



# CENTRAL UNIVERSITY OF HARYANA

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

Jant-Pali, Mahendergarh-123029

CUH/2020/E&GA/

Dated:

## Notice Inviting Tender (NIT)

Central University of Haryana, Mahendergarh invites sealed tenders for providing “Catering Services” for “Foundation Day, Annual Cultural Festival, Convocation Function and National Science Day-2020” to be organized on 25.02.2020 to 28.02.2020 at Central University of Haryana, Mahendergarh, as per the details given below:

1	Last Date and Time for receipt of Bids	03-02-2020 at 2.30 p.m. in Estate & General Administration Section ,Academic Block No.4 Ground Floor, Central University of Haryana, Mahendergrh, Haryana -123031
2	Time & Date of opening	04-02-2020 at 11AM in the Conference Hall, First Floor, Academic Block 3, CUH, Mahendergarh, Haryana-123031
3	E.M.D (by DD in favour of Central University of Haryana, Mahendergarh)	Rs. 25,000/- (Refundable)

Sd

Registrar

Copy to:-

1. PRO for publication in two newspapers (one Hindi and one English).
2. System Analyst to upload the tender document on the University website.
3. AR, VC Secretariat, for information of Hon’ble Vice Chancellor.
4. PS to the Registrar, for information of the Registrar.



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### 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 should have experience of two events of similar scope and scale organized in last two years. (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, Food safety license etc.
- 1.3 The tenderer should give full details of at least two establishments where the tenderer has catering/ catered contract for such gathering or related events.

- 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.

**Note: Technical Bid Cover and Financial Bid Cover Envelope shall be put in third envelope.**

## **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. technical bid will not be accepted without requisite EMD.
- 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 the firm, names and addresses of the Partners / Proprietors and also other details, if any, alongwith specific details or documents requested in Tender.

In absence of any of these information/documents, the bid will be rejected. In such case, EMD will be returned to the Tenderer. The tender disqualified in Technical Bid will be rejected and the 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 correction, if any, should be clearly mentioned in words and duly attested.
- ii) The rates should be quoted both in words as well as in figures. In case of any ambiguity, the amount written in words will be taken final.

- 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 outrightly 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 Cultural Festival and Convocation and National Science Day, 2020”***.
- 9 For above exercise, the tenderer shall give details of existing contracts mentioned in the list of clients for visit by the committee, if required.
- 10 The present tender Committee will also act as Catering Committee. The Catering tenderer will have to follow instructions of the Committee with regard to Menu, Meal Frequency, Food Quality, Cleanliness, Health & Hygiene service etc.
- 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 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. ***The cleaning of venue and upkeep will be the responsibility of bidder.***
- 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. In case of issues related to poor quality/unhygienic services, the University reserves the right to deduct charges as decided by catering committee.
- 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.
- 17 The Inspection team/Catering Committee of CUH may visit the venue of the Bidder for verification of the facilities and resources of the bidder before giving work order.
- 18 The maximum rates quoted shall not be more than the following

Sr. No.	Date	Meal Type	Maximum Rates in Rupees
1.	25-02-2020	Lunch VIP	500
2.	25-02-2020	Lunch Normal	400
3.	25-02-2020	Dinner	400

4.	26-02-2020	Breakfast	250
5.	26-02-2020	Lunch	400
6.	26-02-2020	Dinner	400
7.	27-02-2020	Lunch	400
8.	27-02-2020	VIP Refreshment	300
9.	28-02-2020	Lunch	400

**Note: The bids quoting higher than the above cost on individual item or grand total will be rejected.**

19. In case of equal rates of the qualified bidders, the decision will be taken through draw of lots. If it is observed by the Committee or the University Administration that any bidder is involved in any unfair trade practices/malpractices, the bidder(s) will be liable to be rejected and appropriate action may be initiated, including blacklisting.

## 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. The bidder is allowed to withdraw the bid without forfeiture of EMD till one day prior to opening of bid. However the bidder will not be allowed to withdraw the bid thereafter without forfeiture of EMD.
- 2 The EMD of unsuccessful bidders will be released within sixty days of award of Tender.
- 3 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.
- 4 The University reserves the right to accept/reject/cancel/postpone any tender without assigning any reason thereof.
- 5 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.
- 6 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 authorized attorney authorized representative.
  - 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.
- 7 In case of 6(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.
- 8 The catering tenderer shall ensure high standard of cleanliness, hygiene and sanitation while delivering/serving food items.

- 9 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 by the University in addition to appropriate legal action under the law of the land.
- 10 The supplied food can be checked/sampled by authorized CUH officials at any time and if found substandard/unauthorized material, the tenderer shall be penalized at the discretion of university including cancellation of work with immediate effect.
- 11 The catering staff engaged by the Tenderer should be thorough professionals and trained. They shall:
  - a. Show thorough professional courteous behavior,
  - b. Eat neat and clean work clothes, aprons, gloves etc.
  - c. Not smoke or take alcoholic drinks on the campus/venue, and nor are they allowed to chew any tobacco items etc.
- 12 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)
- 13 The Tenderer shall ensure that the staff engaged by him observes safety precautions and security regulations at the campus/venue.
- 14 Serving staff must wear neat and clean Uniform with I-Card issued by Tenderer.
- 15 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.
- 16 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.
- 17 In case of equal rates, of the qualified bidders, the decision will be taken through draw of lots. If it is observed by the Committee or the University administration that any bidder is involved in any unfair trade practice/malpractices, the bidder(s) will be liable to be rejected and appropriate action may be initiated including blacklisting.

## **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 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. The University 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 during execution of the work. In the event of any emergent situation, the staff of the Tenderer shall comply with instructions of 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 will be processed 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 or 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 undertake to comply with all the terms and conditions as stated here above and abide by all terms and conditions stated in the tender enquiry. I/We hereby undertake that the information submitted 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

Check List for submission of documents:

<b>Sr. No</b>	<b>Description</b>	<b>Yes /No</b>	<b>Page No</b>	<b>Remarks if any</b>
1	Whether Tender Fee paid?			
2	Whether EMD / Tender Fees attached?			
3	If EMD exempted, Valid Exemption Certificate attached?			
4	Whether Firm Registration attached?			
5	Whether GSTIN certificate attached			
6	Whether PAN attached?			
7	Whether affidavit duly self-attested regarding non-black listing of firm attached?			
8	Whether orders executed in last three years attached?			
9	Whether list of Institutes/Organizations where catering of similar events done is attached?			
10	Whether certification of food safety FSSAI is attached?			
11	Whether Self-certificate that the firm has never been			

	debarred or indicted in corruption case(s) attached?			
12	Whether declaration that no complaint of poor performance have been received by the firm from Clients attached?			
13	Have you signed all the pages of the Tender and the pages are serially numbered?			
14	Whether the Technical Bid and Financial Bid are put in the separate envelope?			

**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.**

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

**3. Have you submitted self-attested all documentary evidence?**

**4. List of similar/ prestigious events executed so far:**

**5. Additional Information, if any:**

**6. Registration Details:**

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

*The tenderer having FSSAI certification 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

1. Name of the Tenderer:

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

### **For 25.02.2020**

<b>VIP Lunch Menu: No of Persons – 100</b>	
<b>Sr. No.</b>	<b>Name of Item</b>
1	Mixed Veg (Carrot, Beans, Potato, Green Peas, Cauliflower)
2	Rajma
3	Kofta Curry
4	Plain Rice
5	Plain Curd and Veg Raita
6	Assorted Chapati (Methi Roti+Tandoori Roti+Makka Roti)
7	Aachar + Papad + Salad
8	Poodina Chutney/Katchri Chutney
9	Kesari Kheer
10	Garam Jalebi
	Price in Rs per Head:
	Total Amount inclusive of Applicable Taxes :
<b>Normal Lunch Menu: No of Persons - 450</b>	
<b>Sr. No.</b>	<b>Name of Item</b>
1	Aaloo Tamatar
2	Kaddu
3	Rajma
4	Veg Raita
5	Plain Rice
6	Assorted Chapati+Poori
7	Chutney
8	Achar + Papad + Salad
9	Garam Jalebi
	Price in Rs per Head:
	Total Amount inclusive of Applicable Taxes :
<b>Normal Dinner: No of Persons - 70</b>	
<b>Sr. No.</b>	<b>Name of Item</b>
1	Mix Veg
2	Dal Palak
3	Plain Rice
4	Assorted Chapati
5	Achar & Green Salad

6	Gajar Ka Halwa
	Price in Rs per Head:
	Total Amount inclusive of Applicable Taxes (C):
	Grand Total (For 25.02.2019):

**For 26.02.2020**

Breakfast : No of Persons - 70	
<b>Sr. No.</b>	<b>Name of Item</b>
1	Aloo Tamater ki sabji + Poori
2	Bread + Jam
3	Tea & Milk
	Price in Rs per Head:
	Total Amount inclusive of Applicable Taxes :
Lunch Menu: No of Persons - 400	
<b>Sr. No.</b>	<b>Name of Item</b>
1	Matar Paneer
2	Yellow Dal Tadka
3	Veg Pulao
4	Boondi Raita
5	Achar & Salad
6	Assorted Chapati
7	Guldana
	Price in Rs per Head:
	Total Amount inclusive of Applicable Taxes :
Dinner: No of Persons - 70	
<b>Sr. No.</b>	<b>Name of Item</b>
1	Chholey
2	Aloo Gobhi Methi
3	Plain Rice
4	Assorted Chapati
5	Achar & Salad
6	Kheer
	Price in Rs per Head:
	Total Amount inclusive of Applicable Taxes (C):
	Grand Total (For 26.02.2019):

**For 27.02.2020** (Convocation Function)

Lunch : Quantity – 1000	
<b>Sr. No.</b>	<b>Name of Item</b>
1	Salad- Green ( Seasonal)+ Achar+ Papad
2	Chhole
3	Sarson Ka Saag

4	Kadhi Pakora
5	Mix Veg
6	Plain Rice
7	Assorted Chapati
8	Pineapple Raita
9	Gajjar ka Halwa/Gulab Jamun
	Total Amount inclusive of Applicable Taxes (B):
VIP Refreshment: Quantity - 100	
<b>Sr. No.</b>	<b>Name of Item</b>
1	Dhokla
2	Pakora (Paneer/ Gobhi/ Potato)
3	Cookies
4	Veg Sandwich
5	Tea/Coffee
6	Corn Flakes & Milk
	Price in Rs per Head:
	Total Amount inclusive of Applicable Taxes (C):
	Grand Total for 27.2.2020 :

**For 28.02.2020 (Science Day)**

Lunch: Quantity - 500	
<b>Sr. No.</b>	<b>Name of Item</b>
1	Chhole
2	Poori
3	Kaddu ki sabji
4	Salad (seasonal )
	Price in Rs per Head/ Packet:
	Total Amount inclusive of Applicable Taxes (A):

Grand Total for 25 ,26, 27 & 28.02.2020 = Rs. \_\_\_\_\_

Note:

- (i) Water/Water Bottle (Biodegradable) 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. In case of any ambiguity the figures quoted in words will be final.
3. The catering tenderer will provide food and beverage as per above details on the specified date and time. There should be sufficient serving staff to be arranged by tenderer.
4. Rate includes all the food items with serving staff.
5. The arrangements of buffet dishes, serving of food, crockery, cutlery, disposable cloth napkins, tissue papers and other such related arrangements shall be made by the caterer.
6. Packaged ingredients like spices, cereals, pulses, dairy products, fats & oil should be National Reputed Brands.
7. The crockery shall be of bone china and the disposables shall be earthenware fine quality.
8. The University shall not provide any accommodation to caterer staff.
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:**