



CENTRAL UNIVERSITY OF ODISHA

(Established Under the
Central Universities Act, 2009))

NAD Post Office, Sunabeda, Dist: Koraput-763 004
06852-288235/288238, Fax.: 06852-288225

Ref.: CUO/Admn./TC/71

Dt. 12/02/2022

NOTICE INVITING TENDER

Sealed tenders in Two-Bid system are invited from registered and experienced agencies for providing Canteen services (2 nos) at Central University of Odisha, Koraput. For further details please log on to University website: www.cuo.ac.in.

Sd/-
Registrar



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**TENDER DOCUMENT FOR PROVIDING
CANTEEN SERVICES (2 NOS) AT CENTRAL UNIVERSITY OF ODISHA, KORAPUT**

Sealed tenders in Two-Bid system – Technical Bid and Financial Bid – are invited from registered and experienced agencies for providing Canteen services (2 nos) at Central University of Odisha, Koraput. Tender documents complete in all respects should reach the University before 16.00 Hrs of 04.03.2022.

REFERENCE NO.	CUO/Admn./TC/71
DATE OF ISSUE OF TENDER	12-02-2022
LAST DATE & TIME FOR RECEIPT OF TENDER DOCUMENTS	04-03-2022; 16.00 Hrs
TIME AND DATE FOR OPENING OF THE TENDERS	07-03-2022; 15.00 Hrs
PLACE OF OPENING OF THE TENDER	Central University of Odisha, NAD Post Office, Sunabeda, Dist: Koraput – 763 004
ADDRESS FOR COMMUNICATION	The Registrar, Central University of Odisha, NAD Post Office, Sunabeda, Dist: Koraput – 763 004

IMPORTANT INSTRUCTIONS:

1. Tenders are invited for providing services for 02 (two) different Canteens – one at Main Campus (Sunabeda) and other one at Landiguda Campus. Bidders are required to quote their prices for any one or both the Canteens.
2. Bidders, if opt to quote prices for both canteens, have to submit Financial Bid separately.
3. The Bidder must deposit the Processing Fee – Rs.500/ (Rupees Five hundred) for single Canteen, and Rs.750.00 (Rupees Seven hundred Fifty) for both Canteens – in the form of Demand Draft drawn on any nationalized bank in favour of *Central University of Odisha* payable at *Koraput*. The cost of the tender document is non-refundable.



4. Bidders shall also have to deposit Earnest Money Deposit (EMD) of Rs.5,000/ (Rupees Five thousand) in the shape of Demand Draft drawn on any nationalized bank in favour of *Central University of Odisha* payable at *Koraput*. The EMD is refundable as per rules.
5. Tender documents complete in all respects may be sent by speed post/registered post addressed to the *Registrar, Central University of Odisha, NAD Post Office, Sunabeda, Dist - 763 004* so as to reach the University before **1600 Hrs of 04.03.2022**.
Tender documents may also be dropped in the Tender Box kept in the Administrative Building of the University before the stipulated time and date.
6. Tenders received after stipulated time and date, or without processing fee and earnest Money Deposit (EMD), conditional tenders, or incomplete tenders shall be rejected.
7. Bidders should enclose tender documents in 3 separate envelopes of appropriate size. Envelop-1 should contain (i) Covering letter (ii) Technical Bid (Annexure-1) (iii) DD for Processing fee and EMD amount, and to be superscripted as TECHNICAL BID. Envelop-2 should contain the Financial Bid (Annexure-2) duly signed and stamped and superscripted as FINANCIAL BID. Envelop-3 should contain Envelop-1 and Envelop-2 superscripted as TENDER DOCUMENTS FOR PROVIDING CANTEEN SERVICES AT CENTRAL UNIVERSITY OF ODISHA.
8. The Bidder shall be required to affix signature with date on each page of the tender document as a token of acceptance of the tender terms and conditions. Correction or overwriting, if any, should be initialed.
9. Interested Bidder may visit the sites in the campus(s) on any working day. In case of any further clarification, the bidders may contact The Registrar, Central University of Odisha, Main Campus, Sunabeda, Dist- Koraput.
10. The University shall have the right to cancel / reject/ amend any or all offers without assigning any reason thereof.

ELIGIBLE CRITERIA:

1. The Bidder must be a registered service provider for providing Canteen services possessing required registration/licenses as per law and valid at least for 06 months from the last date of receipt of tender documents.
2. The Bidder must have experience in providing Canteen services for at least 03 years ending 31st December, 2021.
3. There must be no case pending before the police/court against the Bidder.
4. The Bidder must provide all copies of valid registration/licenses as required under the Technical Bid proforma; non-compliance shall lead to rejection of the tender.



GENERAL TERMS AND CONDITIONS:

1. The Central University of Odisha shall have the right to withdraw Canteen from being leased out. University may accept or reject any Bid or may stop any Bidder at any stage from bidding without assigning any reason thereof. No appeal against above action by the University shall be entertained.
2. There are two separate Canteens, one at Main Campus in Sunabeda and the other is at Landiguda Campus. Bidders may quote their prices for any one or both the Canteens.
3. The Canteen(s) shall be on lease initially for the period of one year from the date of award of the contract unless terminated by the University for violation of any of the terms and conditions of the lease/ agreement.
4. The contract period may be extended for another one year on the same terms and conditions on satisfactory performance as decided by the Central University of Odisha.
5. No bidder shall be permitted to retract the bid. In the event of any dispute the same will be decided by the Vice-Chancellor, Central University of Odisha, Koraput.
6. The allotment of Canteen(s) to the successful Bidders shall only be considered on receipt of full payment of Security Deposit amount which shall be equal to approved license fee for 12 months.
7. The successful Bidder shall have to execute an agreement/contract on non-judicial paper of value Rs. 100/ (One hundred). The cost of stamp paper and other incidental charges shall have to be borne by the Bidder.
8. Rates should be quoted by the Bidders in the prescribed format (annexure-2) duly signed by the contractor. Cutting or over writing, if any, should be initiated.
9. Rates should be quoted for all items, failing which the bid will not be accepted. Rate quoted should be inclusive of all taxes/ duties/ levies and labour charges and will be valid for complete period of contract/ extended contract.
10. Apart from the prescribed standard menu, with the consent of the Canteen Management Committee of the University, contractor may sell packed snacks, cold drinks, juices at the printed MRP.
11. On the special occasion, CUO will have to right to prescribe different menu for lunch, dinner, tea & snacks with variable cost to be fixed with mutual consent of the Contractor.
12. The award of contract shall be finalized on the basis of a model calculation as mentioned in the note of evaluation. However, the institute is not in any way bound to accept the lowest bidder and reserves the right to accept or reject any Bid.



13. The Contractor/vendor shall pay the License Fee/ Rent by the 1st week of every month for the space provided to run the canteen services. The minimum monthly License Fee would be as follows:

Sl. No.	Location	License fees/Rent per month (in Rupees)
01	Main Campus, Sunabeda	5,000.00 per month
02	Landiguda Campus	2,000.00 per month

If the contract is extended for another term of one year, the license fee/ rent shall be suitably increased by the University.

14. The Contractor/vendor shall have to pay to the University the monthly electricity bill as per actual meter reading . Water charge is required to be paid at a flat rate of Rs. 200/ (two hundred) per month.
15. The Contractor/vendor shall not be allowed to make any change in electrical wiring, fittings and shall not be permitted to make any structural changes in the Canteen allotted to them under any circumstances. If at any time it is found that the structural changes have been made without permission of the Competent Authority, the contract/lease shall be cancelled immediately and the allottee will be prosecuted and the Canteen impounded at the risk and cost of the defaulter Contractor/vendor.
16. However, in case of telephone connections, charges on account of fire safety, insurance cover and security of article within the shop and any other charges, the same shall be made and arranged by the Contractor. The University will not be responsible for any kind of such payment under any circumstances. The allottee shall be solely responsible for discontinuation of any such service due to nonpayment of bills etc, without any liability on the University.
17. The allottee shall not utilize any additional common space other than the allotted area of Canteen. The encroachment in service passage, staircase area and other open space shall not be allowed and will attract penalty.
18. The allottee however, shall be responsible for minor repair of Canteen if required during the lease period with the permission of the University Authority.
19. The ownership of the Canteen and its legal possession will remain with the Central University of Odisha, Koraput. The allottee will have the right to use the Canteen during the contract period for the approved purpose only.
20. The Canteen shall remain open for seven (07) days a week and the time will be as decided by the University. Any closure must be done with prior approval of the Competent Authority of the University and proper prior notification to the stakeholders.



21. If the Canteen remains closed for more than 07 days without proper permission, it will be presumed to have been closed down. As such, the fresh proposals will be invited for the Canteen and the loss will be recovered from the first Licensee till that is taken over by the second Licensee.
22. The University will not be responsible for the payment of any bill due against any member of the staff, employee and students etc. A notice to that effect shall be prominently displayed on the Canteen premises.
23. The allottee shall not transfer or sublet the Canteen or any part of the premises leased out to him/her. In case the Licensee is found to sublet the Canteen, his/her lease will be cancelled immediately.
24. The Canteen is solely meant for use by the Residents, Students, Visitors and Staff of the University. The Licensee will not be allowed to open the facility of the Canteen to the outsiders without prior permission of the Competent Authority of the University.
25. The Canteen will be on Non-Exclusive basis. The allottee shall not be entitled to raise any objection or claim for any deduction in license period, license fee and security money. The Licensee shall equip the Canteen for running the business upon permission and satisfaction of the University authority.
26. Only such Items shall be offered for sale, which are particularly approved by the University for the Canteen. The University may by order in writing to prohibit the sale of the items, which are in contravention of the instructions of Food Inspector / University Doctor or any authorized officer of the University.
27. Items required/sold shall be of the best available quality, reliable and economical. The approved items sold/ stored for sale in the shop shall be of good quality. If any item(s) of sub-standard quality is found, Competent Authority or any other officer authorized by the University may seize the whole stock or part thereof and order the destruction thereof in consultation with the Food Inspector/University Doctor or any authorized officer of the University.
28. The sample of the items can be collected at any time by the Competent Authority or its representative and if found substandard, appropriate punishment including cancellation of license can be imposed.
29. The sale, storage or stock, deposit of Narcotics, tobacco, alcohol and other contraband & dangerous goods/materials in any form is strictly prohibited in the shop. Further, Smoking and consumption of Alcohol / intoxicants in the premises are strictly prohibited.
30. To regulate price and quality, regular monitoring and supervision shall be made any time by the Competent Authority of the University. Over charging of rates is strictly prohibited. In case of default, his license will be cancelled.



31. The rate of various items and services are to be displayed in the Canteen. Receipt shall be provided to all customers for every item sold whether the same is demanded by customer or not.
32. The Licensee shall keep a Complaint Book which shall be made available on counters to the Customers and the authorized Officers of the University shall have the right to see all these Complaint Books as and when required.
33. In case of any default, complaint or deterioration of requisite quality of items, the Licensee shall be liable to pay reasonable penalty levied by the University and shall deposit the penal amount as per direction of the University.
34. The Canteen owner shall maintain the premises in good condition and keep it clean and tidy. The Contractor shall not dump any empty packing, baskets or any material on the roof or in the open space outside the premises not allotted to him/her and shall be responsible to maintain all reasonable standard of cleanliness and hygiene in the Canteen and the surrounding areas. A fine up to Rs. 1000/- (One thousand) may be imposed on the licensee by the Competent Authority.
35. The waste must be disposed of and 100% cleared before closing of each business day and cleared at sufficient intervals during the day. The Canteen shall maintain neat and cleanliness of the premises at all times.
36. The Contractor will provide adequate number of staff to maintain efficiency to desired standard, and must ensure efficiency in serving the orders within 20 minutes. However, in case of any loss or damage to the Customers due to negligence of the Contractor's employees, the Licensee shall be responsible to make good of the loss to the customer.
37. No child labour shall be employed by the licensee in any case. Full details of the employed person will be maintained by the Canteen holder and will be provided to the Competent Authority of the University as and when demanded.
38. The Contractor shall pay to its worker(s) as per the prevailing minimum wages as applicable in the state of Odisha stipulated from time to time and must provide cover benefit such as ESI, PF, Insurance etc. as stipulated.
39. The Contractor shall comply with the other regulations relating to preparation and sale of food stuffs and refreshment and shall obtain necessary license and permits from the state authorities or any other statutory requirements for running the canteen(s).
40. The Contractor is expected to serve the food items in clean good crockery and maintain hygiene. In case of any food poisoning/ contamination, the Contractor will be held fully responsible and will bear all the expenses caused due to food poisoning/ contamination.
41. The Contactor and his/ her staff will make their own residential arrangement outside the premises of the University.



42. On cancellation of lease, the Canteen shall be vacated by the Contractor immediately from the date of issue of notice in writing by the University. The University shall take immediate possession of the Canteen and make alternative arrangements to run the same immediately. If any material or fitting belonging to the Contractor are not removed by him/her immediately as directed by the University, these will become the property of the University.
43. The Contractor shall be responsible to make all arrangements to ensure with regard to the safe custody of the material/property. The University shall not be responsible for any damage, loss or theft in the Canteen, if any.
44. The Contractor shall not raise any legal dispute in the court of law and if there is a dispute the matter will be referred to an Arbitrator who would be the Registrar, Central University of Odisha or will be appointed by him and his decision shall be final and binding.
45. The decision of Vice- Chancellor, Central University of Odisha in regard to interpretation of the terms and conditions shall be final and binding and shall not be called in question in any proceedings before any court or forum.
46. All disputes arising out during the license period shall be subject to the jurisdiction of Hon'ble High Court of Odisha, Cuttack only.
47. Additional specific condition may be imposed by the University whenever considered necessary and appropriate. The same shall be intimated to the Canteen in due course.

Sd/-
Registrar



Annexure-1: TECHNICAL BID PROFORMA

Sl. No.	Particulars	Description	Remarks
1	Name of the Catering Firm		
2	Address and complete Contact details of the authorized person of the firm (including phone/email/website etc) (Copy to be attached)		
3	No. & Year of Registration (Copy to be attached)		
4	Labour License/ Food License No. (Copy to be attached)		
5	PAN Card No. (Copy to be attached)		
6	Aadhar Card No. (Copy to be attached)		
7	GST Registration No. (Copy to be attached)		
8	Fire Security License No. (Copy to be attached)		
9	PF/ESIC Registration (Copy to be attached, if applicable)		
10	IT Returns for last 3 years: 2018-19; 2019-20 and 2020-21 (Copy to be attached)		



11	Details of Canteen services provided (Copies of work orders to be attached with Name of Organisation; Value of work order; Dates of Commencement & Completion)		
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Declaration

I, the undersigned, Shri/ Smt _____

Age _____ years, Resident of _____ have

read all the Terms & Conditions mentioned in this Bid document and shall abide with the same.

There is no case pending before the police/court against me/my firm.

I hereby submit my unconditional quote.

Date:

Applicant's signature



Annexure-2: FINANCIAL BID (RATES QUOTE)

Name of the Canteen:.....

(Note: Bidders, if opt to quote prices for both canteens, have to submit Financial Bid separately)

Sl. No.	Category	List of items	Rates Quoted by the Contractor
01	Tea -100 ml	01 Cup	
	Coffee- 100 ml	01 Cup	
	Samosa (Potato) – 120 grams each	01 piece	
	Bread Pakora – 100 grams each	01 piece	
	Idli with Sambar and Chutney- 100 grams each	01 piece	
	Puri with Bhaji- 200 grams each	01 piece	
	Bread and Omelet	With one egg & two pieces of bread	
	Vada -120 grams each	01 piece	
	Alu Chup – 120 grams each	01 piece	
	Upma – 120 grams	Plate	
	Dosa with Chutney and Sambar – 175 grams	01	
	Veg Pakora - 100 gms	Plate	
02	Economy lunch/dinner	Puri/Chapatti/Rice/Pulao, Dal, seasonal vegetable curry, dry Bhaji/Chips, Raita, Salad, Pickle	
03	Non-Veg. thali	Puri/Chapatti, Rice/ Pulao, Dal, Fish/ Chicken/Egg curry, dry Bhaji/ Chips, Raita, Salad, Pickle	
04	Executive Veg. lunch/dinner for special occasion	Puri/Chapatti/Nan, Rice/Pulao/Jeera rice, Dal, seasonal vegetable curry, Chilly Paneer/ Mushroom, dry Bhaji/ Chips, Raita, Dahi, Salad, Pickle, Sweet/Ice-cream	
05	Executive Non-Veg. lunch/dinner for special occasion	Puri/Chapatti/Nan, Rice/Pulao, Jeera rice, Dal, seasonal vegetable curry, Panner/ Mushroom, Chicken or Fish, dry Bhaji/Chips, Raita, Dahi, Salad, Pickle, Sweet, Ice-cream	



Note:

1. The above rates are applicable for the entire contract period mentioned in the document.
2. Soft drink/ juice, biscuits, namkeen, mineral water, etc. to be supplied at not more than the printed rate.
3. Tea, Coffee, snacks etc should be supplied on demand at office room at the same rate.
4. Extra items will be charged additional, if required.
5. The Contractor has to provide his/her own furniture and utensil to serve at least 20 students at a time.
6. The Contractor has to ensure high level of hygiene and cleanliness. In case the food and other items sold by the vendors are not up to the expected standards and in case of any health related problem such as food poisoning, the contractor alone shall be held squarely and legally responsible.
7. The Contractor must ensure that all goods sold in the canteen meet required quality standards. No item should beyond its expiry date.
8. Number of items to be served in the canteen may be increased/ decreased depending upon the mutually agreed terms. The rates for newly included items shall be determined mutually by the University and the Contractor.
9. The tender should cater to any minor modifications in the menu items as requested by the students and approved by the Canteen Management Committee of the University without any additional cost.
10. Evaluation of the Financial Bid shall be based on the following formula:

Sl. No. 1, 2 and 3 of the Financial Bid shall be considered as compulsory items and percentage of weightage to the quoted price will be 100%. For Sl. No. 4 and 5 of the Financial Bid percentage of weightage will be 75%.

Illustration:

Sl. No.	Weightage %	Supplier / Contractor 1		Supplier / Contractor 2	
		Price quoted	Calculated price	Price quoted	Calculated price
1	100	2000	2000	1800	1800
2	75	1200	900	1400	1050
	Total	3200	2900	3200	2850

*****End of Document*****

