

GOVERNMENT COLLEGE OF ENGINEERING AND TECHNOLOGY,
CHAK BHALWAL, JAMMU

SHORT TERM E-NIT NO:- 14 of 2017-18 DATED:02-08-2017

Principal GCET, Chak Bhalwal, Jammu on behalf of Governor of J&K State invites Short Term Tenders by E-tendering mode from Registered Agencies of Jammu and Kashmir State for Providing Mess Services whose particulars are given below:-

S. No.	Name of the work	Approx. cost	Earnest money	Period of contract	Class of Contractor	Cost of Tender
1	2	3	4	5	6	7
01	Contract for Mess services in GCET Chak Bhalwal, Jammu	To be quoted by the contractor	Rs.50000/- (Rs. Fifty Thousand only)	01.09.2017 to 30.06.2018	Registered Agency	Rs.1000/-(One Thousand Only) (Non-Refundable) In shape of DD only

The Bidding documents consisting of qualifying information, eligibility criteria and detailed terms and conditions of contract can be seen/downloaded from the website www.jktenders.gov.in as per schedule of dates given below:-

1. Date of issue of tender notice **03-08-2017**.
2. Date of downloading of bidding documents **04-08-2017 at 2 PM**.
3. Bid Submission start date **04-08-2017 at 2 PM**.
4. Bid Submission end date **18-08-2017 at 11 AM**.
5. Deadline for receiving the hard copy (Original DD and EMD) including all the soft documents uploaded on the sites **17-08-2017 at 1 PM**.
6. Date of opening of Bid online **19-08-2017 at 2 PM**.
7. Bids must be accompanied by bid security and cost of Tender Documents as specified in column 4 & 7 of the above table payable at Jammu pledged in favour of Principal, **GCET, Chak Bhalwal, Jammu** in the form of CDR/FDR and DD as cost of tender document.
8. Original copy of affidavit for Rs.50/- stamp paper duly attested by **1st class Judicial Magistrate** with the effect that:-
 - a. The documents along with authority letter, etc enclosed with the Tender are genuine and are not tempered or fabricated.
 - b. The firm has not been blacklisted in the past by any Govt. /Private institution of the country and there is no vigilance/any other investigating agency case pending against the firm/supplier.
 - c. If anything found wrong at any stage against me, I shall be responsible and deem to any legal action.

9. Complete bidding process will be online. (Price bid not to be submitted in physical form).

10. The Committee will not be held responsible for any delay.

11. Qualification of the Bidder.

In order to qualify, all bidders shall provide copies of documents as defined below:-

i) Attested photocopies of Registration Card duly renewed for the current financial year-2017-18 (**Attestation through Gazetted Officer/Notary/Self attested**).

ii) Attested photocopies of Valid GST certificate issued from the Sale Tax Department for the current financial year. (**Attestation through Gazetted Officer/Notary/Self attested**).

iii) Attested photocopies of PAN Card. (**Attestation through Gazetted Officer/Notary/Self attested**).

12. The details of cost of documents, EMD specified in the tender documents should be same as submitted online (scanned copies) otherwise bid will not be accepted.

Sd/-
Principal
GCET, Jammu

No.:GCET/Acctts/2017-18/525-31

Dated: 02-08-2017

Copy to the:-

1. Principal Secretary to Govt. Higher Education Department, Civil Secretariat, J&K, Srinagar for information please.
2. FA/CAO, Higher Education Department, Civil Secretariat, J&K, Srinagar for information.
3. Joint Director, Information department Jammu for information and with the request to publish the tender notice at least in three leading newspapers of State level preferably Daily Excelsior & Greater Kashmir for wider publicity of the notice and send the cutting for confirmation.
4. The Nodal Officer, GCET, Jammu, for information.
5. I/C website, GCET, Jammu, for uploading E-NIT on official website.
6. All Concerned Committee members, GCET, Jammu for information.
7. Office File.

Instruction to bidders regarding E-Tendering process:-

1. The interested bidder can download the NIT/bidding document from the website <http://jktenders.gov.in>
2. To participate in bidding process, bidders have to get (DSC) "Digital Signature Certificate" as per Information Technology Act-2000, to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get above mentioned digital certificate from any NIC/Govt. approved vendors. The Bidders, who already possess valid (DSC) Digital Signature Certificates, need not to procure new Digital Signature Certificate.
3. The bidders have to submit their bids online in electronic format with Digital Signature. The bids cannot be uploaded without Digital Signature. No Proposal will be accepted in physical form.
4. Bids will be opened online as per time schedule mentioned in the NIT or on any other convenient date if it falls a Holiday or the internet facility is not available on that day.
5. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents are attached with bid.
6. The department will not be responsible for delay in online submission of bids, whatsoever reasons may be.
7. All the required information for bid must be filled and submitted online.
8. Bidders should get ready with the scanned copies of cost of documents & EMD as specified in the tender documents. The original papers with respect to cost of documents, EMD and relevant documents be submitted to the Tender Inviting Authority by Registered post/courier as per time schedule specified.
9. The details about cost of documents, EMD specified in the tender documents should be the same, as submitted online (scanned copies), otherwise bid will not be accepted.
10. Bidders can contact the office of the undersigned for any guidance for getting DSC or for getting any other relevant details in respect of e-tendering process.
11. Bidders are advised to use "My Documents" area in their user on <http://jktenders.gov.in>, e-tendering portal to store important documents like Balance sheet, GST registration Certificate / Sales Tax Clearance Certificate, ITR, Service Tax Registration certificate (GST number), and other related documents etc., and attach these certificates as Non Statutory documents while submitting their bids.
12. Bidders are advised not to make any change in BOQ (Bill of Quantities) contents or its name. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the rates inclusive of all taxes and it should be saved with the same as it contains.
13. Bidders are advised to scan their documents at 100 DPI (Dots per Inch) resolutions with Black and White, PDF Scan properly.
14. The guidelines for submission of online bid can be downloaded from the website <http://jktenders.gov.in>.

ADDITIONAL INSTRUCTIONS FOR BIDDERS

1. The tenderer should be registered with J&K State Govt.
2. The bidders can get registered by the last date of submission of tenders.
3. Tenders to be submitted under two cover system:

A) COVER 1st (Technical Cover) should contain.

1. Scanned copy of tender fee
2. Scanned copy of EMD.

CDR/FDR Format:

Received from M/s...ABC...pledged to the Principal, Government College of Engineering and Technology, Chak Bhalwal, Jammu.

3. Scanned Copy of an affidavit on Rs.50/- stamp paper duly attested by **1st Class Judicial Magistrate** with the effect that:-
 - i. The documents/catalogues etc enclosed with the Tender are genuine and are not tampered or fabricated.
 - ii. The firm has not been blacklisted in the past by any Govt./ Private institution of the country and there is no vigilance/any other investigating agency, case pending against the firm/supplier.
 - iii. If anything found wrong at any stage against the firm, I/we shall be responsible and deem to any legal action against me/us.

Scanned copies of below mentioned documents shall be loaded in My Document area for bidders.

S.No.	Documents
1.	Registration with J&K State Govt.
2.	Latest VAT/ Sales tax clearance certificate
3.	Certificate of Registration for Service Tax (GST number)
4.	Certificate of Experience in the form of completion certificate.
5.	Pan Card of the Tenderer / Agency/ Organization.
6.	Copy of latest Income tax return with balance sheet duly authenticated by the chartered accountant with his / her original rubber stamp and ink signed signatures.
7.	Turn over certificate duly authenticated by the chartered accountant with his / her original rubber stamp and ink signed signatures.
8.	Trade License for running of private Mess from the competent authority recognized by FSSAI act, 2006.

Below Mentioned **Original** Documents have to be submitted with the office of the **Principal, Government College of Engineering and Technology, Chak Bhalwal, Jammu**

1. Tender Fee and EMD.
2. Affidavit.
3. Original Turnover Certificate from Chartered Accountant supported with copy of balance sheet for the last three years.
4. Annexure "A", "B", "C"

B) COVER 2nd: (Financial Cover)

1. Rates submitted by the bidders in the BOQ.
2. Financial bids (Price bid) of only those tenderers shall be opened who qualify in Technical specification Compliance Statement on the basis of Technical Evaluation report.

TERMS & CONDITIONS OF E-NIT No. 14 of 2017-18 Dt: 02-08-2017

1. The rates should be quoted in lump-sum as per Menu enclosed per candidate per month both in words and figures without cutting and tempering
2. The successful tenderer will have to pay an amount of Rs.2000.00 per month as rent of the accommodation to be provided by the College for running of Hostel Mess.
3. The successful tenderer shall have to make their own arrangements for providing utensils to the Hostliers along with utensils to be used for cooking and also Cooks/Waiters etc. required for the purpose of cooking and serving.
4. The payment of Mess charges duly verified by the Incharge Mess shall be made after expiry of the month.
5. The Principal, GCET, Jammu can depute the Hostel Committee at any time for inspecting the Food provided to the students of Hostel. In the event of sub standard quality of food/services being provided, the contractor will be wholly and solely responsible for any financial or material loss or damage which may result due to the occurrence of such problems. The penalty will be imposed as deemed necessary and proper by the Institutional authorities. In case of repeated sub standard food quality of food, the contract will be cancelled after three warnings.
6. In case of default, the CDR shall be forfeited and the contract is liable for penalty.
7. The contract shall be valid for a period of 10 months and may be extended till the date of maturity of next E-tendering process, on the basis of satisfactory performance report submitted by the Hostel Committee of the GCET, Jammu.
8. No compromise shall be made on the quality and quantity of the food.
9. The tenderer must have the valid Trade License for running of private Mess from the competent authority recognized by FSSAI act, 2006.
10. No un-authorized person shall be allowed to enter inside the premises of Hostel Mess, New Campus, Chak Bhalwal, Jammu during the night. Strict discipline shall be maintained. Any violation in the discipline within the premises of Hostel Mess shall invite the termination of contract without any notice.
11. The Waiters/ Cooks/ Mess staff must be in proper and neat uniform.
12. The contractor shall also be responsible to maintain the hygiene/sanitation of the Mess.
13. The students have to take their meals in the Mess only.
14. The successful tenderer will have to execute agreement on stamp paper worth Rs. 100.00 to the effect that he/she will abide by all the terms and conditions of the E-NIT.
15. In case of any dispute, the legal proceedings of the same shall have to be lodged in Courts of J&K state situated at Jammu not elsewhere.
16. The Principal, GCET Jammu reserves the right to accept or reject any tender without assigning any reason thereof.
17. Taxes applicable at the time of payment shall be deducted.
18. The contractor will ensure that disposal of all the Kitchen Waste outside the institution is proper and is at authorized place. In case he/she fails to do so, action under rules shall be initiated against him/her which may lead to termination of contract.
19. The successful tenderer shall not in any case assign or sublet the approved contract or any part thereof to any other party.
20. The successful contractor has to pay the electricity charges monthly as per the meter reading of the meter installed in the Hostel Mess.

UNDERTAKING

I/We do hereby agree to abide by all the conditions mentioned in the tender documents (All the pages of the documents have been signed by me/us in token of our acceptance of the "Condition of the Contract" and are without any cutting/overwriting)

Sig. & Seal of the Tenderer
Alongwith Full Address

Scope of work:

1. Cooking and serving meals (breakfast, lunch, evening tea and dinner) on the basis of 24x7 service breakup.
2. Managing and control of stocks and inventories.
3. Cleaning of utensils, kitchen and serving items.
4. Cleaning of cooking, dining and auxiliary areas.
5. Security of the equipment, utensils and other items in the mess.
6. Maintenance of the equipment in the kitchen and dining area.
7. Maintenance of books, ledgers, other records and documents relating to running the mess services.
8. Deployment and supervision of required man power for the above mentioned tasks, workers are liable for periodical health checkup.
9. For cooking, only gas supply should be used, no use of coal or other method (electric appliances etc shall not be allowed).
10. Entire furnishing and their maintenance including dining hall, catering, cooking etc will be provided and maintained by the vendor.

ELIGIBILITY CONDITIONS: -

- a) The tenderer should have at least five years of experience with regard to successful completion of job contract of running Mess services in reputed Govt. / Semi-Govt / Govt. undertaking of repute. Tenderer will have to produce supporting document/certificate in the form of successful completion certificate from the institutional authorities, where the
- b)The firm should be registered under ESI and EPF. The documentary proof in this regard shall be provided by the tenderer.

tenderer has provided the Mess services.

- c) The firm should also fulfill the statutory and welfare requirements in respect of its employees.
- d) No Joint Venture/ Consortium is allowed to participate in the Tender Process. Tenderer should submit an undertaking on firm's letter head in this regard.
- e) The firm should have valid Labour Contract License for current year.
- f) The tenderer will abide by all the Labour laws issued from time to time by the office of Labour Commissioner J&K.
- g) The firm must have Service Tax Registration (GST number).

Intending tenderers are advised to inspect and examine the working area, space, etc. and satisfy themselves before submitting their tenders. The means of access to the site, the accommodation and the facilities he/she may require in general. The contractor will personally obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect the tenderer. The tenderer shall be deemed to have full knowledge of the site whether he/she inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he/she has read this notice and all other contract documents and made himself/herself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.

Signature & Seal of the Tenderer

With Full Address of the Tenderer

Annexure "B"

(TO BE TYPED ON A LETTER HEAD OF THE TENDERER)

Technical Information

S.No	Particulars	Information to be filled by the bidder	Remarks
1	Manpower on roll		
2	No. of Mess manager= cooks= Service workers= Safaikaramcharis=		
3	Experience of running Mess (services in years)		
4	Details regarding experience (name of organizations & experience in years with support of certificates)		

Note: Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

(Signature & Seal of the Tenderer)

Name and Full Address of the Bidder

Annexure "C"

(TO BE TYPED ON A LETTER HEAD OF THE TENDERER)

UNDERTAKING / LETTER OF ACCEPTENCE

Subject: Tender for providing **Mess Services**.

Sir,

1. I do agree for all clauses, terms and conditions of the tender documents.
2. I agree to abide by the contract to provide the services from the date of award of the contract which is extendable till new rate contract comes into force.
3. I declare that no legal / financial irregularities involving the Proprietor/ Partner of the applicant (s) / firm are pending.
4. I declare that my financial position is sound and I am competent to execute the contract.
5. I declare that I will not ask/ expect any financial assistance from the Institution / Govt. of Jammu & Kashmir State.
6. I declare that all the documents attached with the tender documents are true and are attested by me only after certifying genuineness.

In acceptance

(Signature & Seal of the Tenderer)

List of Meals/Menu to be supplied at scheduled day in the Mess (Boys Hostel)
for the session 2017-18

Government College of Engineering and Technology, Chak Bhalwal, Jammu

	BREAKFAST	LUNCH	EVENING REFRESHMENT	DINNER
MONDAY	Tawa Parantah+Tea+Aloo Channa	Rice+Chapatti+Yellow dal+Ambal+Veg	Real Juice(Rs10)	Rice+Chapatti+salad+Egg Cury/Paneer +Mix veg
TUESDAY	Tea+Channa+Puri+Pickel	Rice+ Chapatti+Rajma+Curd	Tea+Biscuit	Rice+Chapatti+Salad+Mix Dal+Seasonaol Veg. Sweet dish(Ice Cream)
WEDNESDAY	Egg Burji+Chapatti+Mix Veg+ Tea	Rice+Chapatti+Mix dal+Curd+Salad	Real Juice(Rs10)	Fried Rice + Curd+ Chapatti+ Mix Veg
THURSDAY	Tawa Parantah+Tea+Aloo Channa	Rice+Chapatti+Salad+ Aloo Cury+Veg	Tea+2 Kachori	Rice+Chapatti+Salad+ Rajma+Curd
FRIDAY	Bread Toast+Tea+ Amul Butter(Rs 5/-) + Jam+ 2 Bannas	Pulao + Salad +Curd+Chapatti+ Mix Veg	Real Juice(Rs10)	Rice+ Chapatti+Salad+ Mutter Paneer +Veg. Sweet Dish (Rasgulla)
SATURDAY	Egg Burji+Chapatti+Mix Veg+ Tea	Rice+Chapatti+ Yellow dal +Veg	Tea+Moong Dal Pack (Rs 5/-)	Rice+ Chapatti+Salad+Mix Dal+Veg
SUNDAY	Stuffed Parantha + Curd + Tea	Rice+ Chapatti+Salad+Rajma + curd	Real Juice(Rs10)	Rice+Chapatti+Salad+Aloo Shimla + Dal Sweet Dish(Gulab Jammun)

Terms and Conditions:-

1. Cooking Products should be of **standard quality**.
2. There should be a good chef with proper supporting staff.
3. Utensils should be properly washed.