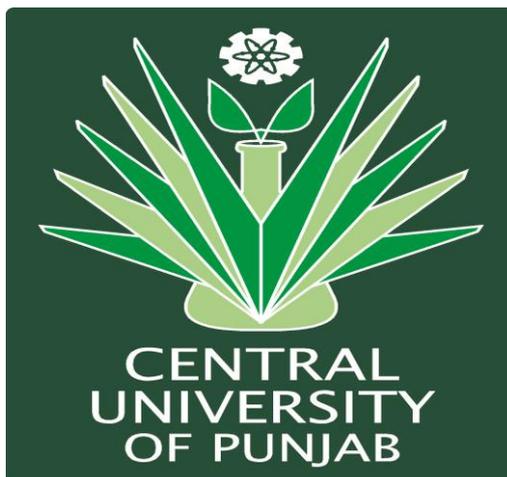


CENTRAL UNIVERSITY OF PUNJAB

Established vide Act No. 25 (2009) of Parliament

Tender No.: Estab-04 (2016)



Tender Document For

Annual Contract for providing Canteen cum Mess Services

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

For details visit: www.cup.edu.in ; www.cup.ac.in

Last date to apply: 18th July, 2016

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

CENTRAL UNIVERSITY OF PUNJAB

Established vide Act No. 25 (2009) of Parliament

Tender No. Estab-04 (2016)

Annual Contract for providing Canteen cum Mess Services (2016-17)

1. The Central University of Punjab, Bathinda, intends to enter into contract **via two bid process** for providing Canteen cum Mess services in the premises of the University. The contractor is expected to provide Canteen cum Mess 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 18th July, 2015.**
3. Quotation documents containing detailed terms and conditions can be downloaded from the University website www.cup.edu.in and www.cup.ac.in or obtained from the office of the Registrar, Central University of Punjab on payment of processing fee **Rs. 5,00/- (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. 25,000/- (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 15 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. 1,00,000/- or Rs. 1,50,000 as Bank Guarantee
 - (b) License Fee P.M. - Rs. 10,000/- On or before first Monday of every month (delay in payment of b,c or d will lead a penalty of 50 per day)
 - (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 Canteen cum Mess 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 and Canteen Advisory Committee.
12. The Cooks should know the preparation of North/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. Possession and use of Alcohols, tobacco products etc. will be punishable and will lead to the termination of tender.
14. The Contractor must also ensure that the waiters wear neat and clean uniform while on duty.
15. The standard menu table for and Canteen cum Mess (Annexure I & 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 will pay Cash for Canteen items and in advance for the Mess Coupons (Separate mess coupons (Breakfast, Lunch and Dinner) may be collected from the Mess manager).***
17. 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

Canteen cum Mess. For University functions an advance amount 33% may be given in advance at the time of placing the order and rest amount on the submission of the bills to the University.

18. 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 arrangements.
 - b. Proper lights, fans, Water and electricity supply (except the bill of consumption)

The following arrangements will be made by the Contractor:

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

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

19. The Contractor shall be responsible for the reasonable care, maintenance, and safety of the premises, furniture and other items provided by the University.
20. 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.
21. Canteen cum Mess 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 (Refined oil- fortune/Dalda/home cook or equivalent, Masale- MDH, Catch, Tata, Atta-standard quality/Chakki aatta, Rice- good quality) of eatables etc.
22. The University may call for the advice of the University Medical Officer on matters of hygiene in the canteen.
23. 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.
24. The Contractor shall not make any additions or alterations in the premises without the prior permission of the competent authority.
25. The security deposited by the Contractor according to the terms of Contract shall be refunded within 30 days after the expiry of the contract, upon production of NOC, and no interest shall be paid on the same.
26. 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.
27. The rates should be quoted in figures and words and are to be typed legibly without any correction. No over-writing is allowed/ acceptable.

28. **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 08 marks.
(ii)	Key Staff	2 Marks for trained Supervisor and cook and 1 mark for each staff deployed up to a maximum of 06 marks.
(iii)	Turnover	1 mark for annual turnover of each 06 lakhs of rupees up to a maximum of 06 marks.
(iv)	Documentation	1 mark for each valid document produced upto a maximum of 5 marks as per clause 26.
(v)	Experience at Central University of Punjab, providing satisfactory Services for Mess and Canteen through contract (having complete the contract period).	2.5 marks for each annual contract and upto a maximum of 05 marks.

- c. **Evaluation of Financial Bid.** The Financial Proposal would be awarded marks out of maximum 20 marks. The firm quoting lowest One diet rates (total of one day diets –Breakfast + Lunch + Dinner), 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 Canteen cum Mess_Contract.
29. The duties/taxes applicable shall be clearly indicated while forwarding the quotation.

30. The sealed offers shall be submitted on or before due date. Late quotations will not be acceptable on any account.
31. Quotation should be kept valid for a period of 60 days from the date of Tender Opening.
32. The Contractor shall be responsible for fulfilling the requirement of all the statutory liability pertaining to various Labour Laws.
33. The Contractor has to give his Mobile Number and other Telephone number for emergency contact.
34. 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.
35. 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).
36. The Contractor has to maintain attendance register of his persons and works, to be supervised by Supervisor/s along with separate workers for Canteen and Mess.
37. 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.
38. The contractor and his staff will make their own residential arrangement outside the premises of the University.
39. Government rules and regulations issued from time to time will be binding to the bidders.

APPLICATION PROFORMA FOR PROVIDING CANTEEN CUM MESS SERVICES
(Central University of Punjab, Mansa Road, Bathinda – 151001)
Advertisement No. Estab-04 (2016)

- 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 Certificate that firm is neither blacklisted nor debarred to do same business.
- 7 Details of contracts executed during financial 2013-14 to 2015-16.
 - i)
 - ii)
 - iii)

- 8 Present Assignments
 - i)
 - ii)
 - iii)

- 9 Rate per article (for the items as list enclosed- Annexure I and Annexure II)
- 10 Details of Demand Drafts:
 - i) Amount Rs. 5,00/-DD No. _____ ,Dated _____, Name of the issuing bank
 - ii) Amount Rs. 25,000/- D D No. _____ ,Dated _____, Name of the issuing bank

- 11 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**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	<i>Coffee</i>		<i>100 ml</i>	<i>10/-</i>	
2	Cold Coffee		150 ml	18/-	
3	Milk (hot – medium fat- quality)		250 ml	17/-	
4	<i>Tea</i>		<i>100 ml</i>	<i>7/-</i>	
5	Vada Sambhar (per plate)		Vada (2 pieces, 10 gms each)+ Sambhar	30/-	
6	Idli Sambhar (per plate)		Idli (2 pieces)+ Sambhar	25/-	
7	Dosa (per piece)		Dosa+ Masala+ Chatni+ Sambhar	30/-	
8	Utappam(per piece)		100gms.Utappam+Chatni+Sambar	35/-	
9	<i>Samosa (per piece)</i>	<i>Special</i>	<i>100 gm</i>	<i>15/-</i>	
		<i>Regular</i>	<i>100 gm</i>	<i>10/-</i>	
10	Pakoda (per piece)	Bread	100 gm	10/-	
		Paneer	--	12/-	
		Mix Pakora (per plate)	100 gm	15/-	
11	Omelette (Two egg)		--	20/-	
	Omelette (Two egg) + two bread pc		--	22/-	
12	Veg. Sandwich (one piece)		--	12/-	
13	<i>Veg. Pattie (one piece)</i>		--	<i>10/-</i>	
14	Noodles /Maggie/Aata Nudles (One full packet)		--	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	12/-	
20	Verka/Amul Products		--	MRP	
21	Fresh Fruit Juice (Seasonal)/Shakes		200 ml	20/-	
22	Fruit Juices (Real/Tropicana)		--	MRP	
23	Pulao /Biryani (Veg)		150 gm	30/-	
24	Potato Finger Chips (per plate)		150 gm	20/-	
25	Boiled Egg		Per pc	7/-	
26	<i>Meal</i>		<i>Roti (2Nos) + Rice + Sabji + Dal+ Curd 50 gms, salad & pickle</i>	<i>45/-</i>	
27	Fried Rice + Sāmbhar	Full Plate	250 gm+ one full bowl (std.)	30/-	
		Half Plate	125 gm + one full bowl (std.)	18/-	
28.	Egg bhurji		Per egg	10/-	
29.	Paneer bhurji		Per plate	20/-	
30.	Spring roll		Per plate	15/-	
31.	Fruit chaat (min 3 fruits)		Per plate	20/-	
32.	Ice cream			MRP	
33.	Chocolates			MRP	
34.	Bakery Items (Pastries, Biscuits etc.)			MRP	
35.	Manchurian (per plate)		Per plate	30/-	
36.	Soya products			MRP	

*** The University has fixed maximum price for the listed canteen items. Vendors are suggested to quote their competitive rates for the same, while the rates of the Bold and Italic items (Sr. no. 1,4,9,10,13 and 26) may be considered in finalization of Agreement.**

Menu for MESS

ANNEXURE-II

Meal	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Break- fast	1. Aloo Parantha 2. Curd/Butter 3. Tea (150 ml)	1. Idli 2. Chatni,- Nariyal 3. Tea (150 ml)	1. Pyaaz Parantha 2. Butter 3. Tea (150 ml)	1. Pooori (4 pc) 2. Chhole 3. Curd/Tea	1. Paneer, Allu, Payaj Paratha (2pc) 2. Curd/ Butter 3. Tea	1. Daal Parantha 2. Curd/Butter 3. Coffee (150 ml)	1. Bread (4pc)with Jam or Butter 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. Pulao/ fried rice + Roti 2. Soyabean gravy 3. Vegetable* (Fried) 4. Curd & Salad	1. Rice+ Puri/ Bhatura (on alternate week basis) 2. White Chhole 3. JeeraAloo(Dry) 4. Raita & Salad
Dinner	1. Rice + Roti 2. Urd (dhuli) dal 3. Vegetable* 4. Salad 5. Bundi Laddu	1. Fried rice + Roti 2. Mixed dal/Raungi 3. Vegetable* 4. Salad 5. Rasgulla	1. Rice + Roti 2. Curry of Matar Mushroom/Paneer 3. Mixed Vegetable* 4. Salad 5. Gulbjamun	1. Rice + Roti 2. Dal Chana 3. Vegetable 4. Salad 5. Ice Cream (Seasonal)	1. Rice + Roti 2. Arhar dal 3. Egg Curry/ Paneer Pakoda Curry 4. Salad 5. Kheer	1. Rice + Roti 2. Mixed Dal 3. Vegetable* 4. Salad 5. Papad 6. Suji Halwa	1. Rice + Roti 2. Moong sabut 3. Vegetable* 4. Salad 5. Sewai

- 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.
3. For breakfast 4 bread pc (with butter/ Jam) can be taken instead of Paratha/ Pooori.

Specific Note: Rate of special diet (including service charges with tent house items, crockery – good quality, disposables, waiters etc.) also need to be quoted with menu as {Shahi/Kadhai Paneer, Mix Veg, Yellow Dal/Dal makhani, Fried Rice, Tanduri Roti (Simple and Missi), Salad, Sweet Dish/Ice Cream (one pc/one spoon- standard)/Water (Bisleri) i.e. the Buffet system}

RATES:

Sr. No.	Particulars	#Max. Applicable Rates (Rs.)	Quoted Rates (Rs.)
1.	<i>Breakfast</i>	35/-	
2.	<i>Lunch</i>	40/-	
3.	<i>Dinner</i>	45/-	
4.	Special Diet (w.r.t. Specific Note – mentioned above)	180/-	

The University has fixed maximum price for the listed Mess items. Vendors are suggested to quote their competitive rates for the same, while the rates of the Bold and Italic items (Sr. no. 1, 2 and 3) will be considered in finalization of Agreement as per the given formula under the head of Evaluation of Tender (w.r.t. \$ also).

Signature with Name & Stamp