

# Indira Gandhi Govt. Dental College, Jammu

Administrative Block,Rehari Chungi,Jammu-180005,India

E-bid is invited from the eligible bidders (under two bid) through Govt. E Market Place (GeM) to cater the needs of students/employees of Indira Gandhi Govt. Dental College, Jammu for cafeteria Services in the campus.

**Tender documents can be downloaded from the Collegewebsite([www.iggdcj.edu.in](http://www.iggdcj.edu.in)).**

**Scope of the Work:** The successful bidder will be required to provide eatables, consumables, Beverage, etc. in the cafeteria and cater similar services (as & when required) during the occasions like meetings/conferences/seminars/symposia/orientation program/refresher course/ functions etc. in the college campus, which may include High-Tea, Buffet/Packed meals etc. The tentative list of items to be supplied is given in Annexure "I-A".

However, the college administration has all the rights reserved to take services by some other vendor outside the Indira Gandhi Govt. Dental College, Jammu during such occasions as detailed above.

The Bidder who fulfils the eligibility criteria as per the Clause 1.0 of this tender should participate in this bid

**Contract Period:** The period of contract will be initially for one year. The tender/contract on the basis of satisfactory services/performance during first year and on recommendation of the Cafeteria Monitoring Committee, contract period is further extendable maximum up to additional two years (in each instalment of one year) based on the performance of the vendor. The unsatisfactory performance may lead to cancellation/discontinuation of the contract and performance security will stand forfeited

The canteen premises can be inspected by the bidder on any working day between 10.30 A.M. to 3.30 P.M before submitting their offer/bid.

**Clarification:** The tenderer may submit their queries (if any) maximum up to two days before the pre-bid (**24-07-2021**) meeting, through E-mail ([principaliggdc-jk@nic.in](mailto:principaliggdc-jk@nic.in)) to seek clarifications regarding the bid submission etc. Only those queries replied which are essentially required for submission of bids on the day of pre-bid meeting.

**Critical Date and Time: -**

1.	E-tender Publishing Date	17-07-2021
2.	Tender document downloads start date	17-07-2021
3.	Tender document downloads end date	07-08-2021
4.	Online Tender submission start date	17-07-2021
5.	Online Tender submission end date	07-08-2021
6.	Technical Bid opening date	10-08-2021

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## 1. Essential Eligibility Criteria for the Bidder:

The bidder should fulfil the following Eligibility criteria for participating in this bid for the Cafeteria Services (the bidder has to submit the filled-in format as per Annexure-1-B):

- a. **Earnest Money Deposit (EMD)** Bid Security Declaration should be submitted along with the bid documents as per the format attached **Annexure III**
- b. Minimum 03 years of experience of successful execution in Canteen / Cafeteria services or has successfully operated similar services at any PSUs, Higher Educational Institutions/Departments (Govt./Govt Funded/Private institutes), hotel, restaurants, hospitality sector.
- c. The firm should have successfully executed canteen services, without any break/discontinuity due to unsatisfactory performance/complaint during the contract period.
- d. The firm should have minimum average turnover of Rupees 15Lakh per annum in Canteen, catering and/or mess services etc. and also submit Profit & Loss statement (Certified Annual Audited Balance sheet of last 03 financial years).
- e. The condition of prior turnover and prior experience may be relaxed for Start-ups [whether Micro & Small Enterprises (MSEs) or otherwise] (as defined by Department of Industrial Policy and Promotion) subject to meeting of quality & technical specifications in accordance with the relevant provisions of GFR. Relevant documentary proof should be submitted by the bidder for claiming such relaxation (**Refer O.M. of even number dated 25th July, 2016 issued by Ministry of Finance Department of Expenditure Procurement Policy Division**).
- f. Preference shall be given to the Local Manufacturers/ Service Providers as per notification No. A/50(2016)-I-969-J dated 17-03-2021 issued by the Finance Department (Code Division), Govt. of J&K
- g. The firm should have following:
  - i. Food license issued by Food Safety & Standards Authority of India (FSSAI)/ Food & Drug Administration (FDA).
  - ii. Shop/Establishment Registration/ Municipal licence
  - iii. Labour license, EPF, ESIC etc. GST & PAN for the existing businesses transactions related to the cafeteria services.
  - iv. Any other license required and not mentioned.

Table-I: Eligibility Criteria for Bidders as per Clause 1.0

Table-I: Eligibility Criteria for Bidders as per Clause 1					
Sub clause	Criteria satisfied by The bidder Yes/no	Document / certificate Attached in support Yes/no	Give the relevant page no in the bid document Submitted by the bidder		Remarks
a					
b					
c					
d					

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E					
F					
G					

2. **Disqualification:** The Institute has all the rights reserved to disqualify the bid on account of any of the following reasons:
- If bid is received after scheduled last date and time.
  - If the bidder does not upload all the desired documents as stipulated in the bid document.
  - If any of the conditions prescribed in the bid document is not fulfilled or found incomplete in any respect.
  - If the bidder attempts to influence any member of the committee.
  - If the bid is conditional.
  - If the bidder provides any misleading information or conceals any desired information.
  - If the bidders make any correction, addition, alteration in the downloaded bid document.
  - If bidder is under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of India (GoI), Central / State Government/JK UT, or any other of their agencies.
  - If the Bid is submitted without the Declaration as per Annexure I-D
  - If the quoted monthly rent is less than the monthly base rent of Rs 8400/- + GST.The decision of the Institute in the matter of disqualification shall be final and binding and no further correspondence shall be entertained from any of the disqualified bidder, thereafter.
3. **Rights of the Institute:**The Institute reserves (without assigning any reason, whatsoever) the right to:
- Accept or reject any or all bids for this tender at any stage.
  - Debar the bidder, if during the process of selection or later at any stage, it is found or discovered that bidder has/ had provided incorrect/misleading information or material misrepresentation or concealment of information sought by the Indira Gandhi Govt. Dental College, Jammu.
  - Close the process/cancel the invitation/ tender notice at any stage.

## 4. Submission of the Bids:

### 4(A)PART-A: TECHNICAL BID:

Following duly signed documents are to be submitted by the bidders:

#### 4(A-1) Soft copies to be uploaded in the GeM Portal:

- All relevant certificates, formats, undertakings, documentary evidence in support of the information furnished by the bidder.
- Signed copy of the tender document without any alteration.

#### 4(A-2) Steps for Online (soft copy) Technical Bid Submission:

- Bidder must be registered on the GeM for participating in the bid.
- The interested bidder(s) must read the terms and conditions of this bid document carefully. Firm should only submit the bid if eligible, and should possess all the documents required.
- Bidder should upload documents in the format available on the GeM Portal.
- Name of the file titled "Technical Bid\_Name of Bidder" must have all required documents related to Technical Bid.

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- v. The Technical bid file must contain the scanned copies of duly signed tender document, certified copies of documents related to Eligibility Criteria, all relevant information and documents of turnover, net profit (after tax), experience, ongoing work, documents relevant for evaluating the bidder technically, Corrigendum / Addendum / Other documents, if any, etc. as per the attached annexures (except Annexure –II).
- vi. The bidders are required to upload and submit page of (Audited) summarized Balance Sheet /summarized Profit & Loss Account for last 03 years.
- vii. Bidder must ensure to quote rates in the Financial Bid as per Annexure-II. The rate shall be quoted up to 2 Decimals.
- viii. If any cell is left blank and no rate is quoted by the tenderer, rate of such item shall be treated as “0” (ZERO).
- ix. The bidders are advised to submit complete details with their bids. The Technical Bid Evaluation will be done on the basis of documents uploaded on GeM by the bidders with the bids. The information should be submitted in the prescribed proforma. Bids with Incomplete/Ambiguous information may be rejected.
- x. On opening date and time, the bidder may login to see the bid opening process.

## 4(B)PART-B- FINANCIAL BID:

Financial bid is to be submitted online only on GeM in the BoQ format as per Annexure II. The offered monthly rent for the cafeteria premises (Ground floor only) is to be quoted (over and above 8,400/- per month + GST) by the bidder in the above BoQ.,

- i. Base Rate for Monthly Rent is Rs. 8,400+ GST
- ii. Bidders are required to quote the Monthly Rent more than Rs. 8400/- + GST as the base monthly rent **having weightage of 50 points** and overall flat discount offered on rates of items listed in Annexure I-A excluding items mentioned in MRP **having weightage 50 points** of tender document for the ground floor accommodation of the Cafeteria building at Indira Gandhi Govt. Dental College, Jammu campus.
- iii. After opening of technical bid, the capability and suitability of the bidders shall be technically evaluated after which technically qualified bidders shall be invited for the presentation, preparation and serving of food and beverages before the committee designated by the competent authority. Date and time of presentation shall be informed through email. **It is mandatory for the bidder to qualify the presentation, preparation and serving of food and beverages stage for opening of their Financial Bid.**
- iv. Financial bid of only those bidders shall be opened who qualify technical evaluation and presentation phase tendering. Date and time for opening of Financial bid shall be informed through GeM portal and email.
- v. Criteria of Financial Bid:-
  - a. **Rent Offered Over and above base rent of ₹ 8400/- + GST (Weightage 50 Points)**
  - b. **Over all discount offered on rates of items listed in Annexure 1-A (excluding items mentioned with MRP) (Weightage= 50 Points)**
  - c. **Bidders with the highest total points**

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*(total points= points of a + points of b) shall be considered as successful.*

## 4(C) Part C:- Presentation.

After opening and evaluation of technical bid, Bidder shall be invited for the presentation, preparation and serving of food and beverages before the committee designated by the competent authority. Date and time of presentation shall be informed through email.

## 5. OPENING AND EVALUATION OF THE BID:

- a. The bids shall be opened on-line for only those bidders who successfully submit the bid online and before the scheduled last date & time.
- b. On scheduled date, the Technical bids shall be downloaded and evaluated (by the Technical Committee of Indira Gandhi Govt. Dental College, Jammu) as per the eligibility criteria and other conditions of bid document.
- c. On scheduled date and time, presentation, preparation and serving of food and beverages before the committee designated by the competent authority. ***(It is mandatory for all the bidders to qualify the presentation criteria).***
- d. The financial bid shall be opened online only for those bidders who qualifies the condition as mentioned in point a, b & c, as per the date decided and uploaded in the GeM portal.

## **TIE CONDITION :-**

***In case of tie i.e more than one contractor filling/quoting the same figures, in that case bidder/agency having greater experience will be given preference.***

## 6. Facilities Provided by Indira Gandhi Govt. Dental College, Jammu:

The facilities available in the existing building may be inspected by the bidding firm before submitting their bid on any working days between 10:30 AM to 3:30 PM with prior intimation. No addition and alteration shall be made in the existing facilities as detailed below.

- i. The ground floor accommodation in the cafeteria Building including Kitchen with electrical fixtures & fittings.
- ii. Total area offered is 1443.87 sq. ft. approx.

## 7. Requirements from Bidder:

- a. **Security Deposit:** Successful bidder shall submit EPBG @ 3 % of estimated cost of the e-bid.
- b. **House Keeping Expenses:** Housekeeping expenses in and around the cafeteria premises, shall be borne by the successful bidder.
- c. **Drinking Water Facility:** The successful bidder shall have to arrange/install water coolers, RO purifiers etc in appropriate number, for the cafeteria users on his own cost. ***(only RO purifiers for drinking water)***
- d. **Smoke Exhaust Arrangement:** The successful bidder shall have to arrange/install chimney, exhaust fan etc for proper ventilation of smoke etc in the kitchen area on his cost along with adequate fire safety equipment.
- e. **Digital Transaction facility:** The successful bidder shall have to arrange/install facilities like Swipe Machine, BHIM App, etc. for digital transaction.
- f. **Utensils other Gadgets etc.** The successful bidder shall have to arrange/install the required utensils, cooking facilities, Commercial cooking gas, Refrigerators, for cafeteria operation to cope up with the fullest capacity of the accommodation.

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- g. **Cooling facility:** The successful bidder shall have to arrange/provide the appropriate cooling facility (viz refrigerator/deep freezers, air coolers etc.) for the cafeteria users.
- h. **Extra items/furniture/fixtures etc (as required) are to arranged by the bidder on his own cost.**

## 8. GENERAL TERMS AND CONDITIONS

- I. The successful bidder will have to pay the rent on monthly basis (which is to be deposited before 7th of every month) online to official account of the institute. Penalty shall be imposed at the rate of ₹ 100 (Rs. One Hundred) per day (maximum up to 30 days) after which the tender shall liable to be cancelled.
- II. The rent will be enhanced @ 10% on finalised rent on annual basis.
- III. The bidder shall not be allowed to reduce/curtail the items required and change the rates for the canteen without prior written permission from IGGDCJ. Failure to supply any item at the approved and agreed price shall be considered a breach of contract and invite action against the contractor.
- IV. Agreed price list of items shall be displayed after approval from the designated authority.
- V. It shall be deemed that by submitting the Bid, the bidder has visited the Canteen and ascertained the site conditions, climate, and availability of infrastructure.
- VI. Bids shall be submitted in the given format as per this tender only. In case submitted tender is in any other format, the same may be rejected.
- VII. No bidder shall submit more than one tender; otherwise it may lead to rejection of the bid.
- VIII. The tender should be filled in and submitted in strict accordance with the instructions laid down herein otherwise the tender is liable to be ignored.
- IX. Bidder must furnish information as per formats given in Annexure-1B to 1D and Annexure - II.
- X. Even during the contract period, in case of default, the contract may be terminated and in such case bidder has to vacate the premises within weeks time of such notice. IGGDCJ shall be entitled to take over possession of the premises after expiry of one week notice with no further correspondence. However, any case of default would be pointed out in writing to the bidder as and when it comes to the notice to enable him to correct and rectify his mistake from his/her part as contractor.
- XI. IGGDCJ reserves the right to get periodic inspections through its canteen committee/empowered authorities to ensure the quality and quantity of food stuff and consumables etc. being offered / served /sold without any hindrance.
- XII. The listed menus (Annexure-1-A) for Canteen services to be rendered must not be altered by the bidder. Any modifications/alterations in the rate schedule, if considered necessary by the bidder, should be placed before the canteen committee of IGGDCJ for its modification etc.
- XIII. Individual signing the tender or other documents connected with the tender must specify whether he signs as:
  - i. A Sole Proprietor of the concerned firm or constituted attorney of such sole Proprietor.
  - ii. If the bidder is a partner in that case the bidder must have authority to execute contracts on behalf of the partner by virtue of partnership agreement or by a power of attorney duly executed by the partners of the firms.
  - iii. As authorized signatory of a Private Limited company.
  - iv. Please submit a certified copy of legal document in support of your firm being a Partnership firm or a private Limited Company.

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- v. In case of partnership, a copy of the deed or General Power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of Attorney should be furnished. The attested copy of the certificate or registration of firm should be attached along with the tender copy of the certificate or registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm.
- XIV. The bids submitted should be valid for at least three months period from the date of opening of the bid.
- XV. Corrections/deletion/over-writing, if any, in the tender must be duly attested/counter signed.
- XVI. Bids received late after due date and time may not be considered.
- XVII. IGGDCJ reserves the right to accept or reject any or all the bids without assigning any reason in the interest of the institute at any stage of tendering process.
- XVIII. IGGDCJ may terminate the contract without any notice in case the contractor commits a breach of any of the terms of the contract, or fails to deliver the services to the satisfaction of IGGDCJ.
- XIX. The contractor will have to provide a list with complete details of workers employed for the service, for canteen at IGGDCJ Campus.
- XX. The contractor will bring no unauthorized person inside the cafeteria premises.
- XXI. The contractor shall not use the canteen premises for any other activity except for the purpose for which it has been provided for.
- XXII. The contractor shall not stock any inflammable or otherwise dangerous material, goods,narcotics or drugs in any part of the allotted space which are fire and health hazard to the property.
- XXIII. The food items should be healthy, fresh and nutritious and may be inspected in routine by the designated committee.
- XXIV. The bidder shall be bound to comply with the requisitions/conditions and directions of the Principal, Indira Gandhi Govt. Dental College, Jammu.
- XXV. The bidder shall ensure that staff engaged for the purpose is well trained, polite and free from communicable diseases. The staff should be well dressed in a uniform and shall wear a photo identity card and have medical fitness certificate.
- XXVI. Timing for cafeteria will be 09:00 am to 10:00 pm.
- XXVII. The bidder will not be allowed to make any kind of modification of the structure without permission of the authority.
- XXVIII. Basic Information
  - 1) The Cafeteria is located in the ground floor of the institute. Adequate floor area is available which includes dining space, kitchen.

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- 2) Total number of students/staff member is around 400 nos.
  - 3) The core hours of business are 9.00 am to 10.00 pm including holidays.
- XXIX. Service should be quick and prompt.
- XXX. Separate area for doctors, staff and students shall be maintained.
- XXXI. The successful bidders needs to strictly comply to all the SOPs regarding COVID 19 pandemic issued by the Govt. from time to time.
- XXXII. The selected Bidder will have to enter into a agreement of one year with Indira Gandhi Govt. Dental College & Hospital, Jammu within 15 (Fifteen) days from the date of issuance of LOA. The agreement will be renewed on yearly basis maximum up to additional two years on successful compliance of the terms of the agreement and if considered satisfactory by the designated committee.
- XXXIII. Employment of child labour is strictly prohibited under the law. Therefore, the contractor will not employ any child as the labour in cafeteria.
- XXXIV. The contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surrounding etc.
- XXXV. The contractor shall not appoint any sub-contractor to carry out his obligations under the contract. Subcontracting will lead to immediate termination of contract
- XXXVI. The contractor shall install his electronic fly-kill / insect repellent equipment, emergency lighting/gas and fuel supply at his own cost.
- XXXVII. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited inside the institute campus.
- XXXVIII. No minimum guarantee will be furnished to the contractor towards consumption of food items. He/she is advised to maintain the highest quality at the minimum possible prices so as to attract the maximum number of personnel to avail canteen services.
- XXXIX. The contractor will bring his own tools, cookers, hot boxes, stem boxes, trolleys, equipment's, utensils, plates, jugs etc. in sufficient quantity as needed to maintain the canteen services in addition to what is provided by the institute.
- XL. In the event there is any query, objection, delay or dispute with regard to any bill or a part thereof, during the operation of the cafeteria, the contractor shall not be entitled to any interest of any kind to be paid by the institute.
- XLI. The contractor will be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian law/JK Ut laws in respect of compliance of all the rules, regulations and directions given by a statutory authority regard to Quality, relevant FSSAI, safety, security, labour laws, welfare measures of its employees, PF&ESI remittance or any other prevalent government laws.
- XLII. The contractor will occupy the space earmarked for canteen and kitchen (only ground floor) and shall not occupy the adjacent verandas and open space in the vicinity.
- XLIII. At the time of evacuating/leaving the premise the contractor shall handover the possession/materials/furniture etc. back to the institute in good/intact and usable condition. If the contractor fails to do so, then the institute reserves the right to take appropriate action against the



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firm to recover such loss from security deposit.

- XLIV. The contractor shall procure food articles and vegetables of good quality to the satisfaction of the canteen committee. The canteen committee shall have the right to change any brand of material used for cooking, provided the cost of the same does not exceed the specified brand.
- XLV. The contractor would be required to use ISI/Agmark/Food grade products. In case eatables/brewages are sold/offered after its expiry date (if any on the packet), then appropriate action against the contractor will be taken by the cafeteria monitoring committee/ IGGDCJ along with a penalty of Rs 500 will be imposed for each default.
- XLVI. The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served and the stale food is not recycled. Stale food shall be removed from the canteen premises as soon as possible. Un- refrigerated cooked food, not consumed within six hours in summer months and ten hours in winter months, shall deemed to be stale and unfit for human consumption.
- XLVII. The food items should be neither too spicy nor too oily. The food preparation shall be wholesome and shall generally cater to the taste of the students and staff.
- XLVIII. The oil that remains from deep frying at the end of the day shall have to be destroyed and shall not be allowed to be recycled for the purpose of cooking again
- XLIX. The food shall be cooked and served in clean utensils. The garbage of the canteen shall also be disposed by the contractor on daily basis.
- L. The contractor shall ensure that only hot and fresh food is served to the employees and students. Complaint, if any in this regard shall be dealt severely, which may include termination of the contract.
- LI. The contractor shall ensure that sufficient man power is deployed for preparation, serving of each meal and for cleaning, washing and overall upkeep of canteen assets and premises.
- LII. The contractor will ensure neat and clean clothes and aprons used by his/her employees. Every employee so appointed by the contractor should be well behaved and polite to the employees and students of the institute. They shall wear the prescribed uniform provided by the contractor at his own cost. The canteen workers shall bear the identity card issued by the contractor during the working hours. The contractor will ensure that the cooks will have proper shave and clipped nails while cooking food and should wear apron and head gear.
- LIII. The contractor will ensure that his/her employees do not loiter around in the IGGDCJ campus. In case of any loss to IGGDCJ caused by these employees of the contractor, then the contractor shall be held responsible/accountable.
- LIV. The contractor will not facilitate any illicit consumption (such as bidies/ cigars, alcoholic beverages or narcotic substances) or immoral activities in the Campus. Stern action will be taken against the Contractor if she/he or his employees are found violating this norm.
- LV. No legal right shall vest in the bidder's workers to claim employment or otherwise absorption in neither IGGDCJ nor the bidder's workers shall have any right whatsoever to claim the benefit and/or emoluments that may be permissible or paid to the employees of IGGDCJ. The workers will remain the employees of the bidder and this should be the sole responsibility of the bidder to make it clear to his/her workers before deputing them to work at IGGDCJ.
- LVI. IGGDCJ reserves the right to ask the contractor to remove any employee deployed by the contractor without assigning any reason or notice thereof.
- LVII. The contractor shall pay special attention to maintain the canteen in a neat and tidy condition at all times. For this purpose, used plates/glasses should be removed from the dining table immediately as the person leaves the table after having his food and the canteen shall be cleaned regularly with phenyl etc.

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- LVIII. The contractor will make the arrangements for keeping all eatables / edibles in covered showcase. Contractor must ensure that the Dining / kitchen areas are free from flies and insects.
- LIX. Adequate number of dustbins shall have to be provided by the contractor to ensure proper disposal of garbage/peels/rappers. There should not be any littering of unused food or any other articles within the canteen and its vicinity.
- LX. The contractor will also ensure that no soiled utensils viz. paper Cups, dining plates etc. are laying in the canteen vicinity and such waste materials should be removed/ disposed off immediately.
- LXI. The responsibility of daily/routine cleaning of the Cafeteria premises, including fans, glass panes, walls, etc. will be the sole responsibility of the contractor. The responsibility of safe disposal of all the bio-waste and other garbage materials will also be the sole responsibility of the Contractor. However, IGGDCJ may choose, at its discretion, to give any support to the Contractor.
- LXII. A First-Aid box for any casualty is to be kept in the canteen.
- LXIII. All Taxes/levies/duties shall be binding and applicable upon the contractor.
- LXIV. Contractor has to make all the arrangements for cashless transactions at the counter in the canteen and facilitate the users and provide easy transactions.
- LXV. Contractors will have to install necessary Swipe cards reader & billing machines.
- LXVI. No responsibility will be taken by the IGGDCJ for credit sales to students, staff, employees& others, and for any loss or pilferage etc.
- LXVII. The contractor shall have no right to claim for accommodation of any type within theInstitute premises.
- LXVIII. The contractor shall not sublet the contract/services to any sub-contractor or transfer the contract to any other person. If, it is found/revealed at any time that the contractor is unable to provide the canteen services and has sub contracted to any other party, the IGGDCJ has right to terminate the contract and to forfeit all security deposits by giving one month notice.
- LXIX. The bidder should indicate the names of the organization along with location where they are currently having business with them. If required, these places may be visited by the IGGDCJ Officials. A satisfactory report issued by such organization/s should also be enclosed with the bid.
- LXX. The rates of Items enlisted in Annexure-1A are tentative as per prevailing market rate and shall be finalized with mutual agreeable terms as per flat discount offered having weightage of 50 points with the IGGDCJ authorized committee& the Vendor before entering in to the agreement. Further the service charges (if any) admissible to the vendor for the purpose of serving the institute in the campus during various occasions (as detailed in the scope of work earlier in Bid Document) from time to time shall be decided by the committee before entering in to the agreement.
- LXXI. The rates & the items may be revised by the Institute from time to time looking into the demand & prevailing market rates & the quality of the food stuff served by the vendor. Any change in the rates as above during the contract period will be finalized with mutual consent of the canteen committee and the contractor/bidder and shall be effective for sale after due approval of competent authority of IGGDCJ.
- LXXII. IGGDCJ reserves the right to induct any new canteen item with justified rate as and when required on demand and in the interest of the institute.
- LXXIII. Any corrigendum / addendum, modification, etc.with regard to this biddocument shall be uploaded on the institute websiteonly. The bidders should ensure to visit the Institute website regularly for latest update in this regard.
- LXXIV. The contractor shall submit duly signed declaration (Annexure 1-D) attached with the tender document/format.

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- LXXV. Firms submitting bid would be considered to have read & accepted all terms & conditions. No enquiries verbal or written shall be entertained in respect of acceptance or rejection of the tender.
- LXXVI. Arbitration and Laws: In case of any dispute or difference arising out of or in connection with the bid document conditions / order and Contract, the IGGDCJ and the bidder will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by IGGDCJ.
- LXXVII. Jurisdiction: The High court at Jammu alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this contract. It is specifically agreed that no court outside and other than High Court of Jammu shall have jurisdiction in the matter.

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ANNEXURE-I-

## ALISTOFTENTATAIVEITEMS&PRICE(withTaxes)

S.No	Item	Quantity	Rate
1	Cold Beverage	1 Unit	MRP
2	Water Bottle	1 Unit	MRP
3	Rajma Chawal	250 gm	40
4	Burger Plain	1 Pc std size	25
5	Burger Cheese	1 Pc std size	30
6	Paneer Burger	1 Pc std size	30
7	Potato Veg Patties	1 Pc std size	15
8	Paneer Veg Patties	1 Pc std size	18
9	Boiled Eggs	2 Pc std size	15
10	Omlete With Bread 2 Slice	2 Eggs	25
11	Scrambled Egg with Bread 2 Slice	2 Eggs	25
12	Grilled Sandwich	1 Pc std size	25
13	Plain Sandwich	1 Pc std size	20
14	Maggi	1 pkt	20
15	Pasta	100 gm	50
16	Aloo Tikki with chana	2pc std size	25
17	Aloo Chaat	200 gm	18
18	Samosa with Chana	2 Pc std size	20
19	Veg Fried Rice	200 gm	30
20	veg Noodles	200 gm	30
21	Veg Crispy	200 gm	35
22	Veg Manchurian	6 pcs	40
23	Chilly Paneer	200 gm	40
24	Pizza Plain	8 inches	45
25	Pizza Onion	8 inches	50
26	Pizza Capsicum	8 inches	50
27	Green Salad	150 gm	25
28	Humus with Carrot	250 gm	35
29	Plain Dosa with Sambar and Chutney	10 inches	30
30	Masala Dosa with Sambar and Chutney	10 inches	35
31	French Fries	50 gm	25
32	Pav Bhaji with 2 pc pav	Std size	35
33	Aloo Sandwich	Std size	23
34	Jam Bread	2 Slices	15

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35	Butter Bread	2 Slice	20
36	Tea	100 ml	10
37	Coffee	100 ml	10
38	Lassi (Sweet/Slated)	1 Unit	MRP
39	Fruit Salad	150 gm	12
40	Green tea	100 ml	10
41	Masala Tea	100 ml	10
42	Energy Bar	1 Unit	MRP
43	Lemonade	200 ml	15
44	Shake seasonal fruits	200 ML	25
45	Soup veg (Tomato/Sweet Corn/Manchau)	150 ml	20
46	Pastry Pineapple/Chocolate	1 pc	20
47	Juice	1 Unit	MRP
48	Ice Cream	1 unit	MRP
49	PuriChanna/Bathora	2 Pcs std size	40
50	Veg Momos	8 Pcs	30
51	Veg Momos Fry	8 Pcs	35
52	Confectionery		MRP

Note:Intheabovelist,anyitemmaybealtered/modified(ifrequired)inconsultationwiththecanteencommittee ofIndira Gandhi Govt. Dental College, Jammu /officerauthorizedby Indira Gandhi Govt. Dental College, Jammu andthepriceshallbefinalizedwithmutualconsentwiththevendor,and agreementinwriting.

Declarationbythebidder:I/weaccepttheaboveapprovedrateswiththeconditionsofthetenderandtheratesin theBoQforthemonthlyrentisbeingquotedaccordingly.

Dated:.....

SignatureofBidder.....

Name.....

Designation.....

Firm'sseal.....

**Annexure-I-B**

# Indira Gandhi Govt. Dental College, Jammu

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## TECHNICAL INFORMATION OF THE BIDDER

1. Name of the Bidding firm :
  - a. Office Address :
  - b. Telephone No. :
  - c. Mobile No. :
  - d. E-mail Address :
2. Address for Correspondence :
3. Name & Designation of authorized representative(s) with Phone/mobile No.:
4. Registration Certificates (Please enclose relevant valid certified copies in support):

SN.	Description	Details to be furnished by the Bidder	Page No Bid
1.	FSSAI License		
2.	PF Registration no. District & State		
3	ESI Registration No. District & State		
4	Labour License		
5	Municipal Food License (FDA)		
6	PAN card		
7	GST Registration no.		
8	Trade License / Firm Establishment Regn. No		
9	Authorization Certificate (containing the attested specimen signature) to sign this Bid document		
10	In case of partnership/private limited, relevant documents in support are to be attached by the bidder.		

### 5. Financial Information:

Turn Over (Rs. in Lakh) last 3 Financial Year			Average (Rs. Lakh)
2018-19	2019-20	2020-2021	

*Note: Please enclose certificate, issued by CA in this regard whether the bidder has earlier been punished/blacklisted/debarred/under legal proceeding: Whether the bidder has earlier been punished/blacklisted/debarred/under legal proceeding: (state YES OR NO) If YES (please mention the details).*

6. The bidders shall attach certified copies of last three financial years Income Tax Returns.

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Whether the bidder has attached certified copies of last three financial years Income Tax Returns: (state YES OR NO)	
If YES (please mention Page Nos. in this Bid)	

7. The bidder shall attach certified copies of FSSAI/FDA certificate

Whether the bidder has attached FSSAI/FDA certification (state YES OR NO)	
If YES (please mention Page No of Solvency certificate in this Bid)	

8. PREVIOUS CLIENTELE DETAILS (Minimum 5 years' experience is essential):

For similar work for execution in Canteen/ Cafeteria/mess services with proper establishment of cafeteria services, with their own outlet or has successfully operated similar services at any PSUs, Higher Educational Institutions/Departments (Govt./Govt Funded/Private). The experience of running merely Tea/Coffee/Chocolate/Juice/packaged food stall and others such outlets, shall not be considered eligible for participating in the bid. Similar work orders detail each must have strength not less than 100 people on its dining strength.

Year	Name & Address of the employer	Type of organization	Details of experience of similar work (period of contract)	Nature of service rendered	Work Order No.	Dinning capacity	Proof of completion of the contract	Page No of documents attached in this Bid

Validity: The bid should be valid for at least 3 months period from the date of opening of financial bid

**Annexure-I-C**

# Indira Gandhi Govt. Dental College, Jammu

Administrative Block,Rehari Chungi,Jammu-180005,India

ELIGIBILITY CRITERIA(ASPERCLAUSE-1)				
Clause No.1.0	Criteria satisfied by the bidder Yes/No	Document/certificate Attached in support Yes/No	Give the page No. in the bid document Submitted by the bidder	
			From	To
a				
b				
c				
d				
e				
f				

Dated: .....

Signature of Bidder.....

Name.....

Designation.....

Firm's seal.....

**ANNEXURE I-D**



# Indira Gandhi Govt. Dental College, Jammu

Administrative Block, Rehari Chungi, Jammu-180005, India

## DECLARATION

1. I,-----Son/Daughter of Shri-----  
Proprietor/Partner/Director/Authorized Signatory of the bidding firm M/s.-----  
-----and I am competent to sign this declaration and execute this Bid document.
2. I have carefully read and understood all the terms and conditions of the Bid and I hereby convey my acceptance and compliance of the same.
3. The information/documents furnished along with this Bid application are true and authentic to the best of my knowledge and belief.
4. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law, and my security deposit may also be forfeited.
5. My/Our firm is neither blacklisted by any Government Department/PSUs/PSEs nor is any Criminal Case registered against the firm or its owner or partners or directors anywhere in India.
6. I/We have read and understood all the terms and conditions and are acceptable to the firm. I/we will obey/comply/abide by all the terms and conditions of this Bid, if the Contract is awarded to my firm.
7. Total number of pages (including signed copy of Bid documents) being submitted in this bid are \_\_\_\_\_

Dated: .....

Signature of Bidder.....

Name.....

Designation.....

Firm's seal.....

### Note:

1. The above declaration, duly signed and sealed by the authorized signatory of the firm/company, should be enclosed with the bid document.
2. Certificate as per above must be submitted only on non-judicial stamp paper of Rs.100/-.

Annexure-II

## FINANCIAL BID (BoQ)

1. Bidders are required to quote the Monthly Rent more than Rs. 8400/- + GST as the base monthly

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rent (**weightage 50 points**) and overall discount offered on rates of items listed in Annexure I-A excluding items mentioned in MRP (**weightage 50 points**) of tender document for the ground floor accommodation of the Cafeteria building at Indira Gandhi Govt. Dental College, Jammu campus.

2. After opening of technical bid, the capability and suitability of the bidders shall be technically evaluated after which technically qualified bidders shall be invited for the presentation, preparation and serving of food and beverages before the committee designated by the competent authority. Date and time of presentation shall be informed through email.
3. Financial bid of only those bidders shall be opened who qualify technical evaluation and presentation phase tendering. Date and time for opening of Financial bid shall be informed through GeM portal and email.
4. Criteria of Financial Bid:-
  - a. **Rent Offered Over and above base rent of ₹ 8400/- + GST (Weightage 50 Points)**
  - b. **Over all discount offered on rates of items listed in Annexure 1-A (excluding items mentioned with MRP) (Weightage= 50 Points).**
  - c. **Bidders with the highest total points (total points= points of a + points of b) shall be considered as successful.**
5. The water and electricity charges shall be over and above the quoted monthly rent on meter readings

## BOQ Format

S.No.	Qty	Rent Offered Over and above base rent of ₹ 8400/- + GST (Weightage= 50 Points) <i>(Column a)</i>	Over all discount offered on rates of items listed in Annexure 1-A (excluding items mentioned with MRP) (Weightage= 50 Points) <i>(Column b)</i>	Total of Column a & b
1.	One No. Cafeteria			

**Note:- in case of tie i.e. two or more bidders offered same amount of rent, the successful bidder shall be selected through draw in the presence of the qualified bidders**

**Annexure III**

## **Bid-Security Declaration**

To,

# Indira Gandhi Govt. Dental College, Jammu

Administrative Block,Rehari Chungi,Jammu-180005,India

The Principal,  
Indira Gandhi Govt. Dental College,  
Jammu .

Reference: Bid No. \_\_\_\_\_ of IGGDCJ

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Indira Gandhi Govt. Dental College, Jammu for the period of time of 3 years if we are in breach of our obligation(s) under the bid conditions, because we:

(a) have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or  
(b) having been notified of the acceptance of our Bid by the Bank during the period of bid validity,

(i) fail or refuse to execute the Contract, if required, or

(ii) fail or refuse to furnish the Performance Security, in accordance with ITB 38.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of

- i. our receipt of your notification to us of the name of the successful Bidder; or
- ii. twenty-eight days after the expiration of our Bid.

**Signed:**

**Name:** [insert complete name of person signing the Bid-Securing Declaration] Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

**Dated on** \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

**(Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the bid).**

## CHECK –LIST

Sr. No.	Detail	Complied/ Attached Yes/No	Page Number	Complied/ Not-compiled

# Indira Gandhi Govt. Dental College, Jammu

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Technical BID (scanned and duly signed copy is to be uploaded in GeM)				
1.	Whether bidder has read and signed each page of the tender documents and uploaded the scanned copy of the same in the GeM			
2.	Whether bidder has read the details in the Annexure-I-A and duly signed it and have uploaded in the GeM			
3.	Whether bidder has read and filled up all the desired information in Annexure-I-B and duly signed it and have uploaded in the GeM.			
4.	Whether bidder has read and filled up all the desired information in Annexure-I-C and duly signed it and have uploaded in the GeM			
5.	Whether bidder has read and filled up the Declaration as per Annexure-I-D and duly signed it and have uploaded in the GeM			
Financial BID (BoQ) (To be uploaded in GeM)				
6.	Whether bidder has read and filled up (online in the GeM), the Financial Bid (BoQ) as per Annexure-II			