

**CENTRAL UNIVERSITY OF JHARKHAND**  
**CHERI-MANATU, RANCHI – 835 222**



**Limited Tender Enquiry**

**for**

**Hiring of Catering Services while maintaining VVIP protocol for 03<sup>rd</sup>  
Convocation at Central University of Jharkhand, Ranchi.**

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## **SECTION - I**

Ref. No.CUJ/GA/Convocation/2024/261

Date - 20<sup>th</sup> February, 2024

### **NOTICE INVITING TENDER (NIT)**

**“Hiring of Catering Services while maintaining VVIP protocol for 03rd Convocation at Central University of Jharkhand, Ranchi”.**

1. The Central University of Jharkhand (CUJ) invites **Limited Tender Enquiry** under Single Stage Two Envelops System (Two Bid System) (Part-I: Technical bid and Part II: Financial Bid) from experienced and reputed firms/ agencies/ companies for **“Hiring of Catering Services while maintaining VVIP protocol for 03rd Convocation at Central University of Jharkhand, Ranchi.”**
2. The interested bidders/ firms/ agencies/ companies can visit the university website [www.cuj.ac.in](http://www.cuj.ac.in) regularly for more details about the closing date of submission of tender for any corrigendum/ addendum/ amendment. After closing date, any notice regarding tender will be publish on University website.
3. Tender document and other details can be obtained/ download from [www.cuj.ac.in](http://www.cuj.ac.in) .

Sd/-  
Registrar

## SCHEDULE OF TENDER

<b>Name of Works/Services</b>	Hiring of Catering Services while maintaining VVIP protocol for 03rd Convocation at Central University of Jharkhand, Ranchi
<b>Type of Tender</b>	Single Stage Two Envelops System (Two Bid System) (Rule 163 GFR 2017)
<b>Tender Fee</b>	<b>Rs. 1000.00 (Rupees One Thousand Only)</b>
<b>EMD</b>	<b>Rs. 50,000.00 (Rupees Fifty Thousand Only)</b>
<b>Mode of Tender Fee&amp; EMD</b>	The Bidders should send separate DD/ NEFT / Online Payment Transfer details for Tender Fee (non-refundable) & EMD to the favour of "Central University of Jharkhand, Ranchi".  CUJ, Ranchi Bank Details: - Name : Central University of Jharkhand A/C Type : Saving A/C No. : 21525023720 IFSC No.: IDIB000B873 Bank/ Branch : Indian Bank (Allahabad Bank) Brambe Branch, Ranchi
<b>Publication of Tender</b>	20 <sup>th</sup> February, 2024
<b>Pre-Bid Meeting</b>	23 <sup>rd</sup> February, 2024 (12:00 Hrs)
<b>Last date and time for Submission of tender documents</b>	24 <sup>th</sup> February, 2024 (12:00 Hrs)
<b>Date and time of Tender Opening</b>	24 <sup>th</sup> February, 2024 (12:30 Hrs)

**Note:** - If the tender is not opened on the above date, due to unforeseen circumstances, then the next working day will be considered as tender opening date.

## SECTION – II

### INSTRUCTIONS TO BIDDERS

1. Tender document can be downloaded from the University Website [www.cuj.ac.in](http://www.cuj.ac.in).
2. The bidders are requested to read the tender document carefully and ensure all the compliance with instructions herein. Non-compliance of the instructions contained in this document may disqualify the bidders from the tender process.
3. All offers should be written in the English and price should be written in both, figures and words. The offer should be typed or written in pen ink or ball pen. Offer in **pencil will be ignored**.
4. The agencies/ bidders/ firms are advised to read carefully the tender documents and terms & conditions before quoting/ submitting their bid.
5. ***All the pages of the tender documents should be signed and stamped by bidders for their acceptance of all terms and conditions of the tender.***
6. All offers should be written in the **English** and **price** should be written in both, **figures and words**.
7. Quoting firms **must put page number on every page** of the bid. It is also required that page nos. of the documents attached should be mentioned against each item of the main bid.
8. The NEFT / Online Payment for Tender Fee & EMD must be deposited to the account of “Central University of Jharkhand, Ranchi” on or **before the last date of bid submission**. NEFT / Online Payment transfer details for Tender Fee and EMD must be submitted along with the tender document.
9. Tender documents (**hard copy**) must be submitted in a sealed cover envelope in Two Bid System (Part-I: Technical bid and Part II: Financial Bid), addressed to **The Registrar, Central University of Jharkhand, Cheri-Manatu Campus, Ranchi – 835 222** by Registered / Speed Post / by hand so as to reach on or before last date and time.
10. Belated tenders due to postal or any other kind delay will not be considered.
11. The cover of the sealed envelope should be super scribed and quoted the tender no. and name.
12. The Bids, for which Tender Fee and EMD has been received before the last date of bid submission by the university, will be opened in the presence of Bidders’ authorized representatives who choose to attend on the specified date and time. In the event of the date specified for bid receipt and opening being declared as a closed holiday for University, the due date for submission of bids and opening of bids will be next working day or as announced by the University in the appropriate manner.

13. Address and contact numbers for seeking clarifications & submission of tender documents:

(a) **Address for Communication:**

The Registrar  
Central University of Jharkhand  
Village - Cheri-Manatu  
P.O. – Kamre, P.S.-Kanke  
Dist.- Ranchi - 835 222  
(Jharkhand)

- (b) Name/ designation of the contact personnel : Shri K. K. Rao, Registrar  
(c) Telephone/ Mobile numbers : +91-9304953705 (P.S. to Registrar)  
(d) E-mail ID of contact personnel : [registrar@cuja.ac.in](mailto:registrar@cuja.ac.in)

## SECTION – III

### QUALIFICATION/ELIGIBILITY CRITERIA

1. The bidder must have experience in the area of catering services while maintaining VVIP protocol of the President, the Prime Minister, the Governor etc. at Central/ State Government/ Central or State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies/ Reputed Organisations/ Educational institute, for a period of **last five years ended 31<sup>st</sup> March, 2023.**

Service rendered with list of such Central/ State Government/ Central or State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies with duration of service and work value shall be furnished.

2. **Financial Capability:** Average annual financial turnover of the bidder during the last five financial years ended 31<sup>st</sup> March, 2023 should be at least **Rs. 10.00 lakh (Rupees Ten Lakh only).**

3. **Past Experience:**

(a) The bidder must have experience in the area of catering services while maintaining VVIP protocol of the President, the Prime Minister, the Governor etc. at Central/ State Government/ Central or State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies/ Reputed Organisations/ Educational institute, for a **minimum 03 successfully completed concern work orders** for a period of **last five years** ended 31<sup>st</sup> March, 2023.

(b) Out of all successfully executed work orders during **last five years ended 31<sup>st</sup> March, 2023,** **at least one successfully executed work order should be** for execution/ providing catering services at Central/ State Government / Central or State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies.

4. Self Attested copies of registration certificate/ documents defining the constitution or legal status, place of registration and principal place of business; written power of attorney of the signatory of the bid to commit the bidder.

5. Copy of valid license under the relevant Act/ Rules, as applicable, promulgated by Government of India/Concerned State in which the service is performed.

6. Self attested copy of following additional documents:-

- (a) GST Registration certificate
- (b) PAN Card
- (c) FSSAI Registration
- (d) Shop & Establishment Act Registration Certificate

7. Self-attested Copies of completion certificate for successfully executing/ completed work orders and experience with financial value for execution/ providing catering services at Central/ State Government/ Central or State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies/ Reputed Organisations/ Educational institute for **last**

**five years ended 31<sup>st</sup> March, 2023** and names & address of clients who may be contacted for further information on those contracts [**Format -II**].

8. Income Tax returns filed for the last five financial years ended 31<sup>st</sup> March, 2023.
9. Certified copies of Audited Annual accounts of the last five financial years ended 31<sup>st</sup> March, 2023 by **CA**, comprising (**Format -II**) following :-
  - (a) Balance sheet
  - (b) Profit and loss Statement
  - (c) Income and expenditure account
10. Bank Account details (NEFT Mandate Form) (**Format -IV**)
11. An undertaking on **letter head** to be furnished as per the **Format-V** of the tender document.

***Note: Bidders not complying with above conditions or not providing complete information/ supporting documents as described shall not be considered and hence out rightly rejected.***



## SECTION – IV

### ACTIVITY SCHEDULES AND OTHER REQUIREMENTS

1. **Description of Services**

Central University of Jharkhand, Ranchi invites reputed Agencies for hiring of Catering Services while maintaining VVIP protocol for 03rd Convocation at Central University of Jharkhand, Ranchi

2. **Activity Schedule** The description of activities/ items/ services for the event are as follows:-

Sl. No.	DESCRIPTION	Size/Qty	unit
	<b>Catering Services</b>		
1	VVIP HI Tea - (Menu- Annx -I)	50	pax
2	VVIP Lunch (Menu- Annx -II)	20	pax
3	VIP Lunch (Menu- Annx -III)	250	pax
4	Lunch Packets (Menu- Annx -IV)	2500	pax

***All food items, utensils, crockery & cutleries, serving table tops, serving utensils, trained waiters/ stewards, cooks etc. required for seamless execution of catering services has to be provided by the agency.***

**Note:**

- (a) The above quantity/ services **may increase or decrease** as per requirement of the University. Any requirement of additional work may be informed, if required.
- (b) It is **mandatory** to fill all the columns / details in the **technical** and **financial bid (BOQ)** in the prescribed format. **Else, the bid will be similarly rejected.**

3. **Workmen Safety** The service provider shall alone be fully responsible for safety, security and insurance or life insurance of their engaged personnel during the execution of services. The service provider shall provide and ensure sufficient protection gears like gloves, mask, hat, sling etc. are being used by their workers while carrying out the work, as applicable. The University **shall not be liable/ responsible** for any compensation in case of any fatal injury/ death caused to or by engaged personnel while performing/ discharging their duties or otherwise.

## SECTION - V

### GENERAL CONDITION OF CONTRACT

1. **Bid Security & Tender Fee** The bidder shall submit NEFT/ Online Payment of **Rs. 50,000.00 (Rupees Fifty Thousand only)** towards Earnest Money Deposits (EMD) and **Rs. 1000.00 (Rupees One Thousand only)** towards tender fee to the account of “Central University of Jharkhand, Ranchi” **before the last date of bid submission**. NEFT / Online Payment transfer details for Tender Fee and EMD must be submitted along with the tender document as per the following details: -

(a) The EMD shall be forfeited, if: -

- (i) The bidder fails to commence the work as per the award letter for undertaking the job/ acceptance of letter of intent, or
- (ii) In the event of withdrawal of offer during the validity period, or
- (iii) Non-confirmation of acceptance of the letter of intent/ work order within the stipulated time as per the letter of intent/ work order issued by the University, or
- (iv) The successful bidder fails to furnish the required Performance Security **within 02 days** on receipt of notification of award of work order from the University,
- (v) if the Bidder fails to sign the Contract/ Agreement **within 02 days** on receipt of notification of award of work order from the University.
- (vi) The bidder withdraws or amends its/ his tender or impairs or derogates from the tender in any respect within the period of validity of the tender.
- (vii) If any information/ documents furnished by the bidder is found to be incorrect/forged/fake at any stage,.

(b) Bid Security should remain valid for a period of **45 (Forty Five) days** beyond the final bid validity period.

(c) Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity period or latest by the 30th day after the award of the contract.

(d) Bid Security should be refunded to the successful bidder on receipt of a performance security.

2. **Performance Security.** On receipt of notification of award of work order from the University, the successful Bidder **within 02 days** shall furnish the performance security of **Rs. 50,000.00 (Rupees Fifty Thousand only)** in the form of DD/NEFT/RTGS in favour of “**Central University of Jharkhand**” payable at Ranchi” issued from any of commercial bank in India.

(a) Performance security should remain valid for a period of **60 days** beyond the date of completion of all contractual obligations of the contract, or/ agreement.

(b) The Performance Security will be forfeited and credited to the University account in the event of a breach of contract/ agreement by the contractor.

(c) It will be refunded after 60 days, post successful completion of all contractual obligations and duly performs of all agreed assignments as per agreement.

3. **Contract Period.** The Contract will be valid for a period of **180 days** from the issue of the work order. It may be extended as per requirement of the Competent Authority of the University with same terms and conditions for the maximum period of one year. The contract shall be terminated by the University giving a notice of **30 days** to this effect. However, the contract can

also be terminated by the agency giving a written notice of **90 days**.

4. **Payment Terms & Conditions:** Bill/s shall be submitted for payment by the firm/ agency after successful completion of work along with duly certified following documents: -

- (a) Ink-signed copy of Supplier's Invoice indicating, inter alia description and specification of the goods & Services, quantity, unit price, total value, GST no. of seller & buyer (CUJ), HSN/ SAC No., amount & percentage rate of GST (CGST/ SGST/IGST etc.);
- (b) Bill of Quantity and Inspection Certificate duly signed by the supplier's representative and university authorized official;
- (c) The payment will be made as per actual executed work duly certified by university authorized official;
- (d) Copy of cancelled check/ NEFT detail for making online payment.
- (e) Any other document/ certificate(s) as and if required in terms of the payment/ work order/ tender document.
- (f) Copy of Performance Security

5. The University will release payment **within 30 working days** from the date of the receipt of bills along with all the above necessary documents, if found in order.

6. The successful bidder/firm/service provider **shall not be paid any kind of advance** under any circumstances.

7. **Deduction of Income Tax, GST and so on, at source from payment to suppliers:** This will be done as per existing government rules/ regulations/ laws in force during the currency of the contract.

8. **Refund from Supplier:** if the supplier, after claiming and receiving reimbursements for GST or other taxes and so on, from the purchaser, applies to the concerned authorities for refunds, on genuine grounds, of certain portions of such duties and taxes paid by it and receives the allowable refunds. Such refunds contain the university's share also (out of the payments already made by the university to that supplier) and that should be **refunded to the University**.

9. **Site Visit.** The bidder, at the bidder's own responsibility, risk and expenses, may be encouraged to visit and examine the site and it's surroundings and shall obtain all information that may be necessary for preparing the bid and entering into a contract for the services.

10. **Workmen Safety and Insurance.** The service provider shall alone be fully responsible for safety, security and insurance or life insurance of their engaged personnel during the execution of services. The service provider shall provide and ensure sufficient protection gears like gloves, mask, hat etc. are being used by their workers while carrying out the work, as applicable. The University **shall not be liable/ responsible** for any compensation in case of any fatal injury/death caused to or by engaged personnel while performing/discharging their duties or otherwise.

11. **Prices and Taxes:** Unit prices quoted should be firm and shall remain firm until required deliveries have been completed unless otherwise expressly agreed to, in writing by both parties. The bidder agrees that any price reduction made with respect to services covered by this order subsequent to placement will be applied to the order.

- (a) **Elements of Price:** Where the price has several components such as the price of the goods, cost of installation and commissioning, operators' training, and so on, bidders

should furnish a cost break-up indicating the applicable prices and taxes for each of such components along with the overall price.

(b) **Currency:** domestic tenderers are to quote and accept their payment in Indian currency; Indian agents of foreign suppliers are to receive their agency commission in Indian currency; costs of imported goods, which are directly imported against the contract, may be quoted in foreign currency (currencies) and will be paid accordingly in that currency; and the portion of the allied work and services, which are to be undertaken in India (like installation and commissioning of equipment) are to be quoted and paid in Indian currency.

12. **Prices should be FOR** – Central University of Jharkhand, Cheri-Manatu, Kanke, Ranchi - All prices specified herein include all charges for, but not limited to, inspection, and packaging. Prices set forth shall be inclusive of applicable taxes until and unless specified in the schedule.

13. **Price Fall Clause:** If at any time prior to delivery of the services, the bidder/supplier reduces the sale price of such services as covered under this tender enquiry, to any organization (including Central/State/Deemed university) at price lower than the price quoted under this contract, he shall forthwith reduce the price payable under this tender for the services being supplied after the date of coming into force of such reduction, the price of services shall stand corresponding reduced.

The goods & services supplied under the agreement, any damage to the property/ establishment / venue of the University and personnel accidental cover of the attendee during the event shall be fully insured in a freely convertible currency against loss or damage incidental to execution of work, transportation, storage and delivery of Goods & Services in the manner specified in the agreement/Tender. If considered necessary, insurance may cover “all risks” including war risks and strike clauses. The amount to be covered under insurance should be equal or above the value of the work order.

14. **Deduction of Income Tax, GST and so on, at source from payment to suppliers:** This will be done as per existing government rules/ regulations/ laws in force during the currency of the contract.

15. **Delivery Period:** All the goods and services should be delivered as per **the Scheduled date of Convocation**. If the setting up doesn't get completed in all respect by the date & time mentioned in work order then a penalty as per the tender terms and conditions/ as per the decision of University Authority will be levied.

If any goods & services is not delivered by the date specified therein, the University reserves the right, without liability, to cancel the order for undelivered goods & services not yet supplied, and to purchase/ supply the same from another bidder and to charge the defaulting Bidder for any loss incurred in this transaction. Any provisions thereof for delivery by instalment shall not be construed as obligatory unless agreed upon by both the parties. The University shall have the right to refuse deliveries made more than one day in advance of any delivery schedule appearing in the order unless arrangements for such early delivery have been confirmed with the receiving party.

If the bidder is unable to complete performance at the time specified for delivery, by reason of strikes, labour disputes, riot, war, fire or other causes beyond the Bidder's reasonable control, the university at its option, may elect to take delivery of goods & services and to pay such proportion of the contract price as deemed reasonable by the university.

16. **Liquidated Damages (LD):** If bidder fails to deliver any of or all goods & services or does not perform the services within the period specified in the agreement, the University reserves the right to, without prejudice to its other remedies under the agreement, deduct from the bill, a sum equivalent to **0.5 % of the price of undelivered goods & services at the agreed price for each day to maximum limit of 10% of the value of goods & services** so undelivered.

17. **Inspection and Acceptance:** Goods & Services procured from bidder shall be inspected by the University or its designee. If deemed necessary by the University, the Bidder shall provide without charge, all reasonable facilities and assistance for such inspection. Any inspection records relating to Goods & Services covered by this agreement shall be made available to the University during the performance of the order.

(a) If any Goods & Services covered by this agreement is defective or otherwise not conforming to the requirements of this agreement, the University may, by written or verbal notice to the Bidder:

(i) rescind the purchase/supply order as to such non-conforming Goods & Services;

(ii) accept such Goods & Services at an equitable reduction in price;

(iii) reject such non-conforming Goods & Services and require the delivery of suitable replacements

(b) If the bidder fails to deliver suitable replacements promptly, the university, with notice of 12 hours, may replace or correct such Goods & Services and charge the bidder the additional cost occasioned thereby, or terminate this order for default. No inspection (including source inspection) test, approval (including design approval) or acceptance of Goods & Services shall relieve the Bidder from responsibility for defects or other failures to meet the requirements of this order. Rights granted to the University in this article entitled INSPECTION is in addition to any other rights or remedies provided elsewhere in this order or in Law.

18. **Modification of bids.**

(a) The University reserves the right to alter/modify any or all conditions of this tender document before submission of Technical and Financial bids.

(b) The agencies/ bidders/ firms shall not be permitted to alter or modify their bids after last date of submission of bids.

(c) At any time prior to the deadline for submission of tender, the University may amend the tender documents issuing by addendum/ corrigendum. The University shall have the right at any time, by written notice, in the form of an amendment order, to make any changes, if deems necessary, including, but not limited to, changes in specifications, design, delivery, testing methods, packing or destination. If any such required changes cause an increase or decrease in the cost of or the time required for performance, an equitable adjustment shall be made in the contract price or delivery schedule, or both. Any claim by the Bidder for adjustment under this clause shall be deemed waived unless asserted in writing within ten (10) days from receipt by the Bidder of notice of change (amendment order). Price increase, extension of time for delivery and change in quantity shall not be binding on the University unless sufficiently justified by bidder and accepted by the university in a form of amendment/ modified Order issued and signed by the University.

19. **Selection of the Bidder.** For the purpose of selection of the bidder, a Single Stage Two Envelops System (Two Bid System) process will be followed. The response to the tender should be submitted in two parts viz. **Technical Bid & Financial Bid.**

(a) **Technical Bid:** Technical bid should contain information regarding the company/firm registration details, Authorization letter, Clientele list (List of Users), Performance certificate from clients, self-declaration for not black listed, business turnover, experience and other details of the firm to judge the suitability of the bidder. **(Format-II with Format I –Check List)**

(b) **Financial Bid:** Financial bid should contain rate of the service charge required to be supplied along with tender form, duly filled and signed by the authorized person. Conditional Offer will not be accepted **(Format III)**

(c) The Technical Bid will be opened on the prescribed tender opening date in the presence of agencies/ bidders/ firms or their authorized representative's, wishes to participate. The Financial Bid of all technically qualified agencies/ bidders/ firms will be opened as per the intimated/ scheduled date and time of financial bid opening.

20. **Evaluation of bid.**

(a) Technical Bid along with pre-qualification criteria of this tender will be evaluated by an evaluation committee nominated by competent authority to conclude the tender. Financial bids of bidders who are technically qualified as per evaluation committee will only be opened.

(b) L1 (lowest bid) will be decided on lowest reasonable rate basic (as mentioned in Financial bid).

(c) It is mandatory to fill all the columns / details in the technical and financial bid (BOQ) in the prescribed format. Else, the **bid will be similarly rejected.**

(d) **Unless otherwise stated in the price bid, it will be construed that the price quoted is inclusive of all taxes and duties. No claim in this regard will be entertained at a later stage.**

(e) The price quoted by the bidder should be final and no escalation shall be permitted during the contract period except for statutory levies enhanced or introduced subsequent to the date of submission of the price bid duly supported by documentary evidence.

(f) In case of evaluation of Financial Bids, the Evaluation Committee will ascertain the Reasonableness of the rates quoted by the tenderer in the financial bid.

(g) **The successful bidder/ lowest bidder (L1) will be decided on the basis of overall lowest reasonably quoted rate in Financial Bid. In case of tie, the following criteria will applied as tie breaker: -**

(i) Maximum average annual turnover of last five financial years of the service provider/ firm – if found equal, then;

(ii) Maximum years of Experience of the service provider/ firm

21. **Rejection of Bids:**

(a) If bidders give wrong information/ forged documents in their bid, University reserves the right to reject such bids at any stage and forfeit the **EMD/** Performance Bank Guarantee and cancel the order, if awarded.

(b) **If the technical offer contains any price information the offer will be**

**summarily rejected.**

- (c) **If the bidder has quoted the rate NIL, the offer will be summarily rejected.**
- (d) Canvassing in any form in connection with the tender is strictly prohibited and the bids submitted by the bidder who resort to canvassing are liable for rejection.
- (e) Unsigned tenders/bids, unattested corrections and over writing by bidders are also liable for rejection. **All pages of the tender documents have to be duly signed and stamped by the authorised signatory.**
- (f) Bids submitted without supporting documents as mentioned or required to submit with bids are liable to be rejected.
- (g) The Tenderer must confirm in their bid acceptance of all the terms and conditions in this enquiry. Any non-acceptance or deviations from the terms and conditions must be clearly brought out. However, tenderers must note carefully that any conditional offer or any deviation from the terms and conditions of this enquiry may render /liable the Quotation for rejection.
- (h) The University reserves the right to reject any or all the bids without assigning any reason thereof.
- (i) Incomplete tenders, amendments and additions to tender after opening are liable to be ignored and rejected.
- (j) The Technical Bid will not be considered for bidders who's **Tender Fee** and **EMD** is not found in order.
- (k) **It is mandatory to fill all the columns / details in the technical and financial bid (BOQ) in the prescribed format. Else, the bid will be similarly rejected.**
- (l) Overwriting should be avoided. Correction, if any, should be made by neatly by crossing out, signed and re-writing. **Use of fluid (whitener) is not allowed and such tenders shall be rejected.** Pages of the tender document are numbered. Additional sheets, if any added by the Service Provider, before last date of submission of bid should also be numbered by him.

22. **Withdrawal of bids.** No bidder will be allowed to withdraw it's bid in the interval between the deadline of submission of bids and expiration of period of bid validity. Withdrawal of bid during this period will result in forfeiture of the bidder's **EMD** and other sanctions.

23. **Bid Validity.** Bids should be valid for a period of **180 days** from the date of opening of bid.

24. **Settlements of disputes.** All the disputes shall be initially settled with mutual discussions or arbitration. Any dispute, disagreement of question arising out of or relating to this contract or relating to services or performance, which cannot be settled amicably, if any, with regard to providing services and interpretation of any clause in this agreement, the Hon'ble High Court of Jharkhand at Ranchi shall have the Jurisdiction.

25. **Arbitration.** The arbitration proceedings will be followed as enumerated below: -

- (a) All disputes or differences arising out of or in connection with the present contract or any part thereof, should be settled by bilateral discussions.
- (b) Any dispute, disagreement of question arising out of or relating to this contract or relating to services or performance, which cannot be settled amicably, shall within sixty (60) days or such longer period as may be mutually agreed upon, from the date on which either party informs the other in writing by a notice that such dispute, disagreement or question exists, will be referred to a sole Arbitrator.

- (c) Within sixty (60) days of the receipt of the said notice, at least 03 arbitrators shall be nominated in writing by the authority agreed upon by the parties. One of the arbitrator should be an expert of security or concerned field.
- (d) The seat of Arbitration shall have be at Ranchi.
- (e) The arbitration proceedings shall be conducted under the Indian Arbitration and Conciliation Act, 1996 as amended time to time.
- (f) Each party shall bear its own cost of preparing and presenting its case. The cost of arbitration including the fees and expenses there to shall be shared equally by the parties, unless otherwise awarded by the arbitrator.
- (g) The parties shall continue to perform their respective obligations under this contract during the pendency of the arbitration proceedings except in so far as such obligations are the subject matter of the said arbitration proceedings.
- (h) The language of the arbitration shall be English.

26. **Final decision making authority.** The Vice Chancellor, Central University of Jharkhand, Ranchi reserves the right to accept or reject any application and to annul the tender process and reject any or all applications at any time, without assigning any reason or incurring any liability to the bidders.

27. **Assignment/ Subcontracting/ Sublet.** The Firm/ Service provider shall not assign the order received, any rights under this agreement or to become due hereunder neither delegated nor subcontracted/ sublet any obligations or work hereunder without the prior written consent of the University.

28. **Cancellations of tender/ Contract:** The University reserves right to accept or reject any or all Bids. The University also reserves the right to annul 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 the affected Bidder or bidders of the grounds for the Purchaser's action. The University may cancel agreement entered with bidder in whole or in part, for no cause, upon written, e-mail, or telex notice to the Bidder, in the event that the bidder: -

- (a) Fails to comply with any term or condition of this order including, but not limited to, delivery terms; or
- (b) Appoints a receiver, liquidator or trustee in bankruptcy or other similar officer over any or all of its property or assets; or
- (c) Files a voluntary petition in bankruptcy; or
- (d) Has had filed against it an involuntary petition in bankruptcy which remains in effect for thirty (30) days;or
- (e) Voluntarily ceases trading; or
- (f) Merges with or is acquired by a third party; or
- (g) The delivery of the services is delayed for causes **not attributable to Force Majeure** for more than **15days** after the scheduled date of delivery. ;or
- (h) The firm/service provider is declared bankrupt or becomes insolvent. ;or
- (j) The delivery of services is delayed due to causes of Force Majeure by more than (06 months) provided Force Majeure clause is included in contract. ;or
- (k) The University has noticed that the Service provider has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.;or
- (l) As per decision of the Arbitration Tribunal. ;or
- (m) Assigns any of its rights or obligations under the order to a third party without the university's prior written consent; or



(n) Not enter into an **Agreement** with the University on **Non-Judicial Stamp Paper of Rs.100/-** (Rupees One hundred only) **within 02 days of the issue of letter of Award.**

Upon the occasion of any one of the aforesaid and in addition to any remedies which the university may have in Law or in Equity, the university may also cancel this order or any outstanding deliveries hereunder by notifying the Bidder in writing of such cancellation and the Bidder shall thereupon transfer title and deliver to the university such work in progress or completed material/ services as may be requested by the university. The University shall have no liability to the Bidder beyond payment of any balance owing for Material/ service purchased hereunder and delivered to and accepted by the university prior to the Bidder's receipt of the notice of termination, and for work in progress requested for delivery to the university.

29. **Access to Books of Accounts:** In case it is found to the satisfaction of the University that the firm/service provider has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Service provider Commission and penalty for use of undue influence, the firm/service provider, on a specific request of the University, shall provide necessary information/ inspection of the relevant financial documents/information.

30. **Penalty for use of Undue influence:** The firm/ service provider undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the University or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or dis-favour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the firm/ service provider) or the commission of any offers by the firm/ service provider or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the University to cancel the contract and all or any other contracts with the firm/ service provider and recover from the firm/ service provider the amount of any loss arising from such cancellation. A decision of the University or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the firm/ service provider. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the firm/ service provider towards any officer/employee of the University or to any other person in a position to influence any officer/employee of the University for showing any favour in relation to this or any other contract, shall render the firm/ service provider to such liability/ penalty as the University may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the University.

31. **Force Majeure clause:**

(a) Neither party shall bear responsibility for the complete or partial non- performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods/ Services under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions

of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

(b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

(c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

(d) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

(e) If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

32. The Agencies/Firms shall perform all the assigned jobs to the satisfaction of the University and shall be liable for any loss or damage to the University as stated herein:

(a) The Agencies/Firms and its staff shall take due and required steps and precautions to preserve from loss, destruction, waste and misuse, the area so responsibility given to the man do not knowingly lend to any person or Agencies/Firms/Service provider, any effects or assets of the University under its control.

(b) In event of any loss being caused to the University that is prime-facie on account of the negligence and/or dereliction of duties by the Agencies/Firms or its staff, a Joint Committee comprising of a representative of the University and Agencies/Firms shall determine whether the loss is on account of unsatisfactory performance of the Agencies/Firms and in that case it will also determine the compensation to be paid to the University by the Agencies/Firms. The recommendations of the Joint committee will be subject to the approval of the Vice Chancellor, Central University of Jharkhand or his nominee.

(c) The liabilities are met by the Agencies/Firms. For the liabilities the Agencies/Firms may make good such a loss by compensating to the University due to negligence or poor performance by the Agencies/Firms.

(d) However the Agencies/Firms will not be held responsible for the damages caused due to Force Majeure circumstances.

33. In case, the Service Provider **does not execute the work** as per the terms and conditions of the work order/ Agreement, the same shall be **executed through** the some **other firm/ service provider** and the **expenditure**, 'if any', incurred in this regard shall be **recovered** from the Service Provider's Security Deposit and Pending bills.

34. In case, the bidder awarded work order/ letter of intent for services, fail to execute the work/ services as per work order, the University shall award the work to the next higher responsive bidder (L2) at the rates offered by lowest responsive bidder. (Rule 173(xvi) of GFR 2017).

35. Disputes, grievances, if any, between the Service Provider and personnel deployed by it or between deployed personnel, has to be settled/ resolved by the Service Provider only.

36. **Other terms & conditions.**

(a) Central University of Jharkhand reserves the right to verify/ seek confirmation of all original documentary evidence submitted by bidders in support of above mentioned specification for eligibility criterion. In case any information furnished by the bidder is found to be false/ incorrect at any stage, the bid shall be summarily rejected and EMD/PBG shall be forfeited and no correspondence on the same shall be entertained.

(b) If any information furnished by the bidder is found to be incorrect at any stage, it shall be liable to be debarred from tendering/taking up of work in Central University of Jharkhand at least one year or as decided by the University. The Central University of Jharkhand reserves the right to verify the particulars furnished by the bidder independently.

(c) The Central University of Jharkhand reserves the right to reject any or all prospective bidders without assigning any reason and to restrict the list of tendered service providers to any number deemed suitable by it, if too many applications are received satisfying the basic criteria.

(d) The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of Tender document unless it is called for by the University.

(e) After signing the contract, you shall deploy the requisite no. of personnel and commence the services at the earliest as per the terms & conditions of the contract and the directives of the authorities of the university.

37. **The site shall be properly cleaned and maintained after completion of the event and disposing the garbage outside the University Campus, as per environment protection act.**

38. The Goods & Services should be delivered at **Central University of Jharkhand, Cheri-Manatu, Kanke, Ranchi**. Installation, and any other charges, if any, may be included with respective quote of BoQ item.

39. Central University of Jharkhand shall have right to execute any part or all the work as per requirement of the University. Central University of Jharkhand can decrease or increase the items mentioned in tender documents.

40. The Convocation is purely an academic event and Hon'ble President of India, Hon'ble Vice President of India and Minister of Cabinet rank along with other dignitaries may participate in this programme, as such prospective bidders are required to fulfill all security protocol in and around the venue in consultation with University Administration, District Administration and Police.

41. **Quantity mentioned in the BOQ is tentative. Final quantity for work / event will be decided by the University and quantity may increase or decrease as per requirement of the University.**

42. **In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, No compensation shall be paid towards progress of order/procurement.**

43. **Letter of transmittal.** The bidder should submit the letter of transmittal along with tender document.

## SECTION - VI

### SPECIAL CONDITION OF CONTRACT

1. The service provider's deployed personnel should be polite, cordial, positive and efficient, while handling the assigned work.
2. The employed personnel action shall promote goodwill and enhance the image of the University.
3. The service provider shall be responsible for any act of commission or omission or indiscipline on the part of persons deployed by him.
4. Safety and hygiene of Kitchen, Dining Hall and Adjustment area will be sole responsibility of Service Provider.
5. The University shall not allow any employee of the Agencies/ Firms to work inside the University without Apron with Hat, Gloves and Mask except in cases wherein specifically asked for.
6. If at any stage the involvement of the Service Provider is found, in any, uncalled for activity, inside or outside the premises of the University, which may bring disrepute to the University, the contract is liable to be terminated by the University.
7. The Service Provider should collect the garbage from the kitchen, dining-hall, dish-wash area and dispose-off the garbage outside of the campus at designated place. The surrounding should be kept clean and hygienic by the Service Provider.
8. No person with any adverse police record will be allowed to work in the University campus.
9. Safety measures are to be provided by the Service Provider themselves. The Service Provider should provide fly catcher and fire extinguisher in the premises. He should install fire extinguisher etc. at appropriate places to prevent fire hazard.
10. The Service Provider will ensure and comply with the provisions of various municipal and other Rules/Regulations/Laws of the Government in respect of wages and other benefits to their employees.
11. Authorized officials of the University will evaluate the quality of food and the materials used for preparation of the food and will have the right to impose fine/penalty in case of unsatisfactory service.
12. The quoted price should be inclusive of all taxes like GST etc.
13. The food served by the Service Provider should be warm and has to be prepared in clean & safe conditions as per the menu while maintaining the proper hygiene standards.
14. The Service Provider should wash and maintain dining hall, hand-wash area, dish wash area etc. in highly clean conditions.

15. The Service Provider should maintain high quality of hygiene, sanitation and safety in the kitchen and dining hall.
16. Workers have to compulsory use mask, hand gloves, aprons, cooking hats etc. while at work.
17. All the utensils, dinner set and other equipment required in the mess should be arranged by the Service Provider.
18. The service provider agency shall ensure proper conduct of the personnel deployed in University campus and enforce prohibition of consumption of alcoholic drinks, chewing tobacco, smoking, loitering etc.
19. All services shall be performed by persons qualified and experienced in performing such services.
20. The University shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel deployed by the service provider.
21. The service provider shall depute an experienced and qualified Supervisor/ Manager for seamless management of employed personnel.
22. The service provider's employed staffs, in any circumstances, **shall not** divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative /organisational matters as these are confidential / secret in nature.
23. The service provider's employed staffs, in any circumstances, **shall not claim** any benefit / compensation/ absorption /regularization of services from the University under the provisions of Industrial Disputes Act., 1947 and Contract Labour (Regulation & Abolition) Act, 1970. An undertaking to this effect from the personnel engaged shall be submitted by the service provider to the University. **(Format V)**
24. The character and antecedents along with all the above documents of each employed personnel has to be verified by the agency/ service provider before their deployment.
25. The service provider shall engage the sufficient and appropriate qualified personnel as required for services.
26. The successful bidder shall enter into an Agreement with the University on **Non-Judicial Stamp Paper of Rs.100/- (Rupees One hundred only) within 02 days** of the issue of letter of Award. **Non-fulfilment of this condition** of executing an agreement/ contract document by the contractor would constitute **sufficient ground for annulment of the L2 of the contract** and terms and conditions of EMD will be executed, **as per GFR – 225 (vi)**.
27. ***Employment of Child Labour is totally prohibited and punishable, as per the rule and regulations of Government of India.***
28. **Penalty: -**

(a) In the event of mismanagement, negligence and non-adherence of the terms and condition of the contract, following amount will be imposed as penalty: -

Sl. No.	Reason of Penalty	Amount (in rupees)	Remarks
(i)	Poor Food Quality	500.00	Per pax
(ii)	Poor Hygiene	500.00	Per pax
(iii)	Any employed personnel found under influence of intoxicants/ drugs/ liquor	500.00	Per staff
(iv)	Not in proper Uniform	500.00	Per staff
(v)	Misbehave/ misconduct with students/ employees of University by employed personnel	500.00	Per staff
(vi)	Poor quality raw material including Milk, Paneer, etc.	2,500.00	
(vii)	Fails to supply the meal on time	5,000.00	
(viii)	Shortage of Meal	2,000.00	
(ix)	Deviation of Meal/ Menu	1000.00	
(x)	Soft objects like hair, rope, plastic, cloth etc. found in Food	500.00	
(xi)	Hard and/ or sharp object like glass pieces, nails, hard plastics etc. found in Food	2500.00	
(xii)	Stones/ pebbles of diameter more than 02 mm found in Food	500.00	
(xiii)	Insect cooked along with Food	5000.00	
(xiv)	If the vegetable or any other item is not cooked properly	1000.00	

**Note:- Food poisoning shall invoke a hefty fine beyond the limit of any fine mentioned above, along with cancellation of contract & possible blacklisting of the service provider and other action as per law.**

(b) Additionally, the University may require the service provider to dismiss or remove and immediately replace the employed personnel from the site of work, as per following service conditions, if: -

- (i) He/ She observed to be incompetent to discharge the assigned duties.
- (ii) His/ She misconducts with the university officials or students.
- (iii) He/ She observed to be involved in activities which are considered as threat to the security of university.
- (iv) He/ She observed to be involved in any unlawful activities within the premises or outside of the university.
- (v) He/ She founded intoxicated.
- (vi) He/ She observed in Security risk.
- (vii) He/ She founded in conflict of interest.
- (viii) He/ She founded breach of confidentiality.
- (ix) Instruction/ direction received from University in writing or verbal order by competent authority.

(c) If any personnel employed by the agency found to be involved in repeated offence (as mentioned above) twice or found involved in any of the two or more offences at a time, the total penalty will be double the above mentioned penalty amount. The concerned involved engaged personnel should be removed from service immediately and university may review the performance of the agency for termination of contract.

Provided, that such cancellation shall be only on issuance of notice to show cause as to why in view of the default the contract be not cancelled and provided further that it would be open to the University to impose a penalty for forfeiting security deposit in lieu of the cancellation. However, neither the cancellation nor penalty shall be imposed without giving opportunity to show cause against either of the proposed actions and the failure of the service provider to give a satisfactory reply in response thereto within the time allowed for filing reply.

29. **Warning:** - The Campus of Central University of Jharkhand is NO SMOKING ZONE hence, if any staff of the Agencies/Firms should be found smoking, eating pan, gutka or intoxicants/ drugs, due to administrative and financial actions will be taken.

30. The Service Provider shall be solely responsible for the arrangements of gas refills and their safety.

31. The Service Provider shall use Good quality of vegetables, fruits, dairy products etc.

32. The Service Provider shall use only FSSAI/ AGMARK approved branded raw materials and best quality items for preparing the food. Brands/ quantity of products/ raw material will be decided by the Authorized officials of the University.

33. Caterers should not use any artificial colour, preservatives and other harmful chemical additives (for example, mono - sodium glutamate) in any of the dishes or even store them in the mess premises.

34. The Service Provider should ensure that all the employees are free from communicable diseases. Medical fitness certificate of each mess employee certifying that he/ she does not carry an infectious or contiguous disease is required to be submitted with the University authority by the service provider.

35. The Service Provide will have to prepare the food in the kitchen space provided by the University using Commercial LPG only. No coal or other fuel will be allowed. Use of heater in the mess shall be strictly prohibited.

**SECTION - VII**

**TECHNICAL BID**

**Format - I**

**CHECK LIST**

**(To be filled by the bidder and submit supporting documents along with the Technical Bid.)**

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

<b>Sl. No.</b>	<b>Document details</b>	<b>Yes/ No</b>	<b>Page No. of Supporting documents</b>
1	Signed copy of Tender documents		
2	Tender Fee		
3	EMD		
4	Company/ Firm registration details		
5	Authorization details		
6	PAN No.		
7	GST No.		
8	FSSAI Certificate		
9	Shop & Establishment Act Registration Certificate		
10	Bank accounts details for NEFT payment		
11	Attach copy of completion certificate for successfully executing/ completed work orders during <b><u>last five years ended 31<sup>st</sup> March, 2023</u></b> in the area of catering services while maintaining VVIP protocol of the President, the Prime Minister, the Governor etc. at Central/ State Government/ Central or State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies/ Reputed Organisations/ Educational institute.		
12	Attach copy of completion certificate for successfully executing/ completed work orders for <b>at least one work order</b> for catering services while maintaining VVIP protocol of the President, the Prime Minister, the Governor etc. at Central/ State Government/ Central or State Govt. funded Academic and Research & Development (R&D) Institute or Educational Institute, University / Autonomous bodies within last <b>five years ended 31<sup>st</sup> March, 2023?</b>		
13	Income Tax Return for last five financial years <u>ended 31<sup>st</sup> March, 2023</u>		
14	Certified copies of CA Audited Annual accounts of the last		



	five financial years ended 31 <sup>st</sup> March, 2023 by comprising following :- (a) Balance sheet (b) Profit and loss Statement (c) Income and expenditure account		
15	Client list and work done list of the similar orders executed during the last seven years.		
16	No. of years of experience for Catering Services (Attach supporting documents)		
17	Proposed <b>Design &amp; photograph</b> of food counter tops, cooks & waiters dress and other food decoration etc.		
18	Acceptance of all terms / conditions towards after sales / services as mentioned in the bidding document.		
19	Declaration of Non-Black Listing of firm, No family member/ relative at CUJ and other terms & conditions on Non-Judicial Paper (as per <b>Format V</b> )		
20	Signed Un-priced copy of Financial Bid (BOQ) with " <b>Nil</b> " written in Rate and amount Column.		
21	Signed copies of any other documents as mentioned in tender.		
22	Any other supporting documents/ certificate/ information supplied by bidder		

**Note:** The tender shall be submitted offline in two parts (Technical Bid and Financial Bid). No correspondence will be entertained in this matter.

**(Signature of the bidder with stamp of firm with Date)**

**TECHNICAL BID****(A) GENERAL INFORMATION**

Sl. No.	Particular	Details
1	Name of the firm/ service providers/ service provider	
2	Address of the firm/ service providers/ service provider	
3	Mobile No.	
4	E-mail	
5	Tender Fee (DD/Bank Transection No.& Date)	
6	Details of EMD (DD/Bank Transection No. & Date)	
7	Registration Number and date of registration of company / cooperative / service provider / SHG / Society, if any	
8	Year of Establishment	
9	Type of Organization: (Whether Proprietorship, Partnership, Private Ltd. Company or Co-operative body etc. In case the bidder is a non-individual, Certified copy of a Partnership deed/ Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case should be enclosed)	
10	GST Registration no.	
11	PAN Card no.	
12	Bank Accounts Details	
13	FSSAI Certificate, if applicable	
14	Shop & Establishment Act Registration Certificate No.	
15	Annual Turnover (Rs. in Lakh) for last five Financial years.	FY 2018-19 Rs..... FY 2019-20 Rs..... FY 2020-21 Rs..... FY 2021-22 Rs..... FY 2022-23 Rs.....
16	Income Tax Return for last five Financial years	FY 2018-19 YES / NO FY 2019-20 YES / NO FY 2020-21 YES / NO FY 2021-22 YES / NO FY 2022-23 YES / NO
17	Performance certificates from previous clients with contact no. from 2018-19 to till date separately in respect of works.	
18	Have you successfully executing/ completed work orders during <b><u>last five years ended 31<sup>st</sup> March, 2023</u></b> in the area of catering services while maintaining VVIP protocol of the President, the Prime Minister, the	

	Governor etc. at Central/ State Government/ Central or State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies/ Reputed Organisations/ Educational institute.?	
19	Have you successfully executing/ completed work orders for <b>at least one work order</b> for catering services while maintaining VVIP protocol of the President, the Prime Minister, the Governor etc. at Central/ State Government/ Central or State Govt. funded Academic and Research & Development (R&D) Institute or Educational Institute, University / Autonomous bodies within last <b>five years ended 31<sup>st</sup> March, 2023?</b>	
20	No. of years of experience in setting up the convocation venue and event management	
21	Any other relevant information important in the opinion of the tenderer.	
22	Name and Mobile Number of senior executives, who can be contacted at any time.	

**Note:**

- (a) Attach supporting documents for all the above mentioned details. Bidder may use separate / additional sheet wherever required.
- (b) **It is mandatory to fill all the columns / details in the technical bid in the prescribed format. Else, the bid will be similarly rejected.**

**(Signature of the bidder with stamp of firm with Date)**

**TECHNICAL BID**

**(B) FINANCIAL INFORMATION**

**Financial Analysis:** Furnished following financial details, duly supported by certified copy of audited balance sheet, profit & loss statement for the last five financial years : -

<b>Financial Year</b>	<b>Annual Turn over</b>	<b>Profit / Loss</b>	<b>Remarks</b>
<b>FY 2018-19</b>			
<b>FY 2019-20</b>			
<b>FY 2020-21</b>			
<b>FY 2021-22</b>			
<b>FY 2022-23</b>			
<b>Gross Total</b>			
<b>Average Annual Turnover of five years</b>			

**(Signature of the bidder with stamp of firm with Date)**

**TECHNICAL BID**

**(C) DETAILS OF SIMILAR WORKS COMPLETED DURING LAST FIVE (05) YEARS.**

Sl. No.	Name & address of the organization	Work details	Cost of work in Lakh	Date of Commencement as per the contract	Stipulated date of completion	Actual date of completion	Litigation/ arbitration pending/ in progress with details *
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

\*Indicate gross amount claimed and amount awarded by the Arbitrator

**Notes: -**

1. Submit the relevant supporting documents.
2. **Please mention only the works executed equal to or above the qualifying amount.**
3. For stipulated date of completion, submit copy of work order.
4. For actual date of completion, submit copy of completion certificate from the purchaser.
5. Please clearly indicate the works (in the above form) on the basis of which pre-qualification is being sought.

**(Signature of the bidder with stamp of firm with Date)**

**FINANCIAL BID / BOQ**

**Scope of work:** “Hiring of Catering Services while maintaining VVIP protocol for 03rd Convocation at Central University of Jharkhand, Ranchi”

1. Name and full address of the Agencies/Firms: (with Email Id & Tel./ Mobile No.)  
 .....  
 .....
2. The details of items (BOQ) are as follows:-

Sl. No.	DESCRIPTION	Size/Qty	unit	Rate per Unit	Total Amount
	<b>Catering Services</b>				
A	VVIP HI Tea - (Menu- Annx -I)	50	pax		
B	VVIP Lunch (Menu- Annx -II)	20	pax		
C	VIP Lunch (Menu- Annx -III)	250	pax		
D	Lunch Packets (Menu- Annx -IV)	2500	pax		
	<b>Grand Total</b>				

**Grand Total (in word): Rupees.....**

I/We agree to undertake above work in an amount of Rs. \_\_\_\_\_/-inclusive of all charges i.e. Supply, transportation, labour and applicable Govt. Taxes as per the terms and condition of tender document.

**(Signature of the bidder with stamp of firm with Date)**

**Note:**

- (a) The quoted rate shall be inclusive of all food items, utensils, crockery & cutleries, serving table tops, serving utensils, trained waiters/ stewards, cooks etc. required for seamless execution of catering services.
- (b) The above requirement may be increase or decrease as per requirement. Any requirement of additional work may be informed, as per the requirement of the University.
- (c) The quoted rate should be inclusive of all charges i.e. Supply, transportation, labour and applicable Govt. Taxes (GST), as per the terms and condition of tender document.
- (d) It is mandatory to fill all the columns / details in the technical and financial bid (BOQ) in the prescribed format. Else, the bid will be similarly rejected.

**NATIONAL ELECTRONIC FUNDS TRANSFER (NEFT) – MANDATE FORM**

- (1) Name of Account holder: \_\_\_\_\_
- (2) Bank Name: \_\_\_\_\_
- (3) Bank Branch Address: \_\_\_\_\_
- (4) Account Type: Savings/Current/Cash Credit/NRI \_\_\_\_\_
- (5) Account No. \_\_\_\_\_  
(Bank account number should be written from left to right)
- (6) IFS Code: \_\_\_\_\_
- (7) MICR Code. : \_\_\_\_\_
- (8) Bank Registered Mobile number: \_\_\_\_\_
- (9) Bank Registered E-Mail Id: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Account holder

Date:

**Enclosure:-**

(a) Cancelled cheque leaf

Or

(b) if cheque is not having the name of bank holder then Photo copy of the page of Bank pass book containing details of Bank accounts number, IFS code etc.

**DECLARATION BY THE BIDDER**

***(On letter head of the agency/firm)***

I/We \_\_\_\_\_ Proprietor of M/s. \_\_\_\_\_ do hereby declare following, that : -

1. The firm/ company namely M/s. \_\_\_\_\_ **has not been blacklisted or debarred** in the past by Union / State Government or organization from taking part in Government tenders in India.
2. Neither myself nor any of my family members are employee of the Central University of Jharkhand.
3. I/ We do accept all the terms and conditions of the tender documents towards “Hiring of Catering Services while maintaining VVIP protocol for 03rd Convocation at Central University of Jharkhand, Ranchi”
4. I/We have not involved any litigation, current or during the last five years, the parties concerned and disputed amount.
5. All services shall be performed by persons qualified and experienced in performing such services.
6. In any circumstances, I or our engaged personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative /organisational matters as these are confidential / secret in nature.
7. In any circumstances, the engaged personnel by our service provider shall not claim any benefit / compensation/ absorption /regularization of services from the University under the provisions of Industrial Disputes Act., 1947 and Contract Labour (Regulation & Abolition) Act, 1970.
8. I/We shall replace immediately any of its personnel, if they are found to be unacceptable by the University because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving instructions from the University in writing or verbal.
9. I/We shall not engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Service provider Commission and penalty for use of undue influence, the firm/service provider, on a specific request of the University, shall provide necessary information/ inspection of the relevant financial documents/information.
10. I/We shall be responsible for all the acts of the engaged personnel and will be liable for penalties as decided/ promulgated by the University.
11. The University shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel deployed by the service provider.
12. I/We shall enter into an **Agreement** with the University on **Non-Judicial Stamp Paper of**



**Rs.100/-** (Rupees One hundred only) **within 02 days of the issue of letter of Award.** Non-fulfilment of this condition of executing an agreement/ contract document by the service provider would constitute sufficient ground for annulment of the award of the contract and forfeiture of Earnest Money Deposit.

13. The information furnished in the Technical bid is true, complete and correct to the best of my knowledge and belief, I undertake that in the event of any information being found fake or false at any stage, my tender shall be liable to be cancelled / terminated without any notice or compensation in lieu thereof shall be given.

14. In case the above information found false, I / We are fully aware that the tender/ contract will be rejected / cancelled by the Central University of Jharkhand, Bid Security / Performance Security shall be forfeited and will be debarred from any future tendering process. Pay the penalty as fixed by the University in addition to forfeiture of the performance guarantee for causing administrative inconvenience to the University. The University may also initiate the process of blacklisting our firm/service provider for the breach of contract. In addition to the above, Central University of Jharkhand, will not be responsible to pay the bills for any completed / partially completed work.

**Deponent**

Witness:-

1. ....
2. ....

**High-Tea for VVIPs Guest**

**Tentative Menu**

**Kaju Katli**

**Decorative Suger Free Sweets–2 Variety**

**Vegetable Cutlet**

**Paneer Pakora**

**Vegetable Cheese Sandwich**

**Roasted Kaju**

**Roasted Pista**

**Fresh Cut Fruits**

**Fresh Fruits Juice**

**Café Cappuccino**

**Masala Tea**

**Green Tea**

**Lemon Tea**

**Note :-**

- (a) It is a tentative menu. It can be modified as per the requirement of the University.
- (b) The service provider must use only *FSSAI* / *AGMARK* brands for preparation of above mentioned menu items.

**Lunch for VVIP Guests****Tentative Menu**

Rice	Veg Palaw Jeera Rice
Pulse	Dal Makhani Yellow Dal
Breads (Wheat only)	Butter Baby Naan Missi Roti Multi Grain Tawa Roti Sattu Kachori
Vegetarian Dishes	Kadhai Paneer Malai Kofta Tawa Fried Veg. Vegetable Akbari
Salad	Green Salad Fruit Salad Sprouts
Yoghurts	Dahi Vada with staffing Mix Raita
Soup	Cream of Almond Soup
Deserts	Hot Gulab Jamun with Vanilla Ice Cream Baked Gajar Halwa Jalebi Rabari
Others	Aachar, Papad Fry Green Chutney
Water	500 ml bottle

**Note :-**

- (a) It is a tentative menu. It can be modified as per the requirement of the University.
- (b) The service provider must use only FSSAI / AGMARK brands for preparation of above mentioned menu items.
- (c) All the items has to be served on Table by trained waiters/ stewards while maintaining VVIP Protocol.
- (d) All the food items have to be prepared without onion and garlic.

**Lunch for VIP Guests****Tentative Menu**

Rice	Veg Palaw Jeera Rice
Pulse	Dal Makhani
Breads (Wheat only)	Butter Baby Naan Tawa Roti Sattu Kachori
Vegetarian Dishes	Kadhai Paneer Tawa Fried Veg. Vegetable Akbari
Salad	Green Salad
Yoghurts	Mix Raita
Deserts	Hot Gulab Jamun with Vanilla Ice Cream Baked Gajar Halwa
Others	Achar, Papad Fry Green Chutney
Water	500 ml bottle

**Note :-**

- (a) It is a tentative menu. It can be modified as per the requirement of the University.
- (b) The service provider must use only *FSSAI* / *AGMARK* brands for preparation of above mentioned menu items.
- (c) It should be served as per buffet system with all required accessories and manpower.

**Lunch for University employees, Civil Administration,  
Students etc. (packed Lunch)**

**Tentative Menu (Packed Lunch)**

Rice	Veg. Biryani – 300 gm
Gravy	Veg Shorbha – 50 gm
Yoghurts	Raita – 50 gm
Deserts	Gulab Jamun – 01 pc.
Others	Aachar
Water	500 ml bottle

**Note :-**

- (a) It is a tentative menu. It can be modified as per the requirement of the University.
- (b) The service provider must use only FSSAI / AGMARK brands for preparation of above mentioned menu items.
- (c) The packed lunch shall be distributed by the agency, as per the direction of the University.