

Vinoba Bhave University

N.H.-33, Sindur, P.B. No.-31

Hazaribag, Jharkhand

TENDER DOCUMENT

For Selection of Vendor

for

Provision of Canteen and Catering Services at

Vinoba Bhave University

Hazaribag, Jharkhand

AKH
14.07.22

Vinoba Bhave University

N.H.-33, Sindur, P.B. No.-31

Hazaribag, Jharkhand

RETENDER NOTICE (2nd Call)

Sealed Tenders are invited for **Providing Canteen and Catering Services in the premises of Vinoba Bhave University, Sindur, Hazaribag, Jharkhand** for a period of one year initially which can be extended further on mutual agreement as per the existing terms and conditions.

The agency selected as a result of the bid process shall sign a contract with Vinoba Bhave University to carry out the operation of Canteen and Catering Services.

For detail information tender documents can be downloaded from the website of the University at www.vbu.ac.in and bid response can be submitted to **Registrar Office, Vinoba Bhave University at Sindur, Hazaribag, Jharkhand, PIN -825301.** on or before **29/07/2022 up to 02:00 P.M.**

By order of the Vice-Chancellor
Sd/-
Registrar

Memo No.: VBU/CCDC/R/1842/2022

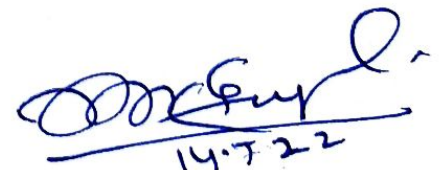
Date: 14.07.2022

Copy to:

1. C.C.D.C., VBU, Hazaribag
2. F.O., VBU, Hazaribag
3. D.S.W., VBU, Hazaribag
4. PA to VC/FA/R for kind information to VC/FA/R.

For one-time publication in the minimum space. Bill may be sent in triplicate to the undersigned for payment.

1. Prabhat Khabar
2. Hindustan (Ranchi & Dhanbad)
3. Dainik Jagran
4. Dainik Bhashkar
5. Awaz
6. Deshpran
7. The Pioneer
8. Ranchi Express
9. Freedom Fighter, Ranchi
10. University Website: www.vbu.ac.in


14.7.22

(Dr. B. K. Gupta)
Registrar


14.07.22

Vinoba Bhave University

N.H.-33, Sindur, P.B. No.-31

Hazaribag, Jharkhand

Schedule of Events:

Nature of the Work	Selection of Vendor for provision of Canteen and Catering Services at Vinoba Bhave University, Hazaribag Campus.
Details of Contact Person for clarifications/ queries	Registrar, Vinoba Bhave University, N.H.-33, P.B. No.-31, Sindur Hazaribag- 825301 Mobile - 9431367018 Email :- registrar@vbu.ac.in
Cost of Tender Document	Rs. 2500/- (D.D. in favour of Registrar, Vinoba Bhave University, Hazaribag)
Project Period	01 Year
Earnest Money Deposit (EMD)	Rs. 50000/-
Publishing Date	14/07/ 2022
Website for downloading Tender Document, Corrigendum's, Addendums etc.	www.vbu.ac.in
Date of issue of Tender Documents	From 18/07/ 2022 to 28/07/ 2022, (10:30 AM to 2:00 PM)
Bid Submission Start Date & Time	29/ 07/ 2022, 11.00 A.M.
Bid Submission Closing Date & Time	29/07/ 2022, 02:00 P.M.
Address where the Tenders are to be submitted	Registrar, Vinoba Bhave University, N.H.-33, P.B. No.-31, Sindur Hazaribag-825301
Date, Time and Venue for Technical Bid opening	V.C.'s Conference Hall, Vinoba Bhave University, N.H.-33, P.B. No.-31, Sindur Hazaribag Date: 29/07/ 2022 Time: 03:00 PM
Date, Time and Venue of opening of Financial bids	Shall be communicated after opening of Technical Bids.
Bid Validity	160 days from the closing date of bid submission

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Vinoba Bhave University

N.H.-33, Sindur, P.B.No.-31

Hazaribag, Jharkhand

TERMS AND CONDITIONS:

1. Embossed Sealed Tenders are invited from reputed, experienced, and financially sound firms for providing Canteen and Catering services in the premises of Vinoba Bhave University , N.H.-33, P.B. No:-31, Sindur, Hazaribag, Jharkhand, PIN -825301 initially for a period of one year which can be extended further on mutual agreement as per the existing terms and conditions.

Validity of Tender

2. The tender shall remain valid for a period not less than 160 days after the deadline specified for submission of bids.

Submission of Tender :-

3. The bids must be submitted to “Registrar Office, Vinoba Bhave University, N.H.-33, P.B. No.: 31, Sindur, Hazaribag, Jharkhand, PIN -825301.”
4. The last date of submission of bids is **29/07/ 2022 at 02:00 P.M.** Tender Bid will not be accepted after **02:00 P.M. of last date i.e.,** 29/07/2022 at 02:00 P.M. of tender submission in any circumstances.

Clarification regarding contents of the Bids

5. During evaluation and comparison of bids, the University may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered, or permitted. No post-Bid clarification on the initiative of the bidder will be entertained.

Rejection of Bids

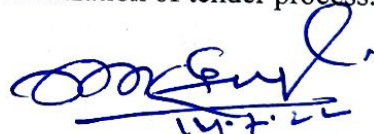
6. Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

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7. **Embossed Sealed bids** are required to be submitted in the prescribed format enclosed with this letter [**Annexure I** (Technical Bid) and **Annexure II** (Financial Bid)]. The tender form along with terms and conditions can be downloaded from website www.vbu.ac.in. Financial Bids of only those bidders, who have been declared technically qualified, will be opened.

8. The Tender along with Demand Draft of **Rs.50000/-**(Rupees Fifty Thousand only) as Earnest Money Deposit drawn in favour of Registrar, Vinoba Bhave University, Hazaribag embossed sealed in an envelope **alongwith technical bid** and financial bid in separately embossed sealed envelopes together embossed sealed in an envelope super-scribed with - Tender for CANTEEN and CATERING SERVICES in Vinoba Bhave University, Hazaribag should be submitted in the name of **Registrar Office, Vinoba Bhave University at N.H.-33, P.B. No.: 31, Sindur, Hazaribag, Jharkhand, PIN -825301.** on or before **29/07/2022 at 02:00 P.M.** The bids received after the closing date and time will not be entertained at all. The technical bids will be opened by university on specified time and date, which will be informed to Bidders by email only. The Tenderer or his authorized representative may like to be present at the time of opening of tender. The Earnest Money will be refunded to the unsuccessful bidder after finalization of tender process.



Name : (Dr.B.K.Gupta)
Designation: Registrar


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General Terms & Conditions for providing Canteen and Catering services:

1. CRITERIA FOR ESSENTIAL ELIGIBILITY

(Failing which offer will be SUMARILY REJECTED)

- i. **Work Experience:** The tenderer should have at least 03-years' experience in running a Canteen in an Educational Institution/University/Government Organization/PSU/Hospital and operation/running of food courts at public premises. Documentary evidence such as experience certificate, issued from the concerned educational Institution/University/Govt. Organization/PSU/Hospital and operation/running of food court at public premises should be furnished.
 - ii. Turnover of the applicant from catering Services (as mentioned in 1 above) during each of the last three years should not be less than **Rs. 10 Lakh** per year. The Audited and valid Balance sheet for last three financial years must be submitted failing which offer will be summarily rejected.
 - iii. Bidder should have valid GST No. and PAN No.
 - iv. Should have **ESIC** and **EPF** Registration No.
 - v. Should have a valid Food License/FSSAI and valid Trade License and should be registered with Shops and Establishments Act.
- 2 The contractor will be required to deposit tender documents fee of **Rs. 2500.00 (Rupees Two Thousand Five Hundred only)** in the form of DD from any Nationalized/Scheduled Bank in favour of "**The Registrar, Vinoba Bhave University, Hazaribag** payable at Hazaribag.
 - 3 The tenderer should furnish **Earnest Money Deposit (EMD)** for a value of **Rs. 50,000.00 (Rupees Fifty Thousand only)** for canteen services in the form of DD from any Nationalized/Scheduled Bank in favour of "**The Registrar, Vinoba Bhave University, Hazaribag** payable at Hazaribag.
 - 4 The Technical Bid which do not contain full information in prescribed Format (Annexure- I) and documents called for, **shall be summarily rejected.**
 - 5 The Financial Bids of the only technically qualified firms will be opened in the presence of Bidders or their authorized representatives. The Financial Bid should be in prescribed Format (**Annexure- II**) containing full information and documents, failing which Tender **shall be summarily rejected.**
 - 6 Technical and Financial Bids will be opened on due date as fixed by the University. The date so fixed will be intimated by the Bidders through email only. Any bidder, who is willing to observe the tender opening, may in person or through his authorized representative be present. In case of authorized representative, the representative shall come with **Letter of Authorization.**

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- 7 Minimum rent of canteen premises shall be **@ Rs. 25,000/- per month.** Electricity bill, Water charges will be borne by the bidder on monthly basis. The monthly rent will be revised initially after 03 years. **The highest rent bidder will be considered for running the canteen in the University premises as for award of the work.**
- 8 The bidder shall submit the copy the tender documents and addenda thereto, if any, with each page signed and stamped. All the pages should be serially numbered. The total number of pages should be mentioned in the forwarding letter to confirm.
- 9 The University at its sole discretion reserves the right to extend the last date of submission of tender, change in date of opening of Technical and Financial Bids. The same shall be updated in University website and all bidders are requested to visit website for the latest updates.
- 10 The University reserves the right to annul the bidding process at any time without any liability for such annulment, without assigning any reason thereof.
- 11 At any time prior to the last date for submission of tenders, the University may modify the tender documents, conditions and criteria by issuing amendments. Any amendment thus issued will be hoisted on the University website at least five days prior to the last date for submission of bid.
- 12 The tender shall remain valid for a period not less than 160 days after the deadline specified for submission of bids.
- 13 The successful bidder shall have to deposit **Rs. 2,00,000/-(Rupees Two Lakh Only)** as Security Deposit/Performance Guarantee at the time of award of contract which shall remain valid till the expiry of 06 months till completion of all contractual obligations and no interest shall be paid upon the same. If the Contractor withdraws his services and/or fails to discharge his services up to the satisfaction of the management, the said security shall be forfeited.
- 14 EMD of all bidders will be returned without interest after the completion of tender process and award of contract.

Other Conditions

- (a) **Space:** Accommodation will be provided by the University for running the canteen and catering services.
- (i) Aahaar Canteen only (Ground floor, area- 4500 sq. ft. (approx.),
(Map attached) (Annexure- III)
- (ii) Tea and Snacks counter- at/around Administrative Building.

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- (b) **Electricity**: - Electricity will be provided by University but the cost of actual consumption based on Meter reading will be deposited on monthly basis by the vendor, failing which penalty will be imposed with interest. In case of non-deposit of Electric bill for continuous three months, the agreement will be cancelled
- (c) Cooking gas etc. shall be made available by the vendor at his own cost.
- (d) Water shall be supplied by University to the contractor free of cost.
- (e) Furniture items in the canteen space will be provided by the University without any cost.
- (f) The contractor will provide RO Chilled water machine in the canteen and RO water at the Tea and Snacks Counter.
2. The Contract will be awarded initially for a period of one year which can be extended further on mutual agreement as per the existing terms and conditions. The University also reserves the right to terminate the contract, at any time during the currency of contract by giving 30 days' notice to the Contractor. The Contractor has to give 90 days' notice, if he wants to terminate contract at his own end.
- The Canteen Management Committee of the University will assess the performance of the contractor at frequent intervals.
3. The Vendor has to ensure that canteen premises are used only for the purpose of running the canteen and catering services for the University and not for other purpose in any manner. The Contractor himself and/or his worker should not use the premises for any other business purpose. The Contractor shall not be authorized for any kind of sub-letting the premises in any manner.
4. The Vendor will be provided with the canteen premises and furniture as available in the University. The maintenance and upkeep of premises, furniture and fixtures will be the sole responsibility of the Contractor. In case any damage is caused to any of the item, which is provided due to mishandling, the item of the same quality shall be replaced by the Contractor.
5. The Vendor shall employ his own canteen staff, provide them clean uniform at his own cost and shall be responsible for timely payment of their wages/salary directly in their bank accounts. The contractor will also be responsible to deduct and pay EPF as per rules and also extend the medical facilities etc. as per statutory rules in force from time to time and University shall not be responsible in any manner for the same. The staff recruited by the Contractor must abide the Child and Labour Act and other statutory provisions.

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6. The Contractor shall procure and use all fresh and standard/good quality food material, eatables, etc. necessary for running the canteen at his own costs. The quality of food shall be maintained in consultation with the Canteen Management Committee of the University and the decision of the University in respect of quality of food shall be final.
7. The Contractor shall also undertake and ensure that all the raw material including milk etc. shall be available during the course of the working hours of the University and he shall also arrange to supply the food items tea, coffee, lunch, dinner etc. even beyond the working hours and/or on holiday, if required by the University, at the same rate.
8. The Contractor shall provide the canteen/catering services normally on six days a week and will also provide the said services on holidays or late hours, if required by the University.
9. The Contractor or his manager who should be qualified and professionally experienced must be available in the canteen at all times to attend the complaint, if any.
10. The oil/ghee and other ingredients to be used shall be of good quality.
11. The contractor should not cater items which are not approved. As per state **"Govt. guidelines, cigarettes, pan & Gutka, liquor etc., are strictly prohibited. NO-TOBACCO ZONE in and 100 meters away from University Gate"**.
12. The Contractor will be responsible for maintaining cleanliness inside and around the canteen.
13. The tentative list of items to be provided is in Financial bid Format (Annexure II). However the menu may change as per mutual discussion with the selected vendor at any time.
14. All books of accounts, registers and any other documents used in connection with running of the canteen shall be maintained by Vendor at his own cost and the same shall be produced for inspection either on demand by the University authority/ESIC/ Provident Fund Authorities/Municipal Authorities or any other official Agency/ officer authorized by the Competent Authority in this connection.
15. The Contractor will settle and pay all Municipal and other statutory taxes, if any, to the concerned authorities.
16. It will be obligatory on the part of the Contractor to sign the offer and other documents for all the components & parts. After the work is awarded, the Contractor has to enter into an agreement for work awarded on a non-judicial stamp paper of required value at his own cost within one month from the date of receipt of acceptance order or before the work is undertaken, whichever is earlier.
17. The contractor should verify the character and antecedents of all the persons employed, through local police and shall submit a certificate to this effect.

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18. **The contractor will not use Thermocol Plates and single use polythene bags.**
19. The contractor should use Steel/ Fiber Utensils, Pattal, Dona (पत्तल, दोना) and Paper Plates.
20. The liability/responsibility in case of any accidents causing injury/death to canteen worker or any of his staff shall be of the contractor. The University shall not be responsible in any means in such cases.
21. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the University. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Hazaribag.

PAYMENTS

- (a) No advance/ part payment will be made. Payment will be made by the individual consumer in the University.
- (b) The University will make payment in respect of only those items for which work order is issued by the authorized officer.

Special Conditions of Service:

- a) The Contractor will ensure that its servicing and cooking staff washes hands with soap after use of the rest rooms & before cooking/serving of food.
- b) The Contractor should ensure that there is no re-use of leftover foods from the previous day.
- c) Ensure all employees are free of any contagious diseases or ailments.
- d) Ensure all employees are well mannered and display courteous behaviour.
- e) Ensure pest control administration periodically (rats/ mice/ flying insects/crawling insects), but not with aerosol based anti-pest sprays that could get in the food.
- f) Operation of canteen is subject to regular inspections by the Canteen Management Committee appointed by the University to ensure all points are adhered to. Periodic checking/ performance audit by a monitoring committee shall also be carried out to evaluate the performance of the caterer on standards of hygiene, cleanliness and health. Committee will monitor/check the quality, quantity and hygienic condition of utensils and service persons and submit the report to University. New food items as required by users or by vendor will be added on the recommendations of the Committee.
- g) Any violation of the terms and conditions of the contract shall attract penalty on the contractor which shall be decided by the management of the University and the same shall be acceptable to the contractor.

Annexure-I
Technical Bid

Tender Notice No. : **Date**

Sl. No.	Description	To be filled by the Bidder
1.	Name & Address of the Bidder	
2.	Name & Designation of the person Signing the bid	
3.	Phone No./ Mobile No.	
4.	Aadhar No. (Attach copy)	
5.	Details of EMD	Amount (Rupees) : D.D. No.: Bank Name: Branch Name:
6.	PAN No. (Attach copy)	
7.	GST No. (Attach copy)	
8.	EPF Registration No., if any (attach copy)	
9.	ESIC Code No., if any (Attach copy)	
10.	Details of Experience (Attach copy of certificates)	
11.	Annual Turnover of last three years (issued by Chartered Accountant)	
12.	License from FSSAI/ Registration with Shops and Establishments Act (Attach Copies)	

Signature of the Tenderer

Name:

Designation:

Seal/Rubber Stamp:

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Annexure-II

Financial Bid

Tender Notice No. Date

(Quote lease Rent in figure and words)

NOTE: The Financial Bid will be decided on the basis of Lease Rent.

(A) Lease Rent - Rs. 25,000/- per month + GST as applicable (Reserve Price)

Please quote your rate above Reserve Price	In Figure-
	In words-

(B)

List of Items (Menu): For Canteen Services

To be served at the rates at which they are to be served and the quantum that should be maintained.

RATES PROPOSED TO BE CHARGED FOR THE ITEMS SERVED

S. No.	Items	Quantity	Measure	Rate Offered
	BEVERAGE			Rs.
1.	Hot coffee	150 ml	Per Cup	12
2.	Tea regular	150 ml	Per Cup	7
3.	Tea Lemon	200 ml	Per Glass	7
4.	Lassi	200 ml	Per Glass	10
	MACHINE BASED			
5.	Coffee	150 ml	Per cup	12
6.	Cold Drink	200 ml	Per cup	10
7.	Tea	150 ml	Per cup	7
8.	Standard cold Drink All Brand available in the Market			As per MRP
9.	Mineral Water (Standard)	1 litre/500 ml/ 200 ml	Per Bottle	As per MRP
	SNACKS & LUNCH			
10.	Samosa (Potato) with Chutney	120 grams each	per piece	8.
11.	Kachori with Chutney	120 grams each	per piece	7
12.	Gulab Jamun	50-70 grams each	Per piece	10
13.	Chole Bhature	120 gm Chole	Per Plate/ 2 pieces	30
14.	Lunch (Roti & Rice, Dal & Two Subji, Veg Salad, Papad, Achar etc)		Roti, Rice & Dal unlimited	50
15.	Bread Pakoda (2 piece)	100 grams each	Per Plate/ 2 pieces	15
16.	Masala Dosa each with Sambar	175 grams	Per Plate	45
17.	Plain (sada) Dosa with Sambar	150 grams	Per Plate/2 pieces	35
18.	Uttappam with chutney/ Sambar	120 gram	Per Plate	40
19.	Vada (2 pieces) each with Sambar	120 grams each	Per Plate	25
20.	Veg. Cutlet (2 piece) with sauce	100 grams each	Per Plate	20

Signature of the tendered with seal

21.	Veg. Sandwich (Two Slice of Bread with sliced Fresh Vegetables and spread)		Per Plate	20
22.	Cheese Sandwiches (Two Slice of Bread)		Per Plate	30
23.	Bread and Butter (Two Slice of Bread with Butter spread)		Per Plate	15
24.	Bread and Jam (Two Slice of Bread with Jam spread)		Per Plate	10
25.	Bread Piece (four Slice of Bread Roasted in oil or ghee)		Per Plate	10
26.	Veg. Burger (Two Slice of Bun with veg fillings, sliced Fresh Vegetables and Lettuce)		Per Plate	25
27.	Pizza	Medium Size	Per Plate	80
28.	Idli (4 pieces) with sambhar & chutney	100 grams each	Per Plate	30
29.	Dhokla	100 grams	Per Plate	25
30.	Upma with chutney	200 grams	Per Plate	25
31.	Poori (5) with sabji	200 grams	Per Plate	25
32.	Pauv Bhaji (2 pieces of pauv)		Per Plate	25
33.	Veg. Biryani with curry/raita	200 grams	Per Plate	40
34.	Rajma Chawal	200 grams	Per Plate	30
35.	Seasonal Vegetable curry		Per Plate	20
36.	Puri Aloo (3 no.'s) with sabji		Per Plate	20
37.	Ice Cream			MRP
38.	Yoghurt			MRP
39.	Flavoured Milk			MRP
40.	Juices (Tetra Pack)			MRP
41.	Vegetable Fried Rice	250 grams	Per Plate	40
42.	Jeera Rice	250 grams	Per Plate	30
43.	Paneer Curry/Masala	200 grams	Per Plate	40
44.	Plain Roti (Tawa)		Per Piece	6
45.	Butter Roti (Tawa)		Per Piece	8
46.	Tandoori Roti		Per Piece	8
47.	Tandoori Roti (Butter)		Per Piece	10
48.	Butter Nan	200 grams	Per Piece	20

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49.	Stuffed Nan/Stuffed Paratha	200 grams	Per Piece	25
50.	Dal Fry (Tur Dal)	200 grams	Per Plate	20
51.	Aloo Gobi Masala		Per Plate	20
52.	Dum Aloo		Per Plate	20
53.	Omelette (2 Eggs)		Per Plate	20
54.	Omelette (1 Egg)		Per Plate	10
55.	Dahi-Chura	200 + 100 grams	Per Plate	30
56.	Poha	100 gram	Per Plate	15
57.	Jalebi	100 gram	Per Plate	10
58.	Biscuit			MRP
59.	Cake			MRP
60.	Litti Plain	Std. Size 2 Piece	Per Plate	20
61.	Dhuska Aloo Matar	Std. Size 2 Piece	Per Plate	25
62.	Chilka Subji	4 Pieces	Per Plate	25
63.	Litti with Ghee with Aloo and Tomato Chutney	2 Pieces	Per Plate	30
64.	Vegetable Fried Rice with Manchurian	250 grams	Per Plate	60
65.	Veg. Chowmin		Half Plate	30/50
66.	Chili Potato/Chili Paneer	200 grams	Per Plate	40/60
67.	Veg. Momos	10 Pieces	Per Plate	30/50

*Any other food item not mentioned in the above table and are required as per student demand may be added after approval from the University authority.

Note:

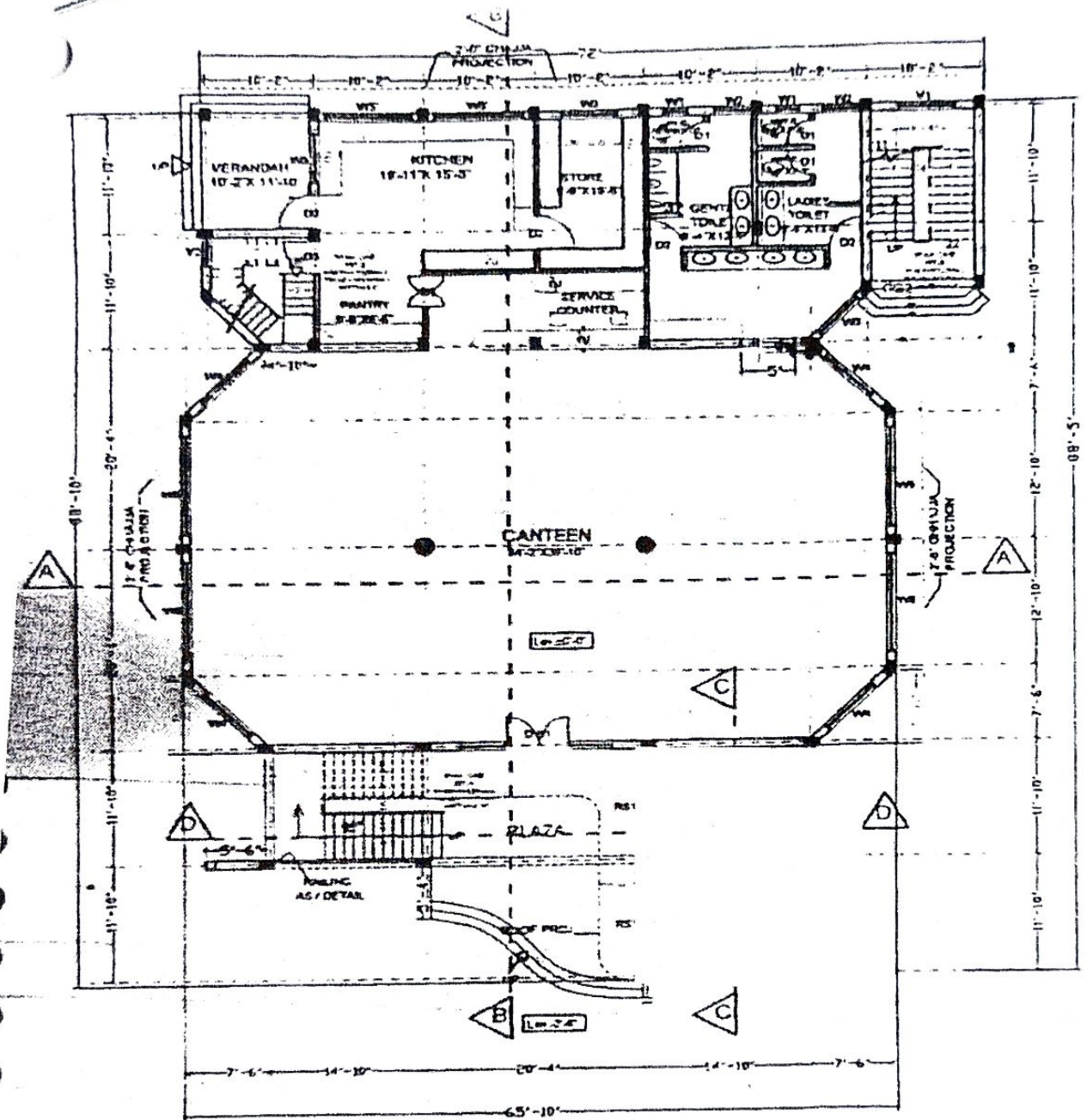
1. The above rates are applicable for the entire contract period mentioned in the document.
2. The Vendor should cater to any minor modification in the menu items as requested by the students and approved by the Canteen Mangement Committee of VBU., Hazaribag without any additional cost.
3. The Vendor should also include additional items in the menu as decided by the University. Price for such items will be decided base on the price of similar items on the existing menu list.
4. Tenderer should also abide by the decision of the University and terms and conditions mentioned in the schedules.

Signature of the tenderer with seal

(In all the above pages also, the Signature of the tenderer with seal should be incorporated.)

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Annexure - III **DRAWING**



GROUND FLOOR PLAN
SCALE - 1" = 8'-0"

DOOR SIZES

MUMTY B.O.S. LVL

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