspections.
- 15 For general meals, the buffet arrangement shall be ***one buffet per hundred persons*** and for VIP Meals, the buffet arrangement shall be ***one buffet per fifty persons*** with sufficient staff for assisting table service.
- 16 No conditional tender will be accepted.

#### **A. GENERAL TERMS AND CONDITIONS:**

1. Any conditional offer made by the tenderer or any alterations/corrections made in the priced tender form shall not be considered. Similarly, incomplete and unsigned tender documents are liable to be rejected.
2. Even if the minimum three tenders are not received, the University may award the work to the available Tenderer subject to fulfilment of all conditions, since the dates of functions have already been fixed.

3. The university reserves the right to accept/reject/cancel/postpone any tender without assigning any reason thereof.
4. The tender must be attached with self-certified photo copies of (a) Registration of the Agency (b) List of clients of organizations of repute of the tenderer, etc.
5. Individual signing the tender or other documents connected with the tender must specify whether he has signed as:
  - (i) A sole proprietor of the concern or constituted attorney or authority letter of such sole proprietor.
  - (ii) A partner of the firm, if it is a partnership firm, in which case, he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms in the form of Authority Letter.
  - (iii) An authorized signatory of firm, duly authorized to sign such papers on behalf of the firm.
6. In case of (ii), a copy of the partnership agreement or general power of attorney on an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate of registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm.
7. The catering tenderer shall ensure high standard of cleanliness, hygiene and sanitation while delivering/serving food items.
8. The tenderer shall ensure that the food is stored and handled properly and no stale food is served. In case of any food poisoning, the tenderer shall be held solely responsible and will be penalized besides legal action by the Competent Authority and/or law of the land.
9. The supplied food can be checked/sampled by CUH/ authorized officials at any time and if substandard / unauthorized material is found, the tenderer shall be penalized at the discretion of university and tenderer shall have to abide by it.
10. The catering staff engaged by the Tenderer shall:
  - (a) Show professional courteous behavior,
  - (b) Staff must wear neat and clean work clothes, aprons, gloves etc.

(c) Catering staff will not smoke or take alcoholic drinks on the campus/venue and nor they are allowed to chew any tobacco items etc.

11. As regards quality of perishable & nonperishable materials and preparation, the tenderer shall ensure that food ingredients, additives and materials must be of best quality available in the market. (Following the generic guidelines attached herewith)
12. The Tenderer shall ensure that the staff engaged by him observes safety precautions and security regulations at the campus/venue.
13. Serving staff must wear neat and clean Uniform with I-Card of Tenderer.
14. Any attempt of negotiation i.e. direct or indirect on the part of a tenderer with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavor to secure any interest for an actual or prospective tenderer or to influence by any means, the acceptance of a particular tender will render the tender liable to exclusion from consideration.
15. If selected, the organization cannot withdraw/ refuse to execute, if so the selected organization has to pay for the expenses incurred to make alternate arrangement.

## **B. LEGAL TERMS AND CONDITIONS**

1. The Tenderer and his staff shall abide by various rules and regulations of CUH.
2. The Tenderer shall comply with all existing labour legislations and Acts, Provisions, such as Contract Labour Regulation Act, Workmens' Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act, etc. For any lapse or breach on the part of the Tenderer in respect of non-compliance of any Labour legislations time being in force during the validity of the contract, the Tenderer would be fully responsible and would indemnify the university, in case the university is held liable for the lapse if any, in this regard.
3. CUH would have the right to penalize the tenderer, in case the work performance is not up to the standard, or in case there is any violation of rules & regulations, or if there is any lapse in compliance of any labour legislation or other rules relevant at that time. The decision of the university authorities on the recommendation of catering committee of university in this regard would be final and binding on the Tenderer.

4. The Tenderer and his staff shall comply with all instructions and directions of the university authorities given from time to time. In the event of any emergent situation, the staff of the Tenderer shall comply with instructions given by the university authorities, without waiting for confirmation by the Tenderer.
5. Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.

### **C. FINANCIAL TERMS & CONDITIONS**

1. Charges for the catering services provided on occasion as per the orders of the university shall be paid on submission of bills on agreed rates.
2. The payment of bills shall be released within 30 working days after scrutiny of authorization of supply and the prices claimed by tenderer. Any supply of food items without proper authorization by the designated authority of the university shall not be paid for.
3. Income tax, Goods and Service Tax etc., as per prevalent laws shall be deducted at source while making payment of Tenderer's bills.

### **ARBITRATION:**

Interpretation of any of the tender conditions will be made by the Registrar, Central University of Haryana, Mahendergarh and in case of any dispute between the University and the tenderer, the decision of the Registrar will be binding on the Tenderer.

### **JURISDICTION:**

Notwithstanding, any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference, if the same had been the subject matter of suit, any and all actions and proceedings arising out of or relating to the contract (including any arbitration in terms thereof) shall lie only in the court of competent civil jurisdiction in this behalf at Hon'ble High Court, Chandigarh and only the said courts shall have jurisdiction to entertain and try such action(s) and/or proceedings to the exclusion of all the other courts.

(To be submitted by the responder on the responder's letter head)

**UNDERTAKING**

**Date:** \_\_\_\_\_

I/We -----

-- (Name of Tenderer) Proprietor/Partner/Authorized Signatory hereby undertakes to comply with all the terms and conditions as stated here above and abide all terms and conditions stated in the tender enquiry. I/We hereby undertake that the information forwarded above and elsewhere in the tender is true and the tender is liable to rejection, if the same is found to be false or the information is found to be suppressed by me.

Signature:

Name:

Designation & Stamp of the Authorized Signatory

**PART-I : TECHNICAL BID**

Enclose following documents/mentioned in the Technical Bid

**1. EMD Details:**

**Amount:**.....

**Demand Draft No. & Date:**.....

**Name of Bank:**.....

**2. Name of Proprietor/partner/ with full residential address and telephone No/email id.**

.....  
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**3. Have you submitted all documentary evidence duly attested**

**4. List of similar/ prestigious events done so far**

**5. Additional Information, if any**

**6. Registration Details:**

<b>Sr. No.</b>	<b>Registration Under</b>	<b>Registration No.</b>	<b>Valid up to</b>	<b>Remarks</b>
01	Firm/Company Registration & Date of registration			
02	Goods & Service Tax No.			
03	FSSAI No*.			

*The tenderer having FSSAI number will be preferred.*

**Proof of the above at Sr. No. 1&2 must be compulsorily attached to qualify.**

**Signature of the tenderer with Seal**

**Name :**\_\_\_\_\_

**Designation:**\_\_\_\_\_

**Note : 1) Please read Notice Inviting Tender carefully.**



## Part II – FINANCIAL BID

**Name of the Tenderer:**

**2. Rate schedule as per following Menu (with Serving Facility):**

**For 25.02.2019 (Foundation Day)**

<b>VIP Lunch Menu: No of Persons – 70</b>	
Sr. No.	Name of Item
1	Paneer Methi Malai
2	Boiled Vegetables (Beans, Carrot, Cauliflower, Mushroom, Green Peas)
3	Palak Kadi
4	Aloo Gajar Matar
5	Jeera Rice
6	Plain Curd and Veg Raita
7	Chapati/Methi Roti + Tandoori Roti
8	Achar + Papad + Salad + Continental Salad
9	Poodina Chutney
10	Kesari Kheer
11	Balu Shahi
	<b>Price in Rs per Head:</b>
	<b>Total Amount inclusive of Applicable Taxes :</b>
<b>Normal Lunch Menu: No of Persons - 450</b>	
Sr. No.	Name of Item
1	Paneer Methi Malai
2	Palak Kadi
3	Aloo Gajar Matar
4	Veg Raita
5	Jeera Rice
6	Chutney
7	Achar + Papad + Salad
8	Gulab Jamun
	<b>Price in Rs per Head:</b>
	<b>Total Amount inclusive of Applicable Taxes :</b>
<b>Normal Dinner: No of Persons - 100</b>	
Sr. No.	Name of Item
1	Mix Veg

2	Dal Palak
3	Steamed Rice
4	Chapati
5	Achar & Green Salad
6	Gajar Ka Halwa
	<b>Price in Rs per Head:</b>
	<b>Total Amount inclusive of Applicable Taxes (C):</b>
	<b>Grand Total (For 25.02.2019):</b>

**For 26.02.2019 (Annual Day)**

<b>Breakfast : No of Persons - 100</b>	
Sr. No.	Name of Item
1	Aloo Tamater ki sabji +Poori
2	Bread + Jam
3	Tea & Milk
	<b>Price in Rs per Head:</b>
	<b>Total Amount inclusive of Applicable Taxes :</b>
<b>Normal Lunch Menu: No of Persons - 500</b>	
Sr. No.	Name of Item
1	Matar Paneer
2	Navratan Dal
3	Veg Pulao
4	Boondi Raita
5	Achar & Salad
6	Chapati (Tawa & Tandoori)
7	Moong Dal Halwa
	<b>Price in Rs per Head:</b>
	<b>Total Amount inclusive of Applicable Taxes :</b>
<b>Normal Dinner: No of Persons - 100</b>	
Sr. No.	Name of Item
1	Choley
2	Aloo Gobhi Methi
3	Pudina Rice
4	Chapati
5	Achar & Salad
6	Kheer
	<b>Price in Rs per Head:</b>
	<b>Total Amount inclusive of Applicable Taxes (C):</b>
	<b>Grand Total (For 26.02.2019):</b>

**For 27.02.2019 (Convocation Function)**

<b>Refreshment Packets: Quantity - 800</b>	
Sr. No.	Name of Item
1	Poori – 06
2	Methi-Aloo Dry Sabji
3	Ladoo - 02
	<b>Price in Rs per Head/ Packet:</b>
	<b>Total Amount inclusive of Applicable Taxes (A):</b>
<b>VIP Lunch Menu: No of Persons - 600</b>	
Sr. No.	Name of Item
1	Salad- Green ( Seasonal)
2	Achar
3	Papad
4	Yellow Dal
5	Chhole/ Rajmah
6	Kaddu
7	Mix-Veg
8	Rice
9	Poori (Puri)
10	Chapati- a. Tandoi Roti, b.Tawa Roti, c. Mesi Roti, d. Naan
11	Raita- a. Pine Apple Raita b. Bathua ka Raita
12	Gulab Jamun
13	Coffee/Tea
	<b>Price in Rs per Head:</b>
	<b>Total Amount inclusive of Applicable Taxes (B):</b>
<b>VIP Refreshment: Quantity - 100</b>	
Sr. No.	Name of Item
1	Nuts - Dry fruits (Almond and Cashew nut)
2	Dhokla
3	Pakora (Paneer/ Gobhi/ Potato)
4	Cookies
5	Veg Sandwich (without onion)

6	Tea/Coffee
7	Corn Flakes & Milk
8	Tissue Paper
9	Ketch-up/Sauce (Sachet)
10	Fresh Orange and Sweet Lime Juice
	<b>Price in Rs per Head:</b>
	<b>Total Amount inclusive of Applicable Taxes (C):</b>
	<b>Grand Total for 27.2.2019 :</b>

**For 28.02.2019 (Science Day)**

<b>Refreshment Packets: Quantity - 400</b>	
<b>Sr. No.</b>	<b>Name of Item</b>
1	Samosa -1
2	Sandwich-1
3	Ladoo-1
4	Frooti (Small)-1
	<b>Price in Rs per Head/ Packet:</b>
	<b>Total Amount inclusive of Applicable Taxes (A):</b>

**Grand Total for 25 ,26, 27 & 28.02.2018 = Rs.\_\_\_\_\_**

**Note :**

- (i) Water/Water Bottle should be placed or served at different places.**
- (ii) Tea/Coffee along with cookies & wafers should be served to guests, judges and other delegates during the events.**

### **3. Additional Information, if any.**

**Note:**

1. Financial Bid cover should contain only rates/prices of items inclusive of all applicable taxes duly filled in and signed, otherwise the tender is liable to be rejected.
2. The rates should be quoted both in words as well as in figures also.
3. The catering tenderer will provide food and beverage as per above details for 1 day on the specified time. There should be sufficient serving staff for students, special service staff for the Chief guest and VIPs to be arranged by tenderer.
4. Rate includes all the food items with serving staff.
5. The water, dining chairs, tables, Shamiana shall be provided by the university.
6. The arrangements of buffet dishes, serving of food, crockery, cutlery, disposable cloth napkins, tissue paper and other such related arrangements shall be on the part of caterer.
7. The milk, curd, ghee and other milk products, refined oil shall be of reputed brands like Amul/Vita/Mother Dairy,Saffola etc..
8. The crockery shall be of bone china and the disposables shall be earthenware fine quality.
9. The University reserves the right to increase or decrease quantities of items and number of persons.

**Signature of the Tenderer with Seal:**

**Name and Designation of the Tenderer:**

**Date:**

**Place:**