



CENTRAL UNIVERSITY OF JHARKHAND

BRAMBE, RANCHI - 835205

(A Central University established by an Act of Parliament of India in 2009)

No. CUJ/GA/TC/33/2018/689

14th December, 2018

NOTICE INVITING TENDER (NIT)

LIMITED TENDER FOR PROVIDING CANTEEN SERVICES IN CENTRAL UNIVERSITY OF JHARKHAND – BRAMBE CAMPUS, RANCHI

Important Date

- | | | |
|---|---|--|
| (i) Publication of Tender | : | 14 th December, 2018 |
| (ii) Pre-Bid Meeting | : | 26 th December, 2018 (03.00 pm) |
| (iii) Last date and time for Submission of tender documents | : | 02 nd January, 2019 (05.00 pm) |
| (iv) Date and time of Tender Opening (only Technical bids) | : | 03 rd January, 2019 (03.00 pm) |
| (v) Date and time of Opening of Financial | : | 08 th January, 2019 (03.00 pm) |

1. The Central University of Jharkhand (CUJ) invites limited tenders under two bid system (Part-I: Technical bid and Part II: Financial Bid) from experienced and reputed firms/agencies / companies for providing canteen services in Central University of Jharkhand, Brambe, Ranchi.
2. The party shall be awarded the work for running a Canteen under as is where is basis with the limited space **{Open area 263 sq. fit & Closed area 2507 sq. fit}** provided by the University in the Campus of CUJ, Brambe, Ranchi.
3. The tenderer should be an Income tax assessee (latest Income Tax return should be enclosed) and is complying with the Indirect Tax also i.e. GST No.
4. Work Experience: The tenderer should have at least 03 years experience in running a Canteen in an Educational Institution / University / Government Organization / PSU/ Hospital and operation/running of food courts at public premises. Documentary evidence such as experience certificate, issued from the concerned educational institution/University/Govt. Organization/ PSU/ Hospital and operation/running of food courts at public premises should be furnished.
5. The bidders should have annual turnover of Rs. 15.00 lakhs per annum. The bidders should provide separate balance sheet, certified by chartered Accountant, for last three years ending 31st March, 2018.
6. Turnover during the last 3 years along with balance sheets and P& L accounts need to be submitted upto 31st March, 2018.
7. Initially, the contract will be given for 12 months. The Canteen Management Committee will assess the performance of the establishment after completion of tenure.



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The contract may be considered for renewal after mutual consent for another year and so on.

8. If at any stage the involvement of the Contractor is found, if any, uncalled for activity, inside or outside the premises of the University, which may bring disrepute to the University, the contract is liable to be terminated by the Competent Authority of the University by giving one month's notice.
9. The Contractor will dispose-off the garbage outside the campus of the University at his own cost and should keep the premises clean.
10. University reserves the right to accept or reject any or all tenders without assigning any reason whatsoever. The contract may be terminated after giving one month notice by the University. In case Contractor wants to terminate the contract, they have to give minimum two months notice.
11. The contractor will be required to deposit tender document fee of Rs. 2500.00 (Rupees Two Thousand Five Hundred Only) in favour of "The Registrar, Central University of Jharkhand" payable at Ranchi.
12. The tenderer should furnish Earnest Money Deposit (EMD) for a value of Rs. 10,000.00 (Rupees ten thousand only) for canteen services in the way of DD from any Nationalized/Scheduled Bank in favour of The Registrar, Central University of Jharkhand payable at Ranchi
13. The Contractor will be required to deposit Rs. 50,000.00 (Rs. Fifty Thousand Only) as performance security deposit for Canteen in the form of PBG/DD/FD.
14. The premises of the Canteen will be used for the purpose for which the allotment will be made and not for any other purpose.
15. The contractor will not be permitted to sublet/franchise the Canteen. The proprietor/his authorized person should be present in the campus to carry out the business.
16. No person with any adverse police record will be allowed to work in the Canteen.
17. Safety measures are to be provided by the Contractor themselves. He should install fire extinguisher etc. at appropriate places to prevent fire hazard.
18. Any change like timing of operation, rate of items and any addition of item (s) to be included in the Canteen in future will require the permission of the University.
19. The tenderer should have license under Food Adulteration Act 1955/FSSAI.
20. The Contractor will ensure and comply with the provisions of various municipal and other Rules/Regulations/Laws of the Government in respect of wages and other benefits to their employees.
21. The University shall not be the party in case of any dispute between the Contractor and their employees.
22. Dispute, if any, between the Contractor and the University shall be subject to the jurisdiction of Hon'ble High Court of Jharkhand, Ranchi only.



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- 23. Minimum rent of canteen premises shall be @12/- per Sq. feet for close area (263 sq feet), and @6/-per sq. feet for open area (2507 sq feet), electricity bill, water charges will be charged on monthly basis. The highest bidder for running canteen for the premises as rent will be considered for award of the work.**
24. The price of food and other services will be inclusive of all taxes like GST etc.
25. The food served by the caterer has to be prepared in clean and hygienic and safe conditions as per the menu and healthy sanitary methods.
26. Caterer should wash and maintain dining hall, hand-wash area, dish wash area etc. in highly clean conditions, caterer should also provide hand sanitizer and hand wash.
27. Any tender without the tender fee and EMD will be considered as Non- responsive and will be summarily rejected.
28. The tenderer should submit the bid through Speed Post/Courier/by hand upto 05.00 pm on 02-01-2019 alongwith the Demand Draft towards EMD amount and tender document fee. The tender can be submitted on all workings days upto the above closing date.
29. The tender inviting authority may extend the last date for submission of tender by issuing an amendment.
30. The sealed tender envelope shall be addressed to “THE REGISTRAR, CENTRAL UNIVERSITY OF JHARKHAND, CTI Campus, Brambe, Ranchi Jharkhand. The Tender envelope shall contain clearly the name and address of the Tenderer prominently, with Phone Number, email ID and Postal address.
31. 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.
32. In case of Tie, the committee members may resolve the tie situation based on highest turnover and experience of the bidders. The Committee decision shall be final and abiding for all the parties.
33. University shall provide the following:
- Water for cooking, washing and cleaning on chargeable basis.
 - Drinking water
 - Electricity for exclusive purpose of running the dining facilities on chargeable basis.
 - The caterer should adopt better conservancy measures as water is precious for human life and no wastage is allowed.
34. Procurement of the items, raw materials required for performing the contract is the responsibility of the caterer with the approval of the CUJ Canteen committee. Indicative list of the items to be procured is as below;
- First/Good quality of vegetables, fruits, provisions, dairy products/meat etc.,
 - Caterer shall use only branded raw materials and best quality items for



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- preparing the food. Brands of products will be decided by the Canteen Committee, CUJ.
- c. The caterer should be solely responsible for the arrangements of gas refills and their safety.
 - d. The caterer shall provide catering services as given in the menu annexed to the agreement. The cost of the items is inclusive in all respect. No additional cost is payable or reimbursable by the CUJ.
 - e. The caterer shall make his own arrangement for procuring utensils/plates glasses & cutlery. etc.
 - f. 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 mess premises. (*Note: the above list is indicative and not exhaustive*).
35. The premises of the canteen should be kept clean and tidy on daily basis and the contractor shall be fully responsible for the maintenance of hygiene as per the standards required by the Municipal/Health Department.
 36. Responsibility and safeguard of the canteen (CUJ) property shall be with contractor. Damage to the CUJ property will be recovered from security deposit of contractor.
 37. CUJ shall not provide any additional facilities to the canteen, other than the existing.
 38. The contractor should not transfer/ sublet the management to any other individual or agency. The proprietor of the contractor of the canteen should be present at the premises and supervise the day to day affairs of running of mess and shall not give scope for any complaints either from students/ staff or customers.
 39. The canteen should run in the name of the University canteen and other name should not be used. The walls and surroundings of the mess 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.
 40. The authorized CUJ officials shall have every right to inspect the canteen without any notice and take appropriate action.
 41. The contractor should not cater items which are not approved. As per state Govt. guidelines, cigarettes, pan & Gutka, liquor etc., are strictly *prohibited*." NO-TOBACCO ZONE in and 100 meters away from University gate."
 42. In case of violation of terms & conditions the CUJ may take appropriate action and / or terminate the agreement, including the forfeiture of Security Deposit.
 43. The Canteen will be open during Summer Vacation, Mid-Semester Break and Winter Vacation.
 44. Staff strength in each category of Cooks, helpers should be optimum and of sound health and finalized in consultation with Canteen Management committee of CUJ.
 45. Employment of child laborers (below 18 years) is totally prohibited. It is



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responsibility of the caterer to comply with all formalities of Labor office including obtaining necessary labour license of the Govt of Jharkhand of the current works. The contractor should provide to DoB proof of workers and Aadhar card no. of the person employed.

46. The employees of the caterer should wear proper uniform.

47. The items of food served will be checked by the quality committee constituted by the Canteen Management Committee of CUJ. Such quality audit may be a test audit or random audit. In case of dispute on quality between caterer and the quality committee, Registrar CUJ 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

48. 1955 is binding on the caterer and registered in the state of Jharkhand at appropriate authorities.

49. 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



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Appendix 1

List of Items (Menu): For Canteen Services

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

RATES PROPOSED TO BE CHARGED FOR THE ITEMS SERVED

S.No	Items	Quantity	Measure	Rate Offered
	BEVERAGE			Rs.
1.	Hot coffee	150 ml	Per Cup	12
2.	Tea regular	150 ml	Per Cup	7
3.	Tea Lemon	200 ml	Per Glass	7
4.	Lassi	200 ml	Per Glass	10
	MACHINE BASED			
5.	Coffee	150 ml	Per cup	12
6.	Cold Drink	200 ml	Per cup	10
7.	Tea	150 ml	Per cup	7
8.	Standard cold Drink All Brand available in the Market			As per MRP
9.	Mineral Water (Standard)	1litre/500 ml/200 ml	Per Bottle	As per MRP
	SNACKS & LUNCH			
10.	Samosa (Potato) with Chutney	120 grams each	per piece	7
11.	Kachori with Chutney	120 grams each	per piece	7
12.	Gulab Jamun	50-70 grams each	Per piece	10
13.	Chole Bhature	120 gm Chole	Per Plate/2 pieces	25
14.	Lunch (Roti & Rice, Dal & Two Subji, Veg Salad, Papad Achar etc)		Roti, Rice & Dal unlimited	50
15.	Bread Pakoda (2 piece)	100 grams each	Per Plate/2pieces	15
16.	Masala Dosa each with Sambar	175 grams	Per Plate	35
17.	Plain (sada) Dosa with Sambar	150 grams	Per Plate/2 pieces	25
18.	Uttappam with chutney/Sambar	120 gram	Per Plate	35



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19.	Vada (2 piece) each with Sambar	120 grams each	Per Plate	25
20.	Veg. Cutlet (2 piece) with sauce	100 grams each	Per Plate	20
21.	Veg. Sandwich (Two Slice of Bread with sliced Fresh Vegetables and spread)		Per Plate	20
22.	Cheese Sandwiches (Two Slice of Bread)		Per Plate	30
23.	Bread and Butter (Two Slice of Bread with Butter spread)		Per Plate	15
24.	Bread and Jam (Two Slice of Bread with Jam spread)		Per Plate	10
25.	Bread Piece (four Slice of Bread Roasted in oil or ghee)		Per Plate	10
26.	Veg. Burger (Two Slice of Bun with veg fillings, sliced Fresh Vegetables and Lettuce)		Per Plate	25
27.	Pizza	Medium size	Per piece	80
28.	Idli (4 pieces) with sambar & chutney	100 gram each	Per Plate	30
29.	Dhokla	100 grams	Per Plate	25
30.	Upma with chutney	200 grams	Per Plate	25
31.	Poori (5) with sabji	200 grams	Per plate	25
32.	Pauv Bhaji (2 pieces of pauv)		Per Plate	25
33.	Veg. Biryani with curry/raita	200 grams	Per Plate	40
34.	Rajma Chawal	200 grams	Per Plate	30
35.	Seasonal Vegetable curry		Per Plate	20
36.	Puri Aloo (3 no.'s) with sabji		Per Plate	20
37.	Ice Cream			MRP
38.	Yoghurt			MRP
39.	Flavoured Milk			MRP
40.	Juices (Tetra Pack)			MRP
41.	Chicken Biryani	250 gm	Per Plate/(2 pcs)	50



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42.	Chicken Curry (2 pieces)	150 gm	Per Plate	40
43.	Vegetable Fried rice	250 gram	Per Plate	40
44.	Jeera rice	250 gram	Per Plate	30
45.	Paneer Curry/Masala	200 gram	Per Plate	40
46.	Roti Plain		Per piece	3
47.	Roti (Butter)		Per piece	5
48.	Tandoori roti		Per piece	5
49.	Tandoori roti (Butter)		Per piece	6
50.	Butter Nan	200 gram	Per piece	20
51.	Stuff Paratha	200 gram	Per piece	25
52.	Dal fry (Tur Dal)	200 gram	Per Plate	20
53.	Aloo Gobi Masala	200 gram	Per Plate	20
54.	Dum Aloo	200 gram	Per Plate	15
55.	Egg Omlette (2 eggs)		Per Plate	20
56.	Egg Omlette (1 eggs)		Per Plate	10
57.	Fish Curry	200 gram	Per Plate/ 2 pieces	40
58.	Fish Fry	200 gram	Per plate/ 2 pieces	30
59.	Dahi-Chura	200+100 gm	Per plate	30
60.	Poha	100 gm	Per plate	15
61.	Jalebi	100 gm	Per plate	10
62.	Biscuit			MRP
63.	Cake			MRP
64.	Litti Plain	Std Size 2 piece	Per plate	20
65.	Dhuska Aloo Matar/Shikar	2 pieces std. size	Per Plate	25
66.	Chhilka Subji	4 peices	Per Plate	25
67.	Litti with Ghee with Alloo and Tomotao Chutney	2 pieces	Per plate	30
68.				

Note:

1. The above rates are applicable for the entire contract period mentioned in the document.



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2. 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 CUJ 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)



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Appendix 2

TECHNICAL BID

TENDER FOR RUNNING THE CANTEEN SERVICES AT CUJ, BRAMBE, RANCHI

1	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/SHG/Society, if any (Certificate to this effect should be enclosed)	:	
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 should be enclosed)	:	
5.	Enclose Experience certificates from previous clients with contact no. since the year 2015-18 separately in respect of services rendered/catering for 3 years.	:	
6.	No. of Food courts/Canteen facilities Run in Academic Institutes/University/Govt. Organization (Providing All supporting documents)	:	
7.	Whether Quality Certification obtained for Any of the Food Courts/Canteen Facilities (Providing All supporting documents)	:	
8.	Annual Turnover (Rs. In Lakhs) for the years 2015-16, 2016-17 & 2017-18. Financial statements showing turnover duly certified by a Chartered Accountant should be furnished.	:	
9.	PAN Number (photocopy to be enclosed)	:	



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10.	Service tax, Sales tax/ GST Regn. No., FSSAI Certificate (Number & photocopy of certificates to be given)	:	
12.	Shops and Establishments Act registration No. of the competent Authority .(Photocopy to be furnished)	:	
14.	Labour Licence, EPF, ESI of the currents works to be provided	:	
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 Jharkhand.

Signature of the Tenderer with seal



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Appendix 3

Financial Bid

Format for Financial Bid

To
The Registrar,
Central University of
Jharkhand
CTI Campus, Brambe
Ranchi, Jharkhand.

Dear Sir

Sub: Canteen Services

In response to your advertisement for “**Canteen Services**” in Central University of
Jharkhand, Ranchi we submit herewith our Financial bid.

Minimum rent of canteen premises shall be @12/- per Sq. feet for closed area (263 sq feet), and @6/-per sq. feet for open area (2507 sq feet),	Rs. (Rupees.....)
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* **Menu & rate of food is available at Appendix 1.**

**The highest rate of rent will be consider for award of work.

#**Closed Area** – Kitchen, Counter, Store room and placed utilization for preparation of food.

##**Open Area** – Sitting and Service area

Date:

Signature of the Tenderer with seal



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Appendix 4

Check List:

(Strike off which is not applicable)

Sl. No.	Details	Yes/No	Page No.
1	Income Tax Assessment Certificates furnished/ITR		
2	PAN No. and GST No.		
3	Work Experience of successfully completing canteen service contract from an educational institute/university/Govt. Organization/ PUC etc. Provided Completion certificate.		
4	Tender Fee Rs. 2,500.00 & EMD Rs. 10,000.00		
5	Registration No. of the Firm / Organization etc.		
6	Last three years Turnover and Balance Sheets/P & L A/c etc. certified by the Chartered Accountant till 31.03.2018		
7	a) FSSAI CERTIFICATE, b) Service Tax No., c) Valid Labour Licence documents of current contracts		
8	Whether all schedules and all tender papers are signed.		
9	Letter of Tender cum declaration as per Appendix furnished		
10	Declaration about the family members not working in Central University of Jharkhand furnished		

Signature of the Tenderer:

Name & Address: Company Seal: