



TENDER FOR RUNNING CANTEEN SERVICES IN
THE KOLHAN UNIVERSITY, H.Q. AT
CHAIBASA

INTRODUCTION

Space for Staff canteen exists in the premises of the Kolhan University H.Q. located at Chaibasa-833202 This tender is intended for the catering services for the staff and authorized visitors in the H.Q. at Kolhan University, Chaibasa.

The term "University" shall mean the Kolhan University, Chaibasa, "Contractor" shall mean the person who is awarded this contract by University to run the canteen in the University on contract, as per the prescribed terms and conditions of the contract.

The day-to-day working of the canteen will be watched by a Canteen Committee duly constituted by the University for this purpose.

SCOPE

The Contractor is required to run canteen for supply of tea, coffee, lunch and snacks etc to employee and students of the Kolhan University. In addition to the regular employees and students of University, the canteen will also cater to the needs of the authorized visitors to the University for official work as well as to the participants in academic, technical and cultural programmes organized by the University from time to time. Tea, Coffee, Snacks, Cold Drinks and lunch shall also be supplied for meetings or other purpose, whenever and wherever required in the premises.

TERMS AND CONDITIONS

- (a) **Licence Fee:** Space for running canteen services will be provided for the canteen at a licence fee of Rs.10,000/- per month as decided by the Syndicate of the University which can be increased/decreased only with the approval of Syndicate.

(b) **Electricity** : Free. But it should not be used for cooking purposes.
The agency would use power consumption only for refrigerator, hot-case, Grinding of dal etc.
2. Existing furniture for use within the canteen premises will be provided by the University except almirash/racks required for storage purpose etc. The contractor should visit and see the place before submitting offer.
3. The contractor will have to make arrangement for cleanliness of canteen and its surroundings to the satisfaction of the University. The contractor shall also be responsible for the safe and hygienic disposal of the canteen waste.
4. The contractor shall arrange for items i.e crockery, utensils, boilers, juice machine, cooking gas cylinders, cooking store etc. and items of similar nature of good quality as approved by the University at his own cost and maintain the said items in proper and hygienic conditions for due discharge of obligations in respect of running of canteen.

5. The contractor will have to provide employees in proper uniforms for service in the canteen as also for the service in rooms.
6. The timings of the canteen will be as prescribed by the University from time to time subject to change. Skeleton services will also be provided beyond office hours.
7. Snacks & Tea should be compulsorily provided from Canteen in for both timings-before lunch and after lunch as per direction.
8. The cost of the Gas consumed in Canteen will be born by the contractor and on expiry of the tenure of the contract NO DUES CERTIFICATE will have to be submitted in concerned section i.e Finance Section.
9. **Service'**- The contractor will be required to provide canteen service in the canteen premises and also in various rooms of the University.
10. The contractor shall employ only such persons as are medically fit. No such employee will be under the age of 18 years. Documentary evidence will be provided by the contractor, if required by university.
11. Only cooking gas is to be used in the canteen for preparing food items & cooking which is to be arranged by the contractor including gas cylinders.
12. The contractor will be fully responsible for the repair/maintenance, cleanliness, breakage and damage done to the building and sanitary, electrical and any other fittings and fixtures installed in the space provided to him by the University for the purpose of preparing lunch, tea and coffee. Furniture provided to the contractor will be maintained properly. Any loss/damage(including repairs) to the same will have to be made good by the Contractor, at his cost.
13. The Contractor is required to prepare those items daily which are having weightage of more than 2(except items at sl. No 29 & 30 which are to be prepared on prior order from University) by the item list in annexure –II depending upon the demand. In case of less demand, the same may be stopped with the consent of committee. Atleast one sweet and three salty items (samosa, vada, pakora etc.) will be prepared daily. (List of items to be provided is enclosed as Annexure-II). However this list is subject to modification by the University from time to time.
14. Materials used for cooking purpose i.e. tea, coffee, spices, food stuffs, vegetable etc. should be of good quality. The University reserves the right to inspect the materials at any time.
15. The contractor will take all necessary precautions against fire hazards and comply with rules and regulations as laid down by concerned local authorities and to the satisfaction of the University.
16. The rate list and menu as approved by the University should be displayed conspicuously daily. The contractor may sell other food items at prevailing market rates only. In no case the price more than M.R.P. should be charged on any items including Cold drinks, Ice-Creams etc.
17. Details of working lunch are enclosed in Annexure-III at sl. No. 29.
18. The size and weight including quality of the various items should be approved by the University. No new items would be introduced without approval of the University. No rate will be revised without the approval of the University.
19. The contractor will have to employ the required staff at his own cost and bear all the statutory and other liabilities for running the canteen. The contractor will have to pay the minimum wages as per state Govt. rule, Notifications issued from time to time, EPF and Bonus etc. as per Employees Provident Fund Act and Bonus Act amended from time to time.

20. The University shall not in any manner be treated as the employer of these employees or concerned with the terms of their employment or conditions of their services since the relationship of employer and employees shall always be considered to be between the contractor and such persons as will be employed by him. While engaging his employees the contractor will make these conditions clear to them categorically and in writing, and their acceptance of these terms shall be communicated to the University also.
21. The contractor shall obtain licence under the Contractor Labour (Abolition and Regulation) Act 1970 (hereinafter referred as the contractor labour Act) and all other requisite licences at his own cost from the Appropriate Authorities and comply with the terms and conditions of the licence(s) and all other relevant and necessary provisions of the contractor labour Act and the Rules framed thereunder all such other provisions of laws in any enactment or otherwise laid down by any authority from time to time, it being clearly understood and agreed upon that the entire responsibility for compliance thereof shall always be of the contractor. The contractor shall be fully responsible for any compensation etc. in case of any injury/casualty or mishap to any employees of the canteen during canteen working hours.
22. Under no circumstances any of the contractor's employees will stay in the University premises beyond canteen hours after closing the canteen. He will ensure that the canteen rooms are properly locked and secured during closed hours of the University. The access to the space allotted to the contractor will be as per the conditions and in the mode as prescribed and regulated by the University from time to time which will be binding on him and his employees. The University reserves the right to inspect the premises allotted to the contractor including the canteen store at any time.
23. The contractor shall not entertain any orders or supply eatables outside, Kolhan University without taking specific approval from the University.
24. The contract will be for **eleven months** to start with from the date of signing the agreement and the agreement may be renewed by the University on such terms and conditions as may mutually be agreed upon between the parties. The University reserves the right to repudiate the contract at any time after giving one month's notice, if the University is not satisfied with the working of the said contractor. The decision of the University in this regard shall be final and binding on the contractor. The contractor, if he so desires, may seek termination of the contract by giving written notice of not less than three months duration during the agreement period.
25. The contractor will, at all times, ensure discipline decent and courteous behavior by his employees while they remain in premises of University. In case any of his employee indulges in any act of indiscipline, misbehavior or slogan shouting or indulges in violent act(s) or abets others in doing so and it is prima facie proved, the contractor shall remove the employee concerned from the premises immediately on receipt of written communication from the authorities which will be duly acknowledged by the contractor.
26. Under exceptional circumstances the University reserves the right to change any term and condition as and when warranted.
27. In case of any dispute arising out of the interpretation of the terms and conditions of the contract, the decision of the Vice-Chancellor, Kolhan University, will be final and binding.
28. The contractor will be required to execute an agreement in the prescribed form in this behalf in case the contract is awarded.

29. The contractor will have to deposit Rs.20,000/- as security in the form of D.D. Drawn in favour of "Registrar, Kolhan University, Chaibasa, payable at Chaibasa. No interest will be paid on this amount. The same will be refunded when the contract is over and canteen premises are handed over to the University and all dues from the contractor have been settled.
30. The contractor whom the above terms and conditions are acceptable, shall submit the completed tender forms to this office by **1.00 P.M** in sealed cover on or before **08.07.2017** The tenders will be opened on **10.07.2017** at **01:00 P.M** in Kolhan University, Chaibasa.
31. The contractor will not further sub-contract the contract to any other party. In case the contractor is found having sub-contracted this contract, the contract will be terminated without any notice and security deposit will be forfeited.
32. The University may award the work of running canteen in other constituent colleges under this University also on the basis of this tender. However this can be considered only as per need and necessity of each college as per demand of the concerned college.
33. Every tender should be accompanied by a Demand Draft for Rs. 3000/- only against cost of tender document (non-refundable) and demand draft for Rs.5000/- as earnest money drawn in favour of Registrar, Kolhan University, Chaibasa. Earnest money will be refunded/adjusted towards security deposit after the contract is finalized . No interest will be payable on this amount.
34. If any case the contract or violates the terms & conditions of the contract the Security Deposit will be forfeited.

ANNEXURES ARE ALSO ENLCOSED HEREWITH.

Signature of the Tenderer



ANNEXURE - I

TENDER FORMS FOR RUNNING CANTEEN

TENDER FORM NO. _____

To,
The Registrar,
Kolhan University,
Chaibasa-833202

Sub: Tender for running Canteen in Kolhan University, Chaibasa Head Quater

Sir,

I am submitting herewith the Tender for providing Canteen, services at Kolhan University H.Q. at Chaibasa on Contract basis as per details given below:-

1. Name of the Tenderer _____
2. Address _____
3. Registration/Licence No. (Attested
Photostat copy of Food licence &
Shop licence issued by competent
authority to be attached) _____
4. Sales Tax No./VAT/GST No. (Attested Photocopy of certificate should be attached)
5. Year of Establishment _____
6. Details of Contracts executed till date

(Please give details of contracts executed previously in a separate sheet, along with documentary proof thereof.)

S.No.	Nature of contracts	Period	Govt./Semi Govt./Private Organizations
I)			
II)			
III)			
IV)			

7.

S.No.	Nature of Contract	Period	Govt./Semi Govt./Private Organizations
I)			
II)			
III)			
IV)			

PAN Card No. _____ (Copy of the Income Tax Return filed in for the previous year may be enclosed)

8. Man Power/Resources available:

9. Cost of tender documents - DD No. date for Rs. 3000/- drawn from Bank in favour of “ Registrar, Kolhan University, Chaibasa payable at Chaibasa.

10. Earnest Money Deposit : DD No. _____ dt. _____ For Rs. _____ drawn from _____ (Bank) in favour of “ Registrar, Kolhan University, Chaibasa” payable at Chaibasa.

Certified that all the terms and conditions mentioned in the Tender Form are acceptable to me/us.

**Signature of the Tenders
with stamp**

Dated:



Annexure II

PRICE PART OF TENDER

List of Beverages and snacks

S. No.	Item	Quantity with weight etc.	Material, per Unit Gram/ML	Rate to be quoted by the Tenderer (Rs.)	<u>Weightage Point</u>
1	Hot Coffee	One cup (125 ML.)	Sugar-12.00 Gm Milk-50.00 mls Coffee Tea Leaves ½.00		2
2	Hot Tea	One cup (125 ML.)	Normal,		2
			Tea Bag		2
			Spl.		2
3	Bread & Butter	2 Pcs.(2 Slices Big+Butter thereon)	25gm butter		2
4	Vegetable sandwich	---	Set of two piece		2
5	Omelette	--	Ghee-1- gm Onion-15gm Egg-1		2
6	Omlette with slice	--	1 egg 2 Bread slice Big size		2
7	Egg curry (one egg) one plate		1 egg + Gravey		2
8	Chicken Curry	½ plate	2 pcs. Of Chicken + Gravey		2
9	Rice with Dal	1 plate	100 gm Boiled Rice + 50 gm. dal		10
10	Vegetable	1 plate	75gm		2
11	Puri/Chapattis	4 pcs. with Chholley/vegetable	100 gm.		5
12	Chholley/Bathure	2 pcs in a plate	Each piece weighing about 40 gm		2

S. No.	Item	Quantity with weight etc.	Material, per Unit Gram/ML	Rate to be quoted by the Tenderer (Rs.)	<u>Weightage Point</u>
13	Full Lunch (Thali System)	4 puries/Chappatis, Rice, Vegetables, Raita, Dal , Sweet and salad	Flour-75.00gm Rice-75.00 gm Dal-25 gm Onion-15.00gm Potato- 40.00gm Vegetables-30.00gm Ghee-10.00 gm		15
14	Gulab Jammun/ Rasgulla	45 gms	Khoya10.00gm Paneer-2.15gm Sugar 30.00gm Maida-2.05gm Ghee-2.05 gm		2
15	Panir Pakora	25gm with chtney	Paneer10.00gm Ghee-10.00gm Besan-10.00gm		2
16	Vegetable Pakora Plate	50gm with Chutney	Ghee-15.00gm Besan-15.00gm Potato-20.00gm Onion-5.00gm Palak-5.00gm		2
17	Samosa / Aloo Chop	45gm	Ghee-7.00gm Maida-9.00gm Potato-30.00gm		2
18	Urd Vada	35gm	Ghee-10.00gm Dal Urd-20.00gm Dal Arhar 10.00gm		2
19	Bread Pakora	40gm	Bread-45.00gm Beasan-10.00gm Ghee-10.00gm Potato-10.00gm		2
20	Channa Vada	35gm	Ghee-10.00gm Chana-20.00gm Onion-10.00gm		2

S. No.	Item	Quantity with weight etc.	Material, per Unit Gram/ML	Rate to be quoted by the Tenderer (Rs.)	<u>Weightage Point</u>
21	Idli Sambhar/vada sambhar with Chutney	Plate containing 2 idlies/ vada	Ghee-2.10gm Rice-50.00gm Dal Urd-25.00 gm Arhar Dal-15.00 gm Vegetables-25.00gm Imli-5.00gm Idli Wt. 80.00gm		2
22	Masala Dosa with Sambhar & Chutney	1 plate	Ghee-10.00gm Rice-25.00gm Dal Urd-10.00 gm Arhar Dal-10.00 gm Vegetables-10.00gm Dal Chana-5.00gm Potato-100.00gm Imli-5.00gm Tomatoes-5.00gm Onion-35.00gm		2
23	Sada Dosa paper dosa with Sambhar and Chutney	1 plate	Net wt. 150Gm		2
24	Uttapam	1 plate	wt.150gm		2
25	Upma	1plate	wt.150gm		2
26	Dahi Vada	1 plate 2 pcs	wt. vada 70.00gm		2
27	Parantha with vegetables	1 pc+ vegetables	200 gm		2
28	Vegetable Parantha	Plate containing one parantha with Chutney and Tomoto Ketchup			2
29	Working Lunch for Official Meeting	One Plate	As per annexure - III		10
30	Lunch Packet	1 Packet	-do-		6
					100

Signature of Tenderer.

Note :- Method for deciding tender

- 1) The Contractor is required to quote minimum possible rate against each of the item mentioned in price part of tender at Annexure II at column no 5.
- 2) Each item is having a particular weightage point mentioned against it mentioned at column no. 6.
- 3) The unit rate quoted by contractor will be multiplied by the weightage points mentioned against each item of annexure II.
- 4) Thereafter product of rate and weightage point will be added for entire 30 items of annexure II and contractor having minimum total points will be declared successful.
- 5) In case the minimum sum of product of rate and weightage points of two tenderers become equal, in that case the contract will be decided after taking into account the total of sl. No. 1,2,9,11,13,29 and 30 only. Tender having lower numbers will be declared successful.



Annexure-III

29. **A. WORKING LUNCH FOR OFFICIAL MEETING ETC.**

Rates to be quoted by the tenderer

1. One Dish of Paneer
2. One Vegetable
3. Channa/Dal
4. Raita/Curd
5. Pullao /Rice
6. Salad
7. Puree/Chapati (4 nos.)
8. Sweet
9. Pappad

30. **PACKET LUCH (Veg.)**

1. Four pieces of Vegetable
Sandwich with butter
2. One Vegetable (Cutlet)
3. One Sweet piece
(Burffi/Gulab Jamum)
4. Potato Waffers
5. One Banana

**Signature of Tenderer.
With Stamp**