



JAMIA HAMDARD
(Deemed to be University)
Hamdard Nagar, New Delhi – 110062

Tender No. JH/PS/Tender – 938/ARC/Hostel Mess Food Items

Dated: 12.08.2024

TENDER FOR SUPPLY OF FRESH VEGETABLES/RAW VEGETABLES/CHICKEN & EGGS/MILK & MILK PRODUCTS/BAKERY ITEMS PROVISIONS FOR A PERIOD OF ONE YEAR.

1	Date of Issue of Tender	12.08.2024
2	Last Date & Time of submission	02.09.2024 at 3.00 p.m.
3	Date of Opening	04.09.2024
4	EMD Amount	Rs.30,000/-
5	Tender Fee	Rs. 1000/-

NOTICE INVITING TENDER (NIT)

Tenders in Two bid system is invited for supply of Fresh and Raw vegetables/Chicken & Eggs, Milk Products /Bakery Items, Provisions (As Per Details Enclosed) of Jamia Hamdard Hostel Mess, Hamdard Nagar, New Delhi-62. Tender Documents are available from 10.08.2024 to 02.09.2024 at Jamia Hamdard website (www.jamiahamdard.edu).

Bidders have to deposit the Earnest Money Deposit (EMD) of Rs.30,000/- (Rupees Thirty Thousand only) in the form of Demand Draft from scheduled bank drawn in favour of Registrar, Jamia Hamdard payable at New Delhi.

The interested bidders should submit their bids along with duly signed photo copies of all the relevant Certificates, documents, etc. in support of their technical & price bids latest by 02.09.2024 till 03.00 P.M. The technical bids will be opened on 05.09.2024.

The Tender forms are to be in two separate sealed envelopes one envelope containing **Technical Bid (Part A)** and second envelope containing **Commercial Bid (Part B)**. Both the above sealed envelopes should be put in another duly sealed envelopes and **superscribed appropriately with the type of bid, tender no., due date and other relevant details** and should be addressed to **The Registrar, Jamia Hamdard, Hamdard Nagar, New Delhi and dropped in Tender box available in the Purchase Section.**

Tender documents are also available, can be downloaded from the website of: www.jamiahamdard.edu

TERMS & CONDITIONS OF TENDER

A. Period of Contract: The contract shall initially be for a period of 1 year and can be extended further for a period of one year subject to satisfactory performance on the same terms and conditions on acceptance of both the parties. The rates approved shall remain unchanged during the period of contract.

Registrar, Jamia Hamdard reserves the right to terminate the contract by serving one month's notice, in writing. The contract can be terminated by giving one month notice by either party.

B. Earnest Money: A Demand Draft of Rs. 30,000/- (Rupees Thirty Thousand only) from Scheduled Bank drawn in favour of Registrar, Jamia Hamdard payable at New Delhi must be enclosed with the application. Application without the earnest money will be summarily rejected. Earnest Money of the unsuccessful bidders will be returned within one month after the award of contract to the successful bidder or completion of present tender process.

C. Last Date of submission: Last date of uploading of Tender is 02.09.2024, 03:00 P.M.

D. Date of Opening of Tender: Technical bid will be opened on 05.09.2024

The tender shall be opened in the presence of the bidder who chooses to be present during opening of bids in the designated room. If the date of opening of bid is a declared holiday, bid will be opened on next working day.

E. Eligibility Conditions of Bidders:

- i. The bidder should be a company/firm engaged in the supply of Fresh Vegetables/Raw Vegetables/Chicken & Eggs/Milk & Milk Products/Bakery Items in India for at least two years, during last four years, till publishing of this tender.
- ii. The bidder should have successfully completed the following work in the last 02 years.
 - i. One similar nature of work of value not less than 4 lakhs.* or
 - ii. Two similar nature of works of value not less than 2 Lakh.* or
 - iii. Three similar nature of works of value not less than 1 Lakh.*

***(Similar nature of work stand for supply of grocery, fruit & vegetables items for a hospital/Govt. Office/Pvt. Office/Govt. Canteen, Hostels and Restaurants in India)**

- iii. The bidder must have an average annual turnover of Rs. 5,00,000/- (Rupees Five Lakhs only) each during the last three financial years.
- iv. The bidder must have its office/Shop preferably in New Delhi.

F. Documents to be attached :

Bidder firms which fulfil the above eligibility conditions should attached following documents along with the tender documents duly signed and stamped on each page by authorized signatory i.e. the technical bid and price bid failing which their bids will be rejected.

- i. Income Tax Returns, Balance Sheet & Profit & Loss A/c for last three financial years.
- ii. Scanned copy of EMD

- iii. Completion certificates in support of eligibility conditions at (a) and (b) continuation of work certificate, if applicable.
- iv. Copy of PAN Card.
- v. Declaration as per the proforma given in the tender document. Authority letter to sign tender documents is signed by person other than Owner, Partner, Managing Director.
- vi. Copy of GST Registration.
- vii. Signed & Stamped copy of full Tender.
- viii. Any other relevant document.

Note: In addition to above a copy of above documents and tender form will be submitted by the tenderer duly signed by him or through authorized person and stamped each page subscribing in an envelope “Tender for Supply of Fresh Vegetables/Raw Vegetables/Chicken & Eggs/Milk & Milk Products/Bakery Items, provisions. The envelope of documents should be separate from EMD envelope.

INSTRUCTIONS FOR THE BIDDER

1. Tender form shall be completed in all respect. Incomplete or tenders without E.M.D. shall be treated as invalid, hence will be rejected.
2. Bidders have to ensure that all the documents are properly & clearly readable.
3. The Competent Authority of **Jamia Hamdard** reserves the right to accept or reject (fully or partially) any tender or all tender without assigning any reason.
4. Conditional tenders are liable to be rejected.
5. The EM.D. of unsuccessful bidders shall be refunded within one month after the award of contract to the successful bidder or completion of present tender process.
6. The Successful bidder shall have to deposit Performance Security Deposit (PSD) within two weeks after award of contract, by way of a demand draft Payable at New Delhi in favour of **Registrar, Jamia Hamdard**. Performance Security Deposit with validity of 2 months beyond the completion of contract which shall be refundable without interest.
7. **Evaluation of Technical Bids:** Bids received and found valid will be evaluated by the **Jamia Hamdard** to ascertain the best-evaluated bid for the complete work/services under the specifications and documents. The bidder should take care to submit all the information sought by **Jamia Hamdard** in prescribed formats.
8. Incomplete, conditional, telephonic bids or tender after due date will not be considered and summarily rejected.
9. **Financial Bid:** The financial bid of the bidders, whose technical bid is found to be suitable, will be opened in the presence of the bidders, who choose to attend the opening of financial bid. The rates shall be compared on segment wise i.e. appendix **1 to 5**.

Special Remarks:-

- a. The selection of the agency will be at the sole discretion of the **Jamia Hamdard** who reserves its right to accept or reject any or all the proposals without assigning any reason thereof.

- b. The contract for Supply of Fresh Vegetables/Chicken & Eggs/Milk & Milk Products /Bakery Provisions shall be awarded to the best qualified responsive tenderer segment wise i.e. Appendix 1 to 5
- c. Upon evaluation of offers the decision on the award of contract will be intimated to the successful bidder.

GENERAL CONDITIONS OF CONTRACT

1. The Registrar, Jamia Hamdard, Hamdard Nagar New Delhi reserves the right to withdraw/relax any of the terms and conditions mentioned in tender document.
2. Supplied items should be of AGMARK/FSSAI/FPO Quality/Norms wherever applicable.
3. It will be the responsibility of the supplier to ensure that items supplied are of the good and standard quality and free from all defects. The acceptance of items will be given only when the items are found up to the sample accepted in applicable cases, requisite quality and free from all defects.
4. The decision of the Registrar, Jamia Hamdard shall be final as to the quality of the items and shall be binding upon the tenderers. Any item fails conformity with applicable sample or Specification or quality will be rejected out rightly and it shall be replaced immediately at the risk and cost of the supplier.
5. The Registrar, Jamia Hamdard reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.
6. All the supplies will be delivered at the Jamia Hamdard Mess Kitchen or at any other place as instructed by the Chairman, Mess Committee, Jamia Hamdard on all days of supply.
7. No transportation charges (cartage), Labour charges in any form whatsoever, will be paid extra.
8. Supply of Fresh Vegetables/Fruits/Chicken & Eggs/ Milk & Milk Product//Bakery Items & Provisions are to be made to the Jamia Hamdard Mess Kitchen without fail as per indents.
9. Indents will be placed to the supplier for supplying the items at least 24 Hrs, in advance at normal course. However in emergency, indents will be placed at any shorter time depending upon the necessity.
10. The goods supplied must be in proper packing and should have complete information in all respect i.e. Price, Batch No., Mfg. Date etc with statutory details.
11. The matters in this tender document are the part of the contract document, related with the execution of the contract.
12. If the contractor fails in fulfilling the terms and conditions mentioned here in different parts of this tender document, such failure will constitute a breach of the contract and the Registrar, Jamia Hamdard shall be entitled to make other arrangements at the risk and expense of the contractor. Also nonperformance /unsatisfactory performance or

violation of terms and condition of the contract will make the contractor liable for forfeiture of security deposit. The decision of the Registrar, Jamia Hamdard shall be final and binding on this account.

13. Supply item should be supported with delivery Challan.
14. All the terms and conditions and other instructions mentioned in the tender document are the part of contract

Payment Procedure:

1. The Supplier has to submit the Bill on the completion of the month along with copies of orders and delivery challans for completely accepted items
2. Advance payment will not be made under any circumstances.
3. The payment shall be made through RTGS/NFT only
4. Successful tenderer will have to supply the items within stipulated time from the date or time of issue of supply order on the rate quoted by them and approved by the competent authority of Jamia Hamdard.
5. In case of delay / failure in supply, the indented items shall be purchased from the market at the risk-and cost of the Contractor. The extra expenditure involved in procuring supplies from elsewhere will be recoverable from the Contractor in full at discretion of the Registrar, Jamia Hamdard.
6. The recovery thus due shall be deducted from any sum then due to the Contractor from the Jamia Hamdard from this or any other contract placed with said contractor by the Jamia Hamdard.
7. The Security Deposit will be forfeited if item is not supplied as per sample provided / supply order.
8. If the contractor fails in fulfilling the terms and conditions mentioned here in different parts of this tender document, such failure will constitute a breach of the contract and the Registrar, Jamia Hamdard shall be entitled to make other arrangements at the risk and expense of the contractor. Also nonperformance/unsatisfactory performance or violation of terms and condition of the contract will make the contractor liable for forfeiture of EMD The decision of the Registrar, Jamia Hamdard shall be final and binding on this count.

Liquidated damages:

Whenever and wherever it is found that the supply of Items by the supplying agency is not upto the mark it will be brought to the notice of the agency and agency is responsible to replace the item immediately otherwise liquidated damages @ Rs. 500/per- item shall be imposed. The decision of Registrar, Jamia Hamdard shall be final and binding.

Risk Clause:-

The contractor shall at all times have standby arrangements for carrying out the work under the Contract in case of any failure of the existing arrangement. Jamia Hamdard reserves the right for termination of the contract at any time by giving 30 days written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected bidders at the cost, risk and the responsibilities of Contractor and excess expenditure incurred on account of this will be recovered by Jamia Hamdard from the Contractor's EMD or pending bill or by raising a separate claim.

- i. All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the Jamia Hamdard.

- ii. In the event of loss/damage of equipment's/or any etc. at the premises of the Jamia Hamdard due to negligence/carelessness of vendor staff, then the vendor shall compensate the loss to Jamia Hamdard.

Termination clause:-

During the period of agreement if it is found that the agency is not providing proper services or charging higher rates by fraudulent manner or otherwise, the Registrar, Jamia Hamdard reserves the right to forfeit the EMD, deposited with Jamia Hamdard or part thereof and agreement will be terminated after giving 30 days' notice. In such situations, tender can be allotted to second lowest bidder.

In above mentioned conditions Registrar, Jamia Hamdard reserves all the rights.

Technical Bid

S.No.	Description	
1	Name of Tendering Company/Firm	
2	Name of Owner/Partner/Directors	
3	Full Particulars of Office/Shop	
4	Address	
5	Telephone No./Fax Email Address	
6	Full Particulars of the Bankers of Company/Firm, with full Adress/Tel No. i. Name of the Bank ii. A/c No. iii. Branch Name iv. IFSC Code v. MICR Code	
7	PAN No.	
8	GSTN	

Date:

Signature of owner/Managing Partner/Director

Place:

Name:

Seal:

DECLARATION On non-judiciary stamp paper of R 100/-

Name of Work:

Tender for Supply of FRESH VEGITABLS/RAW VEGETABLES/CHICKEN & EGGS/MILK & MILK PRODUCTS/BAKERY ITEMS PROVISIONS for JAMIA HAMDARD MESS FOR A PERIOD OF ONE YEAR

Dear Sir,

1. I/we hereby submit the tender application for the above mentioned works viz.
2. I/We hereby declare that I/we have perused and understood the tender document and accept all the terms & conditions, stipulated by the Jamia Hamdard in connection with the tender for supply of FRESH VEGITABLS/RAW VEGETABLES/CHICKEN & EGGS/MILK & MILK PRODUCTS/BAKERY PROVISIONS for JAMIA HAMDARD MESS FOR A PERIOD OF ONE YEAR.
3. Each and every page of the tender document has been signed and seal/stamp of the firm/Agency/Company affixed.
4. Firm/Agency/Company has not been blacklisted/debarred by any government/public-sector organization in last 3 years.

I further declare that I will abide by all statutory requirements as per prevailing law.

Date:

Signature of owner/Managing Partner/Director

Name of Work: **FRESH VEGITABLES/RAW VEGETABLES/CHICKEN & EGGS/MILK & MILK PRODUCTS/BAKERY PROVISIONS for JAMIA HAMDARD MESS FOR A PERIOD OF ONE YEAR**

CHECKLIST FOR SUBMISSION OF TENDER

(To be Filled by the Tenderer and Submitted along with the Technical Bid)

S. No.	Particular	Drop Box
1.	Complete Tender Form (Signed& Stamped)	Original
2.	EMD Draft	Original
3.	Copy of Work Order/Completion Certificate in support of eligibility condition 1&2	Copy
4.	Copy of PAN	Copy
5.	Copy of last 3 years ITR with balance sheet & Profit & Loss account	Copy
6.	Copy of GST Registration Certificate	Copy
7.	Authorization Letter for signing tender documents if other that owner, partner, Managing Director wise	Copy
8.	Undertaking in regard to Non-black listed or debarred of company in any organization from Govt./PSU	Original
9.	Declaration as per performa	Original
10.	Any other documents	Original
11.	*Financial Bid (Annexure I,II,III,IV & V) Minimum one or All	Copy-in separate envelope

*Financial Bid should be in separate envelope, not to be attached with technical bid.

- i) The above documents are uploaded.
- ii) Pages of the tender document have been signed and stamped by the authorized persons except original documents uploaded.
- iii) Pages have been numbered
- iv) Documents are legible (clearly readable)

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to me/u
.s and I have the authority to bid TENDER.

Date: _____ Signature of owner/Managing Partner/Director

Name: _____

Place: _____ Seal: _____

Note: Checklist of submission of documents to be dropped in tender box.



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HAMDARD NAGAR, NEW DELHI - 110 062

APPENDIX I

Fresh Vegetables:

S. No.	Vegetable name	Approximate monthly requirement	Rate quoted (per kg)
1	Tomato (टमाटर)	1000 kg	
2	Peas (मटर)	500 kg	
3	Cucumber (खीरा)	1500 kg	
4	Bottle Gourd (लौकी)	350 kg	
5	Cauliflower (फूलगोभी)	350 kg	
6	Carrot (गाजर)	300 kg	
7	Ladies Finger (भिंडी)	250 kg	
8	Pumpkin (कद्दू)	200 kg	
9	Snake Gourd (तुरई)	300 kg	
10	Radish (मूली)	200 kg	
11	Bell Pepper (शिमला मिर्च)	150 kg	
12	Brinjal (बैंगन)	150 kg	
13	Fenugreek leaves (मेंथी)	150 kg	
14	Green Onion (हरा प्याज)	150 kg	
15	Pointed Gourd (परवल)	150 kg	
16	Jackfruit (कटहल)	150 kg	
17	Cabbage (बंद गोभी)	100 kg	
18	Spinach (पालक)	100 kg	
19	Arvi (अरबी)	100 kg	
20	Apple Gourd (टिंडा)	80 kg	
21	Beans (फली)	80 kg	
22	Ginger (अदरक)	75 kg	
23	Green Beans (शेम फली)	60 kg	
24	Turnip (शलजम)	50 kg	
25	Green Chilli (हरी मिर्च)	50 kg	
26	Green Coriander (हरा धनिया)	50 kg	
27	Lobia Beans (लोबिया की फली)	50 kg	
28	Beetroot (चुकंदर)	10 kg	
29	Elephant Foot Yam (जिमीकंद)	10 kg	
30	Drumsticks (सहजन)	05 kg	
31	Lemon (नींबू)	05 kg	
32	Mint Leaves (पुदीना)	05 kg	



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APPENDIX II

Raw Vegetables:

S. No.	Vegetable name	Approximate monthly requirement	Rate quoted (per kg)
1.	Potato (आलू)	3000 kg	
2.	Onion (प्याज)	1800 kg	
3.	Garlic (लहसुन)	75 kg	



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APPENDIX III

Dairy Products:

S. No.	Vegetable name	Approximate monthly requirement	Rate quoted (per kg)
1.	Toned Milk (Mother Dairy)	9000 kg	
2.	Curd	850 kg	
3.	Paneer	400 kg	
4.	Butter	100 kg	
5.	Frozen Peas	250 kg	
6.	Cream	08 lit.	
7.	Khoya	05 kg	

Note: The packed items should contain the details such as date of packing, date of expiry, maximum retail price, Name of manufacturer, Net weight etc and other mandatory requirement as per law.



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APPENDIX IV

Poultry Products:

S. No.	Vegetable name	Approximate monthly requirement	Rate quoted (per kg)
1.	Chicken (Halal) Fresh*, Curry Cut, Without Pota, Kaleji & Neck	1200 kg	
2.	Eggs	375 tray	Rate quoted (per tray)

Note:

*Frozen Chicken will not be accepted

*Supplier must submit the copy of valid Halal certificate and FSSAI registration.



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APPENDIX V

Bakery Items:

S. No.	Vegetable name	Approximate monthly requirement	Rate quoted (per kg)
1.	Bread 700 gm (English Oven – White Bread)	1500 pkt	
2.	Pav 200 gm (English Oven)	1000 pkt	

Note: The packed items should contain the details such as date of packing, date of expiry, maximum retail price, Name of manufacturer, Net weight etc. and other mandatory requirement as per law.