

TENDER DOCUMENT FOR
MANGALAYATAN UNIVERSITY
2023-24

TENDER DOCUMENT

Sub: Awarding of Canteen Contract for the period of 1 Year from the date of contract.

Sir/Madam,

Please find enclosed herewith the tender documents for running of Canteen at Mangalayatan University, Barela Jabalpur. Tender duly filled, signed and stamped in sealed cover addressed to the Registrar, Mangalayatan University, NH30, Mandla Road, Near Sharda Devi Mandir, Barela Jabalpur 483001. Should reach latest by 17.00 hours on 11th August 2023.

In case of any query or clarification related to location, space etc., please feel free to visit the University.

(PLEASE SUBMIT ALL THE PAGES CONTAINED IN THIS DOCUMENT ANNEXURE I, II & III DULY SIGNED AND SEALED)

Earnest Money: Rs. 1000/- (Rupees One Thousand Only) to be paid digitally to the following Account:

Name: MANGALAYATAN UNIVERSITY

C A/C No:

IFSC Code: SBIN0010824

Branch: BARELA

Please Attach the Transaction slip with Tender documents

REGISTRAR

Encl: Tender Document.

Tender-MUJ/2023-24/001

Date: 04/08/2023

Annexure-I

Tender form to be submitted by the Tenderer

1. Name of the Firm _
 2. Address _____
 3. Contact No: _____
 4. Registration/License No.____
(Copy of license issued by the local authority should be attached or copy of the letter pad or bill book may be attached)
 5. PAN No (Copy to be Enclosed)
 6. GST No: (Copy to be Enclosed)
 7. Year of Establishment _____
 8. Contracts executed till date (Experience)
(Nature thereof): Govt. Semi Govt./Private
Please give details of contracts executed in a separate sheet, along with documentary proof if any thereof
i)
ii)
iii)
iv)
 9. Present assignment in hand: Govt./Semi./Private i) ii)
iii) iv)
- Earnest Money**: Transaction ID Dt . Rs. 1000/-
10. All the items and conditions, as mentioned in the Tender Form are acceptable to Me /us.

Date: _____

Signature of the Tenderer With stamp

Annexure-II

**TERMS & CONDITIONS OF CONTRACT – FOR RUNNING A CANTEEN IN
MANGALAYATAN UNIVERSITY, BARELA , JABALPUR-483001**

(Please enclose this document along with tender papers and submit)

1. The agreement shall be valid initially for a period of 1 Year from the date of agreement and thereafter it may be extended for a further period as may be necessary on mutual agreement and at the discretion of the University authority.
2. The contractor should have a valid food/catering or any necessary license or permission required for running a school/College/University canteen. A FSSAI Certificate obtained at least 6 months before the date of submission of tender is essential to establish the fact that the bidder has a minimum experience of 6 months.
3. The contractor will supply only such items specifically approved by the Committee Appointed and authorized by the Mangalayatan University .
4. The contractor will be responsible for providing all food items mentioned in Annexure-III.
5. The building for canteen will be provided on rent by the University. The finalization of the amount of rent will be decided at the time of allotment of the tender. The contractor will be responsible for proper handling and safe custody of the room. Repair and maintenance of the equipment will be carried out by the contractor and he will not claim any reimbursement of expenses on this account.
6. In case of any food poisoning/contamination, the contractor will be held fully responsible and he will bear all the expenses caused due to food poisoning/Contamination.
7. The Contractor will employ adequate number of staff in order to maintain efficiency.
8. All persons engaged by the contractor shall be the contractor's own employees and they will claim no privileges from REGISTRAR, MANGALAYATAN UNIVERSITY. The contractor will be directly responsible for the administration of his employees as regards general discipline and courteous behavior.
9. The contractor will get all his workers medically examined from approved Registered Medical Practitioner recognized by Indian Medical Council, to be free from communicable diseases in addition to general fitness.
10. The Contractor will be responsible for cleanliness of crockery, cooking utensils, furniture, fixtures and fittings, hand gloves, mouth mask, head cover etc. in the kitchen as well as the canteen hall. The organization will not provide any cleaning materials/dusters, etc. for the same.
11. Very high standards of hygiene and cleanliness shall be observed in the running of the kitchen, the canteen hall and connected services by the contractor and workers engaged by contractor including those responsible for collection of used utensils and periodic disposal of waste and refuse.

12. The Canteen shall be opened for catering during University hours on all working days and will be closed maximum after one hour after the University is over.
13. The contractor will not take out any articles or stores of the University Premises without a Gate-Pass to be issued by the Canteen /Security in-charge. In the event of failure, to supply the approved items without notice by the contractor, the same will be arranged by the organization at contractor's risk and cost.
14. The Contractor shall at his own cost, effect, as required as per the Act, necessary insurance in respect of the staff and other personnel or persons to be employed or engaged by the Contractor in connection with the rendering of the aforesaid services to Mangalayatan University Jabalpur and shall comply with the provisions of (Regulation and Abolition) Act, Employees Staff Insurance Act, Workmen's Compensation Act, Payment of wage Act, The Employees Provident Fund and Family Pension Fund Act 1952, the other rules regulations and / or statues that may be applicable to them now or that may be introduced.
15. The contractor will have to furnish the statement showing the names and wages of all the employees to be engaged for Mangalayatan University Canteen. Any addition/deletion must be communicated to the Registrar, Mangalayatan University. At least one out of the all employees should be female.
16. The police verification documents of the persons deployed should be deposited by the contractor within 15 days of deployment to the office of Mangalayatan University, Jabalpur, otherwise the person will not be allowed to work in the University and the contractor will replace him immediately with the person whose verification is completed.
17. MANGALAYATAN UNIVERSITY shall have the right to search the Contractor's employees at any time while going out of the office premises and there shall be no grievances expressed/felt on this account either by the contractor or his employees. The Contractor will issue ID Cards to the contractor's workers in the format approved by MANGALAYATAN UNIVERSITY.
18. MANGALAYATAN UNIVERSITY representatives reserve the right to take samples of the edibles/raw material from the canteen for the purpose of inspection and testing with a view to maintain the quality. Such samples will however be drawn by authorized person/persons in the manner and as per procedure laid down in Govt. norms.
19. A canteen Management Committee will be nominated by MANGALAYATAN UNIVERSITY to inspect and oversee functioning of Canteen with a view to ensure hygiene and sufficient service in the canteen
20. Contractor will ensure that hazardous or inflammable or any intoxicating material is not stored in the canteen premises.
21. **Earnest Money (Non-Refundable)**: Rs. 1000/- (Rupees One Thousand Only) to be paid digitally to the Following Account: **Name: Mangalayatan University**

A/C No: 00000039524800107

IFSC Code: SBIN0010824

Branch: Barela, Jabalpur

Please Attach the Transaction slip with Tender documents

22. **Security Deposit:** The successful Contractor will deposit with MANGALAYATAN UNIVERSITY a sum of Rs. 1,00,000/- (Rupees One Lakh only) as bid security. The bid security will be refunded to the contractor on completion of contract. The security deposit will bear no interest.
23. a) The contractor shall not sublet or assign the license or use the space provided for running the canteen for purposes other than running canteen and shall not allow anybody or reside in the licensed premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use in the canteen nor shall be made or permit to be made any structural additions and alterations to the same without written sanction of the Management.
b) **The contractor shall be responsible for all damages or losses to MANGALAYATAN UNIVERSITY property** by the contractor himself or his staff and shall be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by an act of God.
c) MANGALAYATAN UNIVERSITY will not be in any way responsible for any loss or damages accruing to any goods, stores or articles that may be kept by the contractor in the canteen premises including kitchen and other rooms.
24. The contractor shall vacate the licensed premises peacefully after the expiry of the licensed period and/or earlier if desired by MANGALAYATAN UNIVERSITY and shall hand over the same to the authorized officer along with all furniture, fittings and other articles as may have been provide, from time to time and the decision of **Registrar, MANGALAYATAN UNIVERSITY** shall be final and binding upon the contractor. The Contractor shall be free to remove without any damage to the MANGALAYATAN UNIVERSITY property like furniture, fittings, crockery, cutlery, utensils and other articles that might have been brought by the Contractor.
25. In case of any dispute the decision of Registrar, MANGALAYATAN UNIVERSITY will be final and binding on the Contractor.
26. The Contractor has a bare permission only to run a canteen in the MANGALAYATAN UNIVERSITY premises during the contract period and nothing contained in this document shall be construed as demise in law of the said MANGALAYATAN UNIVERSITY premises or any part thereof and shall not give any legal title or interest to the Contractor.
27. The vendor preferably should have working experience in catering or running of canteen in various offices at least of 5 Years.
28. The Canteen Contractor will arrange all crockeries /utensils, Gas connection, or any other gadgets/ equipment for the purpose of making serving food items.
29. The University will provide basic seating arrangements.
30. The University shall provide the basic amenities like water and electrical fittings, Basin and the room for canteen. The University will provide further, the commercial modern cooking equipment's.
31. The Contractor shall have to pay Electricity charges as per the usage.
32. No garbage will be disposed at other than the specified place of the UNIVERSITY campus. It will be sole and prime responsibility on the part of the contractor to keep the surrounding of the canteen clean and hygienic. No water logging at the outlets shall have to be cleared immediately.

33. All oils, butter, spices and other edible items must be ISI / Agmark approved.
34. All packed food like biscuits/ cakes etc. to be sold as per MRP only.
35. No such Expired or damaged packed food like chips, kurkure etc. as desired & forbidden by the authority of the UNIVERSITY shall be allowed to sell in the canteen.
36. Contractor should provide firms PAN & GST Number issued by Income Tax Department along with his quote. No payment will be released without submission of PAN Number. All taxes will be recovered from his payment as per tax provision in vogue.

Documents to submit:

1. Copy of PAN Card and GST Registration
2. Copy of FSSAI Certificate
3. Firm Registration Certificate 4. Experience Certificate etc.

37. Exit Policy:

- a. In case any of the party to this contract wishes to withdraw can do so by giving two month's notice in advance.
- b. All the equipment's provided by the University are required to handed over to the University is proper and working condition during the time of exit.

c.

- 38. THE REGISTRAR, MANGALAYATAN UNIVERSITY, JABALPUR IS NOT BOUND TO OFFER THE BID TO THE LOWEST BIDDER.**

Terms and conditions mentioned above are accepted to me.

(Signature of Contractor)

Witnesses

1.

2.

ANNEXURE-III

MANGALAYATAN UNIVERSITY

RATE OFFERED BY THE CONTRACTOR

Contractor Quotation No :..... Date :

LIST OF BEVERAGES / SNACKS TO BE SOLD IN THE CANTEEN

S.No.	Items	Rate (inclusive of all taxes and levies)
1 (i)	Standard Milk tea (150 ml) in disposable paper cups of 170 ml capacity	
1(ii)	Standard Black tea with lemon (150 ml) in disposable paper cups of 170 ml Capacity	
2	Milk Tea (with tea bag) (150 ml) in disposable paper cups of 170 ml capacity	
3	Coffee using instant coffee powder (Nascafe / Bru) (150 ml) in disposable paper cups of 170 ml capacity	
4	Tea in Pots (285 ml) +2 tea bags + 2 sugar pouches + 2 milk powder pouches	
5	Coffee in Pots (285 ml) + 2 instant Coffee sachets + 2 sugar pouches+ 2 milk powder pouches	
6(i)	Bislery / Baily / equivalent ISI marked Packaged drinking water 1 Lit	
6(ii)	Bislery / Baily / equivalent ISI marked Packaged drinking water 500 ml	
7	Normal Meal: (Rice + Chapati + Dry fry + Vegetable curry+ Dal + Papad+ Salad + Pickles)	
8	Special Meal : S. No.7 +Matar Paneer / Shahi paneer+ raita	

9	Vegetarian Breakfast	
	a) Brown Bread (4"X 4") 4 pc, Butter & cutlet	
	b) Idli & Vada with Sambar	
	c) Upma & Vada Sambar	
10	Jeleebi Per KG	
11	Samosa 80 Gm	
12	Paratha (2 nos.) or Chapati (4 nos.) or Poories (5 nos.) 100 gms. With Vegetables and Chatney	
13	Rice Pulao or Jira Rice or Veg Biriyani (All made of Basmati Rice) 250 gms 1 Plate	
14	Curd – 100 gms.	
15	a) Rasgulla 30 gms	
	b) Kaju Barfi 30 gms	
	c) Kalakand 30 gms	
16	Alu Paratha 150 gm 1 No with Curd 100gm and Pickle	
17	Veg Pakoda 100 gram 1 plate with chutney	
18	Paneer Pakoda 100 gram 1 plate with chutney	
19	Veg Cutlet 2 pc, each of 50 gram & total 100 gram	
20	Khichadi with moong Daal 125 gram 1 plate	
21	Veg momo with sauce 5 pc 1 plate 100 gram	
22	Ata / Rice noodles with sauce 100 grams 1 plate	
23	Packed food as per approved type and brand by the UNIVERSITY authority	Not more than MRP

Signature of the contractor

Office Seal Date: