

**CENTRAL PURCHASE OFFICE  
ALIGARH MUSLIM UNIVERSITY  
ALIGARH-202002  
TELEPHONE NO.0571-2701327  
Web site: [www.amuregistrar.com](http://www.amuregistrar.com)**

**TENDER NOTICE**

Sealed tenders on the prescribed format are invited from the reputed Caterers and House Keepers for Catering & House Keeping Services who have at least five years of experience & EPF, ESIC, ISO and Service Tax No. for our three Halls of Residence i.e. Begum Sultan Jahan Hall, Dr. B.R. Ambedkar Hall and Engineering Hall for Girls, AMU Aligarh, residing around 500 students (200Male and 300 Female ). Please note that strength of the students may vary depending upon the number of enrolments/admissions.

The prescribed format (non-transferable) alongwith the description of the material required and also other terms and conditions are given below the tender notice.

Each tender should be accompanied EMD 3% (Refundable) of the quoted value of items through Cash Receipt or Bank D.D. in favour of the Finance Officer, AMU, Aligarh payable at Aligarh failing which the tender will not be acceptable.

Tender will be accepted up to **06.09.2012 by 3.00 PM** and will be opened on the **same day at 04:00 PM** in the presence of tenderers or their representatives at Central Purchase Office, A.M.U. Aligarh.

Deputy Finance Officer  
Central Purchase Office  
A.M.U, Aligarh

**CENTRAL PURCHASE OFFICE  
ALIGARH MUSLIM UNIVERSITY  
ALIGARH.**

(Tender for Catering & House Keeping Service)  
TENDER FORM

1. NAME AND ADDRESS OF THE FIRM.....  
.....
2. PHONE NO.....
3. PERIOD OF EXPERIENCE.....
4. TENDER FEE RS.500/- (Non Refundable) D.D. No.....dated.....
5. E.M.D. @RS.3% RS..... (Refundable) Cash Receipt/ Bank D.D. No. ....dated.....
6. LAST DATE FOR SUBMISSION OF TENDER. **06.09.2012 by 3.00 p.m.**

**A- MENU FOR PREPARATION OF MEALS**

Day	Break Fast	Lunch	Dinner
Monday	Aloo Puri & Tea	Rice, Dal (TUAR) Seasonal Vegetables Roti (Plain) & Salad	Rice, Dal (TUAR) Seasonal Vegetable, Roti (Plain) One Non Veg (Bada) Dish & Salad
Tuesday	Poha Jalebi & Tea	Dal (Mah) Chawal, Roti, Seasonal Vegetable & Salad	Rice, Dal (Mah) Roti, Vegetable, Salad, Non Veg (Bada)
Wednesday	Aloo Puri & Tea	Cadhi Pakoda, Roti, Aaloo jeera & Salad	Rice, Dal (TUAR) Seasonal Vegetable Roti, (Plain) Non Veg (Bada) & Salad
Thursday	Idly Samnbhar & Tea	Rice Dal (TUAR) Seasonal Vegetable, Roti (Plain) & Salad	Rice, Dal (Tour) Seasonal Vegetable, Roti (Plain) Non Veg (Bada) & Salad
Friday	Poha Jalebi & Tea	Rice, Dal (Tour) Seasonal Vegetable, Roti (Plain) & Salad	Rice, Dal (Tour) Seasonal Vegetable Roti (Plain) Non Veg (Bada) Salad and any Sweet Dish
Saturday	Bread Omlet & Tea	Rice Dal (Tour) Seasonal Vegetable, Roti (Plain) & Salad	Rice, Dal (Tour) Seasonal Vegetable, Roti (Plain) Non Veg (Bada) & Salad
Sunday	Puri Sabzi & Tea	Rice Dal (Tour) Seasonal Vegetable, Roti (Plain) & Salad	Rice, Dal (Tour) Seasonal Vegetable, Roti (Plain) Non Veg, Salad and Sweet Dish

Amount Rs.....(please quote rate per student per day inclusive of all taxes)

**B- House Keeping Services** as per detailed given in Scope of Work Amount Rs .....(Please quote rate Per Month inclusive of all taxes)

Note: Terms & Conditions if any kindly specify in details.

Signature & Seal of the Tenderer  
Contract No.....

## INSTRUCTION TO SUPPLIER/TERMS & CONDITIONS

- 01.Tenders supported with manufacturer's price-list alongwith their literature, if any, must be properly sealed in envelop/cover and addressed to the Deputy Finance Officer, Central Purchase Office AMU, Aligarh. The envelope be superscribed tender for the item(s).....
- 02.Delivery will be made within the stipulated period as mentioned in the supply order and F.O.R. destination.
- 03.Supply should strictly be in accordance with the Specifications given in the supply order. The articles not found according to the specification or are damaged, will not be accepted and the supplier will be liable to remove the same from the University Campus, otherwise, University will not be responsible for safe custody of it. The cost of return shall be borne by the supplier.
- 04.Either failure to execute the supply within stipulated period or sub-standard supply, the University will have the right to black list such supplier.
- 05.Supply of goods after the stipulated period a regular sanction of extension of the period by the competent authority is necessary.
- 06.Any increases in the rate during the course of supply shall not be acceptable.
- 07.The incidental expenses such as; package, carriage, railway freight, forwarding and insurance etc. will be borne by the firm/supplier.
- 08.Payment shall be made against bill which should be forwarded in triplicate.
- 09.Guarantee/warranty period should clearly be mentioned.
- 10.Free service after sale should be ensured during warranty period.
- 11.Maximum rebate/discount to the Educational Institutions, if any may be mentioned.
- 12.Rate quoted should be net after allowing all discount and inclusive of all Taxes/VAT etc.
- 13.All disputes will be settled in Aligarh Court only.
- 14.The tenders will be accepted from only those suppliers who have valid TIN/S.T. numbers and the copy of the same may also be submitted with the tenders.
- 15.Tender should be accompanied by EMD 3% of the quoted value of the items through Bank D.D./Cash receipt in favour of Finance Officer AMU, Aligarh. DOCUMENTS UNACCOMPANIED BY THE EARNEST MONEY SHALL BE OUTRIGHTLY REJECTED.**
- 16.Tender must reach in the office of the Deputy Finance Officer, Central Purchase Office AMU, Aligarh PIN 202002 on or before **06.9.2012** by **3.00 P.M.**
- 17.Tenders shall be opened at **4.00. PM on 06.09.2012 itself** in the office of the Deputy Finance Officer, Central Purchase Office AMU, Aligarh., in the presence of the tenderers/representatives of the firms.
- 18.The University reserves the right to accept or reject all or any of the tenders without assigning any reason thereof.
19. PREFERNCE WILL BE GIVEN TO THE COMPANIES APPLYING DEIRECTLY .

Deputy Finance Officer  
Central Purchase Office  
A.M.U, Aligarh

**CENTRAL PURCHASE OFFICE  
ALIGARH MUSLIM UNIVERSITY  
ALIGARH**

**TENDER DOCUMENT**

The Aligarh Muslim University, Aligarh invites sealed tenders from Private House Keeping and Catering Service Provider to our Boys & Girls Hostel comprising of around 500 students approximately. The tenders should fulfill the following conditions:

**I. EXPERIENCE**

The Companies/Contractors should have at least 5 to 7 years experience in providing above mentioned services to the Hostels, Educational Institutions, MNCs Government Organizations, etc.

**II. EMPLOYEES TERMS:**

- 01 .Employees of the company/Contractor will be boys for Dr. Ambedkar Hall, preferably Girls for Begum Sultan Jahan Hall and Engineering Hall for Girls, AMU, Aligarh.
02. All the persons provided to the University would be employees of the contractor/company. Hence Company/contractor will be responsible fully for their wages, emoluments and claims.
03. Company/Contractor will be liable to pay P.F., ESI and Bonus to their employees.
04. Company/Contractor will look after the matters at their own levels regarding the leaves & Holidays of the employees and in no way the work of Hostel should suffer.

**III. TERMS AND CONDITIONS:**

1. The Company/Contractor is liable to provide all the information as and when required by the University.
2. University will provide Gas Bank (without refilling of gas), Dinning Hall, Kitchen area & wash area as available in the Hostel.
3. All the utensils, material etc, will be of standard companies and will be arranged by the Company/Contractor for preparing & serving the food to the students.
4. Electricity charges will be borne by the Company/Contractor.
5. All the cleaning materials of standard quality will be provided by the Company/Contractor.
6. In case of any dispute, the matter will be referred to Arbitration in Aligarh.
7. Contract will be subject to a minimum period of 10 months on experiment basis.
8. Tenders duly filled in may be submitted by **06.09.2012 up to 3.00. PM** and will be opened on **same day at 04.00 PM in the office of the Deputy Finance Officer, Central Purchase Office, in the presence of the tenderes/representatives of the Firms.**
9. The Prescribed forms (non-transferable) Tender documents and scope of work may be down loaded from the AMU web site. Tender fee Rs.500/- non refundable may be deposited either in the Cash Section of the Finance & Account Department, A.M.U. Aligarh or through DD in favour of the Finance Officer, AMU, Aligarh payable at Aligarh.
10. If the Company/Contractor desire to inspect the site, they may visit the site on any working day i.e. Dr. Ambedkar Hall for boys, Begum Sultan Jahan Hall and Engineering Hall for girls, AMU, Aligarh.

**IV. SCOPE OF WORK:** Details are given on web [www.amuregistrar.com](http://www.amuregistrar.com)

**Signature of the Tenderer with seal**

## SCOPE OF WORK

### Work Schedule:-

- After carefully supervising the entire premises i.e. Total Covered area and the open area of premises site, one HKP person will be deputed who would take care of the entire cleaning of inside as well as outside the premises.
- One supervisor would be deputed to have overall cleaning of the premises done satisfactory and proper usage of material will be monitored by the person to be authorized by the Provost.
- Shift should be of 8-hrs and arranged to the present working schedule at hostel site and conveyed to the concerned staff accordingly.

### Inside the building Premises:-

- Sweeping and mopping of all the tiled areas including thorough fares, lobby, reception, Work Bay areas, Kitchen area, Reading Rooms, Guest Rooms, Pathways Open driveways, Security Area, Pavements, etc. with environmental friendly chemicals and equipments etc.
- Scrubbing of tiled areas on regular basis.
- Dustbins and trash receptacles shall be cleaned and sanitized on daily basis.
- Sweeping and mopping of all the staircases, handrails, passages, etc.
- Vacuuming the carpeted areas and cleaning all doormats.
- Dusting and wipe cleaning the furniture-tables, chairs, side Rack, cupboard, sofas, wood paneling etc.
- Cleaning the glass surface-external as well as internal.
- Polishing of brass handles, knobs, and other metal items.
- Cleaning of artificial plants, trees, and artifacts.

### Toilets:-

- Continuous scrubbing, cleaning and refreshing of the toilets-including disinfectant treatment of toilets seats and bowl, water closets, urinal blocks and wash basins.
- Continuous replenishment of the toilet supplies, rolls, tissue paper, hand towels, hand wash etc.
- Cleaning of doors and mirrors.
- Scrub clean all the vents and windowsills.
- Emptying the dustbins in the toilets.

### Outside the building premises:-

- Cleaning the porch and landscape area on hourly basis in the immediate periphery of the building and utility rooms.
- Picking up the dry leaves, paper waste, Plastic waste etc. in the periphery.
- Regular fascia cleaning/window glass/window panes.

### Preparation of Meals:-

- \* Cleaning of utensils and cooking area to be thoroughly cleaned before starting preparation of food.
- \* Cleaning of food material should be done thoroughly, Proper menu should be displayed of Dining Hall on weekly basis as per scheduled.

1. Break Fast 7:30 to 8:30 A.M.
2. Lunch 1:30 to 3:30 P.M.
3. Dinner 8:00 to 10:00 P.M.

- \* Lunch will be vegetarian and Dinner will be Non-Vegetarian (Buffalo meat) with the Dish of Vegetable for pure vegetarians.
- \* Variety Dish will be served on Fridays and Sundays with Sweet Dish.

- After meals are taken by the students the cleaning of the Dining Hall & Utensils be got done thoroughly.
- Proper care should be taken for cleanliness & hygienic conditions be maintained which are subject to surprise checks.
- Fresh materials like bread, meat, vegetables, chicken etc. should be used in preparing the meals for the students.

**Waste Management:-**

- Collection of dry garbage, debris, wastage materials from the entire Hall premises (Inside/outside) areas on continuous basis.
- Disposal of waste to the designated place.

**MANPOWER**

**Housekeeping:/Catering Services:-**

- One supervisor will be deputed who shall report daily to the Provost and provide daily activity report and will remain through out.
- Monthly supervision and surprise checking would be done to ensure uninterrupted services by the Provost and his team.
- All the staff would be in their proper uniforms and with valid identity cards.
- Housekeeping/Food preparation & serving of meals will start as per the schedule/Roster which can be customized as per the situation and as per the work load.
- Health Checkup on regular basis is compulsory for the employee of the Company/Contractor

**Other condition:**

Any other condition may be imposed by the AMU which may deem fit to bring improvement by the mutual agreed upon the terms.

**Signature of the Tendorer with seal**