

NATIONAL SANSKRIT UNIVERSITY, TIRUPATI (NSUT)

Tender Document (Two Bid System)

"Tender for the Award of Contract for Running the University Canteen"

Tender Enquiry No: NSUT/Estt./Canteen/2023-2024/001

Tender published at Website:

<https://nsktu.ac.in>

Amur
12/06/2023

National Sanskrit University, Tirupati (A.P.)

Tender for the Award of Contract for Running the University Canteen

Two separate sealed envelopes A&B (both put in a bigger sealed envelope) are to be submitted

Envelope-A: For Technical Bid, **sealed envelope** marked clearly as "A", specifying the nature of the contract.

Envelope-B: For Financial Bid, **sealed envelope** marked clearly as "B", specifying the nature of the contract.

- Both A and B sealed envelopes are to be put in a bigger sealed Envelope clearly specifying the name of the contract.
- Sealed envelope "B" for Financial Bid of those applicants, who fulfill the technical criteria and get short-listed will only be opened.
- Last date for submitting the application forms is 05th July, 2023 by 15:00 hrs in the University.
- Opening of the Technical Bid for the contract of canteen will be on 05th July, 2023 at 15:30 hrs. in the Council's Meeting Hall.

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12/06/2023

REGISTRAR

NATIONAL SANSKRIT UNIVERSITY, TIRUPATI (NSUT)

**Tender for the Award of Contract for Running the University Canteen in NSUT,
Tirupati**

The NSUT, Tirupati invites tenders for the award of Contract for Running the University Canteen:

Name of the contract	Minimum Annual Rent	Last Date and Time of deposit Of bids	Date & time of Opening of Technical Bid
For Running the University Canteen	Rs.1,20,000/- (Electricity & Water Charges extra)	05 th July, 2023 15:00 hrs	05 th July, 2023 Time: 15:30 hrs

CONDITIONS:

Detailed Terms and Conditions are as follows.

1. The contract shall be awarded for the period from August, 2023 to July, 2024.
2. Duly Sealed bids accompanied with DD of Rs 500/- in favour of **Registrar, NSUT, Tirupati** must reach in the office of Registrar by registered post/ courier/ by hand on or before 05th July, 2023 by 15.00 hrs.
3. In the event of the date of receipt or opening of bid being a holiday or being declared a holiday, the last date of receipt/ opening of the tender shall be the next working day at the same time.
4. The **Registrar, NSUT, Tirupati** reserves all rights to reject any or all the bids without assigning any reason.
5. 50% of the annual rent shall be deposited within seven days of the allotment of the contract. The remaining 50% of the annual rent shall be deposited in two installments viz. in the first week of January 2024 and in the first week of April 2024. The contractor will not be allowed to start the business if he/ she does not pay the advanced rent.


12/06/2023
REGISTRAR

Sealed Envelope (A) for Technical Bid

Contents of Envelope "A"

1. Name of the Applicant :

2. Fathers'/Husband's Name:

3. Date of Birth :

4. Permanent Address :

5. Present Address :

6. Telephone No. :

Mobile No. :

7. Name of the Contract :

8. Experience of the Contract:

(Attach attested copies of proof)

9. Submit a copy of AADHAR Card, PAN Card, GSTIN No. (wherever applicable)

10. Have you ever been blacklisted/ involved in any criminal activity?

Yes/No

If yes, state the reason of black listing in detail

If No, furnish a non-blacklisting Affidavit, duly attested by the Notary/First Class Magistrate in support thereof. (As per format attached herewith)

Signature of the Applicant

Paste your recent
Photo here

Details of the University/ Institute in which canteen/ cafeteria/ was run for the last five years.

S. No.	Name & Address of the Institution	Period of Contract

Experience Certificate attached:

Quoted Rent for the Contract per month (Exclusive of GST): Rs. _____
(Rupees _____ only)

Place: -

Date: -

{Signature of the Applicant}

Name & Address _____

Note: Bidder shall attach proof of:

PAN/ TAN No, GSTIN No., Aadhaar No., Experience Certificate for the last five years issued by the Institution in which he/ she worked.

IMPORTANT INSTRUCTIONS

1. All the instructions to the bidders are important and required to be complied with. Please ensure that the tender is to be submitted by post/ courier/ by hand on or before 05th July, 2023 by 15:00 hrs.
2. The bid will be acceptable only if it is accompanied by Rs. 500/- (Non-refundable) in the form of Account payee Demand Draft / Banker's Cheque from any of the commercial banks, payable at Tirupati, drawn in the name of **The Registrar, NSUT, Tirupati.**
3. The bidder should clearly write on the top of the envelope separately "Award of Contract for Running the University Canteen in NSUT".

TERMS AND CONDITIONS FOR THE CONTRACT FOR RUNNING THE UNIVERSITY CANTEEN FOR THE SESSION 2023-24

1. The contract for Running the University Canteen is for a period of 12 months (from 01st August 2023 to 31th July 2024) but can be extended up to three years (including initial period of one year) subject to satisfactory performance of the contract.
2. The contractor is required to deposit a **non-interest-bearing security of an amount of equivalent to two months' rent or Rs.24,000/- (Rupees Twenty four Thousand only whichever is higher)**, in the form of Demand Draft drawn in favour of **The Registrar, NSUT, Tirupati**, within seven days from the date of award of the contract, but before the start of the business. **The said deposit would be refunded within a period of 30 days from the date of the completion of the contract** after clearing all the outstanding dues, including the cost of any damage/breakages to the infrastructure/ fitments or fixtures, dues of Electricity/Water Charges or any other dues.
3. Sub-meter is to be installed by the contractor at his own cost. The electricity bill will be charged as per the meter reading, at commercial rates, as charged by Southern Power Distribution Company Limited of AP (SPDCL).
4. **If the meter is not working then the electricity bill will be charged on the basis of average bills of previous bills till the faulty meter is replaced/repared within a maximum period of 15 days, failing which a penalty of Rs. 3000/- (Three thousand only) per month will be charged.**
5. The bidder will be eligible/considered for only one contract.
6. **The Contractor will have to pay/ deposit the water charges at the rate of Rs. 300/-per month** to the Assistant Engineer, and obtain a receipt for the same **which can be increased proportionately depending upon the rates fixed by the Govt. from time to time.**

Handwritten signature and date:
12/08/2023

7. The contractor should use his own good quality **crocery/cutlery including sundry items like trays, teapots, sugar pots, milk pots, plates** etc. for serving the eatables/beverages. No broken/chipped crocery/cutlery shall be used. Services to the University staff, students & visitors both inside/outside the Canteen within the University premises, must be befitting the standards and ambience of the University campus.
8. The **waiters/ serving staff/ cooks/ other staff employed by the contractor should wear a proper uniform** duly approved by the University authorities.
9. The contractor shall sell only those items which are specified in the Proforma attached herewith and the rates as approved against each item. Any new item to be introduced or any alteration in earlier rates of any item shall be approved by the Registrar in writing before the same is included in the list of items to be sold at the Canteen.
10. The rate list of all items to be sold duly approved in writing, shall be displayed in BOLD LETTERS.
11. The contractor **must use raw material, such as Atta, Besan, Refined Oil, Tea leaves, Milk, Vegetables, Condiments and other ingredients etc. of good and branded quality, bearing FSSAI logo/hologram. Palm oil and cottonseed oil is not to be used at any cost.** The Committee constituted to check the working of canteen, or any other staff as deputed by the Registrar is authorized to check the raw material being used for preparation of eatables from time to time.
12. The contractor shall not sell any tobacco products including beedi, cigarettes, hookah, cigars, or any prohibited item. In case of violation of the same the contract will be cancelled.
13. The contractor shall **ensure proper cleanliness/hygiene and sanitation conditions not only in the University Canteen premises but also, the areas always surrounding the Canteen.** No washing of utensils/cutting/chopping/mixing of ingredients would be permitted outside the cooking room. Any person, deputed by the Registrar/any member of the Canteen Committee is authorized to enter the premises, during their business hours and check all facilities including cooking/chopping/pantry for ensuring maintenance of proper hygienic conditions and cleanliness.
14. The contractor shall **not engage or employ any person directly or indirectly who is suffering from any infectious disease.** The contractor shall get the quarterly medical checkup done for each of his employees/staff, including salesmen/ cooks/other workers, from a registered government doctor/government dispensary.
15. The contractor shall ensure compliance with the existing employment rules/acts as prescribed in the labor laws/The Contract Labor Act/The Child Labor Act/Payment of Minimum Wages Act/The Payment of Wages Act and any other Law/Local Rules/Statutory Clauses as applicable from time to time. The contractor shall ensure the good conduct of his employees/staff as laid down in the existing Laws of the Land.

12/06/2023

16. Food Inspector/ food safety officer of any government authority on food safety can visit the canteen, during their visit if they found any adulteration or violation of any food safety measures they may initiate legal action against the contractor and the University is not responsible for such legal action.
17. Any dispute between the contractor and the University will be subject to the Tirupati Jurisdiction only.

The contractor shall get the **antecedents of all employees/ staff employed verified by the police** as applicable, and a copy of the said police verification shall be deposited in the office within one week of the hiring of an employee. No worker would be employed, whether on temporary or permanent basis, without getting the police verification done.

1. The timings for the business for the canteen shall be from 8.00am to 8.00pm on all working days. Specific permission of the Registrar/The Canteen Committee in writing should be obtained for carrying out business outside the above specified time.
2. The University authority shall not be responsible in any way whatsoever for non-payments/outstanding payments pending against an employee/student at the University.
3. The contractor should place/ maintain a complaint register at a prominent place in the Canteen.
4. In case of any doubt/clarification about the meaning/ intentions/ interpretation of any of the above terms and conditions, the same should be clarified by the contractor before the award of the contract. In the absence of any such clarifications, the meaning/ intention/interpretation of any terms and condition shall be decided by the University authorities in all modalities and in the interest of natural justice.
5. The contractor will have to serve/ provide refreshments on all University functions at the rates to be approved by the Competent Authority of the University, against the bill in the name of the Registrar, NSUT, Tirupati.
6. The Registrar reserves the right to amend, add or delete any of the terms and conditions of the contract.
7. No child below the age of 14 is to be employed. Strict action as per the law will be taken for violation of this clause.
8. In case of violation of any terms and conditions, the contract shall be terminated, and the advance of rent paid, and the security deposit would be forfeited. Under no circumstances, the advance rent paid will be refunded.
9. The contractor will be responsible for applying and procuring license for storing, preparing and serving food items as per the applicable laws including Food Safety and Standards Authority of India (FSSAI) and/or Govt. of Andhra Pradesh, as the case may be.
10. Covid-19 protocol, and SOPs issued by Andhra Pradesh Government from time to time must be followed.

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12/06/2023

11. The bidder must furnish the latest valid PAN/TAN/GSTIN No. (Wherever applicable) issued by the Competent Authority.
12. The contractor shall ensure that outsiders will not be allowed to enter the Canteen/ Cafeteria.
13. The contractor shall ensure the cleanliness of the canteen toilet and supply of water there.
14. The contractor shall ensure proper working of the watercooler (s) in the canteen.
15. The contractor shall ensure the cleanliness and maintenance of the canteen lawn and seating area.
16. Penalties for violation of Rules, Terms and Conditions, the Contractor will be fined in case of violation of the following rules:
 - a. The penalty or fine may be imposed in violation of rules, terms, and conditions and with regard to the discrepancy found in the quality of food, serving of food, cleanliness of dining & kitchen area, personal hygiene of workers, changing of the employed staff without information to the University, charging rates of the items not approved by the University etc.
 - b. Penalty First Time Warning in writing, Second Time Rs.5,000/- plus Warning in writing, Third Time Rs.10,000/- plus Warning in writing, Forth Time Rs.20,000/- plus Warning in writing and after that Termination of agreement.
 - c. Absence of the Contractor or his representative from the meeting called by the University may attract a fine of Rs.5,000/- on the Contractor. We agree with the terms & conditions mentioned above.

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12/06/2023

**APPROVED RATES FOR ITEMS FOR RUNNING THE
UNIVERSITY CANTEEN CONTRACT:**

Bidder inviting authority:- Registrar, NSUT, Tirupati			
Name of the Work :- Contract for Running the University Canteen			
Bidder's Name:			
SCHEDULE OF WORK			
S. No.	Description of Items	No. or Qty.	Maximum Rate
1.	Tea per cup	100ml	Rs. 10/-
2.	Coffee per cup	100ml	Rs. 10/-
3.	Horlicks/ Boost	100 ml	Rs. 15/-
4.	Veg Puff	(100gms)	Rs. 15/-
5.	a)Samosa (Onion, with sauce) b)Samosa (Aloo stuffed, with sauce)	Per pc Per pc	Rs. 05/- Rs. 10/-
6.	Sandwich (Veg.)	Per pc	Rs. 15/-
7.	Milletts snack/ item	Each	Rs.10/-
8.	Ice cream (small cups)	Each	MRP or less
9.	Cool drink	Each	MRP or less
10.	Water bottle	Each	MRP or less
11.	Popular brands of chips and other packed items like lays, Bingo, Uncle chips, Doritos, Haldirams and Dairy milk chocolates etc.,	Each	MRP or less
12.	Any other item, as requested by the bidder and approved by the designated Committee	Each	MRP or less

Signature of the Bidder

Address _____

NATIONAL SANSKRIT UNIVERSITY, TIRUPATI

CHECKLIST FOR EVALUATION OF THE BIDDER

1. Name of the bidder with complete address both residential and permanent and Telephone Nos.
2. Whether documentary proof, in support of the address is submitted? Yes/No
3. Whether an experience certificate of running canteen in University in the region has been submitted? Yes/No
4. Whether the bidder submitted DD of Rs.500/-in favour of Registrar, NSUT, Tirupati Yes/No
5. Whether the self-attested copy of latest Income Tax Assessment Certificate/PAN/TAN/GST No. has been Submitted? Yes/No
6. Whether the Affidavit on non-judicial stamp paper of Rs.50/- Yes/No
7. Duly attested by the Executive Magistrate that the bidder has never been blacklisted, has been submitted.

Place: _____

Dated: _____

Signature of Bidder
Full Name of the Bidder _____

Address _____