



J&K ENTREPRENEURSHIP DEVELOPMENT INSTITUTE (JKEDI)

Pampore, Kashmir -01933-224362/ Industrial Estate Bari Brahamna, Jammu 01923-222412

No. JKEDI/Estts/US-106/2019/58-59

Dated: 06-02-2019

1. INVITATION TO CATERING SERVICES

Jammu & Kashmir Entrepreneurship Development Institute, Sempora, Pampore invites Sealed Applications affixed with Rs 5/- Revenue Stamp & accompanied by DD of Rs. 1000/- (Rupees one thousand Only) from Registered/Authorized Caterers having relevant experience of 5 Years. Preference will be given to **existing entrepreneurs of the Institute trained and sponsored under SCFS/YSLs/HIMAYAT/NMDFC/Start-up Policy** who are into Registered/Authorized catering services business having relevant experience of 2 years and valid Registration of Food Safety, FSSAI, Commercial Tax/ Municipality and other Registrations whichever is applicable for providing **Catering Services** at its Pampore Campus on **Quarterly Rate Contract basis** for the year 2019-20.

Interested parties/entrepreneurs may collect the detailed Application Document against a non- refundable payment of Rs 1000/- (Rupees one thousand only) which should be in the form of Demand Draft drawn in favour of Director JKEDI, Srinagar, from office of **In-charge Estates, Administrative Block Pampore** during **office hours (10.00 a.m to 4.30 p.m)** from **09.02.2019 to 23.02.2019**. The Application Document can also be downloaded from the official website of JKEDI, www.jkedi.org under “Tenders” option. The document, thus downloaded from the website shall be accompanied by a Demand Draft of Rs 1000/- (Rupees one thousand Only) drawn in favour of Director JKEDI, Srinagar at the time of submission.

The application document, in complete form, should reach to the **Office of the In-charge Estates, Administrative Building, Pampore** by or before **23.02.2019 upto 3 P.M**. The rates for schedule of catering charges shall be quoted as per the format of the application document.

Last Date & Time of Submission of Application (Cover A(Technical) & cover B (Financial))	23.02.2019 upto 3 P.M
Cost of Application Document (DD)	Rs 1000/- (non-refundable in the shape of DD)
Earnest Money Deposit (CDR)	Rs 50,000/-

Sd/-
Director
JKEDI



2. General Conditions for Application

GENERAL:

All items to be supplied on time as put in requisition by the designated officer of JKEDI against written order.

APPLICATION BASIS:

- All Application Documents must be completed in full.
- The rates approved under the contract shall be inclusive of all taxes & shall be valid for a period of one year from the date of award of the contract.
- The contract shall be initially valid for a period of three months (unless otherwise specified) which may further be extended by the Institute (bases on the satisfactory performance of services) on the same terms and conditions, upon mutual consent for a period not exceeding one (01) year from the date of completion of contract.
- The contract can however be terminated by giving one month's written notice by Institute. However, the said contract shall not be terminable at the option of the service provider.
- All bids shall be made in accordance with the Application Document including schedule of catering charges.
- All Applicants will receive identical documents: No applicant should add, omit, or change any item, term or condition on original papers.
- The applicant shall attach detailed information of the services provided.
- Each applicant may make one bid only.
- The bidder should have Permanent Account Number (PAN) issued by the Income Tax Department, Govt. of India.
- The bidder should have GST No.
- The rates quoted must be inclusive of all charges and taxes. The Institute shall deduct all applicable taxes at source.
- The bidder should have at least 5 years of catering experience, however for JKEDI sponsored same shall be 2 years along with relevant Registrations/Authorizations having valid Registration of Food Safety, FSSAI, Commercial Tax/ Municipality and other Registrations whichever is applicable as per norms. Letter of experience must be attached with the application document.
- The Bidder shall sign all the pages of document including documents supplied by the Bidder. Each page of application documents must be signed by the Bidder himself/themselves, stamped and dated or through their duly authorized person.



J&K ENTREPRENEURSHIP DEVELOPMENT INSTITUTE (JKEDI)

Pampore, Kashmir -01933-224362/ Industrial Estate Bari Brahamna, Jammu 01923-222412

- The CDR of successful bidder shall be retained as security deposit and same shall be released after expiry of rate contract.
- Applications along with all relevant enclosures should be sealed in an envelope super scribed “Application For Catering Services At EDI Pampore”.
- The Director JKEDI reserves all the right to accept or reject any application or part thereof without assigning any reason or keep the application in abeyance or not to consider the applications at all for rate contracts/Supply orders if situation so warrants.
- The successful bidder shall have to pay monthly rent of Rs 15000/- on accounting of using the space of the Institute at Pampore Campus.

QUANTITIES

The quantity of the refreshment will be as per the estimate order given by JKEDI before one day of the actual date of event. Institute reserves the right to increase or decrease these quantities as per actual requirement.

RETURN OF APPLICATION DOCUMENTS.

Application once received shall not be returned. Application documents are non-transferable.

FILLING OF APPLICATIONS

- a. Application must be typed or hand written legibly in ink and the quoted rates must be given both in figures and words. All rates should be affixed with transparent (Cello Tape) Applications written with pencil or partly typed or partly hand written shall not be considered. Any correction in rates in the application must be signed otherwise it will not be accepted.
- b. **The financial part of the application shall be submitted in a separate envelope.**
- c. The application forms complete in all respects should be submitted in the **Office of the In-charge Estates, Administrative Building, Pampore** by or before **23.02.2019 upto 3 P.M.** **No application shall be accepted by any other medium like Speed/Registered Post or Courier.**
- d. Applications received after closing date and time, for any reasons whatsoever, shall not be considered.



J&K ENTREPRENEURSHIP DEVELOPMENT INSTITUTE (JKEDI)

Pampore, Kashmir -01933-224362/ Industrial Estate Bari Brahamna, Jammu 01923-222412

- e. The date for opening of the Applications will be intimated to the participating bidders telephonically. However, the bids shall be opened in the Office of the Director JKEDI, Baribrahmana, Jammu, in presence of the bidders who wish to attend the same process .

EARNEST MONEY

- a. The application must be accompanied with the Earnest Money of Rs. 50,000/- shown in the notice inviting applications against each group in the shape of Call Deposit Receipt (CDR) pledged in favour of Director JKEDI, Sempora Pampore.
- b. The applications not accompanied with required Earnest Money shall be rejected by the Institute.
- c. The Earnest Money shall be refunded to the unsuccessful Bidder(s) after the finalization of the contracts. However, the earnest money in favour of the approved Bidder(s) shall be adjusted towards Security Deposit and shall be released after expiry of the contract.

SERVICE SCHEDULE

- a. Timely delivery of all services/items is absolutely essential and the Successful Bidder shall ensure same.
- b. The Successful Bidder shall provide services at JKEDI Pampore Campus (Hostel, Guest House and Administrative Building) as per order specification and delivery schedule given in each supply order issued during Rate Contract period.
- c. If the Successful Bidder fails either to provide requisite services or supply items of the prescribed specification/sample or to deliver the items within the specified period, the Institute shall be at liberty to arrange the items from alternate source or otherwise for which any extra cost incurred shall be deducted from the bills/Security Deposit of Successful Bidder.
- d. The successful bidder should have sufficient staff/ crockery items to serve the food items at multiple places in the pampore campus simultaneously.



J&K ENTREPRENEURSHIP DEVELOPMENT INSTITUTE (JKEDI)

Pampore, Kashmir -01933-224362/ Industrial Estate Bari Brahamna, Jammu 01923-222412

INSPECTION, REPLACEMENT OF REJECTED SUPPLIES

- a. The inspection of the food items supplied after its receipt shall be conducted by the designated committee/official of JKEDI, in presence of the Successful Bidder /authorized representative if they are present. The designated committee/official of JKEDI may send any food items for Laboratory testing as and when deemed necessary.
- b. Any shortage/damage/discrepancy noticed or if items do not conform to order specification/sample, same shall have to be rectified/replaced/replenished by the Successful Bidder immediately.
- c. The rejected supplies shall have to be lifted by the Successful Bidder immediately at their own risk and cost. Any expense or loss caused to Successful Bidder as a result of rejection or replacement of supplies shall be entirely at the account of caterer.
- d. If the food items supplied is found to be adulterated or substandard, the Successful Bidder shall be responsible for any penal action under law for the time being in force including consequential damages which may result due to such adulteration. The Successful Bidder has to defend any legal case at his cost and care.

PAYMENT

- a. Payment shall be released at the end of the programme on production of bills in GST format. In case of any discrepancy found at the time of inspection or after inspection, the payment shall be withheld or partly released by the Institute till the discrepancy is rectified by the Successful Bidder. The Successful Bidder shall submit bills/invoice in quadruplicate giving order No, date, mode of dispatch on each invoice/ bill.

MODE OF PAYMENT

Cheque or wire Transfer deposited in favour of vendor.

PENALTIES



J&K ENTREPRENEURSHIP DEVELOPMENT INSTITUTE (JKEDI)

Pampore, Kashmir -01933-224362/ Industrial Estate Bari Brahamna, Jammu 01923-222412

- a. In case the event of the Successful Bidder failing, declining, neglecting or delaying the supply of the food items or in the event of any damage occurring or being caused by the Successful Bidder or in the event of default or failure by the Successful Bidder or if the goods supplied do not conform to the order specification or sample, the Institute shall without prejudice to any other remedy available to it under law for the time being in force in J&K State take recourse to all or any of the following penal action against defaulted contractor.
- b. Make risk purchase from alternative source or from open market at the risk and cost of defaulted Contractor, out of the amount of Security Deposit deposited by the Contractor, to make good the loss sustained or excess cost incurred.
- c. Recover the amount of the loss caused by the damage, failure or default (including the consequential damages) as may be determined by the Institute and/or
- d. Terminate the contract after one months notice or black list the Successful Bidder.

ARBITRATION:

- a. Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement or matter whatsoever, shall, before/after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a Sole Arbitrator to be appointed by the Director of the Institute at the time of the dispute. The award/decision given by the arbitrator so appointed shall be binding on the parties. It will not be open to the parties to challenge the jurisdiction of the arbitrator after the award/decision has been made.
- b. If the arbitrator to whom the matter is originally referred refuses to act or resigns/withdraws for any reason from the position of arbitration, it shall be lawful for the Director of the Institute to appoint another to act as arbitrator in the manner aforesaid. Such person shall be entitled to proceed with reference from the stage at which it was left by his predecessor if both the parties consent to this effect failing which the arbitrator shall be entitled to proceed de-novo.



J&K ENTREPRENEURSHIP DEVELOPMENT INSTITUTE (JKEDI)

Pampore, Kashmir -01933-224362/ Industrial Estate Bari Brahamna, Jammu 01923-222412

- c. It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of the invocation of arbitration under the clause.
- d. It is a term of the contract that the cost of arbitration shall be borne by the parties themselves.
- e. The venue of arbitration shall be at Srinagar, Jammu & Kashmir.

FORCE MAJORE

- f. Any failure or omission to carry out the provisions of this contract shall not give rise to any claim by the Institute and the Successful Bidder one against the other, if such failure or omission arises from an Act of God, which shall include all acts of natural calamities such as Fire, Floods, Earthquakes, Hurricane or any pestilence or from civil strikes, compliance with any statutes/regulations of the Government lockouts and strikes, riots, embargoes or from any political or other reasons beyond the control of the Institute/Successful Bidder including war whether declared or not civil war or a state of insurrection.



J&K ENTREPRENEURSHIP DEVELOPMENT INSTITUTE (JKEDI)

Pampore, Kashmir -01933-224362/ Industrial Estate Bari Brahamna, Jammu 01923-222412

3. SERVICES TO BE PROVIDED / SCHEDULE OF CATERING CHARGES FOR EDPS/FUNCTIONS. (To be kept in Separate envelope)

S · N O	DESCRIPTION OF ITEMS	RATE IN FIGURES	RATE IN WORDS
1.	BREAKFAST Egg Boiled - 2 No Bread Slice with Butter - 2 No Namkeen Tea - 1 Cup (7 days a Week)		
2.	LUNCH Rice - 1 Plate Egg Curry - 2 Pc Twice a Week Chicken - 1 Pc Twice a Week Paneer - 2 Pc Thrice a Week Dal - 1 No Daily, 7 days a Week Vegetable Mix - 1 No Daily, 7 days a Week		
3.	AFTERNOON TEA Namkeen Tea - 1 Cup Kachori - 1 No 7 days a Week		
4.	DINNER Rice - 1 Plate Egg Curry - 1 Pc Twice a Week Chicken - 1 Pc Twice a Week Paneer - 2 Pc Thrice a Week Dal - 1 No Daily, 7 days a Week Vegetable Mix - 1 No Daily, 7 days a Week		
5.	HIGH TEA Mineral Water - 1 No (100 ml) (Bringi/Aquafina/Bisleri) Saffron Kehwa - 1 Cup Sheermal - 1 No Kebab - 1 No Sandwich - 1 No Paneer Pakora - 100 gm Fish Tikka - 100 gm		



J&K ENTREPRENEURSHIP DEVELOPMENT INSTITUTE (JKEDI)

Pampore, Kashmir -01933-224362/ Industrial Estate Bari Brahamna, Jammu 01923-222412

	(As and when required)		
6.	VIP LUNCH Rice - 1 Plate Chapati - 2 No Rogan Josh - 1 No Chicken Kebab - 1 No Yakhnee - 1 No Palak Paneer - 1 No Mutter Mashrrom - 1 No		
7.	MINI MEAL- I Chicken Biryani - 2 Pc - Packed with disposable spoon (As and when required)		
8.	MINI MEAL - II Chicken Biryani - 1 Pc - Packed with disposable spoon (As and when required)		
9.	SIMPLE TEA Mineral Water - 1 No (100 ml) (Bringi/Aquafina/Bisleri) Lipton Tea - 1 Cup Cookies - 1No (As and when required)		

SERVICES TO BE PROVIDED / SCHEDULE OF CATERING CHARGES FOR GUESTS/EMPLOYEES etc.

S.No	DESCRIPTION OF ITEMS	RATE IN FIGURES	RATE IN WORDS
SOUP			
1.	Chicken Manchow/Veg Manchow		
2.	Hot & Sour Chicken/Veg		
3.	Lemon Coriander Chicken/Veg		
4.	Mushroom Noodle		
5.	Home style Noodle Veg		
6.	Ginger Garlic and Mushroom		
7.	Creamy Chicken		



J&K ENTREPRENEURSHIP DEVELOPMENT INSTITUTE (JKEDI)

Pampore, Kashmir -01933-224362/ Industrial Estate Bari Brahamna, Jammu 01923-222412

8.	Creamy Mushroom		
OMELETTE			
1.	Plain Omelette		
2.	Cheese Omelette		
3.	Masala Omelette		
4.	Half Fried Omelette		
5.	Bread Omelette		
SNACKS CHINESE			
1.	Chilli Chicken Dry 10pc		
2.	Chilli Paneer Dry 10pc		
3.	Chicken in Hot Sauce Dry 10pc		
4.	Chicken Salt & Pepper 10pc		
5.	Salt & Pepper Veg 1portion		
6.	Paneer Salt & Pepper 1portion		
7.	Veg Spring Roll 2Nos/Chicken		
8.	Golden Fried Fish 10pc		
9.	Chicken Pakoda 10pc		
10.	Zeera Chicken 10pc		
11.	Fried Fish 8pc		
12.	Fried Chicken 8pc		
13.	Chilli Mushroom Dry		
TANDOORI SNACKS			
1.	Tandoor Chicken Full		
2.	Chicken Tikka 8pc		
3.	Mallie Tikka 8pc		
4.	Chicken Seek Kebab		
5.	Afghanin Chicken		
6.	Chicken Angari Tikka		
7.	Fish Tikka		
MAIN COURSE			
1.	Chicken Masala		
2.	Chicken Butter Masala		
3.	Chicken Dopiaza		
4.	Chicken Handi		
5.	Chicken Kadhi		



J&K ENTREPRENEURSHIP DEVELOPMENT INSTITUTE (JKEDI)

Pampore, Kashmir -01933-224362/ Industrial Estate Bari Brahamna, Jammu 01923-222412

6.	Butter Chicken		
	FISH		
7.	Fish Curry		
8.	Fish in hot Sauce		
	MUTTON		
9.	Mutton Curry		
10.	Mutton Mirchi Korma		
11.	Mutton Roganjosh		
	PANEER		
1.	Kadhi Paneer		
2.	Chilli Paneer		
3.	Paneer Butter Masala		
4.	Paneer Paratha		
5.	Aloo Paratha		
6.	Roti		
7.	Naan		
	NOODLE		
1.	Chicken Noodle/Veg Noodle		
2.	Chilli Garlic Noodle		
3.	Veg Shazwan Noodle		
	KANTI		
1.	Chicken Kanti with naan		
2.	Mutton Kanti with naan		
	PASTA		
1.	Creamy Chicken		
2.	Veg Pasta in Cream Sauce		
3.	Creamy Mushroom		
	SALAD		
1.	Green Salad		
2.	Toss Salad		
	ROLLS		
1.	Chicken Spring Roll 2pcs/Veg		
2.	Chicken Kathi Roll		
3.	Veg Kathi Roll		
4.	Paneer Kathi Roll		

The financial bid shall be kept in separate envelope within big envelope



4. BIDDER'S PROFILE
(Technical Bid)

1. Name of the Bidder/ Firm:

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2. Name of the proprietor submitting the Bid whose photograph is affixed
Mr/Mrs/Ms:

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3. Name of the Partner (if any):

.....

4. Address of the Bidder/firm:

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5. Address for correspondence:

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.....

6. Tel No. with STD code (O).....

(Fax)..... (R).....

7. Mobile No: 8. e-mail:

.....

9. Registration & incorporation particulars of the firm: (Tick whichever is applicable)

i) Proprietorship

ii) Partnership

iii) Private Limited

iv) Public Limited

Or

v) Individual.

(Please attach attested copies of documents of registration/ incorporation of your firm with the competent authority as required by business law if applicable).

10. PAN of the Firm:



J&K ENTREPRENEURSHIP DEVELOPMENT INSTITUTE (JKEDI)

Pampore, Kashmir -01933-224362/ Industrial Estate Bari Brahamna, Jammu 01923-222412

11. GST No:

12. Bidder's bank, its address and his current account number:
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13. Demand Draft Details:
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14. CDR (Earnest Money Deposit Details):
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I/We do hereby declare that the information furnished above is true and correct to the best of my/our knowledge and belief.

Place:

Signature of Prop/Partners with Seal of the Firm

Date:

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For JKEDI Sponsored units (only) :

1. Scheme Name _____
2. Date of Approval _____
3. Loan amount _____
4. Name of unit holder _____
5. Unit Name _____



J&K ENTREPRENEURSHIP DEVELOPMENT INSTITUTE (JKEDI)

Pampore, Kashmir -01933-224362/ Industrial Estate Bari Brahamna, Jammu 01923-222412

5. Declaration of Eligibility

I/We, the undersigned (Name and address of Prop./Partners of the Firm)

(Name and address of company)

Declare that the following conditions are applicable to us;

- ❖ I/We are registered.
- ❖ I/We are not bankrupt or in the process of going bankrupt.
- ❖ I/We have not been convicted for an offense concerning professional conduct.
- ❖ We have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- ❖ I/We have not been blacklisted /banned by any Government organization / University /Educational Institute.
- ❖ I/We have fulfilled obligations related to payment of taxes.
- ❖ I/We are not guilty of serious misinterpretation in supplying information.
- ❖ I/We are not in situation of conflict of interest (with prior relationship to organization or family or business relationship to parties of purchase committee).
- ❖ I/We have never been declared at serious fault of implementation owing to a breach of the contractual obligations.
- ❖ I/We do not employ personnel below the legal working age.
- ❖ I/We provide basic social rights and fair working conditions to our employees.

WITNESSES

DECLARANT

(Signature)

(Signature)

(Name, Address)
date)

(Location,