

TENDER FORM FOR SUPPLY OF FOOD SERVICES FOR NATIONAL INTEGRATION CAMP

DINNER AT VENUE

Not Transferable

Tender form No.:

Receipt No.: _____

Date : _____

Tender to supply of Food Services for National Service scheme Cell, University of Mumbai.

Price Rs.500/-

Name of the Tenderer -----

Address -----

Phone no. _____

Registration no. _____

(True copy duly attested by gazette officer)

To,
The Registrar,
University of Mumbai,
Fort, Mumbai - 400 032.

Sir,

With reference to your tender notice no. _____ of 2022 dated _____ I am to submit herewith the rates on our letterhead (attached) for the supply of Food Services.

I am to enclose herewith Demand Draft/Pay order No _____
Dated _____ for Rs. _____ Drawn on _____ towards earnest money Deposit.

I also enclose necessary documents duly attested by gazette officer as per your requirements for your records.

Item No.	Description of food details of Specification	Number/ quantity	Price/Rate per unit	Taxes Duties
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Undertaking

I/We have been read the term & condition of the tender & I/we agree to abide by the same.

Place :

Date :

Signature of the Tenderer
With the Rubber Stamp.

TENDER FOR SUPPLY OF FOOD FOR THE NATIONAL INTEGRATION CAMP
INSTRUCTIONS TO THE TENDERERS

The Director, University of Mumbai, National Service Scheme invites sealed tender for providing **Dinner at Venue** for the 210 participants National Integration Camp.

1. Sealed bid document duly signed by the supplier/vendor be submitted to the Director, National Service Scheme, University of Mumbai, Vidyapeeth Vidyarthi Bhavan, 'B' Road, Churchgate, Mumbai – 400 020.

	Particulars	Date	Time
1.	The Blank Bid documents will be available at Room No. 15, Cash Section, University of Mumbai, Fort, Mumbai- 400 032.	From 06.05.2022 To 13.05.2022	11.00 am to 05.00 pm
2.	Last Date and time for submission of Bid Documents at the Director, NSS, University of Mumbai, V.V.Bhavan, Churchgate, Mumbai – 400 020.	13.05.2022	02.00 pm
3.	Date & Time to opening of Technical Bid at No. 15, Cash Section, University of Mumbai, Fort, Mumbai- 400 032.	17.05.2022	03.00 pm
4.	Date & Time to opening of Financial Bid at No. 15, Cash Section, University of Mumbai, Fort, Mumbai- 400 032.	17.05.2022	04.40 pm

The sealed tender should reach the Director, National Service Scheme, University of Mumbai, Vidyarthi Vidyapeeth Bhavan, 'B' Road, Churchgate, Mumbai – 400 020.

Terms & Conditions:

1. Preparation and submission of Tender:

- The tender should be submitted in two parts i.e. Technical Bid & Financial Bid. The Technical Bid & Financial Bid should be sealed by the bidder in two separate covers marked as **“Technical Bid for proving Dinner at Venue for NIC”** and **“The Financial Bid for proving Dinner at Venue for NIC”**. Both sealed envelopes should be kept in a main envelop super-scribed **“Tender for Providing Dinner at Venue for NIC”**.
- All the sealed envelopes should also indicate clearly the name & the Address of bidders.
- Contents of all inner envelopes must be sealed.

2. Documents comprising the bids:

The bids prepared by the bidders shall be comprise of (1) Technical Bid and (2) Financial Bid

A. **Technical Bid:** To qualify in the Technical Bid the firm should have the minimum eligibility criteria as under and the firm in this regards must submit the following documents in support of their eligibility criteria:-

I. Duly filled format of Technical Bid as per Annexure – II.

II. The Technical Bid should be accompanied by a demand draft of Rs.10,000/- (Rupees Ten Thousand Only) for EMD. The Demand Draft of EMD should be drawn in favor of **Finance & Accounts Officer, University of Mumbai**. Tenders. Not accompanied by the requisite amount of money deposit, are liable to be rejected.

- III. Copy of Pan Card/Service Tax Registration/ Sell Tax/VAT/GST Registration Certificate.
- IV. The earnest money deposit paid by the supplier shall be forfeited, if the supplier fails to pay the necessary security deposit, in the event of his tender being accepted.
- V. Tenders should read carefully all the instructions and terms and conditions etc. before registering rates in the prescribed schedule of the tender, Taxes and duties etc. should be shown separately.

B. Financial Bid:-

The Financial Bids contain price bid (as per Annexure – III) price must be coated as per format specified failing which tender shall be summarily rejected. The tender received without EMD will be rejected.

3. Opening of Tender:

The tenderer, either himself or authorized representative (not more than one representative) is at liberty to remain present at the time of opening of tender.

4. Specification:

The supplier/vendor must conform in writing that the goods supplied by them shall be as per specification of goods mention in Annexure – 'I'.

5. Breach of Terms & Condition:

In case of breach of any terms & condition as mentioned above the University of Mumbai will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by University of Mumbai in that event the EMD shall also stands forfeited.

Date: 04.05.2022
Place: Mumbai


Sudhir S. Puranik
Director, N.S.S.
University of Mumbai

PART-III

TERMS & CONDITIONS OF SUPPLY OF FOOD SERVICES

The tenderer may bid for the following basic specifications.

1. SUPPLY OF FOOD SERVICES:

1. The supply of food services as per the Order placed with supplier, extension shall not be granted to the Tenderers/suppliers for the period of delivery, under any circumstances.
2. If the contractor/supplier fails to supply of food services as per the delivery schedule, the University of Mumbai shall be free to procure the balance/un-delivered supply, at the risk and cost of the supplier, from such supplies and at the such rates, as he may determine.
3. The foods supplied by the contractor shall be accepted only after through inspection by an officer authorized by the competent authority. No food materials, which do not confirm to the specifications, laid down in the terms and conditions or which are damaged in transit or otherwise, shall be accepted. Payments towards such defective supply be deducted from the bills of the suppliers.
4. The bills of the suppliers shall be paid by the University within two month only after all services found in good condition.
5. A penalty, worked out at the rate of Rs.5000/- per day, for delayed supplies shall be charged, and shall be recovered from the contractor.
6. The goods should be dispatched at the suppliers risk and shall preferably be insured in transit against all likely damages. As the suppliers shall be responsible for the supplies at the National Service Scheme, University of Mumbai, the cost towards insurance etc., shall borne by the suppliers.
7. In the event of any breach of the terms and conditions of the supply, the University of Mumbai may terminate the contract placed with the supplier, forfeit the security deposit of the supplier, and make alternative arrangements for procurement of supplies, at the risk and cost of the supplier.
8. University of Mumbai may, anytime, revoke or cancel the contract placed with the supplier, without assigning any reason therefore.
9. No change in the constitution of the contractor shall be made, during the currency of the contract, without prior permission of the University of Mumbai; if such changes are made, without proper permission, the contract placed with the suppliers shall be cancelled, the security deposit forfeited to the University and the supplies procured from other sources, at the risk and cost of the suppliers.
10. The Bidder shall arrange commercial LPG Gas Cylinders, Water and all other materials required for preparation of foods at his own cost. Potable water should be used for preparation of foods and cleaning of crockeries, plates and other related items and appliances
11. The electricity connections will be provided by the University
12. The tables and chairs required for serving and preparation of food will be provided by the University but the bidder has to take care of decorations of tables while serving of food. The bidder shall serve the breakfast/lunch/dinner as per Menu, in a pleasing and presentable manner. The bidder should be responsible for damage of the tables and chairs during serving and preparation of food. In such case bidder has to pay the amount of damage to the University.
13. The University will not be responsible for damage of any property of bidder while preparation and serving of food.

14. The bidder shall maintain the food serving and preparation area in clean, neat, hygienic and good conditions.
15. The bidder should use good condition kitchen equipment.
16. The quality of items of food should be of good standards. The University Officials and Members of Food Committee will have authority to inspect the quality of food items. The bidder should replace the item or improve the quality of item of unsatisfactory standard or on grounds of hygiene or as per the suggestion of University Officials or Members of Food Committee.
17. A high standard of catering shall be maintained at all times with due regard to quantity, quality and purity of foodstuffs. High standard of cleanliness in preparation and handling of food items, cooked and cut food servings should be maintained. The workmen handling the cooking and cutting directly should maintain a high level of personal hygiene and cleanliness.
18. The Workmen handling the process of food serving should be in neat and clean uniform and they should use hand gloves and hair cap during serving of food. Courtesy should be observed while servicing the guests, guest faculty, participants and staff members.
19. The standard of cleanliness of kitchen utensils, crockery, glassware, cutlery; linen etc. shall be of very high order and any laxity in this regard will attract severe penalties to the Bidder. The Contractor shall be bound by the decision of University.
20. Utensils, cups, saucers, flasks, crockery, etc. should be scrubbed and cleaned thoroughly with soap water and hot water.
21. The Bidder shall ensure that cooking vessels and other utensils used for preparing non-vegetarian dishes are not used for cooking and serving vegetarian food. A separate cooking arrangement and use of separate utensils etc. shall be ensured for Vegetarian and Non Vegetarian dishes.
22. The time of service of food and exact no. of persons will be communicated to the bidder one day before. The bidder shall strictly follow the schedule.
23. The disposal of leftover foods and other garbage will have to be done on a daily basis by dumping the same in the main garbage pit earmarked by University for the purpose.
24. Disposable paper napkins (of approved quality)/Cloth napkins shall be placed along with each plate for breakfast, lunch and dinner for dining purpose as well as small ones while serving soup, tea coffee, etc.
25. The bidder shall deploy adequate staff having relevant experience for the catering to ensure consistent quality of service. Such staff shall include Chef, Assistant Chefs, Kitchen Helpers, Waiters, Dining Hall helpers, Kitchen/dining cleaning/utensil/crockery washers, etc. The contractor shall provide additional manpower whenever necessary.
26. One of the cook should be available from breakfast till completion of the dinner. Allocation of duties/shifts etc. shall be the responsibility of the Contractor.
27. The bidder will be fully responsible for food poisoning happened in any case from the serving food.
28. The University reserves the right of change of menu mentioned above but it will be communicated to the vendor 1 day before.
29. If there is change in the place and time of the programme, then the bidder has to provide the same facilities for the programme at new proposed place and time decided by the University.
30. No compensation will be given to the contractor if any accident occurs due to some damaged items.

Date: 04.05.2022

Place: Mumbai


Sudhir S. Puranik
Director, N.S.S.
University of Mumbai

Annexure - II

Technical Bid

(In separate sealed cover- I super scribed "Technical Bid")

Sr. No.	Details of Tenderer/Bidder	Page No.	Remarks
1.	Name and Address of the Tenderer/Bidder		
2.	Complete Address:		
3.	State clearly whether it is sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
4.	Details of the earnest Money Deposit (EMD) (Yes/No) DD No.: Dated: Drawn on Bank: Amount: (Rupees)		
5.	Whether each page and its annexure have been signed and stamped		
6.	Whether Bidders have quoted for each and every item mentioned in Financial Bid (Yes/No) (If No, then please attach a list of quoted items with the Technical Bid without indicating price)		
7.	Copy of VAT/CST/ST/GST Registration		
8.	Permanent Account No.		
9.	Sale Tax Registration No.		
10.	TIN No. (Copy must provide)		
11.	Email ID		
12.	Contract No.		

(Name & Signature of the Bidder)
Along with Stamp of Firm/Company

Date:

Place:

Annexure - III

Financial Bid

(In separate sealed cover- I super scribed "Financial Bid")

Sr. No.	Particular	Qty. (A)	Rate per day per person in Rs. (B)	VAT/GST (C)	Amount D=(B+C)	Total Amount (E=A X D)
1.	Dinner at Venue	210				

I/We have gone through the Terms & Conditions as stipulated in the Tender Document and conform to accept and abide the same.

(Name & Signature of the Bidder)
Along with Stamp of Firm/Company

Date:

Place:

University of Mumbai
National Integration Camp
22nd to 28th May 2022
Vidyanagari Campus, Kalina Santacruz.

Dinner at Venue

Date	22.05.2022	23.05.2022	24.05.2022	25.05.2022	26.05.2022	27.05.2022	28.05.2022
Dinner	Pulao + chapati/ puri + veg kolhapuri + flower mix + salad + roasted papad + pickle	Plane rice + chapati/ puri + methi aloo + mashroom masala + salad + roasted papad + pickle + chicken masala	Plane rice + chapati/ puri + matar paneer + aloo kobi + salad + roasted papad + pickle +	Plane rice + chapati/ puri + dum aloo + flower mix + salad + roasted papad + pickle + chicken masala	Jira Rice + chapati/ puri + matar paneer + baingan stuff + salad + roasted papad + pickle	Pulao + chapati/ puri + rajamaa + flower mix + salad + roasted papad + pickle + chicken masala	Pulao + dalfry + chapati/ puri dum aloo + stuffed baigan + salad + roasted papad + pickle + jilebi (Food packet for departing participants- number will confirm one day prior)