

UNIVERSITY OF MUMBAI
NATIONAL SERVICE SCHEME

		Address; Vidyapeeth Vidyarthi Bhavan, 2nd Floor, 'B' Road, Churchgate, Mumbai – 400 020. Email: nss.vvbhavan@gmail.com
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e-Tender Notice No.: NSS/ECD/ 1095 /2024-25 dated 02/01/2025

The University of Mumbai invites e-Tender from reputed vendors for **Supply of Food Items** for NSS State Republic Day Parade Camp organized by National Service Scheme, University of Mumbai, during 17th to 26th January 2025 at Vidyanagri Campus, University of Mumbai, Santacruz (East), Mumbai.

Nature of Work	e-Tender Form Fees (Rs.)	Estimated Amount of Work (Rs.)	EMD Amount (Rs.)	Validity of e-Tender	Duration of Work
Supply of Food Items	500/-	Rs. 3,45,000/-	3450/-	7 Days	10 days

Tender Download Period	January 3, 2025 (09:00 a.m.) to January 9, 2025 (02:00 p.m.)
Online Bid Preparation and Submission Period	January 3, 2025 (09:00 a.m.) to January 9, 2025 (02:00 p.m.)
Date and Time of Opening of Technical Bid	January 10, 2025 at 02:00 p.m.
Date and Time of Opening of Commercial Bid	January 10, 2025 at 05:30 p.m.
Venue of Opening of Technical Bid and Opening of Commercial Bid	National Service Scheme, Second Floor, Vidyapeeth Vidyarthi Bhavan, 'B' Road, Churchgate, Mumbai 400020

Notes:

- All the eligible bidders need to be registered on <https://mahatenders.gov.in> to get user ID and password and to download the documents for online Bid Preparation and Online Bid Decryption and Re-encryption.
- All the bidders are necessary to purchase Digital Certificate of Class II or Class III to do e-Tendering. (Digital Certificate forms are available on <https://mahatenders.gov.in>).
- E-Tendering Helpline: Call on 0120-4001 002, 0120-4001 005, 0120-6277787 or email Id: support-eproc@nic.in
- The National Service Scheme Cell, University of Mumbai reserves every right to cancel the tender in whole or in part without assigning any reason thereof.
- The details of this e-Tender are available on <https://mahatenders.gov.in>

Sd/-
Officer on Special Duty,
National Service Scheme,
University of Mumbai

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INVITATION OF E-TENDER

1. National Service Scheme, University of Mumbai invites online tender for **Supply of Food Items for** NSS State Republic Day Parade Camp organized by National Service Scheme, University of Mumbai, from 17th to 26th January 2025 at Vidyanagri Campus, University of Mumbai, Santacruz (East), Mumbai.
2. Interested Tenderers may download further information and inspect the Tender Documents from <https://mahatenders.gov.in> If any bidder have any query regarding e-Tender, he/she can contact 0120-4001 002, 0120-4001 005, 0120-6277787 and/or email on support-eproc@nic.in
3. A complete set of Tender Documents may be purchased **@cost of Rs. 500/-** which is not refundable by the authorized representative online on <https://mahatenders.gov.in> by using Debit Card/Credit Card /Net Banking. The tender document will be available from January 2, 2025 (11:00 a.m.) to January 10, 2025 (05:00 p.m.) at the above website address.
4. All Tenders must be accompanied by an Earnest Money Deposit (EMD) for an amount of **Rs. 3,450/-** should be paid online only by using Debit Card/Credit Card/Net Banking /RTGS /NEFT. In case of any exemption, Exemption Certificate should be uploaded online in the Technical Envelope-I. Tender accompanied by Cheques/Cash/DD/Pay Order or without EMD will not be considered and will be rejected out rightly.
5. National Service Scheme Cell, University of Mumbai will not be responsible for any costs or expenses incurred by Tenderers in connection with the preparation for delivery of Tenders, including costs and expenses related to visits to the site of University of Mumbai.
6. The tender will be in two Envelopes, Envelope-I will contain Technical Bid and Envelope-II will contain Commercial Bid.
7. All the bidders have to purchase Class II or Class III Digital Certificate. Digital Certificate should be having two pair 1. Sign Verification 2. Encryption / Decryption.
8. All the bidders have to Submit/Upload their documents in .pdf/jpg format.
9. All the bidders have to complete the process of tender download, Online Bid Preparation and hash submission and online Bid Data Decryption and Re-encryption otherwise bidders will not get qualified for technical bid and commercial bid opening.

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Schedule of e-Tender

Tender Download Period	January 3, 2025 (09:00 a.m.) to January 9, 2025 (02:00 p.m.)
Online Bid Preparation and Submission Period	January 3, 2025 (09:00 a.m.) to January 9, 2025 (02:00 p.m.)
Date and Time of Opening of Technical Bid	January 10, 2025 at 02:00 p.m.
Date and Time of Opening of Commercial Bid	January 10, 2025 at 05:30 p.m.
Venue of Opening of Technical Bid and Opening of Commercial Bid	National Service Scheme, Second Floor, Vidyapeeth Vidyarthi Bhavan, 'B' Road, Churchgate, Mumbai 400020
Tender Download Period	January 3, 2025 (09:00 a.m.) to January 9, 2025 (02:00 p.m.)
Online Bid Preparation and Submission Period	January 3, 2025 (09:00 a.m.) to January 9, 2025 (02:00 p.m.)

Food Items (Cooked) to be Served for the Event

a) Activity: State State Republic Day Parade Camp

Min. No. of Persons: Approx. 100

Max. No. of Persons: Approx.110

No. of Persons per Day: Approx. 100

No. of Days: 10

Particulars	Food Items
Refreshment	Any one of the following with EGG & BANANA on each day Sabudana Wada Pohe Samosa Upama Paratha Vada Idli Medu Wada Omelet Bread Shira Puri Bhaji Misal Pav Sabudana Khichadi Drinking Water and Tea / Coffee
Lunch	Puri / Chapati Dry Bhaji Wet Bhaji Steam Rice / Pulav Veg Biryani / Masala Bhaat / Daal Khichadi

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	Daal / Daal Tadka / Dal Fry Papad Mango Pickle Rayata /Saalad /Chutney Drinking Water
Evening Tea / Coffee and Biscuit	Tea/ Coffee Biscuit Drinking Water
Dinner	Puri / Chapati Dry Bhaji Wet Bhaji Steam Rice / Pulav / Tawa Pulav / Veg Biryani / Masala Bhaat / Daal Khichadi Daal / Daal Tadka / Dal Fry Kothimbir Wadi / Alu Wadi / Dhokla Papad / Potato Wafers Mango Pickle Rayata /Saalad/ Chutney Drinking Water

Terms and Conditions

- Rate shall be quoted per plate for Refreshment, Lunch, Evening Tea and Biscuits and Dinner.
- The menu will be communicated to bidder 1 day before the event.
- The University reserves the right of change of menu mentioned above.
- The Bidder has to provide food items in University of Mumbai, Vidyanagari, Kalina, Santacruz East, Mumbai.
- The Bidder should pay the expenses for preparation, serving and transport of food items, expenses for packing materials, expenses for taxes and expenses for salary, allowances and accommodation of his/her staff.
- The Bidder shall arrange commercial LPG Gas Cylinders, water, crockeries, plates, tables and chairs and all other materials required for preparation and serving 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. The bidder should not use the plastic material for preparation and serving of food items.
- The electricity connections will be provided by the NSS Cell, University of Mumbai.
- The tables and chairs required for serving of food will be provided by the National Service Scheme Cell, University of Mumbai. 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.
- The University will not be responsible for damage of any property of bidder while preparation and serving of food.
- The bidder shall maintain the food serving and preparation area in clean, neat, hygienic and in good conditions.
- The bidder should use good-condition kitchen equipment.

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- The quality of items of food should be of good standards. The University Officials 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.
- 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.
- Persons working in food preparation process shall be provided with apron, gloves, haircap, etc., besides uniform.
- Courtesy should be observed while servicing the guests, University officers, judges, teachers, participants and staff members.
- 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.
- Utensils, cups, saucers, flasks, crockery, etc. should be scrubbed and cleaned thoroughly with soap water and hot water.
- 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.
- 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.
- The disposal of leftover foods and other garbage will have to be done on a daily basis as per the rule of Municipal Corporation of Greater Mumbai.
- 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.
- 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.
- 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.
- The bidder will be fully responsible for food poisoning happened in any case from the serving food. In such case bidder has to give the financial compensation to the concerns.
- The National Service Scheme Cell and University of Mumbai will not be responsible for the personal loss, injuries and death of the staff of the Bidder during the contract period.
- The fine of Rs. 2 Lakh will be charged to the Bidder if he/she has denied the assigned work.

Documents Required for Technical Bid

- 1) PAN CARD
- 2) Shop and Establishment Registration Certificate of Local Government Authority with Proper Renewal Date and Mentioning Role of Business.
- 3) Memorandum of Association for Limited Company, Partnership Agreement for Partnership Firm only (If applicable)

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- 4) GST Certificate.
- 5) GST Paid Latest Challan.
- 6) Income Tax Returns of the Year 2021-22, 2022-23 and 2023-24.
- 7) FDA Certificate/License.
- 8) Experience of working with at least One PSU's/Govt. Sector/Reputed Private Sector during last 3 years of similar scale.
- 9) Financial turnover of the company of last 3 years. CA Certificate along with complete financial statements to be submitted.
- 10) Declaration letter on company letterhead stating that agreed with all terms and conditions by stamp and signature. (Format attached herewith)
- 11) Affidavit on Rs. 100/- stamp paper stating that not blacklisted in any other institute or company. (Format attached herewith)

Rejection of Bids

The Bid will be considered Non-Responsive and summarily rejected in case it does not fulfill any one or more of the following conditions: -

- 1) If the bidder fails to submit one of the documents required for technical bid.
- 2) If EMD is not paid by the bidder. If any exemption in EMD, then relevant certificate should be submitted. That certificate in original should be produced if asked during technical bid evolution.
- 3) If the bidder tries to put any influence.
- 4) If the bidder furnished false information.
- 5) Any bid indicating conditions beyond those indicated in this Tender Document i.e. conditional bid shall be rejected.
- 6) Bids shall remain valid for 90 days after the date of Bid opening prescribed by University of Mumbai. A Bid valid for a shorter period shall be rejected as non-responsive.

Criteria for Selection of Bidders

- 1) Financial Strength (Average Annual Turnover for last 5 years)
Below 3 lakhs – **5 Marks**
Above 3 lakhs below 5 lakhs – **10 Marks**
Above 5 lakhs – **15 Marks**
- 2) **Past Experience** with any Organizations / Public Sector Units (for last 3 years)
One Organization/Unit – **5 Marks**
More than One Organization/Unit: 5 marks per organization maximum up to – **15 Marks**
- 3) **Mandatory Documents** as prescribed in above mentioned point '**Documents Required for Technical Bid**'
All documents - **10 Marks**

Imp. Note: In eligibility criteria the bidders should get **at least 20 marks out of 40** for qualifying Technical Bid Round and also after all technical document scrutinization.

Other Conditions

- **Earnest Money Deposit (EMD)**

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- a) The Bidder shall furnish, EMD of **Rs. 3,450/-** (Rupees Three Thousand Four Hundred and Fifty only) be paid online by using Debit Card/Credit Card/Net Banking /RTGS /NEFT. In case of any exemption, Exemption Certificate should be uploaded online in the Technical Envelope-I. Tender accompanied by Cheques/Cash/DD/ Pay Order or without EMD will not be considered and will be rejected out rightly
- b) No interest shall be paid on EMD.
- c) EMD of Bidders not short-listed will be refunded within 30 days from the date of declaration of Short-listed Bidders.
- d) The successful Bidder's EMD will be discharged upon the Bidder signing the LOI/Agreement, and furnishing the Performance Bank Guarantee.
- e) The EMD may be forfeited either in full or in part, at the discretion of University of Mumbai, on account of one or more of the following reasons:-
 - 1) The Bidder withdraws their Bid during the period of Bid validity of 30 days.
 - 2) Bidder does not respond to requests for clarification of their Bid.
 - 3) Bidder fails to co-operate in the Bid evaluation process, and
 - 4) In case of a successful Bidder, the said Bidder fails to sign the Agreement in time; or to furnish Performance Guarantee.

● **Payment Terms**

After successful completion of event and dismantling, cleaning of site, bills will be certified by OSD, National Service Scheme Cell and will be sent for payment to Accounts department of University of Mumbai and will be paid as per University Accounts Code.

- University of Mumbai reserves the right to reject any or all the Bids without assigning any reason whatsoever.
- The bidder must comply with the terms and conditions of contract. No deviations shall be entertained.
- In case of any dispute, decision of competent authority (OSD, NSS / Hon'ble Pro Vice-Chancellor / Hon'ble Vice-Chancellor will be final and binding.
- The Bidder must furnish a declaration to the effect that it has not been blacklisted in the recent past by any Government Authority / Public Sector Organization, etc.
- The format for Technical Bid and submission of relevant documentary evidence is enclosed as Annexure-2. Bidders are requested to submit their technical bid strictly in the enclosed format.
- University of Mumbai has right to cancel any particular item in tender or whole tender itself.

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- **Cancellation / Postponement of Programme**

In case the events are cancelled or postponed due to any reason, no claims shall be made by the bidder on University of Mumbai.

If the administration of University of Mumbai cancels the Tender then the tender will be cancelled. No compensation will be given to bidder in this regard nor will they have any right to appeal in the court.

- Commercial Bid will be opened as per the above mentioned schedule and place. The Bidder or his/her representative will be allowed to observe the process of opening of Commercial Bid. The National Service Scheme Cell, University of Mumbai reserved the change the time of opening of Commercial Bid.
- It is expected to put the rates of all items in specific column of commercial price BOQ file on their company letterhead with stamp and authorized signatory. Failing of such will result into cancellation of tender.
- If the degraded food grain used in the menu are not of good standard and to the mark then the National Service Scheme Cell, University of Mumbai will have right to cancel the contract.
- If the Bidder is registered under Government as SSI/MSME Udyog Addhar/NSIC unit then he /she has to upload the certificate of the same for EMD exemption. If MSSIDC has paid rates then all related documents should be submitted in envelop No. 1 (Technical Bid).
- If there is change in the place and time of the event, then the bidder has to provide the same facilities for the programme at new proposed place and time decided by the National Service Scheme Cell, University of Mumbai.
- No compensation will be given to the contractor if any accident occurs due to some damaged items.
- The bidder should not put any condition, if found so, such tender will be rejected.
- Depending upon requirements there may be changes in food items or quantity of the food items. Bills will be paid based on the actual numbers. If there are any mistakes in calculation in the tender, then the correction will be made by the National Service Scheme Cell, University of Mumbai.
- If any bidder has submitted the e-tender then it is assume that he has accepted the all terms and condition of the e-tender and these conditions are bind on him/her.
- For any judiciary matter related to violation of terms and conditions of this e tender then it will be processed in Mumbai Jurisdiction only.
- If any conflict arises about quantity and quality in service then decision of University will be final.
- The advance for the work will not be given to the Bidder at any cost. The payment will be released after completion of the programme and billing process.
- After uploading the documents in envelops, the original documents will not be required to submit in the office. The Bidder should not be permitted to contact the office for submission of these documents. If required original documents will be asked for verification.
- This is the first notice of this e-tender. If no sufficient response is found to this tender then the date will be extended as second or third notice.

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- The schedule mentioned in this e-tender will be final.

ANNEXURE – I

List of Documents Required for Technical Bid (Envelope 1)

(Duly self-attested copies to be uploaded, also original is to be produced at the time of Technical Bid opening, if authority required. But manual submission of entire hard copy of the same documents will not be allowed)

Documents Required for Technical Bid

- 1) PAN CARD
- 2) Shop and Establishment Registration Certificate of Local Government Authority with Proper Renewal Date and Mentioning Role of Business.
- 3) Memorandum of Association for Limited Company, Partnership Agreement for Partnership Firm only (If applicable)
- 4) GST Certificate.
- 5) GST Paid Latest Challan.
- 6) Income Tax Returns of the Year 2021-22, 2022-23 and 2023-24.
- 7) FDA Certificate/License.
- 8) Experience of working with at least One PSU's/Govt. Sector/Reputed Private Sector during last 3 years of similar scale.
- 9) Financial turnover of the company of last 3 years. CA Certificate along with complete financial statements to be submitted.
- 10) Declaration letter on company letterhead stating that agreed with all terms and conditions by stamp and signature. (Format attached herewith)
- 11) Affidavit on Rs. 100/- stamp paper stating that not blacklisted in any other institute or company. (Format attached herewith)

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ANNEXURE – II
Commercial Bid (Envelope 2)

e-Tender for Supply of Food Items for

NSS State Republic Day Parade Camp organized by National Service Scheme, University of Mumbai, during 17th to 26th January 2025 at Vidyanagri Campus, University of Mumbai, Santacruz (East), Mumbai.

Column A	Column B	Column C	Column D	(Column E)
Activity	Particulars	Rate per Plate (Rs.)	GST (Rs.)	Total (Rs.) (Column C + Column D)
NSS State Republic Day Parade Camp	Refreshment-Breakfast			
	Lunch			
	Evening Tea/ Coffee & Biscuit			
	Dinner			
	Total			

Notes:

- 1) Above rate should be inclusive of all Govt. taxes, transportation and service charges.
- 2) L1 Bidder will be decided as per lowest rate quoted by Bidder for per head per plate basis and Grand Total.
- 3) Above commercial chart to be given on your company letterhead with duly stamp and authorised signatory.

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NATIONAL SERVICE SCHEME

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(This format should be print on Letterhead of the Bidder)

DECLARATION OF THE SERVICE PROVIDER/CONTRACTOR

I/We hereby declare that I/we have made myself / ourselves thoroughly conversant with the local conditions regarding all services, materials/items and labour on which I/we have based my/our rates for this tender. The specifications and lead of materials/items on this work have been carefully studied and understood by me/us before submitting this tender. I/we undertake to use only the best services approved by the National Service Scheme, University of Mumbai or his duly authorized representative before starting the work and to abide by his decision.

I/We hereby undertake to pay the labourers/employees engaged on the development work as per minimum wages Act 1948 applicable to the Zone concerned.

Signature of Contractor/Service Provider

UNIVERSITY OF MUMBAI
NATIONAL SERVICE SCHEME

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(Executive Magistrate/Notary Public on Rs. 100/- stamp paper)

AFFIDAVIT

I, _____
(Name of Service Provider /Authorized person), Aged about _____ years, residing at

_____ (Postal Address) do
hereby swear this affidavit that, I am the proprietor/Partner of
_____ (Name of company/firm) Registered at
_____.

I do hereby swear that, the documents submitted in Envelope No. 1 (Technical Bid) of the tender document are true, correct and complete. I am not blacklisted in any organization. In case the contents of Envelope No. 1 and other document pertaining to the tender submitted by me are found to be incorrect or false, I shall be liable for action under the relevant provision of Indian Penal Code and other relevant laws.

Signature of Authorized person

Applicant/Service Provider

Name _____

Date: _____

E-mail: _____

Mobile: _____