



गुजरात केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF GUJARAT

गुजरात केन्द्रीय विश्वविद्यालय

(केन्द्रीय विश्वविद्यालय अधिनियम 2009 के तहत स्थापित)

CENTRAL UNIVERSITY OF GUJARAT

(Established Under Central Universities Act 2009)

Sector-29 Gandhinagar - 382030

F.No. 1-51/2016-Admin.

10<sup>th</sup> October, 2016

**Notice Inviting Tender for Catering Service (Canteen-cum-Mess)**

**Advertisement No. 21/2016-17**

**TENDER DOCUMENT**

**FOR PROVIDING CANTEEN CUM MESS SERVICES IN**

**CENTRAL UNIVERSITY OF GUJARAT - CAMPUS GANDHINAGAR (SECTOR- 29 & 30)**

Tender document fee Rs. 500/- (Rupees Five Hundred only.) to be sent along with the tender

Last date & time for submission of duly filled-in Tenders

07/11/2016 - 1.00 p.m.

Duly filled-in Tender Documents complete in all respects to reach Central University of Gujarat Sector-29 Gandhinagar or to be deposited in the Box kept in Room No. 10, Sector-29, Near Jalaram Temple, Gandhinagar - 382030.

(No tender Document would be accepted after 07/11/2016 after 1:00 p.m.)

**Date and time of Opening Technical Bids – 07/11/2016 - 3.00 p.m.**

**Date and time of Opening of Price Bid Cover –10/11/2016 - 3.00 p.m.**

**Venue for opening Technical Bids**

Central University of Gujarat, Sector -29 Gandhinagar -382029 (Conference Hall – Sector 29)

**Registrar**

**CENTRAL UNIVERSITY OF GUJARAT**  
(Established Under Central Universities Act 2009)

**Tender for providing canteen services at sector 29-30 Campus of  
Central University of Gujarat.**

<b>Name of the Tenderer as per Registration Certificate</b>	
<b>COMPLETE POSTAL ADDRESS OF THE TENDERER ( as per Registration Certificate)</b>	

## **1. Introduction:**

1.1 The tender is for the lease of canteen in Central University of Gujarat, Sector 29 & 30, Gandhinagar, Gujarat.

1.2 The party who has been granted the tender should run a canteen extension with the limited space & facilities provided by the university in the other Campus of CUG. The permission for running this extension facility ( in the other campus of CUG) will be strictly under the purview of the University and may be terminated at any point of time without prior notice.

## **2. Eligibility Criteria:**

2.1 A tenderer will be eligible for tendering only if he satisfies the eligibility criteria given below

2.2 The tenderer should satisfy any one of the following conditions.

a. The tenderer should be an Income tax assesses (latest Income Tax return should be enclosed).

OR

b. The Tenderer should have Tax Index Number (TIN) issued from commercial tax department of the Government of Gujarat (A copy of the Registration Certificate should be enclosed).

2.3 Work Experience: The tenderer should have at least 06 months to one year experience in running a canteen or restaurant (which may be reduce by the authority) Documentary evidence such as a copy of license or agreement or work order from the concerned institution etc., should be furnished.

2.4 Financial Standing: To prove financial capability to undertake the tender, the tenderer should furnish banker's Certificate (in original) as per Appendix-5, regarding Credit Facility for an amount not less than lakh Rs. 1 lakhs.

OR

The Tenderer can furnish a Solvency Certificate from any nationalized/ scheduled bank for Rs. 1 lakhs.

OR

Tenderer can also furnish demand draft for Rs. 1 lakhs in lieu of solvency Certificate or banker's certificate.

2.5 Employees of Central University of Gujarat or their family members are not eligible to participate in the Tender. For this purpose the family includes spouse and children (Undertaking to be furnished in this regard as per Appendix 7).

### **3. General Instructions:**

3.1 The tenderers are requested to go through the instructions, terms and conditions and specifications given in the tender. Failure to furnish all required information in every aspect will be at the tenderer's risk and may result in the rejection of the tender.

3.2 Check list

3.3 Clarification on the tender

Any tenderer requiring any clarification on the tender may request the Office of the Registrar, Central University of Gujarat, Gandhinagar by a letter or by fax. Registrar CUG will respond in writing to any request for clarification in the tender.

3.4 Amendments to the Tender:

Tender inviting Authority may also amend the tender wherever it is felt that such an amendment is necessary. Amendment to the Tender will be uploaded on the website of the University and it is the sole responsibility of the tenderer to verify the amendments if any and get the amendment documents before the submission of the tender.

3.5 The Tender document is not transferable and the tenderer shall bear all costs connected with the preparation and submission of this tender.

### **4. Earnest money deposit (EMD)**

4.1 The tenderer should furnish Earnest Money Deposit ( EMD) for a value of Rs. 25000/- (Rs. Twenty five thousand only) along with the tender by way of Demand Draft/ Bankers Cheque obtained from any Nationalized /Scheduled Bank and drawn in favour of "The Finance Officer, Central University of Gujarat" payable at Gandhinagar.

4.2 Any tender without the EMD will be considered as Non- responsive and will be summarily rejected.

4.3 The tender inviting authority will arrange to refund the EMD to the un-successful tenderers after publishing the successful tenderer within a reasonable time. No interest will be paid on the EMD

4.4 The EMD is liable to be forfeited if:

The tenderer withdraws his tender at any stage after the last date and time fixed for submitting the tender. The tenderer on becoming successful, fails to furnish the required security deposit or sign the agreement, within the stipulated time limit.

**5. Contract requirement :**

5.1 While quoting the lease rate, the tenderer should consider all applicable taxes such as VAT and duties on purchases, and any other applicable taxes and duties, levied by the State and Central Government or any other authority. University shall not be responsible for any change in the tax rate during the contract.

**6. Submission of Tender:**

6.1 Due date for tender submission: The tender document duly filled in, signed on all pages shall be submitted in sealed cover to the Registrar, CUG at his office upto 1 Pm on 07/11/2016 as per the procedure laid down herein. The tender can be submitted on all workings days upto the above closing date.

6.2 The tender inviting authority will not be held responsible for any delay in the receipt of the Bank Draft or any delay in the receipt of the document by the tenderer including loss of the document in transit or delay in obtaining any document/ certificate or on any other account / No extension of the date and time for the submission of the documents will be given for any such delay.

6.3 The tender inviting authority may extend the due date for submission of tender by issuing an amendment in which case all the rights and obligations of the Tender Inviting Authority and the Tenderers previously subject to the original due date for submission will be then be subject to the new date for submission.

6.4 Any tender received by the Tender Inviting Authority after the due date and time will not be considered and will be returned to the tenderer.

**7. Procedure for Submission of Tender**

7.1 Tenderers are advised to go through the tender documents and understand all the provisions and stipulations contained therein before submitting the tender.

7.2 The tenders shall be submitted as per the procedures and requirements stipulated therein.

7.3 This tender is based on two-cover system i.e. technical bid and Financial Bid. Therefore, the tender shall be submitted in two parts viz., Cover-A and Cover-B. Each part shall be placed in an independent sealed envelope and each part shall be super scribed as follows.

**Cover 'A'**

**"TECHNICAL BID COVER"**

Name of work:

*"Tender for lease of Canteen & Mess Services at Sector 29 & 30 Campus of Central University of Gujarat, Gandhinagar".*

**Cover 'B'**

**"PRICE BID"**

Name of work:

*"Tender for lease of Canteen & Mess Services at Sector 29 & 30 Campus of Central University of Gujarat, Gandhinagar".*

7.4 The contents of each of the two covers shall be as described in the subsequent clauses. For all other references, these covers will be referred to briefly as: "Technical Bid cover" and "Price Bid Cover".

7.5 Both the covers i.e. Cover-A and Cover-B, shall be placed inside an outer cover and shall be super scribed as follows:

**"TENDER FOR LEASE OF CANTEEN IN CENTRAL UNIVERSITY OF GUJARAT" & TENDER NUMBER.**

7.6 The sealed tender envelope shall be addressed to "THE REGISTRAR, CENTRAL UNIVERSITY OF GUJARAT, SECTOR-29 GANDHINANAGR-382030. The Tender envelope shall clearly the name and address of the Tenderer prominently, with Phone Number, email ID and Postal address.

7.6 The technical bid cover shall contain a "check list" as per appendix-8 and in addition to check list any document or certificates etc., mentioned anywhere in the tender document shall also be part of the technical tender requirements.

7.7 Financial Bid ( Price Bid 'Cover"- B ) shall contain the duly filled in and signed Financial Bid as per appendix-3

#### 7.8 Signing the Tender:

“The tender shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. All pages of the tender shall be signed by the person or persons signing the tender. The Tenderer shall enclose a certified copy of the power of attorney authorizing the signatory or signatories to sign the tender document. This certification shall be from the Managing Director or the Legal manager of the firm”.

7.9 The tender shall contain no alteration or additions, except those Tenderer has to comply as per the instructions issued by the Tender Inviting Authority. In case it is absolutely necessary to make corrections in the errors made by the tenders, in which case such corrections shall be signed by the person or person’s signing the tender.

**7.10 All the pages in the tender document should be signed by the tenderer after properly filling all details.**

#### 8. Compliance/ Confirmation:

8.1 The Tenderer should give an undertaking with reference to the Application Form for Running the Canteen in Central University of Gujarat in Appendix- , and should also give undertaking cum declaration regarding confirming and comply with various terms and conditions in Appendix-4 “ letter of Tender cum declaration” and Appendix-8 “ Check List”

#### 9. Tender Opening:

- i) Tender will be opened in the presence of the Tenderers or their authorized representative who choose to be present and the tender scrutiny committee at 3.00 P.M. 07/11/2016. The representative of tenderer who attend the tender opening must produce their identification proof and authorization letter from the companies/tenderer.
- ii) Cover-A containing "Technical Bid" shall be opened first.
- iii) On opening the tender, the details such as name of the tenderer, address, EMD details, etc., will be read out.
- iv) Tenders found without the EMD or with an invalid EMD or insufficient EMD, will be summarily rejected. Unopened tenders will be returned to such tenderers.

- v) On verifying the EMD, the Technical bids will be examined to decide their service suitability for the said work. Tenderers whose Technical bids are not found acceptable will be advised of the same and their sealed covers containing the respective Financial Bids will not be opened. Their EMD will also be returned to them.
- vi) Financial bids of only those tenderers whose Technical bids are qualified, will be opened.

## 9.2. Process to be Confidential

- i) Information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of contract shall not be disclosed to tenderers or any other persons not officially concerned with such process until the award to the successful tenderer has been announced.

## 9.3. Criteria for Technical Evaluation (Evaluation of Technical Bid)

- i) The tender accepting authority will determine whether the tenderer has fulfilled all the tender conditions as stipulated in the tender document and whether the tender is substantially responsive or not.
- ii) A responsive tender is one which conforms to all the terms, conditions and specification of the tender documents without material deviation or reservation.

A material deviation is one:

- a) Which affects in any substantial way the scope, quality or performance of the contract.
  - b) Which in a substantial way is inconsistent with the Tender conditions, the tender accepting authority's rights or the Tenderers obligations under the Contract.
  - c) Whose rectification would affect unfairly the competitive position of other Tenderers resending substantially responsive Tenders.
- iii) Tenderers who have not fulfilled the tender conditions shall be a non-responsive tenderer and will not be taken up for further evaluation and Price bid opening.
- iv) To assist the examination, evaluation and comparison of Tenders, the tender accepting authority may at its discretion, ask any tenderer for clarification on his Tender. The request for clarification and the response shall be in writing or by fax but no change in the substance of the Tender shall be sought, offered, or permitted.



- v) When a Tender fails to be responsive, it will be rejected by the tender accepting authority and may not subsequently be made responsive by correction or addition/withdrawal of the non-conforming deviation or reservation.

#### 9.4. Price Bid Opening:

i) The tender accepting authority will then proceed with opening of Cover-B, i.e., "Price Bid Cover" of those tenderers whose technical bid has been found substantially responsive. The opening of the "Price Bid Cover" will be done in the presence of those tenderers or their representatives who choose to be present. The Tender Inviting Authority will inform such tenderers in advance about the acceptance of their technical tender and the date and time of opening of the "Price Bid Cover".

ii) On opening of the "Price Bid", the lease amount as quoted by the Tenderers will be read out.

#### 9.5. Criteria for Price Bid Evaluation:

- ii) In price bid evaluation the following procedures will be adopted.
  - (a) The quoted prices (lease rate) shall be corrected for arithmetical errors.
  - (b) In case of discrepancies between the prices quoted in words and in figures, higher of the two shall be considered.
  - (c) The Tender Accepting Authority may carry out negotiation with the tenderer**Quoted highest evaluated lease rate.**

### **10. AWARD OF TENDER**

10.1. The Tender Accepting Authority has the right to accept any tender and to reject any or all tenders without assigning any reason.

10.2. Notwithstanding anything that is said herein, the tender accepting authority reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders, at any time prior to the award of tender, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers on the grounds for the tender accepting authority's action.

### **11. NOTIFICATION OF AWARD**

11.1 The tenderer whose tender has been accepted will be notified by the Tender Accepting Authority, in writing.

11.2. Notification of award will constitute the formation of contract and EMD will be treated as Security Deposit, till Security Deposit is furnished in accordance with the provisions of

clause- 12 of this tender document.

- 11.3. Upon furnishing the security deposit by the successful tenderer or tenderers and upon Signing the Agreement, the EMD will be returned to the unsuccessful tenderer within a reasonable time period.

## **12.SECURITY DEPOSIT**

- 12.1. The successful tender has to furnish security Deposit of RS.1,00,000/- (Rupees one lakh only) in form of Demand Draft obtained from any nationalized / Scheduled bank and drawn in favour of "the Registrar, Central University of Gujarat, Payable at Gandhinagar, Gujarat.

Security Deposit to be furnished within 10 days of issue of letter of Acceptance.

- 12.2. If the successful tenderer fails to remit the security deposit within the above said period, the Earnest Money Deposit paid by him will be forfeited and his tender will be held void and the tender accepting authority shall continue the process with other responsive tenderers as per the General Terms and conditions of the contract The Tender Inviting Authority also reserves the right to take any other action as deemed necessary against such tenderer.

- 12.2. **No Interest will be paid on the Security Deposit mentioned** in Clause.12.1 above.

## **13. SIGNING THE AGREEMENT**

- 13.1. The successful tenderer shall furnish the required security deposit and execute an agreement (Three copies) on a non-judicial stamp paper to the value of Rs. 100/- (embodying the terms and conditions of the tender within 15 days from the date of acceptance of the tender. The specimen form of agreement is enclosed ( Appendix- 6)

- 13.2. If the agreement mentioned in Clause 13.1 above is not executed in the prescribed period, the Earnest Money Deposit and Security Deposit of the tenderer are liable to be forfeited.

- 13.3 The successful tenderer, if fails to execute the agreement within the stipulated period, he will also be liable for all damages arising there from such default including the cost of conducting fresh tenders and the increase in rates if any, in the subsequent tender and shall compensate for all losses sustained by the Government/University in this regard.

## **14. TERMINATION OF CONTRACT**

### **14.1. Termination for Default:**

- (i) The Tender Accepting Authority/University may, without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of 15 days, sent to the Canteen Contractor/Lessee, terminate the contract in whole or part, (i) if the Canteen Contractor/Lessee fails to perform any of the obligation(s) under the contract; or (ii) if the Canteen Contractor/Lessee, in the judgment of the Tender Accepting Authority/University, has engaged in fraudulent and corrupt practices in competing for or in executing the contract.
- (ii) In the event the Tender Accepting Authority/University terminates the contract in whole or in part, the Tender Accepting Authority/University may entrust the contract of operating/running canteen to other persons/contractors in such manner and at such rate as deemed appropriate and they shall be liable to the Tender Accepting Authority for loss of revenue Suffered by the Tender Accepting Authority in this process. However, the Canteen Contractor/Lessee shall continue the performance of the contract to the extent not terminated.

### **14.2. Termination for Convenience:**

The Tender Accepting Authority/University may give a written notice, with a notice period of 15 days sent to the Canteen Contractor/Lessee, may terminate the Contract, in Whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Tender Accepting Authority/University convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

## **15. Special Conditions**

15.1 Adducing reasons like strikes, non-availability of raw material etc. shall not be entertained.

Non-fulfillment of the contract on any grounds will result in forfeiture of part or whole of Security Deposit /Earnest money deposit amount. The University also reserves the right to debar such tenderer/ Canteen Contractor/Lessee from future tenders. Besides this the tenderer will also be liable or all damages arising from such default including the cost of conducting fresh tenders and the crease in rates in the subsequent tender and shall compensate for all losses sustained by the university in this regard.

15.2 If the Tenderer fails to provide catering services within the stipulated time and substantial

quality, the University is at liberty to make alternate arrangement for catering services, from any other source including from any other tenderer who might have quoted lower lease rate, at the risk and cost of the Canteen Contractor/Lessee and in such case the University has every right to recover the cost and impose penalty, besides taking any other action.

**16. Visit. to Tenderers' Clients:**

Complete details of clients of the tenderers must be enclosed with the Technical bid. Clients' addresses, name(s) of contact person(s) with phone numbers must be listed in the enclosure. The Tender Inviting Authority reserves the right to carry out surprise visits to establishments/mess/dining facilities/Canteen serviced currently by the tenderers, and their reports will form valuable input for the short-listing process.

**17. Alternative Proposals:**

Tenderers shall submit offers that strictly comply with the requirements of the Tender Document. Any alternatives or modifications shall render the respective Tenderers invalid. Offers with conditional rebate will become automatically invalid.

**18. Validity of Offer:**

18.1. Tenderers shall agree to keep the tender open for sixty (60) days from the due date of submission thereof and not make any modifications in the stated terms and conditions.

18.2. In exceptional circumstances, prior to expiry of the initial time limit as indicated in 18.1 above, the tender inviting authority may request the Tenderer to extend the period of validity for a specified additional period. The request and the Tenderers responses shall be made in writing or by fax. A Tenderer may refuse the request without forfeiting his Earnest Money Deposit. A tenderer agreeing to the request will not be permitted to modify his Tender. However, he shall extend the validity of the Earnest Money Deposit for the period of the extension.

**19. Disputes and Jurisdiction:**

Any legal disputes arising out of any breach of contract pertaining to this tender process shall be settled in the court of competent jurisdiction located within Gandhinagar, Gujarat.

**20.Schedules:**

- a) The Tender schedule highlights the important service conditions to be strictly abided by all tenderers.
- b) **Schedule A** refers to the terms and conditions for lease of canteen in Sector 29 & 30 Campus of Central University of Gujarat, Gandhinagar.
- c) **Schedule B** refers to the scope of work.

It is mandatory that all tenderer, must sign and submit these Schedules along with the tender.

**21.Acknowledgement:**

**It is hereby acknowledged that I have gone through the entire tender document and various conditions mentioned hereunder and we agree to abide by them.**

Date:

Place: Signature of Tenderer  
Official seal and address

## Schedule-A

1. The Central University of Gujarat has fixed menu quantity etc. for each item on the menu and rates at which these items to be supplied based on the prevailing prices. The tenderer should quote their price for "LEASE RATE" accordingly.
2. The lessee will not be allowed to change or fix the rate as mentioned in the fixed menu.
3. It is mandatory on the part of the Lessee to serve each item of menu at the rates and quantity as given in the Schedule -B
4. The canteen will be lease out initially for a period of one year and can be extended on the satisfactory performance on mutual consent for further period. A review would be done on competition of every 6 months and based on that the extension would be considered.
5. Canteen facilities (kitchen & Dinning hall) at Sector 29 & 30 are provide by the CUG on as is where basis.
6. CUG shall provide the following:
  - a. Water for cooking, washing and cleaning.
  - b. Drinking water
  - c. Electricity for exclusive purpose of running the dining facilities (Caterer should arrange for transport of drinking water from Ro plant/store is established).
  - d. He/She should maintain an account of the water consumed on daily basis. Initially 200 liters per day water will be provided for cooking purposes.
  - e. The caterer should adopt better conservancy measures as water is ELIXIR of human life and no wastage is allowed.
  - f. Electricity should not be used to other than cooking purposes and at any point of time no electric stoves should allowed for cooking and that should be based on Gas system.
7. Procurement of the items, raw materials required for performing the contract is the responsibility of the caterer with the approval of the CUG canteen committee. Indicative list of the items to be procured is as below;
  - g. First quality of vegetables, fruits, provisions, dairy products/meat etc.,

- h. Caterer shall use only branded raw materials and best quality items for preparing the food. Brands of products will be decided by the Canteen committee.
  - i. The caterer should be solely responsible for the arrangements of gas refills and their safety and supply of milk from its own resources.
  - j. The caterer shall provide catering services as given in the menu annexed to the agreement. The cost includes fuel cost, procurement of provisions and vegetables of good quality and other items. Further, the cost of these raw materials shall be inclusive of loading and unloading, transportation, storage at kitchen premises, statutory taxes including service tax, duties and all other levies ( existing and which may be imposed from time to time) for which no additional cost is payable or reimbursable by the CUG.
  - k. The caterer shall make his own arrangement for procuring utensils/plates glasses& cutlery. etc.
  - l. Caterers should not use any artificial colour, preservatives and other harmful chemical additives' (say, for example, mono-sodium glutamate) in any of the dishes or even store them in the canteen premises.**( Note: the above list is indicative and not exhaustive).**
- 8. The premises of the canteen should be kept clean and tidy on daily basis and the lessee shall be fully responsible for the maintenance of hygiene as per the standards required by the Municipal/Health Department.
  - 9. Responsibility and safeguard of the canteen (CUG) property shall be with lessee. Damage to the CUG canteen property will be recovered from security deposit of lessee.
  - 10. CUG shall not provide any additional facilities to the canteen, other than the existing.
  - 11. The canteen premises (inside and outside) should not be used for any other purposes except for running the canteen.
  - 12. The lessee should not transfer/ sublet the management to any other individual or agency. The manager/representative of the lessee of the canteen should be present at the premises and supervise the day to day affairs of running of canteen and shall not give scope for any complaints either from students/ staff or customers.

13. The canteen should be run in **the name of the University canteen and other name should not be used**. The walls and surroundings of the canteen should not be used for paintings/ advertisement. Stay of unauthorized persons beyond canteen hours or indulging in anti-social activities shall be viewed seriously and proper action will be initiated in such cases.
14. The authorized CUG officials shall have every right to inspect the canteen without any notice and take appropriate action.
15. The lessee should not cater items which are not approved. As per Govt. guidelines, cigarettes, pan & Gutka etc., are strictly **prohibited**.
16. In case of violation of terms & conditions the CUG may take appropriate action and / or terminate the agreement, including the forfeiture of Security Deposit.
17. The canteen should not be kept close for more than two days without any reasonable cause.
18. The canteen should run during the timings from 7: 30am to 10.00pm.
19. The either parties shall have the right to terminate the lease by giving 15 days' notice.
20. Authenticated certificates, testimonials and proof of experience should be produced along with the tender.
21. The caterer shall vacate the leased premises and hand over the all fixtures, furniture etc. which are University property in good condition at the termination of the contract.
22. The caterer shall not make or permit any construction or structural alternation or additional fittings inside the premises or the work place without prior written approval of the authorities.
23. Staff strength in each category of Cooks, helpers should be optimum and finalized in consultation with canteen committee.
24. Employment of child laborers (below 18 years) is totally prohibited. It is responsibility of the caterer to comply with all formalities of Labor office including obtaining necessary labour license.
25. The employees of the caterer should wear proper uniform.
26. The caterer shall be responsible for the proper conduct and behavior of the employees engaged. The employees cannot reside in the place of work except to the extent necessary for their duty in respect of the functioning of the dining facility.



27. The Caterer should ensure that all the employees are free from communicable diseases. Medical certificates to this effect should be made available for inspection by the authorities.
28. All expenses related to the functioning of the employees like EPF/ESI engaged by the caterer shall be in the scope of the Caterer. Proof for remittance of salary shall be provided to CUG.
29. The caterer shall maintain the record of duty hours and pay structure should be maintained as per rules for inspection by authorized Govt. Personal of CUG for meeting other statutory and non-statutory benefits/ obligations.
30. Turnover during the last 3 years along with balance sheets and P& L accounts need t be submitted.
31. The University reserves the right to review and modify the terms and conditions periodically.
32. The items of food served will be checked by the quality committee constituted by the Canteen Committee. Such quality audit may be a test audit or random audit. In case of dispute on quality between caterer and the quality committee Registrar CUG will be the sole arbitrator and His/ her decision shall be final and binding on both the parties. Since the service includes food and eatable. PFA Rules 1955 is binding on the caterer.
33. Any other relevant matter for better functioning of canteen will be included at the later date.
34. The agreement should be signed by a person or persons duly authorized to sign on behalf your organization. A certified copy of the power of attorney authorizing the signatory or signatories to sign the agreement/documents.

Signature of the Tenderer  
Office Seal & address.

## **SCHEDULE - B**

### **Office of the Registrar, Central University of Gujarat**

#### **Scope of work:**

- 1.** The tender is for lease of Canteen & Mess Services in Sector -29 & 30 campus of Central University of Gujarat, Gandhinagar-30.
- 2.** Central University of Gujarat, Gandhinagar reserves the right to assign any one or more of the Canteens based on availability/requirement.
- 3.** The tenderer shall visit these facilities and ascertain the available infrastructure before submitting the Tender. Any additional requirements, necessary for efficient services must be provided by the lessee without any extra charges.

**Appendix 1**

**List of Items (Menu):**

*To be served at the rates at which they are to be served and the quantum that should be maintained.*

**RATES PROPOSED TO BE CHARGE FOR THE ITEMS SERVED**

S.No	Items	Quantity	Measure	Rate Offered
	<b>BEVERAGE</b>			Rs.
1.	Hot coffee	150 ml	Per Cup	7
2.	Tea regular	150 ml	Per Cup	6
3.	Tea Lemon/Green	200 ml	Per Glass	15
4.	Lassi	200 ml	Per Glass	10
	<b>MACHINE BASED</b>			
5.	Coffee	150 ml	Per cup	6
6.	Cold Drink	150 ml	Per cup	6
7.	Tea	150 ml	Per cup	6
8.	Standard cold Drink All Brand available in the Market			As per MRP
9.	Mineral Water (Standard)	1litre	Per Bottle	As per MRP
	<b>SNACKS &amp; LUNCH</b>			
10.	Samosa (Potato)	120 grams each	per piece	7
11.	Kachori	120 grams each	per piece	7
12.	Pastry	100 grams	Per Plate/1 piece	10
13.	Gulab Jamun	50-70 grams each	Per Plate/2 pieces	20
14.	Chole Bhature		Per Plate/2 pieces	20
15.	Lunch (Roti & Rice, Dal & Two Subji, Veg Salad, Chaas)		Roti & Rice unlimited	40
16.	Bread Pakoda (2 piece)	100 grams each	Per Plate/2pieces	15
17.	Masala Dosa each with Sambar	175 grams	Per Plate	25
18.	Plain (sada) Dosa with Sambar	150 grams	Per Plate/2 pieces	20

19.	Uttappam with chutny	120 gram	Per Plate	15
20.	Vada (2 piece) each with Sambar	120 grams each	Per Plate	15
21.	Veg. Cutlet (2 piece)	100 grams each	Per Plate	15
22.	Veg. Sandwich (Two Slice of Bread with sliced Fresh Vegetables and spread)		Per Plate	15
23.	Cheese Sandwiches (Two		Per Plate	15
24.	Bread and Butter (Two Slice of Bread with Butter spread)		Per Plate	10
25.	Bread and Jam (Two Slice of Bread with Jam spread)		Per Plate	10
26.	Bread Piece (three Slice of Bread Roasted in oil or ghee)		Per Plate	10
27.	Veg. Burger (Two Slice of Bun with veg fillings, sliced Fresh Vegetables and Lettuce)		Per Plate	25
28.	Pizza		Per piece	50
29.	Idli (2 pieces) with sambar& chutney	150 grams	Per Plate	20
30.	Dhokla	100 grams	Per Plate	25
31.	Upma with chutney	200 grams	Per Plate	15
32.	Poori (5) with sabji	200 grams	Per plate	20
33.	Pauv Bhaji (2 pieces of pav)		Per Plate	20
34.	Veg. Biryani with curry	200 grams	Per Plate	25
35.	Rajma Chawal	200 grams	Per Plate	20
36.	Seasonal Vegetable curry		Per Plate	15
37.	PuriAloo (3 no.'s)		Per Plate	20
38.	Ice Cream			MRP
39.	Yoghurt			MRP
40.	Flavoured Milk			MRP
41.	Juices (Tetra Pack)			MRP

42.	Chicken Biryani		Half Plate	40
43.	Chicken Curry (3 pieces)		Per Plate	30
44.	Vegetable Fried rice	250 gram	Per Plate	20
45.	Jeera rice	250 gram	Per Plate	15
46.	Paneer Curry/Masala	200 gram	Per Plate	25
47.	Roti Plain		Per piece	3
48.	Roti (Butter)		Per piece	5
49.	Dal fry	200 gram	Per Plate	15
50.	Aloo Gobi Masala	200 gram	Per Plate	20
51.	Dum Aloo	200 gram	Per Plate	15
52.	Egg Omlette (2 eggs)		Per Plate	15
53.	Egg Omlette (1 eggs)		Per Plate	8
54.	Fish Curry	200 gram	Per Plate	30
55.	Fish Fry	200 gram	Per plate	30
56.	Monthly Mess Charges	(Breakfast, Lunch and Dinner)	Per student	2200

**Note:**

1. The above rates are applicable for the entire contract period mentioned in the document.
2. The tender should cater to any minor modifications in the menu items as requested by the students and approved by the Canteen Monitoring Committee without any additional cost.
3. The Tender should also include additional items in the menu as decided by the University. Price for such items will be decided based on the price of similar items on the existing menu list
4. Tenderer should also abide by the decision of the University and terms and conditions mentioned in the schedules.

Signature of the Tenderer with seal

**(In all the above pages also, the Signature of the tenderer with seal should be incorporated)**

TECHNICAL BID

## TENDER FOR RUNNING THE CANTEEN FACILITIES AT CUG, GANDHINAGAR

	Name and address of the caterer with phone no. and e-mail ID, if any.	:	
2.	Registration Number and date of registration of company/cooperative/ agency, if any	:	
3.	Year of Establishment	:	
4.	Type of Organization: (Whether Proprietorship, Partnership, Private Ltd. Company or Co-operative body etc. In case the applicant is a non-individual, Certified copy of a Partnership deed/Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed)	:	
5.	Enclose Performance certificates from previous clients since the year 2010-2013 separately in respect of catering.	:	
6.	No. of Food courts/Dinning facilities Run in Academic Institutes* (Providing All supporting documents)	:	
7.	No. of Food courts/Dinning facilities Run in Others Institutes* (Providing All supporting documents)	:	

8.	Whether Quality Certification obtained for Any of the Food Courts/Dining Facilities (Providing All supporting documents)	:	
9.	Bidders Solvency (Capital Employed) (Rs. In Lakhs)	:	
10.	Annual Turnover (Rs. In Lakhs) for the years 2010-11, 2011-12 & 2012-13. Financial statements showing turnover duly certified by a Chartered Accountant should be furnished.	:	
11.	PAN Number (photocopy to be enclosed)	:	
12.	Service tax, Sales tax/VAT Regn. No. (Number & photocopy of certificates to be given)	:	
13.	Shops and establishments Act registration No. (Photocopy to be furnished)	:	
14.	No. of Employees (As on 01.10.2014)	:	
15.	Any other Information	:	

\* List to be enclosed with full address and phone numbers.

Further it is certified that I/We will abide by the technical and commercial terms and conditions of the Tender and also other rules and regulations of the Central university of Gujarat.

Signature of the Tenderer with seal

## Financial Bid

Format for Financial Bid (to be typed in the letterhead of the firm)

**To  
The Registrar,  
Central University of Gujarat,  
Sector-29, Gandhinagar.**

Dear Sir

Sub: Lease of Canteen

In response to your advertisement for "**Lease of Canteen in Central University of Gujarat, Sector 29-30 Gandhinagar**" we submit herewith our Financial bid.

Name of the Canteen	Central University of Gujarat ,Sector-29 & 30
Tender Number & Dated	
Lease amount per Month:	Rs..... ( Rupees.....)

Date:

Signature of the Tenderer with seal



**Tender for lease of Canteen in Central University of Gujarat  
LETTER OF TENDER CUM DECLARATION**

To

The Registrar,  
Central University of Gujarat,  
Sector-29, Gandhinagar.

Sir,

Sub: Tender for lease of canteen in Central University of Gujarat Sector-29-30 Gandhinagar  
for the year 2016-17

1. I/ We, the undersigned do hereby tender and undertake to provide catering services in Central University of Gujarat, Sector-29&30 Gandhinagar as described or intimated in the various schedules hereto annexed and the specifications thereto (which have been produced to and carefully examined by us) in strict accordance with and subject to the terms, provisions and conditions set forth or mentioned in the said schedules, specifications and appendices.
2. I / We have gone through the instructions in the tender and carefully read all the conditions of tender and agree to abide by all the conditions mentioned there in.
3. I / We hereby state that I/we have remitted Rs.25, 000/- (Rupees Twenty five thousand only) in the form of Demand Draft/Bankers Cheque No. ----- Dated:.....----- drawn on ----- Bank -----Branch, in favour of the Registrar, Central University of Gujarat as Earnest Money Deposit and agree to have it forfeited to the Central University of Gujarat in case of my / our failure to undertake the contract for the items accepted by the Tender Accepting Authority.
4. I/ We hereby certify that the lease amount quoted in this tender is final and I/ We will not come forward for any revision or alteration in lease amount quoted subsequently due to hike in prices or any other reasons. However I / We are aware of the right of the Tender Inviting Authority to negotiate with the tenderer quoted highest evaluated lease amount.
5. I / We confirm that our Tender is in conformity with the technical specifications and commercial terms & conditions as stipulated in the Tender Document and without any deviations whatsoever. I am / We are aware that our Tender is liable for disqualification in the event of technical and commercial deviations observed by the Tender Accepting Authority at a later date during the process of evaluation of our Tender.

Signature of the Tenderer

6) I / We further declare that the information and documents furnished in the Tender submitted by us are correct and genuine. I am / we are aware of the Tender Inviting Authority's right to forfeit the Earnest Money Deposit and / or Security Deposit and blacklisting me / us if, any information furnished by us proved to be false at the time of inspection and not complying with the tender conditions.

7) I / We state that I / We have not been blacklisted or debarred from participating tenders by the Central/State Government agencies or autonomous bodies or Universities / institutions.

8) In the event of my / our tender becoming successful, I / We undertake and agree to forward to the Registrar, Central University of Gujarat in (10) ten days, after the notification of the acceptance of this Tender has been received by us, the Security Deposit as demanded in the form and manner required as security for the due fulfillment of our Contract.

9) We undertake and agree that we will not withdraw this Tender during the period that will be required for intimation of acceptance or non-acceptance as stipulated in clause **11** of the Tender document. If I / we do so withdraw, I / we shall forfeit the Earnest Money Deposit to Central University of Gujarat. I / we agree to execute at our cost the Agreement in (10) ten days after the notification of the acceptance of our Tender has been received by us. In the event of our failing to make the Security Deposit or to execute the Agreement in the said manner, the Earnest Money Deposit accompanying this Tender shall be forfeited to the Central University of Gujarat and this concluded Contract shall in such case be considered as having been cancelled or terminated and I / we agree to be liable, irrespective of the forfeiture aforesaid for all damages, losses, costs, charges and expenses arising from or by reason of such failure and arrangements.

As witness our hand this ..... day of ..... of 2014.

Signature of the Tenderer:

Name & Address:

Company Seal:

**TENDER FOR LEASE OF UNIVERSITY CANTEEN OF  
CENTRAL UNIVERSSSITY OF GUJARAT SECTOR -29 GANDHINAGAR-382030**

**BANK CERTIFICATE REGARDING CREDIT FACILITY**

This is to certify that Mr./Mrs. or Mis ..... is a reputed person / company with a good financial standing. If the contract is given for running the

CANTEEN in the **Central University of Gujarat** ..... (**Tender Ref. No** ) for the above person / firm, we will be able to provide overdraft/credit facility to them for Rs ./-

(Rupees .....only) to meet their working capital requirement for executing the above contract.

Date :

Place:

Signature and Designation of the  
Authorized Officer.

Name and Address of the Bank.

**FORMAT OF CONTRACT AGREEMENT**

THIS AGREEMENT made on the .....day of .....2014 between The Registrar, Central University of Gujarat, Sector-30, Gandhinagar-382030(herein after "the Tender Accepting Authority/University") of the one part and ..... (Name of Canteen Contractor/Lessee) of (Address of the Canteen Contractor/Lessee) (herein after called "the Canteen Contractor/Lessee) of the other part:

WHEREAS the Tender Accepting Authority/University is desirous that catering services to be provided in the canteen of Central University of Gujarat, Sector 29 Gandhinagar as per the tender reference No..... and has accepted a bid by the Canteen Contractor/Lessee / Service Provider for running the Canteen at Central University of Gujarat, Sector 29 & 30 Gandhinagar for a sum of Rs.....(Rupees.....)herein after called "the Contract Price"

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract and scheduled referred to, and they shall be deemed to form and be read and construed as part of this agreement.

2. The following documents shall be deemed to form, be read and construed as part of this Agreement, viz;

- a) The letter of Acceptance issued by the Tender Accepting Authority/University.
- b) The Notice Inviting Tender  
The Canteen Contractor/Lessee bid including enclosures, annexures, appendixes, documents, etc.
- c) The Tender Document including various Terms and Conditions, schedules, etc.(including amendments and clarifications).
- d) The Schedule of Requirement
- e) Any other document listed in the Canteen Contractor/Lessee bid and replies to queries, clarifications issued by the Tender Inviting Authority/University, such confirmations given by the bidder which are acceptable to the Tender Inviting Authority/University and the entire Addendum issued as forming part of the contract.
- f) Check List.

2. *In consideration of the payments towards monthly lease amount to be made by the Canteen Contractor/Lessee to the Tender Inviting Authority / University as hereinafter mentioned the Tender inviting Authority/ University covenants with the canteen contractor / lessee to provide the infrastructure and other facilities as mentioned in the tender document for canteen running services as per the provisions of the Contract.*

*Signature of the Tenderer*

4. *The Canteen Contractor / lessee hereby covenants to pay the Tender inviting Authority / University in consideration of the provision of the infrastructure and other facilities for running the canteen, the Contract Price (lease amount) or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract. The rates stipulated in the contract shall remain valid for a period of one year with effect from contract date.*

**DELIVERY SCHEDULE:**

*Canteen Contractor/Lessee shall start the catering facilities on the date of notified the University.*

*IN WITNESS whereof the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.*

*Signed, Sealed and Delivered by the Said ..... (For the Tender Accepting Authority/University) in the presence of .....*

*Signature*

*Name Address*

*Signed, Sealed and Delivered by the Said ..... (For the Canteen Contractor/Lessee /Service Provider) in the presence of .....*

*Signature*

*Name Address*

*Signed, Sealed and Delivered by the Said ..... (For the Tender Accepting Authority/University) in the presence of .....*

*Signature*

*Name Address*

**Declaration about family members working in Central University of Gujarat;**

I/WE.....do hear by certify that neither myself nor any of my family members (as defined in tender conditions) are employees of the Central University of Gujarat.

I/We are aware that in event of wrong declaration tender submitted by me is liable to be rejected summarily.

Tenderer:

Name:

Check List:

1	Income Tax Assessment Certificates furnished	Yes/No
2	Tax Index Number furnished	Yes / No
3	Work Experience details	Yes / No
4	Tender Fee Rs. 500/- furnished	Yes / No
5	Earnest Money Deposit (EMD) for Rs. 25000/- furnished	Yes / No
6	Technical bid enclosed in a separate cover	Yes / No
7	Financial Bid enclosed in a separate cover	Yes / No
8	Whether all schedules and all tender papers are signed.	Yes / No
9	Whether acknowledgment furnished	Yes / No
10	Letter of Tender cum declaration as per Appendix furnished	Yes / No
11	Bankers certificate regarding Credit Facility/ Solvency certificate or demand draft for Rs. 1 lakh furnished	Yes / No
12	Certified power of attorney authorizing a representative of the firm to sign the Tender and all subsequent communication furnished	Yes / No
13	Declaration about the family members not working in Central University of Gujarat furnished.	Yes / No

Signature of the Tenderer:

Name & Address:

Company Seal: