Tender Document

For

"Providing Dining/Catering Services in Aligarh Muslim University Centre at Jangipur, Murshidabad"

(Tender Ref. No. AMUMC-WB/DIR/403 dated 29/06/2019)
Tender document for providing Dining/Catering Services at AMU Centre, Jangipur Murshidabad

The Aligarh Muslim University Centre, Jangipur Murshidabad invites sealed tender/bid from reputed and experienced firms for "Providing Catering Services to the students (approximately 375) of the Centre" at Jangipur Barrage (Ahiran), Suti, Murshidabad, West Bengal-742223.

The tender documents can be obtained from the office of the Finance & Accounts on payment of ₹ 1000/- (Rupees one thousand) only from 01/07/2019 to 22/07/2019. The said documents will also be available at Centre's website: www.amu.ac.in/murshidabad/ during the dates mentioned above. In case the tender document is downloaded from the website the bidder shall have to submit the application fee in the form of a Demand Draft drawn in favour of Director, AMU Centre, Murshidabad payable at State Bank of India, Omarpur Branch (Branch Code:12355) at the time of submitting of the tender, failing which the tender will not be accepted.

The bidder shall have to abide by the following terms and conditions:

1. The firms/contractors should have at least 5 years' experience in providing catering services, preferably in Educational Institutions.
2. The contract will be executed for a period of 10 months.
3. The space for cooking and other related activities will be provided by the Centre as per availability. The caterer will be charged a nominal rent of ₹ 2000 per month for the premises provided.
4. Electricity charges will be borne by the firm/contractor as per Sub Meter reading.
5. The utensils for serving the food to the students shall be of reputed companies and will be provided by the firm/contractor.
6. The following time schedule for Break Fast, Lunch and Dinner has to be strictly adhered to:
   - Break Fast: 7:30 to 8:30 A.M
   - Lunch: 1:30 to 3:30 P.M
   - Dinner: 8:00 to 10:00 P.M
7. One supervisor shall be deputed by the firm for cleaning and maintenance of the premises. The quality of the food and other edibles as well the ingredients used for cooking and cleanliness of the premises will be monitored by the person/s authorised by the Director from time to time.

[Signature]

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8. The firm is not allowed to make any changes to the basic structure of the premises provided by the Centre or install any additional fittings inside the premises without prior permission of the Director.

9. The Centre will not be liable to settle any dues of the students whatsoever.

10. The firm shall vacate the premises and hand over all fixtures and furniture etc. provided by the Centre in good condition at the time of termination of the contract. In case same are found in damaged condition penal charges will apply.

11. The cooking area is to be properly maintained and hygiene and presentation of the venue as well as the staff must be given top priority.

12. Competitive quotation, reliability of the firm, quality of food served and hygiene of the premises, utensils as well as staff members will act as deciding factors for the selection of caterers.

13. The employees of the Caterer must be in proper uniform during working hours.

14. Employment of Child Labour is strictly prohibited.

15. Smoking and consumption/distribution of Alcohol is strictly prohibited inside the Centre’s premises.

16. The Centre reserves the right to review and modify the terms and conditions periodically.

17. Since the service includes food and other edible items, The Prevention of Food Adulteration Rules 1955 is applicable to the Caterer.

18. The Caterer shall deposit ₹ 50,000/- (Fifty thousand) only as interest free caution deposit which shall be refundable after the expiry of the agreement after adjusting applicable deduction (if any).

19. Any other relevant item for better functioning of the mess may be included at a later date.

20. The tenders, which should be placed in sealed cover with “Providing Catering Services to the Students of the AMU Centre, Jangipur Murshidabad” written on the envelope, must be submitted latest by 2.00 P.M. till 22/07/2019 in the tender box available in the Administrative Block, AMU Centre, Jangipur Murshidabad. The tender/bid will be opened on the same day at 3.00 P.M. in the same building.
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Day</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
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<tbody>
<tr>
<td>01</td>
<td>Monday</td>
<td>Puri, Sabzi &amp; Tea</td>
<td>Chicken Biryani (01 Piece Chicken &amp; 01 Piece Potato) &amp; Raita</td>
<td>Dal, Rice, Roti</td>
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<tr>
<td>02</td>
<td>Tuesday</td>
<td>Bread, Butter &amp; Tea</td>
<td>Dal, Rice, Roti</td>
<td>Dal, Rice, Roti</td>
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<tr>
<td>03</td>
<td>Wednesday</td>
<td>Pratha, Sabzi &amp; Tea</td>
<td>Dal, Rice, Roti</td>
<td>Dal, Rice, Roti</td>
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<td>04</td>
<td>Thursday</td>
<td>Bread, Butter &amp; Tea</td>
<td>Dal, Rice, Roti</td>
<td>Dal, Rice, Roti</td>
</tr>
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<td>05</td>
<td>Friday</td>
<td>Puri, Sabzi &amp; Tea</td>
<td>Tahri, Salad &amp; Anchar</td>
<td>Dal, Rice, Roti</td>
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<tr>
<td>06</td>
<td>Saturday</td>
<td>Bread, Butter &amp; Tea</td>
<td>Dal, Rice, Roti</td>
<td>Dal, Rice, Roti</td>
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<tr>
<td>07</td>
<td>Sunday</td>
<td>Pratha, Sabzi &amp; Tea</td>
<td>Dal, Rice, Roti</td>
<td>Dal, Rice, Roti</td>
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</tbody>
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Note:
1. Quantity of Roti/Chapati= 3 Pieces for each member (approx 150 gms.)
2. Quantity of cooked rice = 200 gms (approx.)
3. Quantity of chicken= 100 gms. (approx.)
4. Quantity of potato/aloo=1/2 size of normal aloo/potato
PRICE BID

FOR CATERING SERVICES IN THE DINING HALL FOR THE STUDENTS OF AMU CENTRE, JANGIPUR MURSHIDABAD

1. Name and Address of the caterer with Phone No. and E-Mail ID (if any):

2. Licence No./Registration no.:
   (Issued by the Department of Labour Central/State Govt.)

3. Past Experience of running Dining Hall/Hostel/Canteen etc. (Proof of experience to be submitted):

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Organization to whom service was provided</th>
<th>Nature of service</th>
<th>Period of Service</th>
<th>Remarks (if any)</th>
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4. Bidders' Solvency (Capital Employed):

5. Turnover per annum (last three financial years):

6. Number of Employees (as on September 30, 2018):

7. The quote may be provided as following:
   Monthly Rate for one member: Rs.
   (as per prescribed Menu Chart of the Centre)

Declaration:

This is to certify that I/We before signing of this tender have read carefully and fully understand the terms and conditions herein and undertake to abide by the same.

Date:
Place:

Full Signature of the Tenderer with Date & Seal