



Central University of Odisha
(Established Under the Central Universities Act, 2009)
Sunabeda, Dist.Koraput, Odisha. Pin.: 763 004.

Ref.:CUO/Esst-II/Canteen-Mess/200

Dt. 05.01.2021

NOTICE INVITING TENDER

Sealed quotations are invited from the registered and experienced agencies for running of Mess/Canteen on lease basis for two Hostels at Central University of Odisha, Koraput. The separate sealed quotations for each Hostel are to be submitted on or before Dt. 27/01/2021 by 15.00Hrs. as per the prescribed terms and conditions.

For further details please log on to University website: www.cuo.ac.in.

Sd/-
Registrar

Running of Mess/Canteen on Lease basis in Hostels of Central University of Odisha, Koraput.

General Terms and Conditions:

1. Before participating in the tendering process each intending bidders shall affix signature with date on each page of the tender document, as a token of acceptance of the terms & conditions.
2. The intending parties are to participate separately for Girls' Hostel and Boys' Hostel. For example, out of two tenders, a party may participate for a particular hostel or for both the hostels, but bids should be submitted separately.
3. The bidders must deposit separate (for each Hostel) Earnest Money (EMD) as per the table below along with each tender documents and Security Deposit in the case of Successful Bidder in the form of Demand Draft drawn in favour of Central University of Odisha payable at Koraput.

| Sl. No. | Location of Canteens | Tender Paper Cost in Rs... | EMD in Rs. | Security Deposit in Rs... |
|----------------|-----------------------------|-----------------------------------|-------------------|----------------------------------|
| 01. | Girls' Hostel | 500.00 | 1,00,000/- | 3,00,000/- |
| 02. | Boys' Hostel | 500.00 | 1,00,000/- | 3,00,000/- |

4. The bidder must deposit the cost of tender document of Rs.500.00 (Rupees Five hundred only) for each tender in the form of demand draft drawn in favour of Central University of Odisha payable at Koraput. The cost of the tender document is non-refundable.
5. The cost of each tender is approximately Rs. 63,00,000.00 (Rupees sixty three lakhs only) for 300 boarders per hostel for 10 months. The cost per day would be Rs. 70/- (Rupees Seventy only) per student for Breakfast, Lunch and Dinner. The other two months in a year will be treated as holidays when the hostel messes would be closed. However, the lease period will be for one year from the date of allotment unless terminated earlier by the University for violating of any of the terms and conditions of the Lease/Agreement. The lease period may be extended further as per the terms and conditions stipulated in tender document.
6. During specified vacations and unpredictable closure (if any arises) when hostels will be vacated by the boarders, the hostel messes/canteens will not be run by the

Contractor. In this circumstances, no mess charges will be collected and no bill will also be raised by the contractor for such periods.

7. The Central University of Odisha shall have the right to withdraw any 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.
8. The EMD of unsuccessful bidder will be returned and EMD of the successful bidder shall be retained and adjusted at the time of final payment made by the bidder. EMD / Security Deposit will not bear any interest.
9. For Hostel Canteen, the University will provide ancillary supports at its cost e.g. manpower like Cooks, Helpers, Cleaners to each Hostel Canteen as per the requirements. If the owners of the Canteens require additional manpower, the matter should be approved by the Competent Authority of the University and the additional cost will be borne by the Canteens Owner.
10. Similarly, the University will provide the required number of empty gas cylinders for running of all messes / canteens. In this case refilling cost would be borne by the canteens' owner.
11. The University will also provide the required number of utensils and crockery items. Such items should be kept carefully and for any damage or lost; the cost of the damaged/lost items will be deducted from the owner's security deposit.
12. 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.
13. The allotment of Mess/Canteen to the eligible and successful bidder shall be considered only on receipt of full payment of Security Deposit by the Central University of Odisha during execution of agreement / lease deed on a non-judicial stamp paper of Rs.100/- (Rupees One hundred only) each in the prescribed format. The cost of stamp paper and other incidental charges shall have to be borne by the successful bidder.
14. The lease holder is not allowed to make any change in electrical wiring, fittings and not permitted to make any structural change in the Mess/Canteen allotted to them under any circumstances.

15. The Mess/Contractor shall not utilize any additional common space other than the allotted area of Mess/Canteens. The encroachment in service passage, staircase areas and other open spaces shall not be allowed and will attract penalty.
16. The ownership of the Mess/Canteen and its legal possession will remain with Central University of Odisha, Koraput. The Mess Contractor will have the right to use the Mess/Canteen during the lease period for the approved purpose only.
17. The Hostel Messes/Canteens shall remain open for seven days a week and the time will be as decided by the University. Any closure must be done with the approval of the Competent Authority of the University and proper prior notification among the residents of the campus, Central University of Odisha community.
18. If the Canteen remains closed for more than 7 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 Mess Contractor.
19. The University will not be responsible for the payment of any bill due against any member of the students. A notice to that effect shall be prominently displayed on the Canteen premises.
20. The Mess/Canteen Contractor shall not transfer or sublet any Canteen or any part of the premises leased out to him/her. In case the same is found to sublet the Canteen, his/her lease will be cancelled immediately.
21. The Contractor will not be allowed to open the facility of the Canteen to the outsiders. The Canteens are solely meant for use by the students.
22. The Canteens will be on Non-Exclusive basis. The contractor shall not be entitled to raise any objection or claim for any deduction of fees, security money etc during the lease period. The contractor shall equip the Canteens for running the business to the satisfaction of the University Authority.
23. The items shall be prepared in the Canteens only as decided by the Competent Authority from time to time.
24. Items required/prepared shall be of the best available quality, reliable and economical. The approved items for sale in the Canteen shall be good quality, if anything sub-standard quality found, the Competent Authority or any other officer authorized by him on his behalf may seize the whole stock or part thereof and order to destroy the same in consultation with the Food Inspector/University Doctor.

25. To regulate price and quality, regular monitoring and supervision shall be made any time by the competent authority through a designated body/committee.
26. There will be Mess Committee comprising of boarders of the Hostel to look after the menu and quality of the food provided by Hostel Canteens.
27. Only such Items shall be offered for sale, which are particularly approved by the University for the Canteens. 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.
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 lease can be imposed.
29. The lease holder (contractor) shall keep a Complaint Book which shall be made available on counters of each canteen and authorized Officer(s) of the University shall have the right to see all these Complaint Books as and when required.
30. 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.
31. The waste must be disposed of and 100% be cleared before closing of mess/canteen each day.
32. In case of any loss or damage to the students and staff due to him/her negligence, he/she shall be responsible to make good of the loss to the students and staff as the case may be.
33. On cancellation of lease, the lease holder shall vacate the Mess immediately and the University shall take immediate possession of the said Mess/Canteen.
34. The Mess Contractor shall be responsible to make all arrangements to ensure with regard to the safe custody. The University shall not be responsible for any damage, loss or theft, if any in this regard.
35. The lease holder 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.

36. The decision of Vice- Chancellor, Central University of Odisha with regards 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.
37. All disputes arising out during the lease period shall be subject to the jurisdiction of Hon'ble High Court of Odisha, Cuttack only.
38. Additional specific condition may be imposed by the University whenever considered necessary and appropriate. The same shall be intimated to the owner of the Canteen in due course.
39. The Mess Contractor shall strictly observe and follow all the orders and instructions issued by the University from time to time. In case of non-compliance of orders and breach of any of the terms and conditions of Lease Agreement can be cancelled by the University without assigning any reason and security amount will stand forfeited.

INSTRUCTIONS TO THE BIDDERS:

1. Interested bidders can visit the site in our Campus 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.
2. The bids must be submitted in one packet separately for each Hostel. For instance if interested for Boys' Hostel the submitted sealed Bid Envelop must at the top super scribed "TENDER FOR LEASING OF CANTEENS FOR BOYS' HOSTEL CENTRAL UNIVERSITY OF ODISHA, NIT No..... Date".

For Girls' Hostel "TENDER FOR LEASING OF CANTEENS FOR GIRLS' HOSTEL CENTRAL UNIVERSITY OF ODISHA, NIT No..... Date".
3. The filled-in tender documents shall be submitted along with EMD Deposited in favour of "Central University of Odisha" payable at Koraput to the Registrar, Central University of Odisha, Sunabeda, Dist.: Koraput by Speed Post or the documents may be dropped in the Tender Box kept in the Administrative Building of the University, before the last date indicated above.
4. Late or incomplete bids will be summarily rejected or in case the bid is not submitted with the appropriate authority, the same shall be summarily rejected.
5. Bids without EMD will not be entertained and liable to be rejected. The EMD will be refunded to the unsuccessful bidder.
6. All relevant information and documents must be furnished along with the proposals with a proper page numbers.
7. The University reserves the right to cancel / reject any or all offers without assigning any reason whatsoever.

BID DOCUMENT
(Bidder's Profile)

1. Applicant:
2. Full Name:
3. Address & Contact No:
-
-
4. PAN Card No. (Copy to be attached):
5. Address Proof (copy to be attached):
6. Adhar Card No. (Copy to be attached) :
7. Bank Details (Copy to be attached):
7. GST No. (Copy to be attached):
8. Labour License (Copy to be attached):
9. Food License (Copy to be attached):
10. Minimum Experience for 3yrs (Copy to be attached):
11. Price Schedule (Copy to be attached):

| Sl. No. | Location | Standard charges per day for breakfast, lunch and dinner per student (Rs.) | For 300 students per day for each hostel (Rs.) | For 10 months the approx charges per hostel (Rs.) | Price quoted by the Bidder in Rs.. |
|---------|---------------|--|--|---|------------------------------------|
| 01. | Girls' Hostel | 70.00 | 21,000.00 | 63,00,000.00 | |
| 02. | Boys' Hostel | 70.00 | 21,000.00 | 63,00,000.00 | |

I the undersigned Shri/Smt.....Age.....Resident ofhave read all the Terms & Conditions mentioned in this bid document and shall abide with the same. I hereby submit my unconditional quotation.

Date:

Applicant's signature

Price to be quoted with facilities provided by the University like Cook, Helper, Cleaners, Crockery and Empty Cylinders etc. for Hostels

1. Details regarding similar orders / works

| Sl. No. | Name of the customer client (Organization name) | Nature of Purchase Order / Award letter of contract | Value of work order/purchase order | Date of commencement of the work | Date of Completion | Page No. |
|---------|---|---|------------------------------------|----------------------------------|--------------------|----------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

2. Manpower proposed to be deputed

I. Compulsory items:

| Sl. No. | Category | List | Maximum acceptable price of the University | Supplier/vendor |
|-------------------|------------------------------|---|--|-----------------|
| 01 | Economy lunch/dinner | Rice/Puri/chapatti/rice/pulao, dal, seasonal vegetable curry, dry bhaji/chips, Raita, Salad, pickle | | |
| 02 | Non veg thali | Rice/Puri/chapatti, rice/pulao,dal,fish/chicken/egg curry, dry bhaji/chips, Raita, Salad,pickle | | |
| Breakfast / snack | | | | |
| 03 | Tea | 01 | | |
| | Coffee | 01 | | |
| | Samosa | 02 | | |
| | Bread pakora | 02 | | |
| | Idli with sambar and chatney | 03 | | |
| | Puri with bhaji | | | |
| | Bread and amlet | With one egg and two pieces of bread | | |
| | Vada | 02 | | |
| | Alu chap | 02 | | |
| | Upma | | | |
| | Dosa with chatney and sambar | 01 | | |
| | Pakora | 100 gms | | |

Date:

Applicant's signature

