



Shri Mata Vaishno Devi University

Kakryal Katra-182320

Tender Document For Providing of Catering Services for 10th Convocation and Alumni Meet at Shri Mata Vaishno Devi University, Kakryal, Katra(J&K).

Online bids through open tender under two bid systems are invited on behalf of SMVDU, Kakryal for providing Catering Services for 10th Convocation scheduled to be held on 27th Dec, 2024 and Alumni Meet on 26th Dec, 2024 at SMVDU Campus at Kakryal. The details of the tender and mode of submission of bids are appended in the succeeding pages of the Tender document.

Tender document can be viewed and downloaded from SMVDU website www.smvdu.ac.in and J&K e-tender portal <http://jktenders.gov.in>. The bids are to be submitted online at <http://jktenders.gov.in> upto the stipulated last date and time of submission of bids mentioned in the table below. **Sale of hard copy of the tender document is not applicable.**

SECTION 1

a) The brief details of the tender are as under

S.N o.	Description	NIT Details
1.	University Name	Shri Mata Vaishno Devi University
2.	Name of Department	Administration
3.	Tender No.	SMVDU/Adm/2024/5570 dated 12-12-2024
4.	Tender Subject	Providing Catering Services for 10 th Convocation.
5.	Tender Type	Open e-Tender system
6.	Earnest Money Deposit	50,000/- (Rupees Fifty Thousand only)
7.	EMD / Bid security payable to	University Account Details for deposition of the EMD:- Bank Name: The Jammu and Kashmir Bank Ltd. Account Title:- SMVDU Retention Money A/c Account No:- 0477040520000029 IFSC Code:- JAKA0SMVDUN Branch:- SMVDU or In the shape of FDR/CDR duly pledged in favour of Registrar SMVDU
8.	Tender fee (non – refundable)	University Account Details for online deposition of the Tender Fee: Rs. 600/- Bank Name: The Jammu and Kashmir Bank Ltd. Account Title:- Registrar, SMVDU Account No:- 0477040100000023 IFSC Code:- JAKA0SMVDUN Branch:- SMVDU
9.	Availability of tender document	Tender document can be viewed and downloaded from SMVDU website www.smvdu.ac.in and JKUT e-tendering portal http://jktenders.gov.in
10.	Validity of bids	30 days from the last date of submission
11.	Tender Inviting authority	Registrar SMVDU, Kakryal, Katra, Distt. Reasi – 182320, email id- registrar@smvdu.ac.in
12.	Contact Details	01991-285524 Extn. 2109, 2115, 2790, 2116 Fax no. 01991-285732

The critical dates of the tender are as under

S. No.	Particulars	Date & Time
1.	Publish date and time	12.12.2024 1600 hrs
2.	Document Download Start Date & Time	12.12.2024 1700 hrs onwards
3.	Online Bid Submission Start Date & Time	12.12.2024 1700 hrs onwards
4.	Document Download End Date & Time	20.12.2024 1000 hrs
5.	Online Bid Submission End Date	20.12.2024 1000 hrs
6.	Bid Opening Date & Time (i) Technical bid	20.12.2024 1100 hrs
	(ii) Financial bid	21.12.2024 1100 hrs

Sd/- Registrar

SMVD University, Kakryal, Katra

[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 must 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 must submit their bids online in electronic format with digital Signature. **No technical/financial bid will be accepted in physical form.**
4. Bids will be opened online as per time schedule mentioned in the table of critical dates.
5. Bidders must ensure to upload scanned copy of all necessary documents mentioned in e-NIT.
6. Note: - Scan all the documents on 100 dpi with black and white option.
7. Proof of Tender fee and EMD Fee is to be uploaded online along with other documents.
8. Bidders are advised to use “My Documents” area in their users on e-tendering portal to store important documents.
9. SMVDU will not be responsible for delay in online submission due to any reasons.
10. Conditional bidding shall not be entertained.
11. Bidders may contact the Registrar, SMVDU at registrar@smvdu.ac.in for any guidance or query.
12. 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.
13. The rates shall be quoted by the bidder entirely in Indian Rupees.
14. Any corrigendum or subsequent information/ clarification shall be updated on the e-tender portal / university website only. Bidders should keep track of the same.

**Sd/-
Registrar**

**SMVD University,
Kakryal, Katra**

Section 2
Terms & Conditions of the Tender

1. The Bidder should be a registered and licensed Caterer, Firm and Agency having sound professional expertise for providing Catering Services in Educational and training Institutes of repute.
2. Before submission of Tender document, the Bidders, in their own interest, are advised to visit site to assess the site and its surroundings and satisfy themselves in respect of the site conditions as SMVDU 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 Bidders shall be at their own risk & responsibility.
3. The Bidders must have a minimum of five (05) years of experience in running Catering Services in Educational, training & Other Institutions of repute and should be a profit-making firm / caterer/ Agency. The average turnover of the consecutive three (03) years (FY 2021-2022, 2022- 2023 & 2023-2024) must not be less than Rs.50.00 Lakhs.
4. Certificate regarding Bidder Company not being bankrupt/insolvent from Chartered Accountant of Bidder Company should be uploaded along with other documents.
5. SMVDU reserves the right to terminate the allotment of convocation catering services without assigning any reasons thereof.
6. The award process may be postponed / cancelled Suo-moto without assigning any reason or giving any notice to the Bidders. The University reserves the right to consider the tenders of only short-listed firms.
7. The issuing of tender document shall not constitute that the Bidders is automatically qualified.
8. If even after the award of allotment, information / facts submitted by the Bidders is found misleading /incorrect / false etc., SMVDU reserves the right to scrap the contract forthwith.
9. The mode of submission of the Tender in two bid format shall be as under:
 - (i) 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.
 - (ii) Financial bids of only those bidders shall be considered, whose technical bids are complete in all respects and qualify the technical criteria as per tender document.
10. The online tenders shall be opened by a committee constituted for this purpose as per date and time mentioned in the table above, in the presence of Bidders or their authorized representatives, who wish to be present, at the time of opening of the tenders.
11. In case of any incomplete document / information uploaded by the Bidders, the tender may be rejected without assigning any reason thereof.
12. Tender document is neither transferable nor cost of the document is refundable under any circumstances.
13. Conditional tenders are liable to be out rightly rejected.
14. An Earnest Money amounting to Rs. 50,000/- (Rupees Fifty Thousand only) is to be deposited in designated University bank account or prepared in the shape of FDR/CDR, by or before the last date and

time of submission of bids, without which the tender submitted by the firm(s) shall be rejected. EMD of the unsuccessful Bidders shall be refunded immediately after finalization of tender whereas the EMD of the successful Bidders will be treated as Security Deposit. However, the EMD of successful Bidders who, after award of the allotment, fails to provide the services within the time limit (provided for starting the requisite services) shall be forfeited. The proof of the transaction in respect of EMD payment is also to be uploaded online along with bids.

15. The University reserves the right to shortlist the Bidders as per the requirement of the University and to allot catering services for convocation to the Bidders, if deems eligible and qualified based on the responses received, and the decision of the University in this regard shall be final.
16. The University shall permit the Catering firm to use the University premises for providing Catering Services for Convocation.
17. The catering services by the Caterer during the Convocation on 27-12-2024 and the Alumni Meet scheduled for **26-12-2024** will cover the following:
 - A. **Buffet Lunch for Guests, Degree Awardees and their parents/ spouses, Faculty and Staff and Student Volunteers, in the Central Courtyard (02 No. Enclosures in left and right) (1750pax), 01 Buffet (with 04 round tables, having 06 chairs each) outside EC Room (50 Pax) & Two enclosures opposite Matrika Auditorium near parking lot for Outsourced staff, Security personnel & Drivers (02 No. Enclosures) (700 pax) and two Buffets in Green Room 1 & 2 with proper seating arrangements for dignitaries, senior faculty & staff on duty (100 pax) Total: 2600 pax on 27-12-2024;**

Which may include the following:

- i. 03 buffets in each enclosure in the central courtyard
- ii. 08 tables with chairs in each enclosure in the central courtyard
- iii. 75 chairs in each enclosure in the central courtyard
- iv. Water Dispenser for dispensing mineral water with disposable paper cups in each enclosure.

Menu for Lunch [2600 pax]

- Soup: Lemon Coriander & Monchow Soup
- Green Salad, Russian Salad, Fruit Salad
- Pineapple Raita, Poppadum, pickle
- Paneer Butter Masala
- Palak with baby corn.
- Methi Malai Mattar
- Rajmash
- Kurkuri Bhindi
- Breads: Assorted (Lachcha Parantha, Stuffed Parantha, Missi Roti)
- Rice: Zeera Rice
- Sweet: Gulab Jamun & Gajar Halwa
- Kashmiri Kehwa (Sugar/Sugar free to be provided separately)

Note:

- The Caterer shall provide 05 Round Tables with proper table covers & frills along with good quality VVIP Chairs 5 for each table, [total 25 chairs] to be installed in the VIP Lounge.
- The caterer shall also provide tenting, transportation and labour including erection of cloth shamiana [new/clean in aesthetic colors] in Central Courtyard of the University, divided into two separate (one for faculty and Staff and one for degree awardees/parents/student volunteers) with proper buffet layout, seating arrangement (08 round table and 75 chairs in each enclosure); 01 Buffet (with 04 round tables, having 06 chairs each) outside EC Room (50 Pax); and Two enclosures opposite Matrika Auditorium

near parking lot for Outsourced staff, Security personnel & Drivers (02 No. Enclosures) (700 pax) and two Buffets in Green Room 1 & 2 with proper seating arrangements for dignitaries, senior faculty & staff on duty (100 pax).

B. Buffet for High Tea & Dinner for Alumni and their parents/ spouses, Faculty and Staff and Student Volunteers, in the chosen venue to be decided later (01 No. Enclosure) (800 pax) to be provided on 26-12-2024

Menu for High Tea [800 pax]

- Sandwich (Cocktail Corn Sandwich) (Medium Bread)
- Chana Bhatara with pickle & onion rings
- Cheese Pakora with Sweet n Sour tamarind chutney
- Masala Dosa with Sambhar and Coconut & Tomato Chutney
- Veg noodles
- Hot Gulab Jamun
- Tea/ coffee (Sugar/Sugar free to be provided separately)

Tentative Menu for Dinner [800 pax]

- Soup: Lemon Coriander & Tomato Soup
- Green Salad, Russian Salad, Fruit Salad
- Mixed Veg Raita, Poppadum, pickle
- Paneer Lababdar
- Nandoo Yakhni
- Dal Makhni
- Smoked Mixed Vegetables
- Breads: Assorted (Lachcha Parantha, Stuffed Parantha, Missi Roti)
- Rice: Zeera Rice
- Sweet: Dal Halwa

No extra Charges for providing tenting, transportation and labour of the above shall be paid to the caterer. The number mentioned above are tentative and may increase or decrease and the same shall be communicated at the time of allotment.

18. The caterer shall also provide one Shamiana in front of Matrika Auditorium (in the lawn towards parking side) for erection of cloak room on the day of Convocation.
19. The caterer shall also provide water proof shamiana with side covering for the Shrine Board Catering team in the backside of Matrika Auditorium for temporary kitchen.
20. Besides the above, the caterer shall provide water Kiosks' (Packaged Drinking water in 20 litre dispensers with paper Cups at 5-6 different locations in the Campus.
21. Clean, Good Quality Cutlery Along with Paper Napkins shall be provided.
22. 8 No's of Large Dustbins to be stationed at Strategic Locations.
23. Cleaning and Disposal of Waste after the event is mandatory.
24. Single Use Plastic is banned in SMVDU. No plastic cutlery to be used.

25. Staff to be deployed in neat, clean and proper Uniform with chef caps.
26. Proper Lighting & Electric Heating arrangements to be put in place for the events held during the evening hours.
27. In case of bad weather suitable alternative arrangement shall be suggested by the University authorities.
28. Food shall be cooked in good quality oil with fewer spices. Food cooked should not be very oily.
29. The Caterer will make arrangements for hygienic storage and cooking of food and service in the designated areas. He will ensure that the space provided for catering services including kitchen will be kept clean and tidy.
30. The Caterer shall not sublet the contract / premises / venue allotted by the University or enter into contract with any other party to provide the catering services at the said premises / venue implicitly/explicitly failing which the allotment shall be cancelled and the decision of the University in this regard shall be final and binding on the Caterer.
31. It shall be the responsibility of the Caterer to maintain the quality of the food and its preparation including its timely service.
32. The Caterer will comply with all such instructions that may be issued to him by the University through any of its functionaries.
33. The Caterer shall make arrangements for all kitchen equipment /utensils, material, eatables etc. as may be required for effective operation of the catering services during the convocation.
34. In case of any default or deficiencies of services provided by the caterer, the alternate arrangement will be made by the University at the risk & cost of the Caterer.
35. The University shall be authorized to inspect the premises, quality of edibles, sanitation and other arrangements. In case of any unsatisfactory condition or any defect or deficiency in the service, caterer shall be penalized as decided by the University authorities.
36. The Caterer shall utilize cooking gas cylinders of commercial category and shall also abide by all governmental instructions in this behalf.
37. The Caterer shall not cause any loss or damage to the property of the University and shall be responsible to compensate the University for any such Loss or damage. However, he shall be personally responsible for his machinery, equipment and other belongings.
38. The Caterer shall engage well behaved experienced staff and the Caterer shall be responsible for their work, behavior and conduct. If at any time, the work / behavior of any such employed staff of the Caterer is found to be unsatisfactory, the Caterers shall be liable to remove such a person immediately when ordered to do so by the University authorities.
39. The Caterer shall take all precautions that all persons engaged by him to do any work for catering

services are courteous, civil, sober, honest and free from any virulent or contagious disease(s).

40. The Caterer shall ensure that all the workers wear proper uniforms including Head Caps, Hand Gloves and identity cards during the catering service in the University.
41. The Caterer shall not do any act or omission which may be prejudicial to the interests of the University.
42. The Caterer shall not construct, raise or modify any structure, temporary or permanent in or around the space provided for catering, without the prior written permission of the University.
43. The Caterer shall be responsible for insurance coverage in respect of his workmen engaged by it towards meeting the liability of compensation arising out of injury / disablement / death at work place.
44. The liability/responsibility in case of any accident-causing injury/ death to catering worker or any of his staff shall be of the Caterer.
45. 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.
46. The Caterer shall advice its work force etc. to strictly refrain from smoking or using any kind of tobacco products or pan chewing, consumption of alcohol or non-veg. food and playing of cards within or around the premises of the SMVD University.

Sd/-
Registrar
SMVD University, Kakryal, Katra



Shri Mata Vaishno Devi University

Kakryal Katra-182320

Technical Bid

The Bidder shall furnish the following information with documentary evidence wherever required. This data shall be submitted without fail in the technical bid only and not otherwise.

Name of the registered and licensed Caterer, Firm, Agency: M/s _____

Amount of EMD (with transaction number and date): online payment details

S. No.	Particulars	Page No
1.	Certificate of Incorporation/ Establishment as registered and licensed Caterer, Firm, Agency from concerned Competent Authority as applicable	
2.	Minimum five years Professional experience of the concerned registered and licensed Caterer, Firm, Agency for providing Catering Services in Educational and training Institutes of repute duly supported with documentary proof of work order/ agreement deed, Supply order.	
3.	Copies of FSSAI license issued by the Competent Authority to the entities as enumerated at S. No. 1 above	
4.	Copies of Registration for GST	
5.	Income tax return for the last three years along with a copy of PAN card of the catering Agency. (Financial Year. 2021-2022, 2022-23 & 2023-24)	
6.	Average turnover for the consecutive three (03) years. 2021-2022, 2022-23 & 2023-24 supported by duly authenticated certificate issued by a Chartered Accountant.	
7.	Certificate regarding bidder company not being bankrupt/ insolvent from statutory CA/ CS of bidder company should be uploaded along With other documents.	

***(Copies of documentary proof must be furnished in support of all the above).**

Additional pages, if needed, may be used.

For & on behalf of M/s _____
(Authorized Signatory)

Name _____

Note: Kindly attach relevant documents only

