

Dr. HariSingh Gour Vishwavidyalaya Sagar (M.P.)  
(A Central University)

{Registrar 07582-265228, S&P 265808}



**TENDER DOCUMENT**

To

Operate Cafeteria/ Canteen

At

Dr. Harisingh Gour Vishwavidyalaya, Sagar

Tender No. R/ S& P/Cant./ 1162

Dated: 09-11-2017



**Dr. Hari Singh Gour Vishwavidyalaya, Sagar (M.P.)  
(A Central University)**

Tel: 07582-265228, FAX: 264236, Email: [registaral31@reddiffmail.com](mailto:registaral31@reddiffmail.com)

07582-265228, Fax: 264236, Email: [registaral31@reddiffmail.com](mailto:registaral31@reddiffmail.com)

Date: 09-11-2017

**TENDER NOTICE**

The undersigned is invited to submit proposals for the supply of food and other services for the operation of Cafeteria/Canteen/restaurant at Dr. Hari Singh Gour Vishwavidyalaya, Sagar. The interested parties may contact the undersigned for the details of the tender.

S.No.	Description of the work	Quantity	Unit	Rate	Total	Remarks
1	To operate Cafeteria /Canteen/ restaurant at Dr. H.S. Gour Vishwavidyalaya Sagar	1000-00		1]00]000-00		For the year 2017-18

The interested parties may contact the undersigned for the details of the tender. For more information, please visit the website [www.dhsgus.ac.in](http://www.dhsgus.ac.in).



**DR. HARISINGH GOUR VISHWAVIDYALAYA SAGAR (M.P.)**  
**(A Central University)**

Ref. No. R/S& P/Cant./1162

Dated: 09-11-2017

Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.) invites tenders from the reputed Canteen /cafeteria/restaurant operators fulfilling the eligibility criteria as mentioned in the tender document, having experience of **15 years in running** cafeteria/Canteen/ restaurant in a **Govt. sector/PSUs/Educational Institutions/Private Institutions of repute and have an average turnover of Rs 75,00,000.00 (Rupees seventy five lakh)**, under **TWO BID SYSTEM** in the sealed envelope.

The duly filled tender form completed in all respect should reach to the Office of the **Registrar**, Dr. Harisingh Gour Vishwavidyalaya Sagar (M.P.) on or before **30.11.2017** Up to 4.30 PM through **Speed Post/Registered Post only**.

**Two Bids System:**

Sealed tenders in **two bid system** i.e. Technical Bid & Financial Bid in separate envelop are invited to run cafeteria/Canteen/ restaurant in the University premises, for the students/teachers/ Officers/guest/Staff of Dr. Harisingh Gour Vishwavidyalaya.

1) **Envelop – I: Technical Bid :**

- a) All the required documents/details in the prescribed format as mentioned in terms and Conditions duly sealed & signed.
- b) EMD Rs.100000.00 in the form of Cross Demand Draft, Fix deposit, Bankers Receipt cheque, Bank Guarantee from any Nationalized /Commercial Bank.
- c) Application fee of Rs 1000.00 in the form of Cross Demand Draft.

2) **Envelop – II : Financial Bid:**

Sealed cover with superscription **“FINANCIAL BID** to operate Cafeteria /Canteen/ **restaurant** at Dr. H.S. Gour Vishwavidyalaya, Sagar, having financial quote.

Both the envelop of technical bid and financial bid will be put up in a separate envelope duly sealed and sent to the Registrar, Dr. H.S. Gour Vishwavidyalaya Sagar (M.P.) so that same may be reached on or before the last date.

**Terms and Conditions for the award of work to run Cafeteria/Canteen for  
Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.)**

1. **The agency should have an average turnover of Rs 75,00,000.00 (Rupees seventy five lakh).**
2. Tender shall be submitted in the official tender form only however if submitted in any other form the same shall be summarily rejected.
3. The period of contract will be initially for one year and may be extendable for another period of one year on the basis of satisfactory services provided which will be decided by the authorities of Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.).
- 4 **Tentative menu list as decided by the University is attached here with the tender document. Tenderer has to quote the reasonable rate inclusive of all taxes.**
- 5 **The rates for different items shall be as per the menu list. The contractor, if intends to serve eatables not specified in the list, the same must be with the approval of rates by the University authorities.**
- 6 No paper shall be detached from the tender.
- 7 The name and address of the tenderer with rubber stamp should be clearly written in the space provided and no overwriting, corrections, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instructions laid down herein otherwise the tender is liable to be ignored/rejected.
- 8 The tender is liable to be ignored/rejected if complete information is not given therein or if the particulars and data (if any) asked for in the Schedule of the tender are not filled in.
- 9 Individual signing the tender or other documents connected with the tender must specify whether he signs as:
  - I. A sole proprietor of the concern or constructed attorney of such sole proprietor.
  - II. A partner of the firm if it is a partnership firm, in which case he must have authority to execute the contracts on behalf of the firm by virtue of partnership agreement or by a power of attorney duly executed by the partners of the firms.
- 10 In case of partnership a copy of the deed or general power of Attorney, in either case attested by a Notary should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate or registration of firm should be attached along with the tender. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm.

- 11 The bidder must submit an **EMD Rs.1,00,000.00** in the form of Cross Demand Draft, Fix deposit, Bankers Receipt cheque, Bank Guarantee from any Nationalized /Commercial Bank. The Earnest Money deposit of the successful tender shall be liable to be forfeited if he does not fulfill any of the following conditions:
  - I. An agreement is signed by him in the prescribed form within 15 (Fifteen) days of the receipt of the letter awarding the contract.
  - II. Cafeteria /Canteen/ **restaurant** Services shall commence within 30 (thirty) days of the receipt of the letter awarding the contract.
- 12 The bids will be valid for three months from the date of opening of the financial bid and if any tenderer withdraws or alters the terms of the tender during this period, the earnest money deposit shall be forfeited. In case of successful tenderer rates quoted shall be valid for the entire period of the contract.
- 13 **Late tenders will not be considered. The University reserves the right to accept or reject any or all the offers either fully or partly without assigning any reason and is not bound to accept the highest Rent / discount /charges offered, since due weight age shall be given to several factors besides the commercial bid.**
- 14 The contract will be operative for one year from the date of award and extendable by the University for another period of one year subject to satisfactory working on the terms and conditions mutually agreed upon. Either party after given one month notice to the other party may terminate the contract Nevertheless University may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract.
- 15 The contractor will have to provide a list of workers who will be working in the University canteen/cafeteria/ restaurant and provide complete details about them. The contractor will also provide police verification and medical report of all his/her workers working within him in the University.
- 16 The contractor will have to submit an affidavit at the time of signing the agreement on a Rs. 500/- Non judicial stamp paper indicating that all the employees of the contractor are paid minimum wage as per Minimum Wages Act. Of Govt. of India.
- 17 The contractor will be solely and exclusively responsible to adhere and to meet out all statutory obligations under Indian law in respect of compliance of all the rules regulations and directions given by the statutory authority with regard to safety, labour laws, PF & Est. Remittance or any other laws of Central Enactments.
- 18 The contractor will also submit a medical certificate on half yearly basis that all his/her employees handling food are not having any contagious diseases.
- 19 The contractor will ensure that neat and clean clothes and aprons are used by his/her employees handling food all the times. Every employee so appointed by the contractor shall bear the prescribed uniform and will be provided by the contractor at his own cost. The mess workers will bear the Identity Card issued by the Contractor during the working hours.
- 20 The Cafeteria shall remain open from **7.30 AM to 8.30 PM** on all days however, depending up on the exigencies the contractor may be required to keep the Cafeteria Canteen open or close as per requirement of the University.

- 21 The contractor will occupy the accommodation as earmarked for cafeteria/ canteen and shall not occupy the adjacent verandas and open space without permission from the University authorities.
- 22 The contractor will ensure that his/her employees do not loiter around in the campus, in case of any loss to the University caused by the employees of contractor, contractor will be responsible.
- 23 University reserves right to ask and direct the contractor to remove any person deployed by the contractor without assigning any reason or notice.
- 24 The contractor will ensure high standard of cleanliness, hygiene and sanitation in the kitchen and canteen. The contractor will make the arrangements for keeping all eatables in covered showcase, free from flies and insects. Adequate number of dustbins will be provided by the contractor to ensure proper disposal of garbage. There should not be any tittering of unused food or any other articles within the Cafeteria /Canteen .The contractor will also ensure that no used utensils viz Cups, thallies are lying in the Cafeteria /Canteen and these should be removed immediately.
- 25 The Contractor will ensure that the cooks have proper shave and chipped nails while cooking food and should wear apron.
- 26 The Contractor will ensure that the cooked and uncooked food is stored properly and no stale food is served. In case of any food poisoning, the contractor will be held sole responsible and will be penalized besides legal action.
- 27 The raw materials used for cooking can be checked by the University officials at any time and if substandard & unauthorized materials are found, the contractor will be penalized at the discretion of University .Contractor will have to abide by the penalty which include at least **Rs. 5000/-** in case if it is found using sub standard material and other action as deemed fit as per the rule.
- 28 The Contractor will require displaying the list of all the food articles soft, drinks, tea, coffee and juice etc. sold in the canteen as mentioned in the list.
- 29 The Contractor should have sufficient equipment & crockery and other items. He should have sufficient utensils crockery and other infrastructure to provide the service and also for Buffet Lunch/High Tea, as and when required.
- 30 The Contractor should take all the safety measures while running Mess. He will keep a First Aid box for the persons deployed to work in the Mess.
- 31 The Contractor shall not deploy any minor for the work.
- 32 The Contractor shall abide by all laws of the land including labour laws, Tax deduction liabilities welfare measures of the employees.
- 33 The University authorized representative may inspect the preparation of food etc from time to time.
- 34 No responsibility will be taken by the University for Credit Sales to students, staff, employees and others, losses or pilferage.

- 35 No legal right shall vest with the contractor's workers to claim employment or otherwise absorption in the University, not the contractor's workers shall have any right whatsoever to claim the benefit and/or emoluments that may be permissible or paid to the employees of University. The workers will remain the employees of the contractor and this should be the sole responsibility of the contractor to make it clear to his/her workers before deputing them to work at University.
- 36 The contractor shall not engage the services of any sub contractor or transfer the contract to any other person. If it is found at any time that the contractor is unable to provide the Mess service and has sub contracted to any other party, the University has right to terminate the contract and to forfeit all security deposits by giving one months notice.
- 37 Firms submitting tender would be considered to have read & accepted all terms & conditions. No enquiries verbal or written shall be entertained in respect of acceptance or rejection of the tender.
- 38 The bidder should indicate the names of the firm/firms along with location where they are currently having business with them and which can be seen by the University officials. A satisfactory report issued by such organizations must be enclosed with the bid.
- 39 The agency shall make good all damage/ loss which is caused by any act or default of the agency/ his workers or servants to any property of the University, the University reserves the option to make good the damage or loss by charging the agency with the expenses out of the payment due to the agency.
- 40 Without prejudice to right under any other clause of the contract, the University may in the event of any breach of the conditions on the part of the contractor, cancel the contract and charge with any loss arising from such cancellation.
- 41 Dispute if any arising shall be mutual discussed or arbitration by sole arbitrator will be appointed by the University as per the provisions of the India Arbitration and Conciliation Act 1996 and the rules framed there under. All legal disputes shall be subject to jurisdiction of Distt. Sagar (M.P.) Only.
- 42 The agency shall submit duly signed undertakings enclosed with the tender document.
- 43 Water Coolers/ purifier/fly Catcher etc will be provided by the contractor and Kitchen equipment, water cooler/purifier, Gas burners with Commercial cylinder cooking utensils, crockery, cutlery etc will not be provided by the University also keep them cleaned and maintained periodically. Upkeep of all items, if any provided by the University will be the sole responsibility of the caterer.
- 44 Refilling of Commercial cylinders procurement of good quality provisions and other consumables will be the responsibility of the contractor.
- 45 The agency shall, at his cost, maintain adequate stocks of food grain, grocery, and adhere to the standards of the University.
- 46 No food cooked in the mess may be taken out of the premises without prior permission.
- 47 Major civil and electrical works will be attended by the University. However minor maintenance jobs such as replacement of light bulbs, tube lights etc. will be the responsibility of agency.

- 48 License fee as decided by University authority will have to be paid by the agency.
- 49 Security of licensed premises, equipment, fittings and fixtures, furniture etc. is the responsibility of the agency.
- 50 The agency shall attend the meeting of committee, as and when convened by the competent authority.
- 51 Performance Security Deposit:** The agency has to deposit a Performance Security Deposit of **Rs.2,00,000/- (Rupees Two Lakhs Only)** by way of Cross Demand Draft/Fix deposit/Bankers Receipt cheque/Bank Guarantee in any of nationalized/commercial Bank in Favour of “Registrar , **Dr.H.S.Gour Vishwavidyala Sagar MP**”, before the commencement of the contract and valid for a period of 15 months.

The Performance security deposit furnished by the agency will not carry any interest and will be refunded:

- a. On completion of Job Contract Service entrusted to the agency satisfactorily. If the work is not satisfactory he is liable for forfeiture of Performance Security Deposit amount deposited.
  - b. EMD of only successful vendor will be retained as a part of security deposit and is refundable after termination of the contract without any interest after deducting dues if any, to the University.
53. Electricity/water charges will be paid by the agency as per actual consumption on meter reading basis.
54. Incomplete tenders without E.M.D. shall be summarily rejected. Financial Bids of the eligible tenderers will be opened with due information on the University website.
55. The tender in case of award of contract shall be initially **on a trial basis for a period of Eleven** months. Thereafter, if his performance is satisfactory his contract shall be confirmed for the tender period, however during this period also in case of default, the contract can be terminated and in such a case he shall vacate the premises at 24 hours notice. Dr. Harisingh Gour Vishwavidyalaya Sagar shall be entitled to take over the possession of the premises after expiry of 24 hrs notice with no further correspondence .However in case of default same should be pointed out in writing to him as and when it comes to the notice to enable him to correct and rectify his mistake.
- 56 Dr. Harisingh Gour Vishwavidyalaya Sagar reserves the right to get periodic inspections conducted by qualified and statutory or empowered authorities to ensure the quality and quantity of food stuff and soft drinks etc. being offered for sale without any hindrance being created by the selected tenderer.





**DR. HARISINGH GOUR VISHWAVIDYALAYA SAGAR (M.P.)  
(A Central University)**

**UNDERTAKING**

I,.....

.....

hereby solemnly agree to abide by the terms and Conditions and the rates enumerated by me in the tender document and any break of the clause/Clauses will enable my contract null and void. I have understood completely about this tender document and agreed for all the terms and conditions therein.

Date

Signature of the Tenderer

Witness No. 1

(Name and full address)

Witness No. 1

(Name and full address)

# Proforma for the Technical Bid

(In separate sealed cover super scribed as "Technical Bid")

1. Name of the Firm\Organization : .....
2. Address : .....  
.....  
.....
3. Telephone No. /Mobile No.& Name of the Contact Person : .....
4. Fax No. : .....
5. Email ID : .....
6. Do you have an office at Sagar? If so, Please provide the Address and Telephone No. : .....
  
7. Month and Year of establishment : .....
8. Name of proprietor\partners\directors : .....
9. No. of years of experience in this field, with References, Certificates : .....
10. Annual Turnover during the last three years (Enclose copies of Audited Financial Statement) duly signed by Chartered Accountant : .....
- 2016 – 17** : .....
- 2015 – 16** : .....
- 2014---15** : .....
  
11. Whether the firm is an Income Tax Assessee? If so please give the details of PAN No. and copy of the latest assessment order : .....
12. Registration No. of Labour Commissioner? : .....
13. EPF No. : .....
14. ESI No. : .....
15. CST/TIN No./ G.S.T. : .....
16. Income Tax Return for the last Three year : .....
17. PAN Number : .....
18. Shop License No. for establishment (issued by Nagar Nigam) : .....
19. Earnest Money Deposit of ..... (Rupees .....) only is encloseed vide D.D. No. .... dated ..... Bank Name ..... Drawn on .....
20. Details of experience of similar work in public Sector undertaking/Universities/Educational Institutions as per the attached format (Please use separate sheet for additional information) Please submit the evidence.

**DETAILS OF PREVIOUS CONTRACTS**

<b>Period of Contract</b> <b>FromTo</b>	<b>Name and Address of the Organization with reference letters</b>	<b>Name of the Contact person &amp; Phone No.</b>	<b>Value of Contract and other Details</b>	<b>Remarks</b>

**Details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by our officials:**

<b>Period of Contract</b> <b>FromTo</b>	<b>Name and Address of the Organization with reference letters</b>	<b>Name of the Contact person &amp; Phone No.</b>	<b>Value of Contract and other Details</b>	<b>Remarks</b>

**Place:**  
**Date:**

**SIGNATURE OF THE TENDERER**



**DR. HARISINGH GOUR VISHWAVIDYALAYA SAGAR (M.P.)  
(A Central University)**

Ref. No. R/S & P/Cant./ 1162

**FINANCIAL BID**

09.11.2017

Last Date of Submission- 30.11.2017 upto 4:30PM. By Registered Post/ Speed Post

1. **Maximum Monthly rent Payable to the University (per sqm of area) for the proposed building of Cafeteria/canteen. (Not less than Rs.20,840.00 say Rs. 21,000.00)**

(A copy of the drawing showing available space for running canteen/cafeteria is enclosed with the tender document).

In words Rs. (.....)

- Excluding Electricity & water charges which will be payable by the agency as per the bill on actual basis)

2. **Rebate offered to the student, teachers, officers and staff of the University over the rates specified in the menu/rate list as submitted by the tenderer with the tender document (in %)**

In words (.....)

Date

Full Signature with seal of the Tenderer

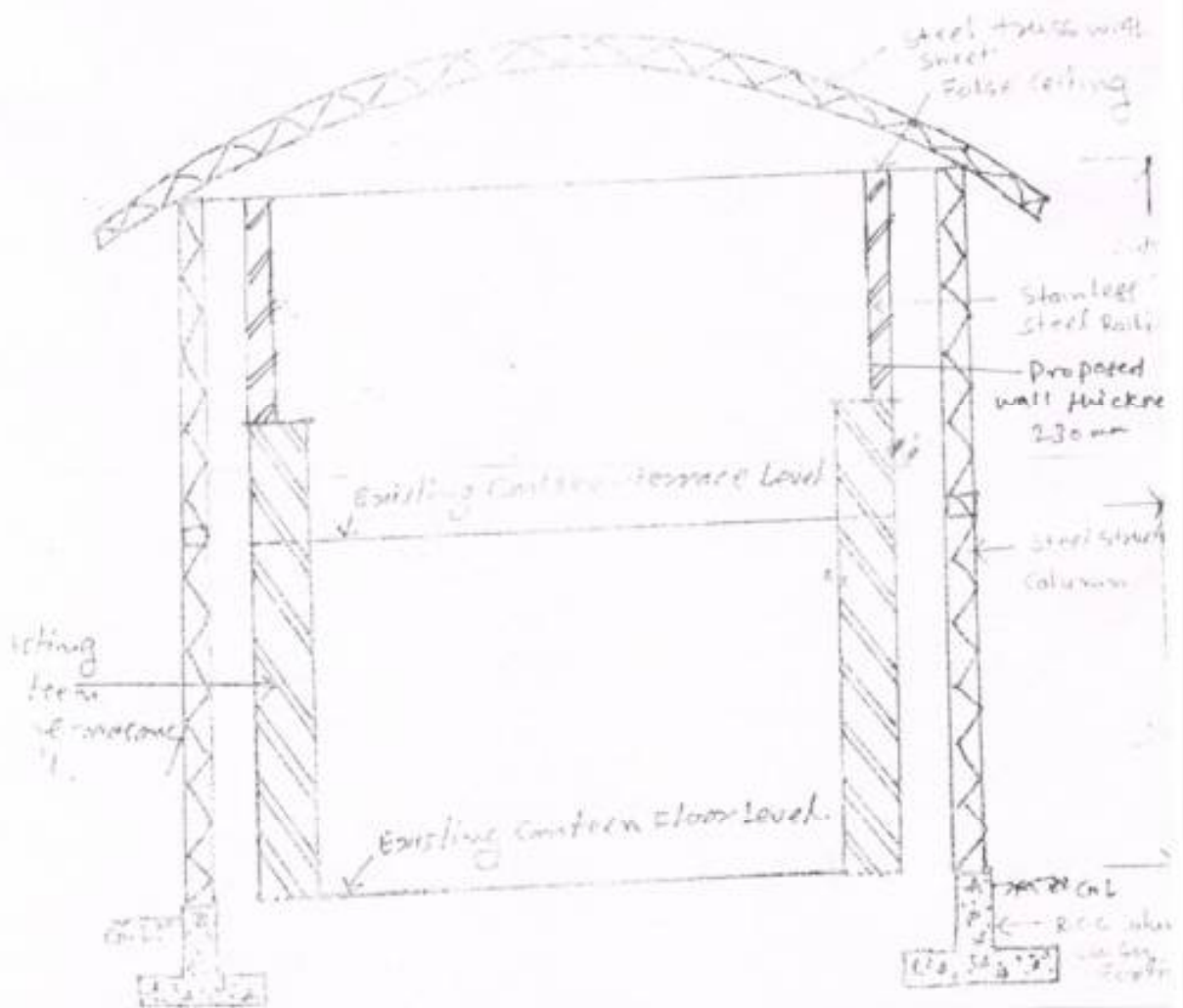
**Note: - Where there is cutting/overwriting/Erasure/fluid is used the tender will be automatically cancelled**

## List of menu

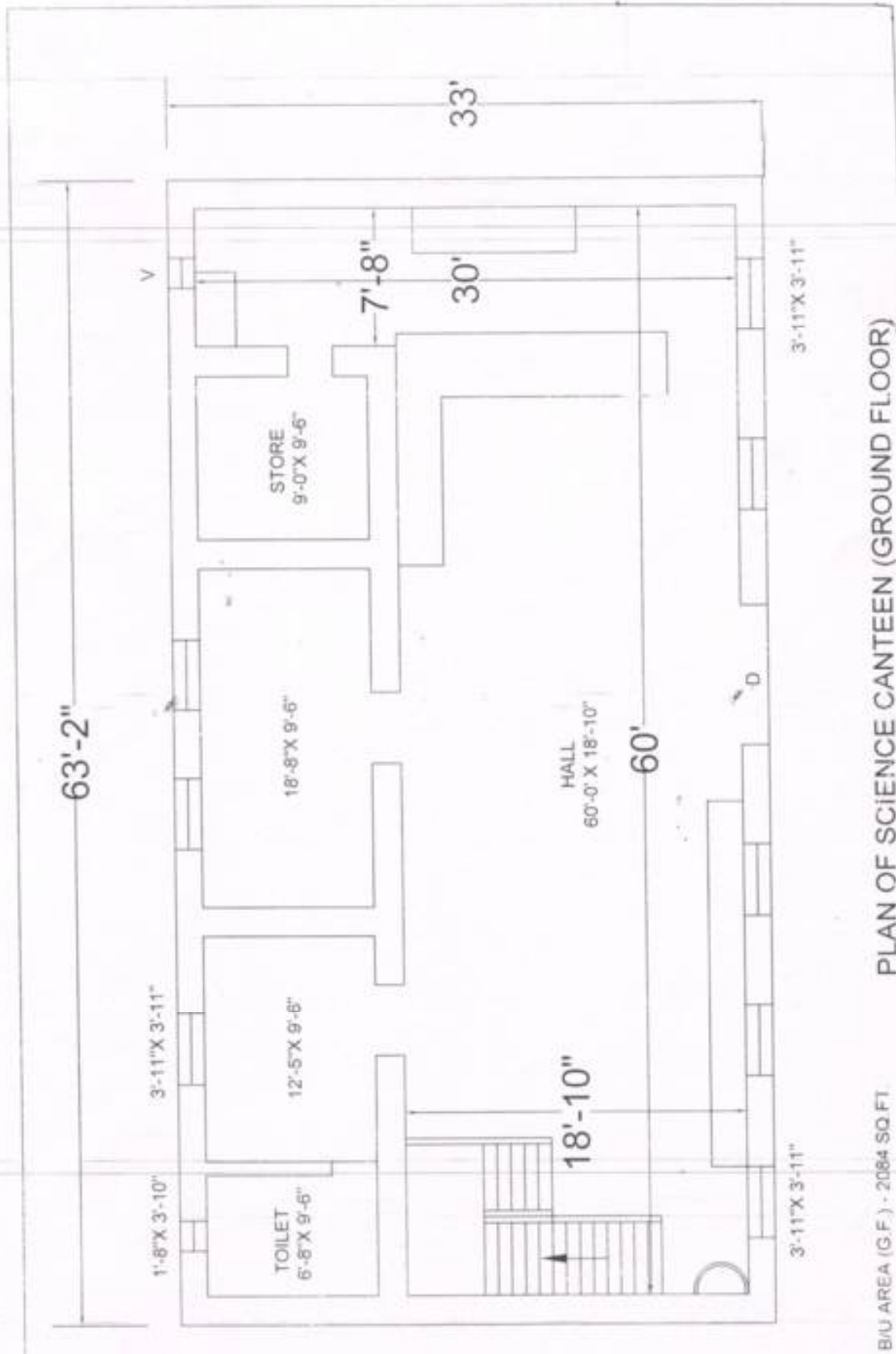
(Quantity as per the IRCTC Standard norms)

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S. No.	Item	Quoted Rate/ Tariff (in Rupees)
1	Standard tea (150 ml) in disposable cup of 170 ml.	
2	Tea with tea bag (150ml) in disposable cup of 170 ml	
3	Coffee (150ml) in disposable cup of 170 ml capacity.	
4	Tea in Pots (285 ml) +2 tea bags +2 sugar pouches.	
5	Coffee in Pots (285 ml) +2 instant Coffee sachets +2 sugar pouches.	
6	Packaged drinking water (normal/Cold)	
7	Bread Butter	
8	Idly sambhar	
9	Upma	
10	Plain vada/bhaji vada	
11	Sandwich	
12	Burger	
13	Paneer Pakoda	
14	Uttapam	
15	Plain dosa	
16	Masala Dosa	
17	Samosa with sauce	
18	Poha	
19	Aloo paratha,Gobi paratha etc.	
20	Green Salad	
21	Veg. roll	
22	Plain Paratha	
23	Veg. thali(Dal,Roti,Sabji,Rice,Papad,Salad ,Aachar)	
24	Special Veg. Thali	
25	Cold Drink	
26	Dahi	
27	Ice Creame	
28	Rossgulla	
29	Other if any	



SECTION-XX



PLAN OF SCIENCE CANTEEN (GROUND FLOOR)

B/U AREA (G.F.) - 2084 SQ.FT.

