

CENTRAL UNIVERSITY OF PUNJAB

Established vide Act No. 25 (2009) of Parliament

Tender No.: M-29 (2014)



**Tender Document
For
Annual Contract for providing Mess and Canteen Services**

Tenders (two bid system) are invited from reputed Vendors/ Contractors/ Firms/ Proprietorships/ Cooperative Societies/ Companies/ Individuals, for providing Mess and Canteen services at the City Campus of the University.

For details visit: www.centralunipunjab.com; www.cup.ac.in

Last date to apply: 17th June, 2014

City Campus, Mansa Road, Bathinda- 151001
E-mail: registrar.cup@gmail.com; registrar@cup.ac.in
Tele/Fax: 0164-2864106

1. The Central University of Punjab, Bathinda, intends to enter into contract **via two bid process** for providing Mess and Canteen services in the premises of the University. The contractor is expected to provide Mess and Canteen services to students and employees of the University. In addition, the same services are required on various occasions in the University.

2. **Interested Vendors/ Contractors/ Firms/ Proprietorships/ Cooperative Societies/ Companies/ Individuals with the same kind of objectives can submit quotation forms duly completed, in a sealed envelope, on or before 17th June, 2014.**

3. Quotation documents containing detailed terms and conditions can be downloaded from the University website www.centralunipunjab.com and www.cup.ac.in or obtained from the office of the Registrar, Central University of Punjab on payment of processing fee **Rs. 1,000/-(non-refundable)** in the form of Demand Draft/Pay Order in favour of Central University of Punjab, Bathinda, drawn on Punjab National Bank, payable at Bathinda. In case the document downloaded from the website, the requisite processing fee must be submitted along with the application form. A demand draft of **Rs. 50,000/-(earnest money)**, in favour of Central University of Punjab, Bathinda, drawn on Punjab National Bank, payable at Bathinda is to be submitted along with the quotation. The technical bids will be opened at 3.00 PM at the University campus on the day following the last date of the receipt according to the policies of the University and only qualified vendors will get the opening notice for the financial bids. If the last date of submission/tender opening is declared a holiday in the university (in exceptional cases), the date of submission/tender opening will be the next working day. The University reserves the right to accept or reject any or all quotations without assigning any reason thereof. The University shall not be responsible for any loss or postal delay of the documents in transit.

4. The proposals shall be submitted in two parts, viz. **Technical bid and Financial bid** in two separate sealed envelopes (with respective marking super-scribed in bold) as mention below:

(a) The first envelope (**Envelope - 1**) marked "**Technical bid**" should include the technical specifications, tender processing fee and earnest money drafts. The first envelope should not contain any cost information whatsoever.

(b) The second envelope (**Envelope - 2**) marked "**Financial bid**" should contain the detailed price offer in prescribed format (**Annexures I and II**).

(c) Both the sealed envelopes Technical bid and Financial bid should be placed in a bigger sealed cover.

(d) The top of cover must also contain Name and Address of the tenderer, telephone and other contact details for further correspondence.

5. The Firm/ Contractor getting the contract will be required to activate the mess within 10 days of the issue of work order for the contract.

Terms and Conditions

6. The successful Contractor would have to make following payments in respect to the contract:-

(a)	Security Deposit	-	Rs. 2,50,000/-
(b)	License Fee P.M.	-	Rs. 2,000/-
(c)	Water Charges P.M.	-	on actual
(d)	Electricity Charges	-	on actual (kitchen area only)

7. The Contract would be for duration of one year (this period will start from the date of signing the agreement). The Contractor shall vacate the premises on the expiry of the period of contract unless the contract is extended/ renewed for another term period as decided by the competent authority of the University. The duration of the contract would be extendable subject to the satisfaction of University administration and stakeholders. The application for the same should reach the concerned office of the University before two months of expiration of the contract.

8. The contract may be terminated on one month's notice by either party of the contract.

9. The timing and the working days of Mess and Canteen services will be regulated by the University.

10. The Contractor should quote the rates along with the quantity for supply of items mentioned in the enclosure, duly signed and dated.

11. The eatables served by the Contractor should be wholesome and clean. Quality store provisions for preparing eatables are to be procured. In case of any rotten or substandard eatables penalty will be imposed by the competent authority on the recommendations of the mess committee.

12. The Cooks should know the preparation of North Indian, South Indian and Continental dishes.

13. The Contractor should provide sufficient number of cooks, waiters and other servants for delivering proficient services and would be liable for their misbehaviour, misconduct or any other act of disobedience.

14. The Contractor must also ensure that the waiters wear neat and clean uniform while on duty.

15. The standard menu table for Mess (Annexure I) and Canteen (Annexure II) should be strictly followed by the contractor. Any change from the menu table without prior permission will lead penalty. Mess menu may be revised as per the availability of service with prior permission to the competent authority.

16. Students (Hostlers) will pay on Monthly basis as per the rates quoted at Annexure-I. However the students opting for monthly basis may be allowed to opt for the diet system for one month during each semester.

17. The payments of the mess charges by the students will be made against bills claimed once in a month and cleared within a period of seven days, exceeding of the period may lead to a penalty of Rs. 20/- per day for a maximum period of eight days; thereafter the mess account will be closed automatically (only for those who have deposited their Mess security to the University).

18. The Contractor will be solely responsible for raising the bills and collection of payments from the users. University will not be responsible for any payments due from the users of Mess and Canteen.

19. Although, the following facilities shall be provided by the University, however, their maintenance and upkeep will be ensured by the contractor to the satisfaction of the competent authority of the University or body responsible to keep check on such issues:

- a. Furniture for the seating arrangement.
- b. Proper lights and fans and electricity supply.
- c. Refrigeration.
- d. Cooking/ serving utensils.

The following arrangements will be made by the Contractor:

- a. Disposables (Biodegradable/recyclable only)
- b. Crockery, etc.
- c. Cooking gas.
- d. Adequate manpower.
- e. Any other facilities needed to ensure smooth functioning of the mess and canteen.

(Note: - In case of any additional requirements to run the Mess and Canteen smoothly, these will be arranged by the contractor at his own expenses).

20. The Contractor shall be responsible for the reasonable care, maintenance, and safety of the premises, accommodation, furniture and other items provided by the University.

21. The Contractor shall be bound to keep the premises neat, clean and tidy at all times in accordance with the bye-laws of the Municipal Corporation.

22. Canteen premises and storage units may be inspected by the committee constituted by the competent authority of the University at any time for checking hygiene, cleanliness and quality of eatables etc.

23. The University may call for the advice of the University Medical Officer on matters of hygiene in the canteen.

24. On the request of Contractor, the competent authority or his representative may revise the rates of eatables items, if justified with reason, to be given in writing.

25. The Contractor shall not make any additions or alterations in the premises without the prior permission of the competent authority.

26. The security deposited by the Contractor according to the terms of Contract shall be refunded within 20 days after the expiry of the contract, upon production of NOC, and no interest shall be paid on the same.

27. The contractor should furnish the following particulars for consideration of tender quotation:-

- a. Firm/Cooperative Society/Proprietorship etc. registration number if any (Xerox)
- b. Details of firm's bank account number (Xerox).
- c. Income Tax/PAN Card/ TIN etc (Xerox).
- d. Documentary evidence regarding its capacity and work experience.

28. The rates should be quoted in figures and words and are to be typed legibly without any correction. No over-writing is allowed/acceptable.

29. Evaluation of Tender

Overview

- a. The tenders will be evaluated in a 2-Stage process that would consist of evaluating the Technical and Financial Proposals. The entries will be graded on a total of 50 marks with 30 marks being awarded for the Technical Bid (**50% marks required to qualify to be considered for Financial bid opening**) and 20 marks for the Financial Proposal.
- b. **Evaluation of Technical Bid.** The Technical Bid will be evaluated as per the following criteria:

Sr. No.	Component	Marks
(i)	Experience of at least two work contracts in an educational / other institution.	2 marks for each annual contract in educational institution and 1 mark for each annual contract in other institution upto a maximum of 10 marks.
(ii)	Key Staff	2 Marks for trained Supervisor and cook and 1 mark for each staff deployed up to a maximum of 10 marks.
(iii)	Turnover	1 mark for annual turnover of each 24 lakhs of rupees up to a maximum of 5 marks.
(iv)	Documentation	1 mark for each valid document produced upto a maximum of 5 marks as per clause 27.

- c. **Evaluation of Financial Bid.** The Financial Proposal would be awarded marks out of maximum 20 marks. The firm quoting lowest rates of the average of monthly diet rates and per diet rates, will get maximum marks for the Financial bid i.e. 20 and the firms quoting higher rates will be awarded proportionately less marks on % age basis. For example, L1 firm quoting X rates will be awarded full 20 marks and L2 firm

quoting Y rates will be awarded $(Y-X) \times 100/X$ % less marks while evaluating their financial bids.

- d. The firm scoring maximum marks based on the technical and financial evaluation will be awarded the Mess and Canteen Contract.
30. The duties/taxes applicable shall be clearly indicated while forwarding the quotation.
31. The sealed offers shall be submitted on or before due date. Late quotations will not be acceptable on any account.
32. Quotation should be kept valid for a period of 60 days from the date of Tender Opening.
33. The Contractor shall be responsible for fulfilling the requirement of all the statutory liability pertaining to various Labour Laws.
34. The Contractor has to give his Mobile Number and other Telephone number for emergency contact.
35. The University will not be responsible for any type of compensation, if any labor is injured while on duty. Personal Insurance of each Labor has to be borne by the Contractor.
36. In case of failure or breach of any term and condition of the contract, the University shall have:
 - (a) The authority to rescind the contract and
 - (b) The right to forfeit the security.

(Decision of the competent authority shall be final).
37. The Contractor has to maintain attendance register of his persons and works, to be supervised by Two Supervisors (one for Mess and One for Canteen).
38. The Contractor will not transfer or assign the licence or any part of this to any other party or individual without the prior permission of the competent authority.
39. The contractor and his staff will make their own residential arrangement outside the premises of the University (Only limited accommodation if available in the campus may be provided free of cost).
40. Right to Reject any Proposal. The Central University of Punjab reserves the right to reject any or all the bids without assigning any reason.
41. Government rules and regulations issued from time to time will be binding to the bidders.

APPLICATION PROFORMA FOR PROVIDING MESS AND CANTEEN SERVICES
(Central University of Punjab, Mansa Road, Bathinda – 151001)
(Advertisement No. M-29 (2014))

1. Name of the Contractor
2. Address.....
3. Telephone No. / Mobile:
4. PAN No.
5. Registration No. under shop & Estt. Act/ Firm etc. registration certificate if any (Xerox).
6. Details of contracts executed during 01.07.2011 to 31.06.2013

i)

ii)

iii)

6. Present Assignments

i)

ii)

iii)

7. Rate per article (for the items as list enclosed- Annexure I and Annexure II)

8. Details of Demand Drafts:

i) Amount Rs. 1, 000/-DD No. _____ ,Dated _____, Name of the issuing bank

II) Amount Rs. 50,000/- D D No. _____ ,Dated _____, Name of the issuing bank

9. Declaration: All the terms and conditions as mentioned in the documents are acceptable to me/us.

Date:.....

SIGNATURE OF CONTRACTOR

Place:

Note: A photocopy of PAN No., Contract License No., Registration No. etc. (If any) to be enclosed along with the application proforma.

ANNEXURE-I**Menu for MESS**

Meal	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Break- fast	1. AlooParantha (2 pc) 2. Curd/Butter 3. Tea (150 ml)	1. Plain Parantha 2. AlloSabji 3. Tea/ Milk (150 ml)	1. Pyaaz/muliParantha (2 pc) 2. Butter 3. Tea (150 ml)	1. Poori (4 pc) / Plain Parantha (2 pc) 2. Sabji/ Curd 3. Tea/ Milk (150 ml)	1. StuffedParantha / Palak or Methi Parantha(2pc) 2. Curd/ Butter 3. Tea (150 ml)	1. BesanParantha (2 pc) 2. Curd/Butter 3. Coffee (150 ml)	1. Bread(4pc)with Jam 2. Egg /Banana (2 pc) 3. Milk (150 ml)
Lunch	1. Rice + Roti 2. Rajma 3. Vegetable* 4. Curd 5. Salad	1. Rice + Roti 2. Sambhar 3. Vegetable* 4.Raita 5. Salad 6. Papad (1/2 pc)	1. Rice + Roti 2.Black Chana 3. Vegetable* 4. Curd 5.Salad	1. Rice + Roti 2. Curry with Pakoda 3. Vegetable* 4. Salad	1. Rice + Roti 2. Dal Makhni 3. Vegetable* 4. Curd 5. Salad	1. Rice + Roti 2. Soyabean gravy 3. Vegetable* (Dry) 4. Curd 5. Salad	1. Pulao+ Puri 2. White Chhole 3. JeeraAloo(Dry) 4. Raita 5. Salad
Dinner	1. Rice + Roti 2. Urd (dhuli) dal 3. Dry Soyabean mixture 4. Salad 5. Halwa (Suji)	1. Rice + Roti 2.Mixed dal/Raungi 3. Vegetable* 4. Salad	1. Fried Rice + Roti 2.Curry of Matar Mushroom/Paneer 3. Mixed Vegetable* 4. Salad 5.Gulbjamun/Rasgulla	1. Rice + Roti 2. Masursabut/ dal Chana 3. palaksaag 4. Salad	1. Rice + Roti 2. Arhar dal 3. Egg Curry/ Paneer Pakoda Curry 4. Salad 5. Kheer/Sewai	1. Rice + Roti 2. Mixed Dal 3. Vegetable* 4. Salad	1. Rice + Roti 2. Moongsabut 3. Vegetable* 4. Salad 5. Papad

Note: 1. Curd, butter, sweet dish, paneer, and egg items-one serving to each person.

*** 2. Vegetable should be seasonal and should not be repeated within the same week.**

RATES:

Sr. No.	Particulars	Rates (Rs.)
1.	(Per diet)	
(a)	Breakfast	
(b)	Lunch	
(c)	Dinner	
2.	Monthly basis (For all diets inclusive i.e. Breakfast, Lunch and Dinner)	

Signature with Name & Stamp

ANNEXURE-II**List of Items to be served in Canteen**

<u>Sr. No</u>	<u>Item</u>	<u>Quantity</u>	<u>\$Max. Applicable Rate (Rs.)</u>	<u>Quoted Rate(Rs.)</u>	
1	Coffee	100 ml	10/-		
2	Cold Coffee	150ml	18/-		
3	Milk (hot)	200ml	15/-		
4	Tea	100ml	7/-		
	Sp. Tea	100 ml	10/-		
5	Vada Samber (per plate)	Vada (2 pieces, 10 gms each)+ Sambhar	25/-		
6	Idli Samber (per plate)	Idli (2 pieces)+ Sambhar	25/-		
7	Dosa (per piece)	Dosa+ Masala+ Chatni+ Sambhar	30/-		
8	Utappam(per piece)	100gms.Utappam+Chatni+Sambhar	35/-		
9	Samosa (per piece)	Special	100 gm	15/-	
		Regular	100 gm	10/-	
10	Pakoda (per piece)	Bread	100 gm	8/-	
		Paneer	--	12/-	
		Mix Pakora (per plate)	100 gm	15/-	
11	Omelette (Two egg)		--	20/-	
	Omelette (Two egg) + two bread pc		--	25/-	
12	Veg. Sandwich (one piece)		--	10/-	
13	Veg. Pattie (one piece)		--	10/-	
14	Noodles	Full plate	--	30/-	
		Half plate	--	18/-	
15	Burger (Veg.)		--	20/-	
16	Poori Sabji (per plate)		Poori (4 pieces) + Sabji	25/-	
17	Parantha (one pc)	Aloo/ Pyaaz/ Gobhi/ Radish/ Methi/ Plain	--	15/-	
		Paneer	--	20/-	
18	Bread Butter		2 bread + 1Piece	10/-	
19	Laddu (per piece)	Motichur	50 gm	10/-	
		Boondi	50 gm	7/-	
	Burfee (per piece)	Besan	50 gm	10/-	
20	Verka/Amul Products		--	MRP + 1/- for service	
21	Fresh Fruit Juice (Seasonal)/Shakes		200ml	25/-	
22	Fruit Juices (Real/Tropicana)		--	MRP + 1/- for service	
23	Pulao /Biryani (Veg)		150gm	30/-	
24	Potato Finger Chips (per plate)		150gm	20/-	
25	Boiled Egg		Per pc	9/-	
26	Meal		Roti (2Nos) + Rice + Sabji + Dal+ Curd 50gms, salad & pickle	45/-	
27	Fried Rice + Sāmbhar	Full Plate	250 gm+ one full bowl (std.)	45/-	
		Half Plate	125 gm + one full bowl (std.)	25/-	

*** The University has fixed maximum price for the listed canteen items. Vendors are suggested to quote their competitive rates for the same.**

Signature with stamp