

**Re- Quotation Notice**

Sealed competitive quotations are invited from the experienced firms/personnels for running University Library Canteen, Palayam.

Items	EMD	Period
Serving breakfast, lunch, tea, cool drinks and snacks	Rs.5000 /-	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 the University 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/restaurant 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 powder of good quality should be used.
3. Coconut/Sunflower oil should be the cooking medium.
4. For serving tea/snacks/other items at meetings, service charge plus charges for paper plates and disposable paper cups shall not exceed 50 ps. per cup/plate.
5. A monthly rent of Rs.3000/- plus Electricity charges and Water charges as per the actual consumption charges will be levied from the contractor.
6. Furniture required will be made available by the contractor.
7. Vessels, plates, tumbler, etc will not be supplied by the University.

Electric energy shall not be used for cooking purposes.



### 1.3 Submission of Bids

1.3.1 Price of the Bid Document: This document is free of cost.

1.3.2 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)

1.3.3 Bids shall be valid at least for 90 days from the date of closing.

1.3.4 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.

#### 1.3.5 Bidders must submit their bids in the following manner

- One sealed envelope containing the Commercial Bid.

The Commercial bid of the bidder shall be in the proforma at Annexure A of this tender document. It shall also contain the documents as specified in the proforma.

- One sealed envelope containing the Price Bid.

The price bid of the bidder shall be in the proforma at Annexure B of this tender document. It shall also contain the documents as specified in the proforma.

- One sealed envelope containing the EMD payment.

**All the above three envelopes shall be put in another common envelope, which shall be superscribed with Reference No: for which quotation is submitted and closing date.**

***Bids complete in all respects will be addressed to:***

***The Registrar, University of Kerala,***

***Palayam, Thiruvananthapuram-695034***

### 1.4. Opening of Bids

1.4.1. All the bids received up to the time and date of receipt of quotations will only be considered for opening and quotations received late shall not be considered under any circumstances. Bidders or their duly authorised representative may witness the opening of quotations on the bid opening day. No separate intimation will be sent to bidders in this respect, unless there is a change.

1.4.2 The EMD is liable to be forfeited and bid is liable to be rejected, if the bidder withdraws or amends or derogate from the tender in any respect within the period of validity of the quotations

### 1.5.Results for Tender Evaluation

The EMDs of unsuccessful bidders will be returned without any interest, after the expiry of the final tender validity period but not later than 30 days after issue of Work Order and its acceptance by the successful bidder.



## 1.6.Disputes

In case of any dispute, the decision of the Vice Chancellor, University of Kerala shall be final and binding on the bidders.

## 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/restaurant 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 quotation document. Failure to furnish information required by the bidder 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 quotation notice, 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 website. 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. The contractor shall, at all times, ensure discipline, decent and courteous behaviour by his employees.

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

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

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

22. Safety standards should be properly maintained.

23. 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.

24. 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 by the University.

25. 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.

26. 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.

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

28. The Security Deposit is fixed as Rs.20,000/-

**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.**

**Subject : Running of Kerala University Library Canteen**

**Quotation No. : Ad B II/01/2452(1)/KUL/2025**

**Closing date & time for submission : 30.12.2025 at 3 PM.**

**Opening Date & Time : 30.12.2025 at 3.30 PM**

17.12.2025

**REGISTRAR**



**Annexure-A**

TECHNICAL BID IN RESPONSE TO No. \_\_\_\_\_

**Name:**

**Address:**

**Telephone No:**

Sl. No.	Details	
1.	License No.	
2.	PAN No.	
3.	Name of the organization where similar services were provided by the bidder	



**Annexure-B**

**Quotation for Canteen Contractor**

**NAME :**

**ADDRESS :**

**TELEPHONE NO :**

Sl. No	Breakfast Items	Rate for Employees/ Students (Rs.)	Rate for Public (Rs.)
1	Dosa(75 gm)		
2	Rice Puttu		
3	Wheat Puttu		
4	Kadala Curry(150 gm)		
5	Porotta (1 No)		
6	Egg curry(1 egg)		
7	Idli		
8	Sambar(150 gm)		
9	Chappathi		
10	Veg Kuruma / masala		
11	Appam (75 gm)		



12	Poori		
13	Vegetable masala curry		
14	Idiyappam(75 gm)		
15	Ghee roast		
	<b>Lunch Items</b>		
1	Meals		
2	Chicken Biryani		
3	Vegetable Biryani		
4	Beef Biryani		
5	Fish fry		
6	Fish curry		
7	Beef curry		
8	Beef fry(100 g)		
9	Chicken curry(100 g)		
10	Chicken fry(100 g)		
11	Omelette(1 egg)		
12	Egg roast(1 egg)		
13	Curd		
	<b>Tea/Snacks</b>		



1	Tea(180 ml)		
2	Coffee(180 ml)		
3	Black Tea(180 ml)		
4	Black Coffee(180 ml)		
5	Lemon Tea		
6	Milk(milma)		
7	Horlicks with milk		
8	Bournvita with milk		
9	Pazhampori (75 gm)		
10	Uzhunnu Vada (75 gm)		
11	Parippu Vada (75 gm)		
12	Modakam (75 gm)		
13	Vazhakka Baji (75 gm)		
14	Kozhukkatta(75 gm)		
15	Ela ada(100 gm)		
16	Ullivada(75 gm)		
17	Samosa(75 gm)		
	Fresh Juice		
1	Pineapple Juice(300 ml)		



2	Orange Juice(300 ml)		
3	Grape Juice(300 ml)		
4	Mango Juice(300 ml)		
5	Lime Juice(300 ml)		
6	Ginger Lime(300 ml)		

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

**Place :**

**Name:**

**Date :**

**Signature :**



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

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

