



**ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY  
AWANTIPORA, KASHMIR**

Tele: 01933-247954/247955/247254. Website: [www.islamicuniversity.edu.in](http://www.islamicuniversity.edu.in).

**TENDER DOCUMENT  
FOR PROVIDING HOSTEL MESS  
SERVICES AT IUST HOSTELS  
AWANTIPORA**

**COST OF TENDER DOCUMENT Rs. 1000/-**

**TO BE DEPOSITED  
IN THE OFFICE OF THE REGISTRAR**

**Islamic University of Science & Technology (IUST)  
Awantipora, Kashmir J&K-192122**



# ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

Tele: 01933-247954/247955/247254. Website: [www.islamicuniversity.edu.in](http://www.islamicuniversity.edu.in).

## TENDER NOTICE

Sealed tenders affixed with revenue stamp worth Rs. 5/- are invited for and on behalf of the Islamic University of Science & Technology (IUST), Awantipora from registered caterers for providing Hostel Mess Services at University Hostels for the financial year 2019-20. The tenderer should have at least 03 years of experience of Mess Services. A detailed tender document can be collected from the office of I/C Hostel's on all working days (Monday-Friday) between 10:00 am to 4:00 pm on cash receipt of non-refundable Rs. 1000/- (One Thousand Only) or can be downloaded from the University website [www.islamicuniversity.edu.in](http://www.islamicuniversity.edu.in). Tender document complete in all respects should be submitted in the office of the Registrar by or before **12-04-2019** (Upto 3:00 pm) and the tender should be super-scribed as "TENDER FOR PROVIDING HOSTEL MESS SERVICES AT UNIVERSITY HOSTELS". For further details, kindly visit the University website [www.islamicuniversity.edu.in](http://www.islamicuniversity.edu.in)

Sd/-  
Registrar

No. IUST/Reg/Adm/19/E/163

Dated: 27-03-2019

**TENDER DOCUMENT**

**TO BE SUBMITTED FOR PROVIDING**

**HOSTEL MESS SERVICES AT IUST HOSTELS, AWANTIPORA**

Cost of Tender Document: Rs. 1000/- (Rupees one thousand only)

Deposited vide University Receipt No. \_\_\_\_\_ dated \_\_\_\_\_

**OR**

Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on (Bank) \_\_\_\_\_

**Last date & time for submission of duly filled tenders:**

\_\_\_\_\_

(Duly filled Tender Documents, complete in all respects, to  
be submitted in the office of the Registrar)

(No Tender Document shall be accepted after .....)

**Date & Time for Opening of Bids:**

..... – .....a.m./p.m.

**Venue for Opening of Bids:**

**Office of the Registrar**

**Islamic University of Science & Technology, Awantipora**

**Islamic University of Science & Technology, Awantipora, Kashmir**

**Tel. No. 01933- 247954, 247955**

**Fax: 01933-247316**

# Islamic University of Science & Technology

## TENDER TO BE SUBMITTED FOR PROVIDING HOSTEL MESS SERVICES AT IUST HOSTELS

<b>NAME OF THE TENDERER</b>	
<b>COMPLETE POSTAL ADDRESS OF THE TENDERER ALONGWITH CONTACT DETAILS</b>	

# Islamic University of Science & Technology

## TENDER FOR PROVIDING HOSTEL MESS SERVICES

### AT IUST HOSTELS

### TECHNICAL BID

<b>1. Earnest Money Deposit (EMD)</b>	DD of refundable <b>Rs. 70, 000/-</b> (Rupees Seventy Thousand only) vide No._____ dated _____ for drawn on (name of the Bank)_____ in favour of Islamic University of Science & Technology payable at Awantipora (To be enclosed with Financial Bid)
---------------------------------------	---

<b>COMPANY/FIRM PROFILE</b>	
<b>1. Name of the Individual/Company/Firm and Complete registered address</b> <b>(a)</b> Legal Status (Individual, Partnership firm, Limited Company or Corporation) <b>(b)</b> Has your company/firm ever changed its name? If so, when, mention the earlier name and the reason for the change of name? <b>(c)</b> Have you any experience of Mess (i) YES (ii) NO, If YES, period of experience. <b>(d)</b> Are you still rendering Mess services, (i) YES (ii) NO, If NO, reason for discontinuing of services. <b>(e)</b> Have you or your constituent ever left the contract awarded to you incomplete/ If so, give name of the contract and reasons for not completing the contract.	
<b>2. Name, Designation and Tel. No(s) of the contact Person -Fax No(s) -e-mail address</b>	
<b>3. Year of commencement of Business</b>	

## **TERMS AND CONDITIONS**

### **GENERAL**

1. Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender Documents will be rejected.
2. Before submitting the tender, details of documents to be attached may be verified from the Check List given on page number 12 of the Tender Document.
3. The bidders, who download the Tender Document from University website, are required to submit a separate demand draft for Rs. 1000/- (Rupees One Thousand Only) favoring ISLAMIC UNIVERSITY OF SCIENCE AND TECHNOLOGY, AWANTIPORA **OR** University receipt for Rs. 1000/- (One Thousand Only) towards the cost of the Tender Document. **THIS DEMAND DRAFT UNDER REFERENCE IS REQUIRED TO BE SUBMITTED WITH THE FINANCIAL BID.** Downloaded Tender Documents submitted without demand draft towards the cost of Tender Document shall be rejected.
4. The Tenderer must write his/her name & complete postal address **OR** name and complete address of the bidding firm on the reverse side of the Demand Draft(s).
5. All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender. Duly filled tender form should be supported by "Letter of Transmittal" **as at Annexure-I** of the Tender Document.
6. Tender should be submitted on the prescribed tender form only. If submitted in any other manner, the same shall be rejected. No bidder shall be issued more than one Tender Form.
7. Tenders received without the prescribed Earnest Money Deposit (EMD) in the shape of DD for Rs. 70,000 (Seventy Thousand Only) in favor of ISLAMIC UNIVERSITY OF SCIENCE AND TECHNOLOGY, AWANTIPORA shall be rejected.
8. No page shall be detached from the Tender Document.
9. The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, correction; insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender document should be filled and submitted strictly in accordance with the instructions contained herein, otherwise the Tender is liable to be rejected.
10. The Financial bids submitted by all bidders shall remain valid for a minimum period of twelve months from the date of opening of Technical Bids.
11. The bidders are free to seek any clarification(s) at any time before the submission of the tender document and they can personally visit the hostel on any working day from 10:00 a.m. to 4:00 p.m. after seeking prior permission, in order to make informed decision about the bid.
12. The University reserves the right to change any condition of the tender before opening of the Technical Bids.

13. The successful bidder will have to enter into an agreement with the University before taking charge of the Hostels and commencement of the Mess services.
14. Canvassing in any form will make the tender liable to rejection.
15. The University reserves the right to reject any bid including the lowest one, if it appears that the competent authorities that the bidder has defaulted in the past.
16. The Contract for award of Mess Services through this Tender shall come into force from the issuance of the letter of acceptance of the bid by the competent authority.

#### **OPENING OF BIDS**

16. The Financial Bids will be opened one day after the expiry of the last date for submission of tender document in the office chamber of the Registrar at IUST Campus in presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).
17. The Financial Bids of only technically acceptable tenders will be opened for further consideration. The decision of the University in this regard will be final and no requests etc. will be entertained from the bidders.

#### **EVALUATION OF FINANCIAL BIDS**

18. The parameters for evaluation of financial bid shall be:
  - I. Minimum price for the menu items listed in **Annexure-II**.
  - II. Experience.
  - III. Good and honest track record.
19. Financial Bid shall not be the sole criteria for award of contract. The decision of the University committee shall be final.

#### **PERIOD OF CONTRACT**

20. The contract for Mess Services at University hostel shall remain valid initially for a period of two years. However, in order to evaluate the performance and services of the Contractor, the contract will have trial period of six months. The contract for the remaining one and a half years will be confirmed only if the services and quality of items served by the contractor are found satisfactory during the trial period.
21. The two years contract period is subject to renewal/ extension by the University on satisfactory performance on mutually agreed terms and conditions for a further period of one year or till such time mutually agreed to.

#### **FORFEITURE OF EMD**

22. EMD of the successful bidder shall be liable to be forfeited if the contractor does not fulfill any of the following conditions:

- I. If agreement is not signed in the prescribed form at within ten days of the receipt of the Letter of Award of the Contract;
- II. The Contractor does not commence Mess services within seven days after the signing of the agreement.

#### **SECURITY DEPOSIT**

24. The successful bidder will be required to keep the DD for a sum of Rs. 70,000/- (Seventy Thousand only) made in favour of Islamic University of Science & Technology payable at Awantipora as Deposit on account of Performance Security.
25. If the Contract is terminated by the Contractor without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, Letter of Award for the Contract and the agreement signed by the Contractor with the University, the Security Deposit will be forfeited without prejudice to the IUST Management's right to proceed against the contractor for any additional damages that the University suffers as a result of the breach of the aforesaid terms and conditions.

#### **STATUTORY OBLIGATIONS OF THE TENDERER (CONTRACTOR)**

26. The Contractor shall be responsible for engaging adequate number of trained/semi-trained cooks and other manpower required for providing good Hostel Mess services in the IUST hostels.
27. The employees of the Contractor should possess good health and should be free from any disease, especially contagious and frequently recurring diseases and shall have to produce a certificate to this effect from a Block Medical officer.
28. The Contractor will, prior to the commencement of the operation of contract, make available to University the particulars of all the employees who will be working in the University hostel for Mess services. Such particulars, inter alia, should include permanent address, police verification report and profile of the health status of the employees. The contractor shall be solely responsible for the good conduct and behavior of his employees and shall ensure that none of them has been or is involved in any illegal activities.
29. The Contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.
30. Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not employ any child.
31. In the event of violation of any contractual or statutory obligations by the Contractor, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the University by any individual, agency or government authority due to acts of the Contractor, the Contractor shall be liable to make good/compensate such claims or damages to the University. As a result of the acts of the Contractor, if the University is required to pay any damages to any individual, agency or government authority, the Contractor would be required to reimburse such amount to the University or the University reserves the right to recover such amount from the payment(s) due to the Contractor while settling his/her bills or from the amount of Security Deposit of the Contractor lying with the University.



32. 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.
33. The Contractor shall at all times keep indemnified the principal employer, namely, Islamic University of Science & Technology, head of the University and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the Contractor shall at his/her own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time.
34. The Mess staff shall be issued Identity Cards bearing photographs. The contractor shall provide sufficient sets of Uniforms and pair of shoes to his employees and shall ensure that they wear them all times and maintain them properly.
35. The Contractor shall be personally responsible for conduct and behavior of his staff and any loss or damage to University moveable or immovable property due to the conduct of the Contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the Contractor is unsatisfactory, the Contractor shall have to disengage the concerned person and engage a new person within 48 hours of intimation by the University. The decision of the University designated officer in this regard shall be final and binding on the Contractor.
36. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract.
37. The Contractor shall keep the dining hall and kitchen and its adjacent areas clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of kitchen, dining hall, floor, counter, benches, tables, chairs, etc. University management will have 24-hour access to inspect the hostel kitchen and dining hall at any time for ensuring the cleanliness and hygienic conditions of the kitchen and dining hall
38. University reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and served in the canteen. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Contractor.

#### **OTHER OBLIGATIONS OF THE CONTRACTOR**

39. The Contractor will use only branded raw material for preparation of items. The permissible brands of various items are given in **Annexure-III**.
40. Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, equipment's provided by the University are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the Contractor, failing which the same will be got done by University at the contractor's risk and cost. In this regard, the decision of the designated officer of University shall be final and binding on the Contractor.

41. Storing/supply/sale and consumption of commodities other than required for preparing of meal which include drugs, alcoholic drinks, beverages', cigarettes, junk food etc. are strictly prohibited in the hostels. Any breach of such restrictions by the contractor will attract deterrent action against the Contractor as per statutory norms.
42. The contractor is advised to maintain the highest quality at the minimum possible prices.
43. The workers employed by the Contractor shall be directly under the supervision, control and employment of the Contractor and they shall have no connection what-so-ever with Islamic University of Science & Technology (IUST). University shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against University for employment or regularization of their services by virtue of being employed by the Contractor, against any temporary or permanent posts in University.
44. The Contractor shall ensure that either he/she himself/herself or his/ her representative is available for proper administration and supervision of Mess service to the entire satisfaction of the University.
45. The Contractor will bring his own tools, equipment which includes gas cholas, cylinders and other requirements.
46. No disposable items are allowed in the University
47. The Contractor shall not use the kitchen/dining hall for any other activity except for the purpose for which it has been provided for.

#### **TERMINATION OF THE CONTRACT**

48. The Contract can be terminated by either party, i.e., University or the Contractor, after giving three-month notice to the other party extendable by mutual agreement till alternate arrangements are made. However, University reserves the right to terminate the contract without giving any notice in case the Contractor commits breach of any of the terms of the contract. University decision in such a situation shall be final and shall be accepted by the Contractor without any objection or resistance.
49. On termination of the contract, the Contractor will hand over the items if any supplied by the University in good working condition.
50. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the trial period of three months from the date of taking over charge of the Mess services, University reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

#### **PENALTY**

51. The University reserves the right to impose a penalty (to be decided by the University authorities) on the Contractor for any serious lapse in maintaining the quality and the services willfully or otherwise by the Contractor or his staff or for any adulteration.

52. If the University is not satisfied with the quality of eatables served, services provided or behavior of the contractor or his/her employees, the Contractor will be served with 24-hour notice to improve or rectify the defect(s), failing which the University will be at liberty to take appropriate necessary steps as deemed fit.
53. The successful conclusion of the agreement shall entitle the bidder the refund of the caution money.
54. The disposal of the waste in and around the hostel premises shall be sole responsibility of the contractor.

#### **JURISDICTION**

55. Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Srinagar courts only.

# Islamic University of Science & Technology

## HOSTEL MESS SERVICES AT IUST HOSTELS, AWANTIPORA

### CHECK LIST OF DOCUMENTS TO BE ATTACHED

#### WITH TECHNICAL BID

1. Demand Draft for Rs. 70,000/- (Seventy Thousand Only) towards EMD
2. Demand Draft for Rs.1000/- (One Thousand Only), non-refundable.
3. Registration Certificate with Jammu & Kashmir Shop & Establishment Act 1966 or Directorate of Tourism for running of Hostel/ Hotel/ Restaurant/providing of Mess services.
4. Valid Food License
5. Copy of PAN
6. Copy of GST
7. Signature of the bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender Document.
8. Documentary evidence in support of the following:
  - I. Number of years of having provided Mess services in organizations / hospitals / places of public utility / institutions / educational institutions along with number of persons availing the services offered by the contractor;
  - II. List of institutions/organizations (with complete postal addresses) served in the past and list of institutions/organizations where presently providing Mess services. Names, designations and telephone numbers of concerned officers in the respective organizations/institutions may also be indicated.

# Islamic University of Science & Technology

## HOSTEL MESS SERVICES AT IUST HOSTELS, AWANTIPORA

### **ANNEXURE-I**

#### LETTER OF TRANSMITTAL

From: (Name & Complete Postal Address of the Applicant)

To:

Registrar

Islamic University of Science & Technology, Awantipora

**SUBJECT: SUBMISSION OF PREQUALIFICATION APPLICATION FOR THE MESS SERVICES AT UNIVERSITY HOSTELS**

Sir,

Having examined the details given in invitation for prequalification published in the newspapers and prequalification document for the above work we hereby submit the prequalification documents.

1. We hereby certify that all the statements made, and information supplied in the enclosed forms \_\_\_\_\_ to \_\_\_\_\_ and accompanying statements are true and correct.
2. We have furnished all information and details necessary for prequalification and have no further pertinent information to supply.
3. We submit the following certificates in support our suitability trained know-how & capability for having successfully completed the following works

S. NO.	NAME OF WORK	CERTIFICATE FROM
1		
2		
3		
4		

Encl:

**Date of submission:**

**Signature of Contractor**

# Islamic University of Science & Technology

## HOSTEL MESS SERVICES AT IUST HOSTELS, AWANTIPORA

### ANNEXURE-II

<b>Weekly Mess Menu</b>				
<b>Day</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Evening Tea</b>	<b>Dinner</b>
Monday	Omlate+Tea+Roti	Rice + Nutri+ Tomato	Lipton Tea+Samosa/bread pakoda	Rice + Rajma Dal + Curd
Tuesday	Tea+Roti+Butter	Rice + Chogandari Saag	Namkeen Tea+Kandroo Roti	Rice + Chicken+Palak
Wednesday	Tea+Roti+Boiled Egg	Rice + Peas+Onion	Lipton Tea+Samosa/bread pakoda	Rice + Cauliflower + Yakni
Thursday	Halwa+Lawasa+Tea	Rice+Bottle Gourd	Namkeen Tea+Kandroo Roti	Rice + Mutton Rista
Friday	Tea+Channa+Poori	Rice + Palak+Nutri	Lipton Tea+Samosa/bread pakoda	Rice + Paneer + Onion
Saturday	Tea+Roti+Butter	Rice + Capsicum+Tomato	Namkeen Tea+Kandroo Roti	Rice + Channa Dal + Chatni
Sunday	Tea+Roti+Boiled Egg	Rice + Beans	Lipton Tea+Samosa/bread pakoda	Rice + Aloo Buja + Salad

<b>Tea</b>	=	<b>300 ml.</b>
<b>Roti</b>	=	<b>Rs. 5/- (48 gms.)</b>
<b>Egg</b>	=	<b>Boiled/Omlet</b>
<b>Butter</b>	=	<b>10/- gms per boarder</b>
<b>Paneer</b>	=	<b>70 gms/piece</b>
<b>Rice</b>	=	<b>300 gms. Per plate</b>
<b>Meat</b>	=	<b>70 gms. Per piece</b>
<b>Chicken</b>	=	<b>100 gms. Per piece.</b>

# Islamic University of Science & Technology

## HOSTEL MESS SERVICES AT IUST HOSTELS, AWANTIPORA

### ANNEXURE-III

<b>PERMISSIBLE BRANDS OF CONSUMABLES ITEM</b>	<b>BRAND</b>
Salt	Iodized salt such as Tata, Annapurna, Nature Fresh
Spices	MDH, Kamal, Rehmat, Kanwal
Oil	Refined oil such as Sun drop, Nature Fresh, Dhara, Peer,
Butter	Amul, Britannia, Mother Dairy
Bread	Kashmiri Roti (morning of Rs.5/= and evening of Rs.3/=
Milk	Fresh Cow Milk, Toned milk of Mother Dairy, Amul, Khyber, Snowcap
Tea	Brook Bond, Lipton, Tata, Taj Mahal and Kashmiri tea for morning
Biscuits	Britannia, Parley-G, Good Day
Rice	Double polished (motachawal)
Vegetables	Fresh
Pulses	Rajdhani, Uttam,
Mutton	Lamb (minimum weight 70 gram/piece), Halal.
Chicken	Minimum weight 100gram/piece (1/8 <sup>th</sup> of chicken), Halal

**Signature of the Tenderer**