

Rama Devi Women's University
Bhubaneswar, Odisha 751022
www.rdwuniversity.nic.in

TENDER DOCUMENTS
FOR
SELECTION OF CANTEEN SERVICE PROVIDER

Rama Devi Women's University, Bhubaneswar, Odisha

TENDER CALL NOTICE

No. 4992 Dt. 11.9.18

Sealed tenders are invited from Women proprietors for operation of Canteen (Annapurna) in the premises of Rama Devi Women's University, Bhubaneswar on contract basis. The tenderer must be a Registered Restaurant owner/ service provider/ individual proprietor having PAN, TIN, all tax clearances and valid food license from the appropriate authority. The detailed information is available in the University Website www.rdwuniversity.nic.in The tender opens on **12.09.2018** and closes on **26.09.2018(2p.m)**. Incomplete tender in any respect will not be entertained. The authority reserves the right to cancel all and/ or any tender at any stage without assigning any reason thereof.


Registrar

Memo no. 4993 Dt. 11.9.18

Copy to all notice boards/ University website/ The Samaj / CoF/ OIC stores and purchase/ OIC, Canteen Committee/ Chairperson P.G Council/ Dy. Registrar (Estd)/ HC for information and necessary action.


Registrar

Important Information

i. About Canteen:-

The University Canteen is a two storied new building with all infrastructural facilities like light, electricity, water supply, wash basin, kitchen shed etc. It has also an open space (lobby) adjacent to it. About 5000(five thousand) students of the University and Rama Devi Junior College have access to it. About 1000 (one thousand) students are staying in the different Hostels. About 200 (two hundred) members of staff are also working in its campus. **Before bidding one is free to visit and inspect it.**

ii. Minimum Eligibility:-

- a) Only Married Women preferably above 35 years of age (contractor/ proprietor and manager as the case may be)
- b) Having registration of the firm / organization with valid TIN, PAN, all tax clearances and food license from the appropriate authority.
- c) Minimum 2 years of experience in food catering preferably in an education institution / preferably Women's institution.
- d) Not black listed by any authority or agency or under Food Adulteration Act, 1954.

iii. Important dates:-

- a) Tender opens from **12.09.2018.**
- b) Tender Closes on **26.09.2018 (2p.m).**
- c) Opening of Technical Bid **26.09.2018 (3p.m).**
- d) Opening of the Financial Bid will be done for those tenderers whose technical bids are found in order.

iv. Procedure:-

- a) Tender has been invited under two bid system i.e. **Technical Bid and Financial Bid.**
- b) **Go to the University Website www.rdwuniversity.nic.in** for detailed information.
- c) **Download the Technical Bid format and Financial Bid format.**
- d) Technical bid shall be in the format provided by the University which must be attached with necessary documents in support of the

eligibility, claims and two drafts, one for tender processing fees of Rs.500/-(Rupees Five Hundred) only and other one towards Earnest Money Deposit (EMD) of Rs.5000/-(Rupees Five Thousand) only. Both the drafts are to be drawn in favor of **Comptroller of Finance, Rama Devi Women's University, Bhubaneswar**. The technical bid form along with documents and the drafts are to be put in one envelope super scribed with **Technical Bid**.

- e) The **Financial Bid** must be given in the format provided by the University. It is to be put in an envelope super scribed with **Financial Bid** on its top right hand corner. The financial bid must not be attached with any supporting documents.
- f) The technical bid and financial bid envelopes are to be put in one envelope super scribed with "**Tender for Canteen Service**" on the top right hand corner of the envelope addressed to **The Registrar, Rama Devi Women's University, Bhubaneswar, Odisha-751022**.
- g) The tender is to be accepted only through **Registered/ Speed post/ Courier services**. It will not be accepted by hand.

v. Fees:-

- a) **Tender processing fee(non refundable)-** Rs.500/- in shape of Bank Draft drawn in favor of **Comptroller of Finance, Rama Devi Women's University, Bhubaneswar**.
- b) **Earnest Money Deposit (EMD) –** Rs 5000/-in shape of Bank Draft drawn in favor of **Comptroller of Finance, Rama Devi Women's University, Bhubaneswar**. The EMD money of unsuccessful bidder will be returned without interest and of the successful bidder it will be adjusted towards security deposit.
- c) **Security deposit** The security deposit money of Rupees 25,000/- in shape of Bank Draft drawn in favor of **Comptroller of Finance, Rama Devi Women's University, Bhubaneswar** is to be deposited by the successful bidder within two days of tender finalization before issue of the contract order.
- d) **Base License fee (monthly rent)-** The Base license fee i.e. the minimum monthly rent is **Rs.2,000/- per month**. The highest bidder over the Base License Fee will be given contract, if otherwise eligible.
- e) The base license fee does not include water and electricity charges. Till a sub meter is installed, the selected bidder will pay Rs.2, 000/- p.m towards electricity and water charges.

vi. Documents required:-

The tendering service providers are required to enclose copies of the following documents duly self attested

- a. Registration Certificate issued by competent authority.
- b. PAN/TIN Registration Certificate
- c. IT returns for last 02 years
- d. GST/ Service tax Registration Certificate
- e. Updated GST Clearance Certificate
- f. Food registration Certificate
- g. Extracts of bank account (for last 06 months.
- h. Experience for execution of such type of work in Govt. institution.
- i. Address Proof

vii. Submission of the Tender:-

- a) Through **Registered/ Speed post/ Courier services.**
- b) Addressed to **The Registrar, Rama Devi Women's University, Bhubaneswar, Odisha-751022.**
- c) For any clarification or supplementary information before submission of bid the intending bidders may contact the University Office.

ANNEXURE-A

Technical Bid

1. Name of the Tendering Canteen Service Provider/Firm:
2. Name of the Proprietor/Contractor:
(Married woman preferably above 35 years of age)

3. Full Address

A) Permanent

- i) At:
- ii) P.O.
- iii) P.S.
- iv) Dist.
- v) State:
- vi) PIN
- vii) Cell Phone No.
- viii) E-mail

B) Present

- i) At:
- ii) P.O.
- iii) P.S.
- iv) Dist.
- v) State:
- vi) PIN
- vii) Cell Phone No.
- viii) E-mail

(A copy of Address proof is to be attached)

4. Banker of Contractor/Canteen Service Provider
(Attach copy of statement of account for last six months)
5. PAN/GIR No.
(Attach Copy)
6. GST/Service Tax Registration No.
(Attach Copy)
7. Food Licences Holding No. From the appropriate Authority:
(Attach the Copy)
8. Financial Turnover for last 2 financial years

FY	Amount(Rs)	Remarks
2016 -17		
2017 -18		

9. Income Tax Return for last 2 financial years

FY	Amount(Rs)	Remarks
2016 -17		

2017 -18		Attach the Copies
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10. Give details of major similar contracts handled by the tenderer

Sl.No	Name & Address of the Client	Duration of Contract
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11. Details of Tender Processing Fees: DD No.-----date-----of Rs. 500.00 drawn on Bank-----

12. Details of EMD: DD No. -----date-----of Rs. 5000.00 drawn on Bank-----

13. Additional information, if any.

Declaration

1. I _____ daughter/wife of _____ proprietor/Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms & conditions of the tender and undertake to abide by them.
3. The information/ Documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of the
Contractor/ Canteen Service Provider

Office Seal

Place:

Date:

Annexure-B

Financial Bid

I _____ (Proprietor/Authorized person) accept all terms & conditions of RDWU vide tender call notice no. _____. I hereby undertake to sign the contract agreement within _____ days from the date of issue of the confirmed contract order by the authority of RDWU. I submit herewith our quotation for license fee/monthly rent of Rs _____ for the canteen service.

Signature of the
Contractor/ Canteen Service Provider

Office Seal

Place:

Date:

Terms and Conditions For Submitting The Tenders For Providing Canteen Services

1. **Only married women** preferably above 35 years of age with commitment to handle canteen in a Women's Institution. In case the manager is appointed by the contractor, **the manager must also be a married women** preferably above 35 years of age
2. It may be noted that **the highest quoted license fee (monthly rent)** of a tenderer **entitles her to claim the said contract** [However, the final decision shall be taken after the contractor is interviewed and the presentation is assessed by the committee and she is finally recommended].
3. The contractor's firm must have at **least two years of experience** in catering. The experience certificate needs to be attached.
4. The contractor's firm must not have been blacklisted ever in the past and must not have been penalized for not meeting the provisions of Food Adulteration Act, 1954. A self-certification is required to be submitted by the contractor on letter head.
5. The contractor shall abide by all the prevailing laws for running the canteen/cafeteria and shall do all the necessary formalities of obtaining licenses / permission etc. on his own. The University shall not take any responsibility for any legal provisions not met by the contractor & on account of this the contractor shall solely be responsible.
6. The contractor shall ensure that applicable labour laws and minimum wages act are complied with.
7. The contractor shall have to execute an appropriate agreement with the University on a non-judicial stamp paper of Rs.10/- accepting all terms and conditions.(Annexure-E)
8. The contractor shall be required to pay
 - i. Till a sub meter is installed, the selected bidder will pay Rs.2,000/- p.m towards water and electricity charges.
 - ii. **Rs.25, 000/- as security deposit** that shall be refundable after the expiry of contract and no interest shall be payable on it. This may be

adjusted in case of any dues / damages as reported during the tenure of contract period.

iii. **License Fee**, as decided, will be paid in advance in **two six monthly** installments.

iv. EMD of Rs.5000/- (Refundable in case of unsuccessful bidders).

9. The contractor shall keep the canteen area (in and around) neat and tidy.
10. The kitchen of the canteen shall be maintained with best of hygiene standard.
11. The contractor shall take all precautions to maintain quality of food. In no case She shall sell stale / old stuff / preparations and add artificial colour to food items.
12. The contractor must not use / store any hazardous chemical / dangerous element / banned or expired products in the canteen which may pose threat to the health and safety of the people.
13. The contractor shall use the good quality branded cooking medium and should ensure that only standard material / ingredients for cooking and serving are used. No sub-standard material / ingredients shall be allowed. Rates of food items as fixed by the University are stated in (An-D).
14. The contractor shall not use the canteen/University premises for residential purpose for self or her staff & none of the employees of the contractor shall be allowed to stay in the University premises during night / holidays etc.
15. The contractor **shall not sublet the contract** to any vendor further. Similarly, no part of the menu / items agreed upon **shall be sublet to any other party**. Subletting in any form shall not be allowed.
16. The contractor shall provide the list of the workers along with their identification & residential proof, who are working in the canteen. (a) Any change in the staff shall be reported immediately and relevant proof of identification shall have to be submitted again. The contractor shall solely be responsible for the conduct / behaviour of the staff employed by her in the University canteen and shall solely be responsible for any miss- happening or undesirable incidence on account of the conduct / behaviour of the staff engaged by the contractor. (b) A list of staff working in canteen shall be forwarded to the police station concerned. (c) The staff of the contractor shall abide by the instructions issued by the University authorities from time to time and their movement in the University shall be restricted.
17. The contractor shall ensure to keep all her belongings under lock and key. The contractor shall be solely responsible for any loss, damage; theft etc. occurring in canteen and no compensation of any kind shall be made by the University.

18. The contractor shall have to ensure that the canteen staff employed by her wears full dress with proper gloves, head cover, apron etc. The contractor shall have to take all the measures to maintain good hygiene during the preparations and serving.
19. (a) The approved rates of the food items as accepted by the University shall not be increased by the contractor without prior permission of the Canteen Committee of the University. Similarly, no other item shall be sold by the contractor outside the approved list, without permission of the Canteen Committee of the University. (b) The contractor shall display the rates of items, as approved upon by the University at prominent places of canteen & staff room. (c) The contractor shall display the menu every day on the notice board of the Canteen.
20. The contractor shall have to make her own arrangements to remove / dispose-off garbage and shall not use University premises for dumping of the garbage. The contractor has to ensure that the garbage is not scattered here and there and shall have to arrange proper dustbins. The garbage of these dustbins shall be properly disposed-off by the contractor outside the University.
21. The contractor shall have to provide **“Suggestion Book”** and the same shall be made available to anyone who desires to record any suggestion. The same shall be submitted to the **canteen committee for** inspection every month.
22. The contractor shall not close the canteen without prior permission of the Authority. The canteen shall remain open on Saturdays/Sundays/Vacations/Holidays as per the requirement of the University.
23. The contract may be terminated by giving **three** months’ notice from either side. However, if it has been found/reported that there has been a gross misconduct, negligence, non-compliance of orders requiring immediate action, the authority shall have **the rights to revoke the contract immediately without any notice.**
24. After the termination / expiry of the contract, all the belongings of the University should be handed over to the Authority, including those items for which the University has undergone a separate agreement.
25. The contractor shall have to ensure that the agreement made by the University with any other party shall be enforceable upon him also. She shall have to ensure that no competitive product is being sold in the canteen for which the University has undertaken separate & exclusive tie up.
26. There shall be an **observation period of 03 months** from the date of award of contract during which the work and conduct of the contractor shall be observed & assessed. Further, extensions shall depend on the satisfactory

performance of the canteen contractor. Otherwise, authority has the rights to terminate the contract by giving **7 Days** notice.

27. **The members of Canteen Committee staff** can inspect the canteen any time to check the quality of food preparation, hygiene conditions, staff conduct etc.

28. Any loss to the property of the University caused by the contractor shall be borne by the contractor.

29. In case of any dispute, the matter shall be resolved amicably. However, if the matter still remains unresolved, the same shall be resolved by an arbitrator appointed by the University, the decision of which shall be final & binding to both the parties.

30. The authority may impose additional conditions or delete any of the conditions as may be necessary in the overall interest of the University without incurring any financial liability to the affected bidders.

31. Rates of different items as fixed by the University have to be accepted by the contractor.

Any dispute is subject to the Jurisdiction of Courts situated in Bhubaneswar

ANNEXURE-D**Indicative Price of items as fixed by the University Authority**

Sl No.	Items	Quantity	Price (all inclusive) In Rs.
1	Tea (in paper cup)	Per cup(150ml)	4.00
2	Coffee (in paper cup)	Per cup(150ml)	7.00
3	Cold Drinks	Per bottle	MRP
4	Dahi	Per Cup	MRP
5	Ice Cream	Per unit	MRP
6	Samosa	Per piece	3.00
7	Alu Chop	Per Piece	3.00
8	Bara	Per Piece	3.00
9	Pakoda	Per Plate(100gm)	12.00
10	Bread Pakoda	Per Piece	4.00
11	Veg Cutlet	Per Piece	4.00
12	Spring Roll	Per Piece	17.00
13	Chowmin (Veg)	Per Plate(200gm)	16.00
14	Chowmin (Chicken)	Per Plate(200gm)	24.00
15	Chowmin (Egg)	Per Plate(200gm)	22.00
16	Masala Dosa	Per Piece	18.00
17	Sambar Idli	Per Plate(2 Pieces)	7.00
18	Maggie	Per Plate	15.00
19	Sandwich	Per Piece	12.00
20	Chat	Per plate	17.00
21	Cholle Batore	Per plate	20.00
22	Upama	Per Plate	12.00
23	Roll (Veg)	Per piece	13.00
24	Roll(Chicken)	Per piece	20.00
25	Roll(Chicken+Egg)	Per piece	27.00
26	Roti (2 no.s)with Dalma	Per Plate	12.00
27	Rice with Dalma	Per Plate	22.00
28	Fish Curry	One Piece	10.00
29	Thali(Rice,Dal,One Veg. Curry,Pickles)	Per Plate	30.00

N.B: The items and rates are subject to change with approval of the competent authority. There may be additions and deletions of food items upon the recommendation of canteen committee.

The firm may add additional items proposed to be sold. In case of branded items including those not listed above, the price can not exceed the MRP printed/ specified in the product with details.

Authorised Signatory

ANNEXURE-E

AGREEMENT

This agreement is made on this _____ day of _____ between the Rama Devi Women's University, Bhubaneswar, Odisha here-in after referred to as the 'Authority' which expression shall, where the context so requires or admits, also includes its successors or assignees of the one part

AND

M/S _____

Represented by Smt _____, At----- P.O. -----
----- P.S. ----- Dist ----- here in after called the 'Contractor/Canteen Service Provider' which expression shall, where the context so required or admits also includes its successors or assignees of the other part.

Whereas, the 'Authority' desires to give its Canteen building on contract for providing canteen services required in Rama Devi Women's University, Bhubaneswar.

And where as the 'contractor/ Canteen Service Provider' has offered her willingness to the same in conformity with the provisions of the agreement.

And where as the 'Authority' has finalised the Licence Fee (Monthly Rent) as per the terms & conditions of the agreement (Annexure-C) to the 'Contractor/Canteen Service Provider'.

That this agreement is valid up to **One year** from the date of signing of this Agreement.

In WITNESS WHEREOF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands & seals on the day & year first written above.

Signature of the 'Contractor/
Canteen Service Provider'

Signature of the Registrar, on behalf of
R.D. Women's University, BBSR

In the presence of ss:

Witness

Witness

1. Name: _____

1. Name: _____