



UNIVERSITY OF ALLAHABAD

इलाहाबाद विश्वविद्यालय

Allahabad – 211 002, U. P. (INDIA)

इलाहाबाद –211002,उ०प्र०,(भारत)



इलाहाबाद विश्वविद्यालय, इलाहाबाद केन्द्रीय विश्वविद्यालय

NIT No. UOA/02/2017/Canteen

Dated 13/07/2017

कैन्टीन संचालन हेतु निविदा सूचना

विश्वविद्यालय के विवेकानन्द प्रशासनिक ब्लॉक एंव एफ०सी०आई० परिसर में कैन्टीन संचालन हेतु अनुबंधित दर के आधार पर सक्षम मिलों/फर्मों से मुहरबन्द निविदायें दिनांक 13.7.2017 से दिनांक 02.08.2017 तक कुलपति कार्यालय में रखे टेण्डर बाक्स में अपराह्न 2:00 बजे तक आमंत्रित की जाती है। जो की उसी दिन अपराह्न 3:00 बजे सम्बंधित समिति के सामने खोली जायेंगी। निविदा प्रपत्र शर्तें व अन्य विवरण विश्वविद्यालय की वेबसाइट www.allduniv.ac.in पर उपलब्ध है।

कुलसचिव

University of Allahabad invites the sealed quotation for rate contract from reputed catering contractor having experience of running institutional Canteen for running Canteen at "FCI Campus and Vivekananda administrative Block ,darbhanga Hall" on or before 2nd August 2017 up to 3:00 PM. Tender Document Tender complete in all respects shall be submitted in the office of the **Vice Chancellor**. Tender document and Other details may be downloaded from the university website www.allduniv.ac.in



UNIVERSITY OF ALLAHABAD,

ALLAHABAD

Tender for running of University Canteen at

1. FCI Campus

2. Vivekananda Administrative Block, Darbhanga Hall Senate Campus.

**NOTICE INVITING TENDER
ALLAHABAD UNIVERSITY
ALLAHABAD-211004**

TENDER NOTICE NO. UOA/02/2017/Canteen

Sealed tenders are invited on prescribed proforma from reputed catering contractors having 3 years experience of running an Institutional Canteen up to 2:00 P.M. on 02.08.2017 and shall be opened at 3:00 P.M. on the same day for the running of “**Canteen at FCI Campus and Vivekananda Administrative Block, Darbhanga Hall**”, University of Allahabad, Allahabad.

Description of work	EMD	Performance Guarantee Bond/ Security Deposit	Period of Contract	Tender Cost
Running of canteen at FCI Campus and Vivekananda Administrative Block, Darbhanga Hall.	Rs. 50000/-	For successful tendered EMD amount will be considered.	2 years from the date of signing of contract.	Rs.500/-

Interested parties may obtain the tender documents from the Office of the Registrar after submitting the tender fee of Rs 500/- in university account office after submitting the receipt of same. In case the Bidders download the tender document from University website the bid should be submitted with Rs.500/- as tender fee in form of DD payable to Finance Officer. Bidders will submit the tender document with the EMD of requisite amount in favour of Finance Officer, University of Allahabad, Allahabad in the form of DD/FDR along with the other requirement as stated in the detailed conditions. While submitting the tender mark tender No. **UOA/02/2017/Canteen** on envelope. **Detail can be seen on University Website: www.allduniv.ac.in**

Details	Date	Time	Venue
Date of sale of tender	13/07/2017 to 02/08/2017	10:00 am to 2:00 pm on any working day	Office of the Registrar, Senate Campus
Last date of submission of Tender	02/08/2017	2:00pm	Office of the Vice Chancellor, Senate Campus
Opening of Tender	02/08/2017	3:00pm	Office of the Vice Chancellor, Senate Campus

In the event of any date indicated above is declared as holiday, the next working day of the University shall be considered as the due date for receiving & opening of tenders. Late/delayed offer will not be accepted. Bidders are informed to submit the technical bid and financial bid (Annexure A) in separate envelop super scribed with technical bid and financial bid. Both the bids to be sealed in single envelop clearly indicating the tender notice no. and the details of tender.

The University administration reserves the right to accept or reject any or all the Tender/s without assigning any reason and to split up work or items of work to divide or distribute the whole work among more than one contractor. The contractors will have no option to refuse such splitting /rejection.

Registrar
Allahabad University,
Allahabad

CC to:-

- 1 Notice Board.
- 2 Finance Officer for kind information.
- 3 D.R. Account for submission of Tender Fees.

Registrar

To,

The Registrar,
University of Allahabad,
Allahabad.

Tender No.....

APPLICATION FOR CANTEEN CONTRACT

1. Name of the firm Submitting of the Tender.....
2. Name of the Proprietor of the Firm.....
3. Contact Address of the Firm/Proprietor.....
4. Contact Phone Mobile No.....
5. Pan No. of the Applicant.....
6. Permanent Address of the Proprietor.....
.....
7. TIN/GST no. of the Firm.....
8. Past experience in the running canteen.....
(Attach certificates)
9. Any other matter the bidder wants to bring to the notice of the authority
.....
.....
.....

Yours faithfully

Name and signature with seal of the bidder

Date

Place

Enclosures:

1. Details of Experience of handling large institutional Corporate cafeteria Food out during last 3 years (Attach Separately).
2. Name of two Reference.
3. Catering, Food outlet and Labour License.
4. EMD.
5. Tender form Fee.
6. Income tax return of last 3 financial years.

TERMS AND CONDITIONS FOR RUNNING CANTEEN

The Contract for running of Canteen at Allahabad University, Allahabad will be governed by the following terms & conditions-

1. Bidder must deposit the Earnest Money of Rs 50,000- in the form of Demand Draft/ FDR of Nationalized Bank payable at Allahabad in favour of the Finance officer, Allahabad University Allahabad along with the tender document. Earnest Money Deposit of unsuccessful applicants will be returned to the unsuccessful bidder without interest after the finalization of the tender. However for successful bidder the EMD amount will be kept as security deposit by the University till the operation of thy contract.
2. Having Minimum 3 years experience of providing successful canteen services in any institution.
3. The contractor/licensee shall be solely responsible for compliance of the provisions of all State and Central labour and Welfare Laws in relation to his employees employed in the Canteen including their insurance against accidents. If any. The contractor/licensee shall submit compliance report of the payment of Wage Act 1936, Minimum Wage Act – 1948, the workman’s compensation Act – 1923 and E.P.F. and Misc. Provision Act – 1952 & ESI Act 1948 etc, or report on non applicability of such act in the second week of the month otherwise the contract may be cancelled . In case of any breach, in this regards the contractor/licensee
4. That, the licensee shall serve and supply tea, coffee and other items as mentioned in the Annexure -A (or any other articles which may be subsequently added at mutually agreed rates as specified approved by the canteen committee.
5. That the licensee shall bear all the expenses for running the said canteen and that the Allahabad University, Allahabad shall not in any manner be liable or reimbursed the expenses so incurred.
6. That the licenses shall himself provide crockery and cutlery of standard quality for use in the canteen.
7. That the licensee shall charge for the various items of refreshment, snacks etc. at the rates quoted by them and as approved by the canteen committee.
8. That the licensee shall run the canteen only for the benefit and use of the students/faculty/staff of Allahabad University exclusively in the aforesaid premises.
9. That the licensee shall not use the place provided by the Allahabad University, Allahabad for any purpose of business other than running the canteen.
10. That the licensee shall not use the name of the Allahabad University, Allahabad in business dealing with other person trader with whom he may have business relation for providing various items of the canteen.
11. That the licensee shall engage the requisite number of employee required for catering services. Engagement of children less than 18 years shall not be permissible. The employee of the canteen shall all the time maintain high order of sanitation & wear smart & clean uniforms and free from infectious diseases. The food handler will be fully protected with TAB and other vaccinations as per requirement at the sole cost and responsibility of the contractor.
12. That the licensee shall use standard raw material i.e. confirming to Agmark, F.P.O FASSAI etc. as applicable for preparation of eatable. Such material shall be open to inspection by the Canteen Committee.

13. That A.U administration shall not be responsible for any dues of such parties and for any labour other charges whatsoever as may be incurred by the licensee in running and maintaining the Canteen.
14. That the contractor will execute an indemnity Bond on the non-judicial stamp paper worth Rs. 100- for signing the contract agreement and the expenses will be borne by him.
15. That the licensee shall run the canteen on leave and license basis. In the event of services found unsatisfactory by the Allahabad University, Allahabad administration, the university reserves the right to terminate the contract by giving 30 days notice and the same shall be final. In that event the Contractor/Licensee shall vacate the Canteen premises within specified period, failing which the security deposit will be forfeited and steps will be taken for eviction by the University. The University keep reserve its right to close the Canteen at any time even without prior notice to the Contractor/licensee. If the Vice Chancellor of the University, on the recommendation of University Proctor is satisfied that there is any law & order problem in the University Campus due to mismanagement of the Canteen or the on expiry of this period of contractor/license. In such case the contractor/licensee will have no right to claim damages from the University.
16. That the licensee, too, can terminate the license, if he so desired, by giving 30 days notice.
17. That the licensee shall display the approved rate list of eatables at the prominent visible place and shall charge only such rates as approved and displayed. In any instance of overcharging a penalty of Rs. 500- shall be levied by the A.U on each occasion if it is found that the rates being charged are not in conformity to displayed rates.
18. This will be a contract for services for all practical purposes .In case of any dispute arising out of reason or any conditions contained in the contract pares, in such event the decision of the decision of the Vice-Chancellor, University of Allahabad, Allahabad will be final and binding upon both the party.
19. In any case the Licensee cannot assign the rights obtained by him under the contract to run the canteen any other person /agency by subletting or any other means. If it is found that the Licensee has sublet the works, the contract will be immediately terminated and the security deposited will be foresighted by the university.
20. The Contractor shall maintain hygienic conditions in the kitchen and dining hall. Sufficient number of dustbins shall be placed in canteen area by the contractor.
21. If unhygienic conditions are observed in the kitchen premises or dining hall, a penalty of Rs.500- can be imposed by the competent authority of Allahabad University, Allahabad on each occasions.
22. The period of contract is for one year only which may be extended by the Canteen Committee, Allahabad University, Allahabad by mutual consent of both parties on the existing terms & condition up to a maximum period of 3 years. Normally, re-tendering processes will be initiated before the completion of contract period.
23. Any officer authorized by the Allahabad University, Allahabad will make supervisory visit of the Canteen at any time to check the quality of eatable items as well as the cleanliness is not found up to the mark, the Allahabad University, Allahabad has the right to impose a penalty up to 5% of the security money.
24. Violation of clauses will invite termination of the contract.
25. The fuel to be used for cooking will be only LPG and shall be arranged by the contractor at his own cost.

26. The University campus is a "NO SMOKING ZONE" hence sale & use of tobacco in the canteen premises is prohibited. All tobacco related products are summarily banned inside the campus.
27. The sale and of liquor (alcohol), is strictly prohibited in canteen area and premises.
28. The contractor must possess the requisite valid trade license issued by the competent Authority of the Government for carrying out the business and shall be responsible for complying with all laws pertaining to the services in question as well as those pertaining to employment of persons under him. Suitable documentary evidence in this regard should be submitted along with the Tender documents, Bids not complying to this conditions will be summarily rejected.
29. The persons associated with preparation and distribution of food will be required to undergo periodical medical checkups to rule out the possibilities of communicable disease infection us diseases, and if anybody found suffering from such disease has to be kept out of work till he she is fully recovered.
30. The Licensee shall report to the Proctor without any delay in case of Canteen visited by any person or group of persons whose entry is banned or who is otherwise undesirable in the University Campus. The Proctor shall immediately take action on the complaint/information by the Licensee.
31. The Canteen shall be kept open on all days of the year during the prescribed hours of functioning.
32. The sole objective of establishing canteen is to provide affordable, nutritious, tasty, hygienically prepared food and other eatables items to the university students on payment basis.
33. The Vice Chancellor shall constitute a Canteen Committee who will monitor the functioning of Licensee from time to time. It will look into all the matters related to proper functioning of the Canteen.
31. All the disputes related to above terms & conditions are subject to the jurisdiction of court at Allahabad only.
32. The University will provide only free standing table in the canteen. However all other requirements related to furniture will be arranged by the Licence.
33. The bidder quoting higher licence fee may be preferred. However the sole intention of the University is to keep the food cost to a minimum in the interest of the students/staff of Allahabad University. The Licensee shall regularly deposit licence fee every month before 15th day of the month..
35. The rates quoted for the item will be valid for one year from the date of award of contract. However the Canteen committee has full right to review the quantity /quality of any food items and its rates which will be binding upon the licensee.

Registrar

Signature of Contractor

Place:

Date:

Seal:

DECLARATION BY THE CONTRACTOR

To

The Registrar
University of Allahabad
Allahabad

In compliance of tender notice no. Dated it is hereby declared that I/WE the undersigned, have read and examined the notice Inviting Tender, all the terms and conditions, specification applicable, general rules and directions, clauses of contract (General Condition of Contract) and special terms and conditions etc. of the tender document for which I/WE have signed and submitted the tender under proper law.

It is also certified that all the terms and conditions of tender document are fully acceptable to me/us and I/WE will abide by the all the conditions of the tender document.

I/We have further disclosed my lowest rate for the food items as mentioned in financial bid which shall remain enforce during the period of my contract unless revised under unavoidable chances with specific permission of canteen committee and approval of the same by the competent authority of the University.

- I/We agree to keep the tender open for 90 days from the date of opening of financial bid and not to make any modification in the terms and conditions.
- I/We are enclosing requisite Earnest Money Deposit of Rs.-----vide Demand Draft/Cash receipt/FDR/Bank Guarantee no: -----dated-----issued by-----in favour of The Finance Officer, Allahabad University.
- As per tender condition my EMD will be deposited with the university as performance guarantee in case tender is awarded to me/us. If I/We, fail to furnish the prescribed performance guarantee within the prescribed period, I/We agree that The University shall without prejudice to any other right or remedy, be at liberty to forfeit the said Earnest money absolutely. Further if I/we fail to commence the work as specified, I/we agree that Allahabad University shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely.
- I/We have filled and signed the tender documents on each page and the same are enclosed herewith.
- I/We are hereby returning this copy of DECLARATION duly signed.

For & on behalf of M/s _____

Signature:

Name: _____

Designation: _____

Complete Address: _____

Place:

Date: (Seal stamp)

FINANCIAL BID

Kindly quote your rates as per specification below. The bidders may quote for other items also excluding the items in the list along with quality and specification.

Name of Food Item		Unit	Rate		Remark
			Rs.	Ps.	
1	4 Slice with Butter & Jam				
2	Stuffed Paratha (125 gm)	Each			
3	2 Pcs Vada (25 gms each) with 125 gms Sambar				
4	6 Puri (20 gms each) 125 gms Subzi				
5	Thal: 400 gms rice, 150 gms dal, subzi (seasonal & mix veg.), salad, papad, pickle etc.				
6	Puri Thal:6 puri,(20 gms each),125 gms subzi and raita 50 gms etc.				
7	Plain Chapati	Each			
8	Tea: 150 ml	Each			
9	Coffee: 150 ml	Each			
10	Flavoured Milk: Kewra, Strawberry Eleiechi etc 200 ml.	Each			
11	Cold Milk: Coffee 200 ml	Each			
12	Chocolate Milk 200 ml	Each			
13	Fruit juice 200 ml Mango Orange Masaumbi Milk shake Banana Shake (Bidder may quote other items related to above with quantity and specification)	Each			
14	Masala Dosa 140 gms, 125 mgs sambar	Each			
15	Gulab Jamun per piece	Each			
16	Bread Pakora 65 gms	Each			
17	Veg Burger	Each			
18	Samosa 35 gms	Each			
19	Lassi 200 ml	Each			
20	Veg. Pizza(Bidder may quote items related to above with quantity and specification)	Each			
21	Veg. Patty				
22	Plain Dosa with Sambar & Chatni	Each			
23	Idli with Sambar & Chatni	Each			
24	Bada with Chatni	Each			
25	Cold Drink-150 ml 250 ml(Bidder may quote items related to above with quantity and specification)	Each Each			
26	Ice Cream(Bidder may quote items related to above with quantity and specification)	Each			
27	Biscuits				

Signature of the Contractor
With Seal & date

Registrar

I/we have visited the propose site for running of canteen at FCI Campus, University of Allahabad, Allahabad and offer my/our rate for monthly license fee as Rs. (in words).

Signature of the Contractor
With Seal & date

Registrar

(Note: Contractor/bidders are requested to kindly visit the site before quoting the rates).

BRAND OF ITEMS

The contractor shall procure wholesome food articles of good quality in consultation with and to the satisfaction of the Canteen Committee. The quality of some of the items is specified below:

S. No.	Iteam's	Brands
1	Mustard Oil	Dhara, Fortune, Nature fresh, patanjali
2	Refined Oil (Sunflower)	Fortune, Nutrela, Saffola, naturefresh
3	Tea leaves/ Chaipatti	Tata gold, Brook bond, Lipton, taj mahal
4	Coffee Powder	Nescafe, Bru, Tata Café
5	Pickles (Mango/ Mix)	Mother, Priya,
6	Instant Noodles	Maggi, Yippee, Surya, Patanjali
7	Wheat flour	Shakti Bhog, Aashirvad, Annapurna, patanjali
8	Papad	Lijjat
9	Bread	Modern, Kalarie, Britannia,
10	Jam	Kissan, Maggie
11	Butter, Cheese	Amul, Britannia, Mother Dairy
12	Tomato Sauce/ Ketchup	Kissan, Maggi
13	Milk for drink and curd	Amul, Parag (Full cream), Mother Dairy
14	Spices	M.D.H., Everest, catch
15	Biscuit	Marie gold, Good Day
16	Salt	Tata, Annapurna, catch,
17	Cornflakes	Kellog's
18	Ghee	Amul, Everyday, Anik, pantajali
19	Ice Cream	Amul, Kwalitiy
20	Frozen Peas	Safal (off season), Mother Dairy
21	Rice for Meal/ Pulao/	BEST / High quality
22	Bombay Rawa/ Suji	High quality
23	Pulses (Red gram/Bengal	High quality
24	Paper Napkin	Standard quality
25	Chilli sauce/ Soya Sauce	Standard quality

Note:

- These items are just indicative for the usage of only branded items for cooking food and other items. It will be the responsibilities of contractor to ensure the purchase of superior quality items, in the case of rice, pulses, vegetables, etc. also along with other branded items. If it found that, contractor is deviating from the specified brand or standard, he shall be punished strongly and Mess Committee May also decide for the termination of contract after repetitive deliberate negligence/mistake.
- Jam should be real fruit jam
- Ketchup contains 100% tomatoes
- The caterer May use any other FPO approved brands also, if permitted by the Mess Committee in writing.
- The mess committee shall have the right to change any brand provided the cost does not exceed the specified brand.

Signature of the Contractor
With Seal & date