

Central University of Haryana
LIMITED TENDER

Catering Services For Convocation Function
on 22.07.2024

Date of issue of Tender : 10.07.2024

Last date of Submission : 15.07.2024 up to 10.00 a.m.

The Central University of Haryana invites sealed limited tenders is invited only from the vendors already working in Central University of Haryana for providing the Catering Services for Convocation Function to be held on 22.07.2024 as per requirements given in tender Document. Interested parties may download the tender document from www.cuh.ac.in . The complete tender should reach to the Assistant Registrar (E&GA), Central University of Haryana, Mahendergarh Haryana- 123031, by 10:00 a.m. on 15.07.2024. The tender will be opened on the same day at 10:30 a.m. in Conference Room, Administrative Block of the University.

1. Details of the Tender

Name of work:	Catering services for Convocation Function 2024
Implementing agency	Central University of Haryana
Communication for information regarding issue of tender	Dr. Jaipal, Assistant Registrar E & GA Branch Mob : 9991610954
Earnest Money Deposit:	Rs 30,000/- by Demand draft in favor of “Central University of Haryana” drawn on any nationalized bank, payable at Mahendergarh– refundable to unsuccessful.
Last date of Submission:	15.07.2024 up to 10.00 a.m.

2. GENERAL INSTRUCTIONS AND CONDITIONS FOR SUBMISSION OF TENDER

The tender document may also be downloaded from our web site www.cuh.ac.in

(a) GENERAL INSTRUCTIONS

- (1) The Bidders who are interested in participating in the tender must read and comply with the instructions and the terms and conditions contained in the tender document.
- (2) The bids shall be filled in by the Bidder clearly, neatly and accurately. Any alteration, erasures or over-writing would be liable to make the tender invalid unless the same is neatly carried out and attested over with full signature of Bidder. The decision of the Tender Committee of the University to interpret the information and rates filled in by the Bidder shall be final and binding on all the Bidders.
- (3) The Bidders are requested to make themselves fully conversant with the General Conditions of Contract, Special Conditions of Contract, Technical Specifications, site conditions, safety and health aspects and norms to be observed, etc. at the time of submitting their bids. The time is the essence of contract. The Bidder is deemed to have examined and understood the tender document, obtained his own information in all matters whatsoever

that might affect carrying out the works expressly mentioned or works which may have to be carried out to fulfill his contractual obligation within the scheduled rates, time and to have satisfied himself to the sufficiency for his offer.

- (4) The Bidders are required to fill in complete and accurate details as required under the tender documents. Failure to furnish all the information as required under the bid documents or submission of a bid containing deviations from the contractual terms and conditions, specifications or requirements shall be treated and rejected as being non-responsive.
- (5) The Bidders are expected to carefully examine all instructions, forms, terms and specifications in the bid documents and to fully inform themselves as to all the conditions and matters which may affect the subject matter of the work/tender or the cost thereof. If any errors, discrepancies or omissions are found in the documents or any Bidder is in doubt as to the true meaning or interpretation of any part, he shall seek necessary clarifications. However, no claim of any nature on account of any errors found in the tender documents shall be entertained.
- (6) The bids shall be required to be submitted within the time frames set out in the Notice Inviting Tender (NIT) and bids submitted thereafter shall not be accepted and considered.
- (7) The tender documents shall not be transferable.
- (8) Conditional offers shall be rejected at the outset.
- (9) A particular Bidder shall be allowed to make and submit only one bid document. A Bidder shall not submit more than one bid, either in the same name or entity or through any partnership, LLP, joint venture etc.
- (10) CUH Tender Committee reserves the right to amend and modify the bidding documents at any time prior to the deadline for submission of bids, either at its own discretion or in response to a clarification requested by a prospective Bidder. In such cases, the Tender Committee may in its discretion extend the deadline for submission of bids in order to facilitate the prospective Bidders for incorporating the effect of the amendment in their bids.

- (11) The Bidders shall bear all costs and expenses associated with and incidental to the preparation and submission of their respective bids, to attend meetings or conferences, if any, including transport of all material, any pre award discussion with the successful Bidder, technical and other presentations, etc. and CUH shall not be liable in any manner for the same.
- (12) The Bidder shall be disqualified if any untrue statement or misrepresentation is made in the bid forms, attachments and other supporting documents submitted by the Bidder.
- (13) CUH Tender Committee reserves the right to qualify/disqualify any applicant without assigning any reason thereof.
- (14) EARNEST MONEY
- (a) The Bidder shall deposit a refundable amount as earnest money deposit ("EMD") at the rate of Rs 30,000/- along with the bid. The EMD and tender fee shall be in the form of Demand Draft in favor of "Central University of Haryana" payable at Mahendergarh.
 - (b) The earnest money deposited along with the bid documents for the present tender shall be in respect of the present tender document only and the contract to be hereby awarded only.
 - (c) The EMD of the successful Bidder will be returned after the Bidder provides a Security Deposit as required.
 - (d) The EMD paid in the form of demand draft will be refunded by means of account payee cheque or return of the same DD to the unsuccessful Bidder as soon as the tender process is completed.
 - (e) Any bid not accompanied with EMD if the same are found to fall short, the bid will be rejected. EMD should be submitted in physical form.
 - (f) No interest shall be payable on EMD.
 - (g) The EMD will be forfeited if the BIDDER (i) withdraws his tender after acceptance or
(ii) withdraws his tender before the validity date of the tender.

(15) MODE OF SUBMISSION OF BID

The sealed bidding documents should be delivered in the Assistant Registrar (E&GA) Office on or before the stipulated date and time. The technical bid and the financial bid must be sealed in separate envelopes super-scribing “**Technical Bid**” and “**Financial Bid**” and both these two envelopes must be placed in a third envelope super-scribing “**Convocation Function 2024**”. This third envelope should be **sealed (glued along with tapped)**. **Stapled or open tender will be forfeited and rejected**. They should be delivered to - Assistant Registrar (E&GA) Office, Central University of Haryana, Mahendergarh, Haryana-123031.

No bid shall be accepted unless it is properly sealed and marked as instructed above. Bidders shall not be allowed to fill in or seal their Bids in the Assistant Registrar (E&GA) Office.

If the packet and the envelope are not sealed and marked as instructed above, University shall assume no responsibility for the misplacement or premature opening of the bid submitted. A Bid opened prematurely due to this cause shall be rejected by the Committee and will be returned to the Bidder.

Telegraphic bids or bids through fax or email shall be treated defective, invalid and rejected. Only detailed complete bids in the form indicated above received prior to the closing time and date of the bids shall be taken as valid.

The rates and amounts offered by the Bidder shall be quoted clearly written in figures and in words. The words shall be written clearly in English and shall be free from any aberrations, deletions, corrections and overwriting. In case of any illegibility of the offer submitted by Bidder the interpretation by the Committee shall be final and binding on the Bidder. If any ambiguities are observed in the rates and amount given in words and figures, then the rate quoted in words shall be taken as correct.

Bidders sending their bids through courier/ by Speed post/by Person should also ensure that their bids are received on the said address by the stipulated date and time. No time extension for courier/Speed Post/by Person shall be granted.

(16) METHOD OF TENDERING SIGNATURE

- (a) The Bidder shall ensure that the bid document submitted by it shall contain the name, residence and place of business of the person or persons making the Bid and must be signed and sealed by the Bidder with his usual signature and seal. The name of all persons signing should also be typed or printed below the signature on each page.
- (b) Each page of the Tender documents must be stamped and signed by the person or authorized persons of the Bidder entity who are submitting the Tender in token of his/their having acquainted himself/themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of Tender Committee .

NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT

- (c) A copy of the authorization letter/power of attorney/board resolution for the purposes of signing and submitting the present tender documents shall be attached with the tender documents.
- (d) The Bidder's name stated on the proposal shall be the exact legal name of the firm.
- (e) Erasures or other changes in the Bid Documents shall be initiated by the person signing the Bid.
- (f) Bids not conforming to the above requirements of signing may be disqualified.
- (g) The Bidder shall not be entitled to withdraw or modify the offer and rates quoted by him once the same have been duly submitted.

(17) OPENING OF BID

- (a) CUH Tender Committee shall open the bids Technical and Financial

bids on the scheduled dates of which the Bidder shall take note and the Bidder, either himself or through an authorized representative shall remain present at such opening. In the event any authorized representative of a Bidder is sent to such opening then such person shall be required to carry an authorization letter for the same.

- (b) It is hereby clarified that the absence of any Bidder or his authorized representative at such opening shall not affect the legality of such opening and CUH shall be entitled to continue with such opening of bids even in the absence of the Bidders or any of them, and no claim or objection on this ground shall be entertained.
- (c) The Bidders and their authorized representatives participating in the opening shall be required to sign the attendance sheet.

(18) EVALUATION, COMPARISON OF BID

- (a) The technical bids shall be evaluated based on the available documents submitted by Bidder as per the annexure and presentations. In the course of its evaluation, CUH Unit/Tender Committee shall be entitled to ask for clarifications from the Bidders in respect of the bids submitted by them. Any clarification submitted by a bidder that is not in response to a request by CUH/Tender Committee shall not be considered. The request for clarification and the response shall be in writing.
- (b) If a bidder does not provide clarifications and document of its bid by the date and time set by the University, their bid may be rejected.
- (c) Financial bid will be opened only of qualified technical bidders.

(d) RIGHT OF REJECTION OF TENDER

- CUH Tender Committee reserves the right to accept or reject any bid or to cancel the Bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform or afford reasons to the

affected bidder or bidders regarding the same.

(e) Any Tender without EMD will be treated as non-responsive and shall be rejected at the outset itself.

(f) CUH Tender Committee reserves the right to disqualify any bidder if such bidder quotes any abnormally high or low rates in the bid document/price bid and prohibit such Bidder from future participation on in any bid with CUH.

(19) AWARD OF CONTRACT

(a) The successful Bidder shall be intimated of his selection through the Letter of Intent or Letter of Award/ Work Order which shall be sent to him through e-mail, courier, fax or registered mail.

(b) If the rates quoted are found exorbitantly very high, the Committee may cancel the tender bid/s.

9. SPECIAL CONDITIONS OF CONTRACT PERFORMANCE GUARANTEE

(1) The successful Bidder, to whom the work is awarded, shall be required to furnish a Contract Performance Guarantee/Security Deposit (SD) as security for the due performance of the Contractor's obligations and the same shall be equivalent total cost of Bid Value of 5%.

(2) The same shall be returned to the Contractor after settlement of all dues.

(3) In the event, the contract is terminated by CUH Tender Committee on account of the fault of the Contractor before the determination of the Contract, or the Contractor abandons the work and its obligations under the contract during the Contract Period, then the SD amount shall be forfeited by CUH.

(4) Any delay in submission of initial SD will entitle CUH to cancel the contract.

Other Terms and Conditions

1) The Agency shall obtain necessary license, permit, consent, sanction, etc., as may be required or called for from / by local or any other authority for doing such work. The Agency shall comply at its own cost with all applicable laws, rules and regulations in force from time to time whether of Central or State or local Govt. as applicable to him or to this contract without any liability and responsibility to CUH, whatsoever it may be.

2) The Agency shall bear all taxes, rates, charges, levies or claims, whatsoever, as may be imposed by the State, Central Government or any local body or authority. The Agency shall furnish such proof of payment of compliance or the obligations including registration certificates, receipts, licenses, clearance certificates etc. as may be required by CUH.

3) In case of any changes to the constituents of the agency, the commitment towards CUH should not suffer.

4) All personnel engaged under this contract by the Agency shall be employees/contractual staff of Agency. CUH shall not have any liability/responsibility to absorb the persons engaged by the Agency.

5) The Agency shall maintain good standard of food quality/services as indicated.

In case the quality of food/services is not found up to the mark, a warning note shall be issued to the agency specifically indicating the discrepancy and a deduction to the extent of 20% of the billed amount for that particular instance (Tea/Meals) shall be levied on the recommendation/approval of tender Committee.

6) The CUH shall pay the agreed amount on production of bill. No other charges of any kind shall be payable except as under the contract.

7) Before submission of the bill, the Agency shall ensure that the payment of persons deployed by the Agency have been made for the billed period.

8) Under no circumstances Agency is entitled to claim any charges over and above the charges prescribed in the terms of this contract.

9) The tax as applicable shall be deducted from the bill unless exempted by the Income- tax Department.

10) In case of non-compliance/non-performance of the services according the terms of the contract, the CUH shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.

11) The decision of CUH Tender Committee in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.

(12) The Contractor shall not employ any person of age below 18 years and above the age of 50 years and the persons so engaged shall be sound in health capable of performing their work as per instructions and should not be

suffering from any illness, infection and disease.

(13) All liabilities arising out of accident or death of any personnel while on duty shall be borne by the Contractor.

(14) The Contractor and its staff shall take proper and reasonable precautions to prevent loss, destruction, damage or misuse.

(15) Services may be asked to provide at different locations but within the campus of university.

(16) The final bills must include satisfactory report of CUH committee constituted for inspection of quality of raw material, production, taste and services of food items including hygiene and cleanliness of cutlery, crockery, glasses, linen and others.

(17) The persons serving to the guests must be in proper uniform and needs to follow grooming standard.

(18) All types of wastages need to be put at places designated for it.

a. FINANCIAL TERMS

(A) Payment Terms

(a) The agency shall be paid the payment after completion work and receipt of invoice.

(b) Any invoice submitted without essential documents shall be deemed to be incomplete and CUH shall not be liable to process and pay the amounts on the invoices so raised.

(c) The service tax/GST amount shall be shown separately on the invoice along with the applicable registration numbers.

b. All the payments to be made to the agency by CUH shall be made through NEFT/RTGS/DD only with applicable TDS in accordance with the Govt. of India/RBI guidelines from time to time.

The Contractor shall not be entitled to claim any amounts towards escalation cost, idle manpower etc.

i. The Contractor shall be liable to bear and pay for any expenses or cost that may be required to be incurred on account of any accident caused to any of its personnel working during the Contract.

- The Contractor shall observe and be responsible for the

compliance of all labour laws, government notifications and shall maintain necessary records for the same and shall submit the same to CUH when so required.

- The Contractor shall duly maintain all records/registers required to be maintained by him under various labour laws mentioned above and shall produce the same before the concerned Statutory Authorities whenever required and called upon to do so.

c. WORK CERTIFICATION

- (1) The work done and executed by the Contractor shall be approved and certified by the Committee in accordance with the terms and conditions of this contract and the rules and norms.

d. SETTLEMENT OF DISPUTES

- (1) Any disputes or difference between parties arising out of the contract to the extent possible shall be settled amicably between the parties.
- (2) If amicably settlement cannot be reached all the disputed issues shall be resolved by CUH Tender Committee and the decision shall be final.

10. SCOPE OF SERVICES:

- a. Agency shall provide adequate approved good quality crockery and cutlery (preferably of bone china/opal ware) and table cloth, mats etc. of superior quality in the kitchen and dining halls. Utensils for serving warm food shall also be provided by the Agency.
- b. The Agency shall deploy chef and adequate catering staff, trained and well experienced to ensure timely, efficient and prompt service. The Agency shall provide trained manpower services in the dining hall and VIP Lounge. However, sufficient manpower shall be deployed depending upon the number of programmes/events in progress on a day to day basis. The Agency has to create its own pantry as per the requirement for the purpose for which he may be required to have other arrangements like fans, candle burners / gas burners, table ware and thermoware etc.
- c. Serving of potable drinking water from the source to the dispensers and water coolers placed at venue shall be the responsibility of the Agency.
- d. The waiters/serving staff shall be well dressed, presentable, well-mannered and trained. Adequate sets of uniform shall be provided by the Agency so that they can present themselves neat and clean daily.
- e. The Agency shall arrange for such of those special equipment and

apparatus if any required for cooking etc in the Cafeteria and Kitchen at its own cost.

Personal Hygiene

- (a) The Agency shall ensure that staff deployed in catering services is not suffering from any infection or communicable diseases. The staff should trim their nails regularly and wear caps & gloves at the work place. Smoking, eating or chewing of tobacco/zarda/gutka etc, spitting is strictly prohibited.
- (b) Potable Water shall be used for cooking, cleaning vessels etc.

Quality Maintenance

- (a) The eatables served by the Agency to the Guests shall be completely hygienic, free from any sort of adulteration or foreign ingredients etc. Dishes containing any foreign ingredient shall not be served.
- (b) All vegetables, fruits etc. used shall be fresh and shall not be rotten or overripe. The Agency shall be responsible for their hygiene and safety. Milk and milk products such as curd, yoghurt, cheese etc. shall be of good quality and should be prepared and served fresh. All the items being used shall be stored properly and used much before the expiry date. Maintain hygienic conditions in cooking/pantry area & dining/serving areas.

Annexure: Tentative catering requirements with items

Date	Lunch & the Menu	Kindly quote Total Cost in (Rs.) including Taxes
22.07.2024 Convocation function	Lunch For 1500 Persons Roti/Naan/Chapati Jeera Rice Green Salad Boondi raita Kadai Paneer Dal Makhani Mix Veg Gulab Jamun	

Annexure: Tentative catering requirements with item

Annexure: Format for technical bid of the tender and documents to be attached

With Tender Form for Convocation Function 2024.

Sl. No	Description of requirement	Enclosed	Enclosure No.
1.	Demand draft of Rs 30,000/- as EMD enclosed in separate envelope	Yes/No	
2.	Sufficient proofs from responsible officers of reputed higher educational institutes/PSU/govt bodies expressing satisfaction with work done(Proof to be attached)	Yes/No	
3.	Whether the firm is registered with proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted engaged in such services (Proof to be attached)	Yes/No	
4.	Declaration by the bidder that he /she has not been blacklisted by the Deptts/Ministries of the Govt. of India/State Govt./PSUs	Yes/No	
5.	Copy of Registration Certificate	Yes/No	
6.	Copy of Allotment Letter of PAN	Yes/No	
7.	Copy of TAN/GST	Yes/No	
8.	Agency profiling		
	Proof of experience in Years (Certificate of registration enclosed)	Yes/No	
	Proof of number of similar Services provided/ Working with/for various Government departments/higher educational institutes with supporting documents	Yes/No	
9.	Financial Bid completed and sealed in a separate envelope	Yes/No	

Declaration of the Agency:

This is to certify that I/We before signing this submission have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Date:

Signature of Authorized Person:

Place:

Full Name:

Company's Seal:

