1. The tender should reach this office with in 7 days from date of issuance of
tender notification on all working days up to 3.00 PM addressed to Dean
Students Welfare, Cluster University of Jammu, (Campus MAM College
Jammu), along with the Earnest Money Deposit (EMD) of ₹10,000/- (Rupees
ten Thousand only) in the shape of Bank Draft in favour of Registrar, Cluster
University of Jammu payable at Jammu.
2. Tenders shall be opened on 19-10-2019 at 11:00 am in the Office of Dean
Students Welfare, Cluster University of Jammu.
3. The tenders are to be submitted in the following manner:-
   a) Envelope No.1 (Technical Bid) should contain the technical information
      and undertaking of the document. It should also contain the photocopy of the
      tender document with each page duly signed by authorized signatory of the
      bidder.
   b) Envelope No.2 (Financial Bid) should be marked as Financial Bid and
      should contain Financial Bid Performa.
   c) Envelope No.3 (Master Envelope) should contain the Technical Bid and
      Financial Bid and should be super scribed as “Tender for providing catering
      services to CLUJ & its Constituent Colleges for the year 2019-20.
4. The quotations received without EMD or after the due date or time will not be
   entertained.
5. The EMD of the unsuccessful bidders will be returned within 30 days of the
   opening of tender, on receipt of written request from the firm.
6. In case of tenderers fails to supply the material as contracted upon, the Earnest
   Money Deposit (EMD) will be forfeited and the same material will be
   purchased from open market at risk and cost of the supplier, apart from
   initiating legal action for violating terms and conditions of the contract.
7. The payment will be made to the firm at the earliest on receipt of complete
   supply of ordered material as per specifications mentioned in the purchase
   order and after receipt of delivery.
8. The rate quoted must be inclusive of all taxes and F.O.R. Jammu (Constituent
   Colleges of Cluster University of Jammu).
9. The bidder must give a declaration regarding acceptance of terms and
   conditions in the tender document as per Annexure ‘C’ attached to the tender
   document.
10. The Committee does not bind itself to accept the lowest tender and reserves
    the right to reject any or all the tenders received without assigning any reason
    whatsoever. Inadequate or incomplete tenders in any respect or the
    prescribed conditions are not fulfilled are liable to be rejected. Canvassing in
    any form by the tenderers/vendor will result in rejection of their tenders.
11. In case of any dispute/s, arising out of this contract during its tenure of operation on the same shall be subject to the jurisdiction before courts of law in Jammu only.

12. The tenderer should be having annual turnover worth Rs. 10.00 Lac or more. Copies of the IT returns/Balance sheets etc. along with the copies of vendor/firm’s audited accounts, wherever is applicable for the last three financial years shall be furnished (2016-17, 2017-18, 2018-19).

13. The tenderer’s/ firm must be registered with Goods and Service Tax Department for supply/services. Copies of such certification-mentioning registration number etc. shall be furnished along with tender/quotation.

14. The rates approved shall be applicable for financial year 2019-20.
Annexure- A

Technical Bid

The details in respect of company/firm are as under:

<table>
<thead>
<tr>
<th></th>
<th>Name of the Firm &amp; Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proforma</th>
<th>Yes/No</th>
<th>PageNo.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of the authorized person</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Phone/Mob.No.&amp; Mailing Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. PAN Number (include photocopy of the PAN Card)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. The bidder should have GST Registration Certificate, copies of the documentary proof of the same must be enclosed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. The bidder must have filed Income Tax Return of the last financial years (2016-17,2017-18,2019-20) copies of the documentary proof of the same must be enclosed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Terms and Conditions duly signed to be enclosed by the Vendor/firm as per Annexure-C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Cost of Tender forms. Detail of DD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Bank draft for EMD Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Certificate/undertaking to the effect that the vendor/firm has not been blacklisted by any Government Agency/Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. The firm must have annual turnover of Rs 10.00 Lakh with documentary proof must be enclosed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. All pages of the tender document and all enclosures are to be serially numbered and signed by the bidder</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Year of commencement of Business along with the evidence of past experience of providing catering services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Seal & Signature of the authorized person __________________________
### Annexure-B

**CLUSTER UNIVERSITY OF JAMMU**

**FINANCIAL BID**

**LIST OF ITEMS FOR SPECIAL LUNCH/DINNER/HIGH TEA FOR WORKSHOPS/SPORTS/SEMINARS/CULTURAL /LITERARY EVENTS AND OTHER FUNCTIONS OF THE UNIVERSITY**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Category</th>
<th>Essential List Menu</th>
<th>Quoted Rates (inclusive of all taxes)</th>
</tr>
</thead>
</table>
| 6. a) | High Tea         | • Chana , Bhatura / Rajma , Kulcha  
• Veg cutlet/Paneer Pakora / Mix Pakora (any two)  
• Veg Sandwiches/Grilled Sandwiches  
• Two items of Sweet/Pastry, Muffins  
• Tea/Coffee & Cold Drink/ juice  
• Biscuits/Cake  
• Water Arrangements |
|       | Light Tea        | • Tea/Coffee  
• Pakora/Biscuit/Cake |
|       | Working Lunch    | • Rice / Naan/ Chapati/ Pulao  
• Dal Makhni/Rajma  
• Two Vegetables (Seasonal)  
• Raita/Salad/Pickle  
• Sweet Dish/Icecream |
|       | (i) VIP Lunch (Veg) | • Starter Soups (Veg)  
• Veg Pulao/Jeera Rice/ Peas Pulao or any other Pulao  
• Butter Naan/Missi Roti/Stuffed roti  
• Dal Makhni/Rajma  
• One Paneer Dish, Veg Yakhni / mushroom Vegetable  
• One Seasonal Vegetable  
• Dahi Vada, Salad, Pickle  
• Sweet/ Icecream  
• Tea/ Coffee & Soft drink/juices |
|       | (ii) VIP Lunch (Non Veg) | • In addition to the Veg VIP Lunch menu, two non Veg Items (Chicken/Mutton/ Fish) may be added to the VIP Lunch |
|       | TOTAL            |                                                                                       |
| e)    | Refreshment for students | • One Veg Sandwich  
• Samosa/Pattie/kachori  
• One Sweet  
• Juice |
Recommended By:

1. Prof. Sunil Uppal, Associate Dean, Students Welfare, GCW Gandhi Nagar
2. Dr. Banpreet Kour, Associate Dean, Students Welfare, MAM College
3. Dr. Davinder Kour, Assistant dean Students Welfare, GCW Gandhi Nagar
4. Dr. Geetanjli Rajput, Assistant Dean Students Welfare, GGM Science College
5. Prof. Devinder K. Sharma, Assistant Dean Students Welfare, MAM College
6. Dr. Maansi Sharma, Assistant Dean Students Welfare, GCOE College
7. Prof. Shamim, Assistant Dean Students Welfare, SPMR College

Dr. Twinkle Suri
Dean Students Welfare
CLUJ
Annexure- C

DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENT FOR PURCHASE/APPROVAL OF RATES OF CATERING SERVICES FOR 2019-20
(To be put in sealed envelope super-scribed with Technical Bid for purchase/approval of rates of catering services for 2019-20)

To

Dean Student Welfare
Cluster University of Jammu
(Campus MAM College Jammu)

Madam

I have carefully gone through the terms & conditions contained in the Tender Notice dated __________ regarding purchase/approval of rates of catering services for 2019-20 by the Cluster University of Jammu and for its Constituent Colleges.

I declare that all the Terms & Conditions of this Tender Notice are acceptable to my firm/company. My firm does not have any conditions of its own in respect of quotation being submitted for purchase/approval of rates of catering services for 2019-20. I further declare that I am an authorized signatory of the Firm/Company and am competent to make this declaration.

Yours Very Truly

Name : -
Designation : -
Name of the Firms : -
Address : -
Official seal : -