

### **Tender Notice**

Sealed competitive tenders are invited from the experienced firms/personnels for running canteen in the University of Kerala, Senate House Campus.

Items	EMD	Period
Serving breakfast, lunch, tea, cool drinks and snacks	Rs. 5000/-	Initially for one year

The detailed requirements, terms and conditions are stated below:

#### **Scope of the work**

At present, employees of the University, retired employees, students of departments in SH Campus and one person accompanying an employee are given food and refreshments at concession rates from the canteen compared to the others. The food provided should be hygienic and the firm/personnel should strictly adhere to the instructions of the Food Safety and Standards Authority of India and to follow General Hygiene and Sanitary Practices (GHSP).

#### **I. Instructions to the bidders**

##### **1.1. Eligibility criteria**

1.1.1. Licences required under the laws of Govt/Local Authority for running office canteens including FSSAI shall be taken by the contractor. Proof of registration/incorporation shall be submitted along with the bid.

1.1.2. Bidders may preferably have experience in running canteen/resturant in any public sector undertaking. The contractor should submit proof of successfully completing contract in similar field.

##### **1.2. Requirements**

1. The fuel to be used for cooking shall be LPG.
2. Milma milk and branded tea/coffee of good quality should be used.
3. Coconut/Sunflower oil should be the cooking medium.
4. Paper plates and disposable paper cups shall be used for serving snacks/tea at weddings.
5. For serving tea/snacks/other items at meetings, service charge plus charges for paper plates and disposalbe paper cups shall not exceed 50 ps. per cup/plate.
6. A monthly rent of Rs. 3000/- plus Electricity charges and Water charges as per the existing norms will be levied and are liable to revision on the basis of actual consumption of electricty/water.
7. Security Deposit is fixed as Rs. 20,000/-.
8. Furniture required will be made available by the contractor.
9. Vessels, plates, tumbler, etc will not be supplied by the University.
10. Electric energy shall not be used for cooking purposes.

##### **1.3 Submission of Bids**

- 1.2.1 Price of the Bid Document: This tender document is free of cost.
- 1.2.2 Availability of Bid Document: This Bid Document can be downloaded from the website of the University of Kerala [www.keralauniversity.ac.in](http://www.keralauniversity.ac.in)
- 1.2.3 Bids shall be valid at least for 90 days from the date of closing.
- 1.2.4 The bidder is required to deposit Earnest Money Deposit of Rs.5,000/- by Demand Draft in favour of the Finance Officer, University of Kerala payable at Trivandrum along with the bid. The validity of the EMD shall be till the date of validity of quotation.
- 1.2.5 Bidders must submit their bids in the following manner:
- 2.5.1 One sealed envelope containing the Commercial Bid.
- 2.5.2 One sealed envelope containing the Price Bid.
- 2.5.3 One sealed envelope containing the EMD payment.

All the above three envelopes shall be superscribed with Commercial bid/Price Bid/EMD respectively and with Tender Reference Item/Service for which tender is submitted and closing date.

All the above three envelopes shall be put in another common envelope, which shall be superscribed with Tender Reference Item/Service for which tender is submitted and closing date.

Bids complete in all respects will be addressed to:

The Registrar, University of Kerala,  
Palayam, Thiruvananthapuram-695034

### **Terms & Conditions**

1. The bidder shall quote price in clear terms as well as the details of experience.
2. The rates quoted must be inclusive of taxes, cost of supply, etc.
3. The price should be quoted only in Indian Rupees.
4. This Bid Document can be downloaded from the website of the University of Kerala [www.keralauniversity.ac.in](http://www.keralauniversity.ac.in)
5. The bidder should have experience in running canteen/resturant in any public sector undertaking. References in this aspect should be given along with the credentials and appropriate documents regarding this should be submitted.
6. Bidder can visit the site before submitting the bid if required.
7. The decision of the University in all matters will be final.
8. The University has the right to cancel the work order at any time without assigning any reason in part or in full.
9. This bid will be a two-part bid.
10. Bidders should examine all instructions, terms and conditions given in the tender document. Failure to furnish information required by the bid or submission of bid not substantially responsive in every respect will be at the

bidder's risk and may result in rejection of bids. Bidders should strictly submit the bid as specified in the tender, failing which the bids will be treated as non-responsive and will be rejected.

11. The technical bid format as given in the tender shall be filled. The technical bid shall not contain any indications of price, otherwise the bid will be rejected.

12. All 47 items must be quoted in Annexure-B of commercial bid.

13. The bidder is required to deposit Earnest Money Deposit of Rs. 5,000/- as per the instructions in the site. The validity of the EMD shall be till the date of validity of quotation.

14. It will be the responsibility of the bidder that all factors have been investigated and considered while submitting the bids and no claim whatsoever including those of financial adjustments to the contract under this tender will be entertained.

15. Only the technically qualified bids will be considered for price bid.

16. All the mandatory documents should be appended along with the tender.

17. The offer submitted by the bidders should be valid for a minimum period of 180 days from the date of opening of the tender.

18. In case of disputes, only the court situated in Thiruvananthapuram will have the jurisdiction.

19. The contractor shall, at all times, ensure discipline, decent and courteous behaviour by his employees.

20. The contractor shall not use the building and premises for residential purposes.

21. The canteen shall operate on all working days between 7 am to 7 pm only

22. The rate list and menu as approved by the University should be displayed in the noticeboard.

23. Safety standards should be properly maintained.

24. The contractor shall not make any addition or alteration to the building/premises or tamper with the fittings or electrical installations therein, nor make any unauthorized constructions or extension to the electricity or water supply lines, without the specific written permission.

25. The procurement of necessary provisions viz, rice, atta, vegetables, oil, condiments, spices, etc and gas for the canteen will be the sole responsibility of the contractor and no financial or other types of assistance for such procurement will be given.

26. The contractor will have to make arrangement for cleanliness of canteen and its surroundings to the satisfaction of the University. The contractor shall also be responsible for the safe and hygienic disposal of the canteen waste.

27. Plastic wastes shall be removed from University premises on daily basis by the contractor. Drainage line at kitchen area/plate washing area shall be maintained by the contractor.

28. The contractor will be required to execute an agreement in the prescribed form in this behalf in case the contract is awarded.

**29. In case of any complaints regarding indecent behaviour or quality of food, the contract will be terminated without prior notice and Security Deposit will be withheld as penalty.**

30. The contractor should ensure that all the employees of the Canteen follow Covid guidelines as directed by the Government from time to time.

Category : Two-bid tender  
Name of the item : Running of New Canteen in  
Senate House Campus  
Tender No. : AdBII/1/06/2020  
Issue Date :  
Closing date &  
time for submission : 01.07.2020 @ 3 PM  
EMD Amount : Rs. 5,000/-  
Opening Date & Time : 01.07.2020 @ 4 PM

Sd/-  
REGISTRAR

### **Annexure-A**

*TECHNICAL BID IN RESPONSE TO TENDER No.*

**Name:**

**Address:**

**Telephone No:**

Sl. No.	Details	
1.	License No.	
2.	PAN No.	

3.	Name of the organizations where similar services were provided by the bidder	
4.	EMD details	

**Annexure-B**

**Quotation for Canteen Contractor**

**NAME** :

**ADDRESS** :

**TELEPHONE NO** :

SI No	Item	Rate for Staff (Rs.)	Rate for Public(Rs.)
1.	Tea (6 ounce)		
2.	Coffee (6 ounce)		
3.	Bru coffee (6 ounce)		
4.	Milk (8 ounce)		
5.	Horlicks (6 ounce)		
6.	Bournvita (6 ounce)		
7.	Lemon Juice (1 glass)		
8.	Cool drinks (1 glass)		
9.	Dosa (60 g)		
10.	Puttu (2 piece, green gram &Pappadam)		
11.	Appam (60 g)		
12.	Idiappam(60 g)		
13.	Chappatti (1 set-3 Nos &curry)		
14.	Porotta (1 No-100g)		

15.	Poori Masala(1 set-3 Nos with masala)		
16.	Idili (60 g)		
17.	Parippu Vada (75 g)		
18.	Uzhunnu Vada (75 g)		
19.	Pazhampori (75 g)		
20.	Modakam (75 g)		
21.	Vazhakka Baji (75 g)		
22.	Rasavada (75 g)		
23.	Unniappam (75 g)		
24.	Munthirikothu (75 g)		
25.	Ullivada (75 g)		
26.	Neyyappam (100 g)		
27.	Green peas curry (100 g)		
28.	Tomato curry (100 g)		
29.	Kadala curry (100 g)		
30.	Potato curry (100 g)		
31.	Egg roast (1 egg)		
32.	Omlet(1 egg)		
33.	Fish curry (100 g with fish piece)		
34.	Fish fry (1 piece)		
35.	Beef curry (100 g)		
36.	Beef fry (100 g)		
37.	Mutton curry ((80 g)		
38.	Mutton fry (80 g)		
39.	Chicken curry (100 g)		
40.	Chicken fry (100 g)		
41.	Ney choru (1 plate with salad, pappadam &pickle)		
42.	Beef biriyani(1 plate with 1 egg, salad, pappadam &pickle)		
43.	Mutton biriyani (1 plate with 1 egg, salad, pappadam &pickle)		
44.	Chicken biriyani (1 plate with 1 egg, salad, pappadam &pickle)		
45.	Vegetable biriyani (1 plate with salad, pappadam &pickle)		
46.	Meals (parippu, sambar, moru, aviyal, kichadi, thoran, pickle, pulisseri, rasam&pappadam)		
47.	Curd		
	<b>Total</b>		

***I have read the terms and conditions and I accept the same.***

**Place:**

**Signature**

**Date:**

**Name**

**CHECKLIST TO BE ENCLOSED ALONG WITH THE BIDS**

SI No.	Particulars	Status of enclosure		
		Yes	If yes, indicate the page no where it is attached	No
1.	Annexure-A			
2.	Annexure-B			
3.	DD for EMD			
4.	Proof of successfully completing contract for running canteen/resturant in any public sector undertaking			
5.	Copy of bank account passbook having account details			
6.	Copy of PAN Card			
7.	Copy of FSSAI license			