



NOTICE INVITING TENDER

(NIT)

(E- PROCUREMENT MODE)

FOR

HOSTEL MESS

AT

GOVERNMENT MEDICAL COLLEGE

KATHUA

Tender Ref. No. 01 of 2021

Date 28th of June, 2021

Website: <http://www.gmckathua.in>

Address to

**Principal
Government Medical College
Kathua**

NOTICE INVITING TENDER (E-PROCUREMENT MODE)

Reference No: 01 of 2021

Dated: 28th of June, 2021

Notice Inviting Tender (NIT)-(E-Procurement Mode) for Hostel Mess at Government Medical College, Kathua

Government Medical College, Kathua invites E-Tenders / online bids for providing Hostel Mess services at Government Medical College, Kathua. Interested agencies meeting the eligibility criteria as per tender document may submit their tenders for providing Hostel Mess services at Government Medical College, Kathua complete in all respect.

SECTION- 1

BRIEF DETAILS AND CRITICAL DETAILS OF TENDER

a) The brief details of the tender are as under

S. No.	Description	NIT Details
1.	Name of the Institution	Government Medical College, Kathua
2.	Tender No.	01 of 2021
3.	Tender Subject	Tender for Hostel Mess Services
4.	Tender Type	Open E-Tender System
5.	Earnest Money Deposit	2,00,000/- (Rupees Two Lakhs only)
6.	EMD/ Bid security payable to	In the form of CDR in favour of " Principal, Government Medical College " payable at Kathua
7.	Security Deposit	In the form of FDR in favour of " Principal, Government Medical College " payable at Kathua
8.	Tender fee (non – refundable)	Rs. 2,000/- (Rupees Two thousand only). In the form of Demand Draft only, favour of " Principal, Government Medical College " payable at Kathua
9.	Availability of tender document	Government Medical College, Kathua website www.gmckathua.in and JKUT e-tendering portal http://jktenders.gov.in .
10.	Contract period	Three years ie. Academic Year 2021-2024
11.	Validity of bids	120 days from the last date of submission
12.	Tender Inviting authority	Principal, Government Medical College, Kathua email id- kathuagmc1@gmail.com
13.	Contact Details	Phone: 01922-234323

b) **The critical dates of the tender are as under**

S. No.	Particulars	Date & Time
1.	Publish date and time	28 th of June, 2021 @ 4:00 P.M
2.	Document Download Start Date & Time	28 th of June, 2021 @ 4:00 P.M
3.	Online Bid Submission Start Date & Time	29 th of June, 2021 @ 9: 00 A.M
4.	Pre Bid meeting	2 nd of July, 2021 @ 11: 30 A.M
5.	Document Download End Date & Time	18 th of July, 2021 @ 4:30 P.M
6.	Online Bid Submission End Date	18 th of July, 2021 @ 4:30 P.M
7.	<u>Bid Opening Date & Time</u>	
	(i) Technical bid	24 th of July, 2021 @ 11: 30 A.M
	(ii) Financial bid	27 th of July, 2021 @ 11: 30 A.M

Note: The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. The financial bids (Price Bid) of only those tenderers shall be opened who will qualify in technical specification compliance on the basis of Technical Evaluation report.

INSTRUCTIONS TO BIDDERS REGARDING E-TENDERING PROCESS

1. Bidders are advised to download bid submission manual from the “Downloads” option as well as from “Bidders Manual Kit” on website www.jktenders.gov.in to acquaint bid submission process.
2. To participate in bidding process, bidders have to get ‘Digital Signature Certificate (DSC)’ as per Information Technology Act-2000, as amended from time to time. Bidders can get digital certificate from any approved vendor.
3. The bidders have to submit their bids online in electronic format with digital Signature. **No financial bid will be accepted in physical form only.**
4. Bids will be opened online as per time schedule mentioned in the table of critical dates. If the mentioned date is declared as a holiday, the bids shall be opened on the next working day at the same time.
5. Bidders must ensure to upload scanned copy of all necessary documents mentioned in e-NIT.
Note: - Scan all the documents on 100 dpi with black and white option.
6. Scanned copy of the cost of tender document in the shape of Demand Draft and EMD in the shape of CDR is to be uploaded online.
7. Bidders are advised to use “My Documents” area in their users on e-tendering portal to store

important documents.

8. Government Medical College, Kathua will not be responsible for delay in online submission due to any reasons.
9. Conditional bidding shall not be entertained.
10. Bidders may contact office of the Principal, Government Medical College, Kathua for any guidance or query.
11. Bidders are advised not to make any changes in BOQ (Bill of Quantities) contents. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the item rate inclusive of all taxes and it should be saved with the same name as it contains.
12. The unit rates and prices shall be quoted by the bidder entirely in Indian Rupees and the rates quoted shall be deemed to be valid upto the completion of the contract, until revision of GST by the Govt. of J&K UT.
13. Any corrigendum or subsequent information shall be updated on the e-tender portal / Government Medical College, Kathua website only. Bidders should keep track of the same.

Sd/-
Principal
Government Medical College
Kathua

No: - GMCK/Estt/2021-22/877-881

Dated: - 28th of June, 2021

Copy to the: -

- 1) Deputy Commissioner, Kathua for information please.
- 2) District Information Officer, Kathua, with the request to publish the Tender notice in at least two leading Newspapers of Jammu & Kashmir. The cuttings may be sent to this office for confirmation.
- 3) Private Secretary to Additional Chief Secretary, Health and Medical Education Department, Civil Secretariat, Jammu, J&K for information of Additional Chief Secretary Health and Medical Department, J&K please.
- 4) In charge website, Govt. Medical College, Kathua (www.kathuagmc.in) for information and necessary action.

BACKGROUND

The Government of Jammu and Kashmir in 2017 conceived the idea of starting a batch of five new medical colleges across the state to strength the already existing medical colleges to make state's health care system at par with the premier health care institutions across the country. Government Medical College, Kathua is one of the newly established medical colleges. Located at beautiful scenic village of Chak Sajjan in Kathua, it is situated at distance of 4 km from the city of Kathua, which is both district and sub- district headquarter of Chak Sajjan village.

SCOPE OF WORK

The Contractor is expected to provide the Breakfast, Lunch, Dinner etc. in the Hostel Mess at designated place as desired by Government Medical College, Kathua administration, for the Students of the Government Medical College, Kathua.

Cooking and serving meals.

S. No.	Grouping of Diners	Diners Year 1	Diners Year 2	Diners Year 3	Meal Options	Meal Category	Location
1.	Students	200	300	400	All meals	Standard	Government Medical College, Kathua Hostel Block

The number of people / person may increase or decrease in any month.

After every meal (breakfast, lunch and dinner) all the plates, cups, bowls, water glass, spoons, forks, knives, etc., are to be cleaned in soap solution and dried and kept ready for next meal. All the vessels used for cooking also should be washed in soap solution and should be available for use for cooking the next meal. The cleaning material used should be from **the approved brands**.

SERVICE TIMINGS

- a) Breakfast: 8:00 am to 09.30 am on Monday to Saturday and 8.00 am to 10.00 am on Sunday and Holiday.
- b) Lunch: 01.30 pm to 02:30 pm on all days
- c) Dinner: 8.00 pm to 09:30 pm

Note: The timing stated above is subject to change by the order of the Principal, Government Medical College, Kathua / Mess Management and Monitoring Committee.

DOCUMENTS REQUIRED FOR THE TENDER

S. No	Documents
1	Certificate of registration for Goods and Services Tax (GSTIN)
2	PAN Card Number of the firm/ Tenderer/ Agency
3	PF Registration No.
4	ESI Registration No.
5	Labour License No. of existing business
6	Trade License for running of private mess from the competent authority recognized by FSSAI act, 2006
7	Receipt of Tender Fee
8	Receipt of Earnest Deposit Money
9	Income Tax Return of Last 02 Years.
10	Annexure A, B, C, D, E and F

SECTION- 2

TERMS & CONDITIONS OF THE TENDER

1. The Tenderer should be a registered and licensed Caterer, Firm and Agency having sound professional expertise for providing Mess Services in student hostels, messes or similar environment.
2. Before submission of Tender document, the tenderers, in their own interest, are advised to visit site to assess site and its surrounding and satisfy themselves in respect of the site conditions as the Government Medical College, Kathua shall bear no responsibility for lack of acquaintance of the site and other conditions or any information relating thereto, on their part. The consequences of the lack of knowledge, as aforesaid, on the part of the tenderers shall be at their own risk & responsibility.
3. The rate offered/quoted in the tender should be valid for the Academic year 2021-2024 and upward revision of rates shall be allowed only after the consensus of the Hostel Mess Management and Monitoring Committee and prior approval from the Principal, Government Medical College, Kathua. If even after the award of contract, information / facts submitted by the tenderer is found misleading/ incorrect / false etc., Government Medical College reserves the right to scrap the contract forthwith.
4. The mode of submitting the Tender in two bid format shall be as under:
 - a) Online Bid Submission – Technical and Financial bids complete in all respects, as per annexed performa, must be uploaded at the aforesaid portal, as per stipulated dates and times mentioned in the table.
 - b) Offline Bid Submission - Hard copies of the Technical bids along with all supporting documents and enclosures should also be delivered by post to the office of the Principal, Government Medical College, Kathua by or before the last date and time of opening of technical bids online, for proper scrutiny of the documents by the tender opening committee. However, the documents which are not uploaded on the portal but submitted offline only shall not be considered.
5. Financial bids of only those agencies shall be considered, whose technical bids are complete in all respects and qualify the criteria as per tender document. The technical bid shall also be accompanied by the Demand Drafts of Tender Fees amounting to Rs. 2,000/- (Rupees two thousand only) and Earnest Money Deposit amounting to **Rs. 2, 00000/- (Two lakhs only)** in the shape of CDR pledged to the Principal, Government Medical College, Kathua. The Technical Bid and the supporting documents in proof thereof shall be sealed and submitted in a separate envelope super subscribed as “TECHNICAL BID for Providing Mess Services”. The tenders uploaded / received after due date, time and place mentioned above shall not be entertained under any circumstances.
6. Government Medical College, Kathua reserves the right to terminate the contract of a successful tenderer on one month’s notice without assigning any reasons thereof.

7. The catering services by the Caterer will cover Breakfast, Lunch & Dinner in a day as per menu, which may be agreed upon in writing from time to time between the Caterer and the **Hostel Mess Management and Monitoring Committee** and kept displayed in the hostel / mess as the case may be under the seal & signatures of the Principal, Government Medical College, Kathua.
8. The Caterer shall observe proper working hours as may be notified by the Principal, Government Medical College, Kathua from time to time including the summer / winter breaks and shall keep himself or his authorized representative available at the venue during the working hours.
9. The GMC, Kathua administration shall provide chairs and tables and water coolers for the dining halls. All other furniture and equipment required for satisfactory performance of this contract will be arranged by the Caterer/s. It shall be the responsibility of caterer to maintain and upkeep all the machinery and other equipments including items of furniture and fixture provided in the respective Student's Hostel Mess premises and any repair/ replacement in this regard shall required to be immediately intimated to the Office of the Principal, Government Medical College, Kathua for requisite repairs. However, in case any damage to the machinery and other equipments including items of furniture and fixture if found to be on the part of caterer or its workforce then a suitable penalty for the repair/replacement shall be deducted from the monthly bill or security deposit.
10. The Principal, Government Medical College, Kathua shall be authorized to inspect the premises, quality of edibles, sanitation and other arrangements from time to time. In case of any unsatisfactory condition or any defect or deficiency in the service or performance of contract, the Principal, Government Medical College, Kathua may impose a fine subject to a maximum of Rs. 50,000/- on the Caterer on each such occasion on the recommendation of the Principal, Government Medical College. Such fines will be deductible from the Security Deposit or any amount due to the Caterer, if not sooner paid by the Caterer. In case of continuous defect or deficiency in the service by the Caterer, the Principal, Government Medical College, Kathua may also terminate the contract.
11. The successful tenderer who may be awarded the contract for Mess services subject to fulfillment of all other formalities should be able to provide the requisite services within period of (10) days from the date of award of contract failing which the contract may be awarded to the next lowest / suitable tenderer.
12. The caterer shall maintain and upkeep cooking gas cylinders of commercial category in all the student's Hostel messes and shall also abide by all governmental instructions in this behalf.
13. The caterer shall not cause any loss or damage to the property of the GMC, Kathua and shall be responsible to compensate the GMC, Kathua for any such loss or damage. However, he shall be personally responsible for his machinery, equipments and other belongings.
14. The workers of the Caterer shall be of good character and of sound health and should be above 18 years. Responsibility of antecedents of his workers shall lie with the caterer and they should be free from any virulent or contagious disease(s). The Caterer shall be under obligation to obtain the following certificates during the period of contract:

- a) Medical fitness certificate from the authorized Medical Officer.
 - b) Character certificate from Police for all the persons engaged by the Caterer.
15. The Caterer shall be responsible for strict compliance with all applicable laws, rules and regulations relating to P.F. Act, ESI Act, Minimum wages Act, Workmen compensation Act, contract labour Act and such other Acts or laws, regulations passed by Central, State and Local government authority or agency and in the event GMC, Kathua being made liable for any expenditure or otherwise on this account, the same shall be recoverable by the GMC, Kathua from Caterer.
16. The Caterer shall obtain adequate insurance policy in respect of his workmen engaged by it towards meeting the liability of compensation arising out of injury / disablement / death at workplace.
17. The liability/ responsibility in case of any accident causing injury/ death to mess worker or any of his staff shall be of the Caterer.
18. The Caterer will be allowed to use the kitchen and dining hall with furniture in various hostels for discharge of the contract. The Caterer will use this space only for persons actually working in the kitchen, dining hall for providing services under this contract. The Caterer shall not make or cook any meals(s) in the premises of the GMC, Kathua for supply to any persons(s) outside the GMC, Kathua other than the students, staff and guests of the GMC, Kathua.
19. Government Medical College, Kathua will not provide serving plates, teaspoons, tablespoons serving spoon, forks, knives, stainless steel/glass tumbler, bowls, any other item which may be required for preparation and serving of food. All this will have to be brought by the agency at his own cost after the approval of the sample by Government Medical College, Kathua admin.
20. Facilities to be provided by Government Medical College to the mess:
- a) Dining halls with adequate furniture.
 - b) Kitchens with Stores.
 - c) Water connection
 - d) Electricity connection
21. **The rent of the space allotted to the agency to use for the said purpose shall be Rs. 9,420/- (Nine thousand four hundred twenty only) per month for each mess.**
22. **The water and electricity charges for running the Hostel Mess** are to be borne by the service provider as per the monthly usage. Maintenance of lights/ fuses/ chokes/ motors/ electrical sockets etc. that are used to supply electricity to Cafeteria shall be the liability of Service provider till the period of contract. All such maintenance should be done by the Service provider at his own cost.
23. That no right, much less a legal right shall vest in the Caterer's workers to claim / have employment or otherwise seek absorption in Government Medical College nor the Caterer's workers shall have any right whatsoever to claim the benefits and / or emoluments that may be permissible or paid to the employees of the Government Medical College. The workers will remain the employees of the agency/caterer and this will be the responsibility of the agency/caterer to make it clear to their workers before deputing on work at the

Government Medical College.

24. None of the workers of the caterer shall enter into any kind of private work within the campus of the Government Medical College, Kathua during working hours / days.
25. The Caterer shall maintain an inspection book as prescribed by the Principal, Government Medical College which will be made available to Supervisory staff of the College. Any fault / observation recorded therein shall be attended immediately.
26. Bill for providing catering services may be raised monthly with a Certificate from the Principal, Government Medical College for the purpose of verifying the number of students in each hostel along with a Certificate of satisfactory quality / service of the food consumed.
27. The Caterer shall advise its work force etc. to strictly refrain from smoking or using any kind of tobacco products or pan chewing, consumption of alcohol and playing of cards within or around the premises of the Government Medical College, Kathua.
28. That the tenderer cannot change the mess menu voluntarily and has to strictly follow the menu as and when provided by the mess committee.
29. That the mess menu can be changed after proper consultation and consensus with the mess committee and the hostel manager.
30. That the mess menu which is provided by the mess committee must be treated as final and tenderer must adhere to the provided menu.
31. That the tenderer needs to assure proper cleanliness of the mess area: as well as the kitchen, its utensils and other components of the kitchen thereof.
32. That the tenderer needs to assure proper hygiene of and from the staff and be responsible in case any disease/infection spread of from the staff.
33. That the tenderer shall dispose the garbage at designated places only & shall close the day with clean & safe environment to the satisfaction of Hostel Warden / hostel mess management and monitoring committee constituted by the Principal, Government Medical College, Kathua
34. That the tenderer cannot provide the same meal twice or more a day, i.e. if a meal is provided in breakfast, then the same meal cannot be served in any other meals the same day.
35. That the students would convey the Hostel Warden before leaving the hostel premises or any other applicable reasons for not availing the mess services, so that the concerned official can convey it to the tenderer for the latter to do the needful.
36. That no amount shall be deducted from the mess fee of the student(s) of various hostels by the GMC Kathua at the time of monthly payment to the Caterer on the agreed rates except in case where the students are on notified authorized absence from the Campus for a period exceeding ten days at a one spell for which prior intimation shall be furnished to the Caterer by the concerned Wardens as the case may be. However, no payment during the notified summer / winter break shall be made to the Caterer by the GMC, Kathua but the Catering Services availed by the students during notified summer / winter breaks or otherwise shall be borne by them out of their own pocket and no claim of the Caterer on this count shall be entertained by the GMC, Kathua.
37. The payment of Mess charges duly verified by the Hostel/Warden shall be made after the expiry of the month and the payment shall be made from the hostel mess bank

account of GMC, Kathua after deducting TDS & GST as applicable under rule.

38. That the tenderer should be open for suggestions and advices from the mess committee.
39. That the tenderer needs to strictly adhere to the mess timings and take care of the meals thereof accordingly.
40. That the annual increase and decrease in the mess fees shall be subject to market prices and inflation, further in any case whatsoever, the quoted mess fee cannot be increased more than 5% annually per student.
41. That in case of any conflict between the tenderer and the mess committee, the decision of the mess committee will be final and cannot be challenged.
42. That the successful tenderer is bound to stick on the rates once quoted and approved by the mess committee constituted for the purpose.
43. That any alteration on the part of successful tenderer shall lead to cancellation of contract without any intimation.
44. That the Principal, Government Medical College, Kathua shall also constitute a hostel mess management and monitoring committee for regular checking of the diet, being served to the students and shall apprise about their feedback to the Office of the Principal, GMC, Kathua
45. That the students shall not be held responsible for any theft or loss to the property in the hostel being used in the mess by the successful tenderer/contractor.
46. That the contractor shall abide by all statutory provisions of labour and other laws enforcement from time to time. Records of these implementation shall have to be produced as & when required.
47. That the tenderer firm shall only use branded Spices, Oils, Groceries & Milk etc and should be ISI or AG marked. At any time, if found to be below standards shall have to be removed/destroyed. A team deputed by the Hostel along with mess committee shall have final say in this matter.
48. That the rates are required to be offered in the financial bid on per student per day basis.
49. While serving eatables to the students/ staff in the hostel mess all the necessary protocols including Covid-19 SOPs must be followed.
50. The successful tenderer has to install CCTV cameras in and around the area allotted for the purpose with recording facility. The footage of the CCTV cameras if required by the GMC, Kathua administration shall be provided to them as and when desired.
51. On expiry of the contract, the caterer shall vacate the premises of the Government Medical College, Kathua immediately and handover the charge of equipment/ furniture etc. peacefully to the officer nominated by the Principal, Government Medical College.

SECTION- 3

AWARD OF CONTRACT

The Service Provider has to quote the price per student per day (including all taxes) for all the items mentioned in the menu **Annexure “F”** and the contract shall be awarded to the tenderer whose prices per student per day (including all taxes) quoted for the items mentioned in the menu **Annexure “F”** is lowest in comparison to the other tenderers shall be considered as the lowest tenderer.

PERFORMANCE SECURITY

- a. The successful bidder is required to furnish Rs. 5,00,000/- (Five lakhs only) as security deposit (FDR) in form of Performance Bank Guarantee for three years as per **Annexure E** within 15 days from the date of execution of contract which would be returned on successful completion of the contract.
- b. Earnest Money Deposit of the Bidder whose offer is accepted will be kept up till the time, the Bank Guarantee is not received.
- c. Earnest Money Deposit shall be forfeited, if bidder fails to furnish Performance Security in accordance with the terms and conditions of the tender.
- d. In case of breach of contract, performance security shall be forfeited and the agency shall be blacklisted for such period as decided by the competent authority in addition to termination of the contract.

NEGOTIATION

The Selected Applicant may, if necessary, be invited for negotiations. The negotiations shall generally not be for decreasing/increasing the price of the Proposal, but will be for re-confirming the obligations of the applicant under this RFP. Issues such as deployment of Personnel, understanding of the RFP, methodology and quality of the work plan shall be discussed during negotiations. In case the Selected Applicant fails to reconfirm its commitment, the Department reserves the right to designate the next ranked Applicant as the Selected Applicant and invite it for negotiations.

TERMINATION

The Purchaser, by written notice of 30 days (Thirty days) sent to the Tenderer, may terminate the contract, in whole or in part at any time if any of the stipulated conditions are not met or services and quality of food is not satisfactory for which surprise checks will be conducted by the Principal, Govt. Medical College, Kathua or any other authority appointed by him. However the Principal, Govt. Medical College, Kathua also reserves the right to terminate the contract at any time, without giving any notice in case of gross violation of the stipulated terms & conditions. For all disputes arising out of non-adherence of any terms stipulated above,

Principal, GMC, Kathua is the final authority and its decision shall be final. However, the legal jurisdiction for all matters would be Kathua only.

RESOLUTION OF DISPUTES

In case of a dispute or difference between the Govt. Medical College, Kathua and the Service provider relating to any matter arising out of or connected with this agreement such dispute or difference shall be referred to an arbitrator to be nominated by the Principal, Government Medical College, Kathua. The award of the arbitrator shall be final and binding on the parties of this contract.

NO BREACH OF AGREEMENT

The failure of a party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement insofar as such inability arises from an event of Force Majeure, provided that the party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.

FORCE MAJURE

If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restriction or act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party to the other within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of the Government Medical College, Kathua as to whether the operation have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract.

SPECIAL NOTE FOR SITE VISIT

Bidders in their own interest at their cost are advised to visit, inspect and examine the site / GMC Kathua campus and its surroundings and satisfy themselves including prevailing rules, regulations/ directions of the local authorities/ State Government, that may be necessary for preparing the bid and execution of the contract, before submitting their bids in respect of the site conditions including access to the site, availability of land, water, power and other facilities, Source and extent of availability of suitable materials including water etc. and labour, including but not restricted to any other conditions which may influence or affect the work or cost thereof under the contract. No extra charges consequent upon lack of any information/ knowledge and understanding shall be entertained or payable by the Institute. The bidders should note that information, if any, with regard to the site and local conditions, as contained in this bid document has been given merely to assist the bidders and is not warranted complete in all respects. The bidder should ascertain all other information pertaining to and needed for the work including information regarding the risks, contingencies and other circumstances which may influence or affect the work or the cost thereof under this contract. All the temporary services/ arrangements shall be made by contractor at no extra cost to Government Medical College, Kathua.

Sd/-
Principal
Government Medical College
Kathua

Signature

Name_____

TECHNICAL BID

(To be submitted on the letterhead of the bidder)

Tender for : Hostel Mess and Catering Services at Government Medical College, Kathua	
Tender Ref. NO:	dated:
Name of the Bidder:	
Correspondence Address:	
Tel/Mob No.:	
Email Id:	
Contact Person Name:	
Mobile No (Contact Person):	

Copies of all supporting documents duly signed and stamped by the bidder in support of below particulars must be attached along with this checklist

Sr. No.	Particulars	Details/ Compliance (Y/N)	If Submitted, Mention Page No.		Remarks	
			From	To		
1.	Details of Tender Fee and EMD:					
		Tender Fee				EMD
	Amount:	Rs.				Rs.
	UTR/ Transaction No.					
	Dated:					
	Bank :					
	Proof of Tender Fee & EMD to be submitted.					
2.	Tender Acceptance Letter As per Annexure – B					
3.	The agency should be a registered and licensed vendor i.e. FSSAI licensed in the similar line of business covered under this tender. Valid Document/certificate issued from appropriate authorities of FSSAI should be enclosed to support this.					

4.	Copy of Permanent Account Number (PAN)				
5.	Income Tax Return of Last 02 Years				
6.	Copy of GST Registration Certificate				
7.	Valid document in support of Registered/ Branch office in J&K, If Applicable.				
8.	PF Registration No.				
9.	ESI Registration No.				
10.	Labour License No. of existing business				
11.	Self-Declaration about Non Black-Listing (as per Annexure- D)				
12.	Duly signed and stamped of the entire tender document along with its addendum/corrigendum, if any				
13.	All other documents, as required in terms of the tender, to claim eligibility.				

Declaration

I/we..... (Name of the Authorized Representative of Bidder) of (Name of the bidder) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place & Date:

(Name & signature with stamp of the bidder)

TENDER ACCEPTANCE LETTER

(On the letter head of the Agency)

Date:

The Principal,
Government Medical College,
Kathua

Sub: Acceptance of Terms & Conditions of tender for Hostel Mess at Government Medical College, Kathua' vide Tender' Ref. No: _____ Date _____

Dear Sir,

I/ We have downloaded/ obtained the tender document(s) for the above mentioned "Tender/ Work" from the web site(s) namely as per your notice given in the above mentioned website(s).

1. I/ We hereby certify that I / we have read the entire terms and conditions of the tender document (including all documents like annexure(s), schedule(s), etc.), which form part of the contract and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization with this tender has also been taken into consideration, while submitting this acceptance letter.
3. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
4. No employee or direct relation of any employee of the Government Medical College, Kathua is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Agency / Firm / Company.
5. I/ We certify that all information and data furnished and attachments submitted with the application by our Agency / Firm / Company are true & correct.
6. I/ We are aware that if any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject our bid or terminate our empanelment contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit/ Performance Security absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

FINANCIAL BID

Name of Tenderer _____

Principal
Government Medical College
Kathua

Sir,

We, M/s _____ having office at _____ hereby submit our tender for providing Hostel Mess Services at Government Medical College, Kathua. Our rates for providing the Mess Services shall be as under:

Rate per day / student: Rs. _____ (in words) including all taxes as applicable for the prescribed Menu enclosed as **Annexure- F** with the tender document.

We affirm that we have read and fully understood the nature of job and the terms & conditions relating to this tender and agree to abide by the same.

In case of selection of our firm for providing Hostel Mess Services at Government Medical College, Kathua Campus we will execute an agreement with the Government Medical College within period as may be prescribed by the GMC and that we shall also be bound by all such terms and conditions laid therein, which might be subsequently incorporated in the agreement to be signed by us.

If we contravene any one of the conditions of the agreement, we shall not have any objection to the forfeiture of our Earnest Money and Security Deposit along with extinguishing of our right to continue the assignment entrusted to our firm.

For & on behalf of M/s _____

(Authorized Signatory)

Name _____

SELF-DECLARATION ABOUT NON BLACK-LISTING

(To be submitted on the letterhead of the bidder)

Date:

Principal,
Government Medical College,
Kathua

**Subject: Self Declaration about Non Black-Listing for Hostel Mess at Government
Medical College, Kathua' vide Tender' Ref. No._____ date._____**

In response to tender under reference, I/ We hereby declare that presently our Agency / Firm / Company is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our agency/ firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in last five years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD / Performance Security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)

FORMAT FOR PERFORMANCE BANK GUARANTEE

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)

(TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT KATHUA OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT JAMMU OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT KATHUA. BONDS ISSUED BY CO- OPERATIVE BANKS ARE NOT ACCEPTED.)

Principal,
Government Medical College,
Kathua.

LETTER OF GUARANTEE

WHEREAS Government Medical College, Kathua (Buyer) has invited Tender vide Tender No.....date.....for..... and whereas the said tender document requires that any eligible successful Bidder (Vendor) wishing to provide/ supply of Services/ Goods/ Material as per tender document in response thereto shall establish an irrevocable Performance Guarantee Bond in favor of “Government Medical College, Kathua,” in the form of Bank Guarantee for Rs _____and valid till three years from the date of issue of Performance Bank Guarantee may be submitted within days from the date of acceptance as a successful Bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said Bidder (Vendor) failing to abide by any of the conditions referred in tender document / purchase order / work Order etc. this bank shall pay to Government Medical College, Kathua on demand and without protest or demur Rs..... (Rupees).

This bank further agrees that the decision of Government Medical College, Kathua (Buyer) as to whether the said Bidder (Vendor) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We (Name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Bidder (Vendor) and/ or Government Medical College, Kathua (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs..... (Indian Rupees only).
2. This Bank Guarantee shall be valid up to (date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Government Medical College, Kathua serve upon us a written claim or demand on or before (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

Annexure- F

MENU

Days	Breakfast	Lunch	Dinner
Sunday	Puri Chana + Tea+ Curd	Dal Rajma + Rice + Curd	Arhar Dal + Sabzi + Rice + Roti
Monday	Bread + Butter +Tea + Egg (Bhurji & Boiled)	Mix Dal + Rice + Roti + Mix Veg + Salad + Curd	Paneer (100 gms/ per student) + Chicken (03 pieces) + Roti + Salad + Curd
Tuesday	Aloo Parantha + Curd + Tea + Pickle	Fried Rice + Curd + Dal Rajma	Black Chana + Mix Veg + Rice + Roti + Curd
Wednesday	Tawa Parantha + Aloo Sabzi + Tea + Curd	Rajma+ Rice + Curd + Salad	Paneer Bhurji + Chicken (03 pieces) + Rice + Roti + Salad
Thursday	Parantha/ Payaz/ Methi/ Aloo/ Gobhi + Curd + Tea	Mix Dal + Rice + Roti + Sabzi (Capsicum) + Salad + Curd	Pav Bhaji + Mix Veg + Roti + Curd
Friday	Bread + Butter + Tea + Egg (Bhurji & Boiled) + Daliya	White Chana+Rice + Roti + Mix Veg + Salad	Paneer (100 gms/ per student) + Rice + Roti + Chicken (03 pieces) + Curd
Saturday	Tawa Parantha + Paneer Bhurji + Tea + Curd	Black Chana + Rice + Roti + Sabzi + Salad	Egg Curry + Rice + Roti + Plain Curry + Salad

NOTE:

- Food served should be of good quality.
- Proper hygiene should be maintained during cooking and serving.
- Chapatti should be provided as an alternative to those students who don't want to eat parantha/puri.
- Dining hall should be properly cleaned before and after meal.
- Fruits and vegetables served should be fresh.
- The quantity of cheese (paneer) served should be 100 gms per student.
- Quantity of tawa parantha should be 03 and aloo parantha should be 02.
- If the size of Puri/Naan is small, then quantity should be 04 and if size is medium, then quantity should be 03.
- Number of chapatti per person should not be limited.
- Seasonal Veg include: Beans, Kadam, Cauliflower, Cabbage, Brinjal, Mattar, ShimlaMirch etc.
- Utensil should be properly washed.
- Curd 100 gm per student.
- Rice Basmati.

LIST OF INDICATIVE BRANDS OF ITEMS TO BE USED IN MESS SERVICES

S. No	Item(s)	Brand
1	Milk	Amul/ Verka /Surya / Snow cap
2	Bread	Britannia/ Harvest/ Bonn
3	Butter	Amul or equivalent brand
4	Jam	Kissan or equivalent brand
5	Tomato Sauce	Kissan / Maggi or equivalent brand
6	Chilli Sauce	Kissan / Maggi
7	Tea /Tea Bags	Taj Mahal /Nestle / Tata Tetley / Brook Bond
8	Coffee	Nescafe / Bru
9	Refined Vegetable Oil	Dhara / Sundrop / Fortune
10	Vanaspati Ghee	Dalda / Rath
11	Mustard Oil	P Mark/ Patanjali / V Brand / Bulbul
12	Rice	Sarveshwar/ Supreme/ ZZ or equivalent brand
13	Sugar	Good quality
14	Atta /Maida / Besan	Agmark brand / Amar/ P Mark/ Pooja or equivalent brand
15	Pulses	Good quality
16	Spices	Seasonal fresh quality
17	Fruits /Vegetables	Seasonal fresh quality
18	Salad	Seasonal items consisting of green vegetables
19	Ice Cream	Amul /Mother Dairy / Kwality