

**Tender Document For
Contract for providing Mess/Canteen Services
at
Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana**

Tenders are invited from reputed Vendors / Contractors / Firms / Proprietorships / Cooperative Societies
/ Companies / Individuals
for providing Mess/Canteen services at specified locations in the Campus of the University.

Last Date & Time for receipt of Tender Document
09-03-2023 by 4:00 PM

Date and Time for Opening Technical Bid
10-03-2023 at 11:30 AM

Address for Submission of Tender

**Directorate of Students' Welfare cum Estate Organization
Room No. 117, Administrative Block
Guru Angad Dev Veterinary and Animal Sciences University (GADVASU),
Ferozepur Road, Near Verka Milk Plant, Ludhiana, Punjab-141004**

Venue for opening of Technical and Financial Bids

**Committee Room (Room No. 113)
Directorate of Extension Education
Administrative Block
Guru Angad Dev Veterinary and Animal Sciences University, GADVASU,
Ferozepur Road, Near Verka Milk Plant, Ludhiana, Punjab-141004**

Contact No. 0161-2553368, 0161-2553369

**Directorate of Students' Welfare cum Estate Organization
Guru Angad Dev Veterinary and Animal Sciences University (GADVASU),
Ferozpur Road, Near Verka Milk Plant, Ludhiana, Punjab-141004**

No. **8062**

Dated: **21-02-2023**

Tender Information

Contract for providing Canteen/ Mess services at

Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana -141004 Punjab (India)

Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana intends to enter into agreement for providing Canteen/Mess services in its premises. The contractor is expected to provide Canteen/ Mess services to students, faculty, staff, residents and guests of the University.

Interested vendors / contractors / firms / proprietorships / co-operative societies / companies / individuals with the same kind of objectives can submit bids duly completed in two bid system i.e. **Technical Bid and Financial Bid on or before 09-03-2023 by 4:00 PM**. The technical bid and the financial bid should be placed by the bidder in separate sealed envelopes duly super scribed and both these sealed envelopes are to be put in a bigger envelope which should also be sealed and duly super scribed and addressed to:

**Directorate of Students' Welfare cum Estate Organization
Room No. 117, Administrative Block
Guru Angad Dev Veterinary and Animal Sciences University (GADVASU),
Ferozpur Road, Near Verka Milk Plant, Ludhiana, Punjab-141004**

- Technical Bid shall contain duly sealed and signed tender document; Technical Bid Format, Undertaking (**Annexure-I**), Self-Attested Copy (**Annexure-II**), **Performance Certification(s) (Annexure-III)**, **Acceptance of Existing rates of food items (Annexure – IV)** and duly filled and signed with all supporting documents as mentioned in the tender document.
- Financial Bid (**Annexure-V**) shall contain the quoted monthly License Fee payable to the University.

Quotation documents containing detailed terms and conditions can be downloaded from the university website www.gadvasu.in

- The Technical Bids will be opened on 07-03-2023 at 11:30 AM in the committee room of Director of Extension Education Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana 141004 Punjab (India)
- Financial Bids of only those bidders will be opened whose technical bids qualify the Technical bid eligibility criteria and are found suitable. Date of opening of Financial Bids will be decided after technical bids have been evaluated by the University and successful bidders (technical bid) will be informed accordingly. The University reserves the right to accept or reject any or all of the bids without assigning any reason. The University shall not be responsible for any loss or postal delay of the document in transit.

The Tender will be allotted to the Highest Bidder for each canteen/mess separately:

a) The minimum quoted license fee for each canteen/mess shall be as follows:

Sr. No	Mess/Canteen	Minimum License Fees	EMD DD in favor of Comptroller GADVASU
1.	Scientist Home	10000/- per month	Rs. 20000/-
2.	University Guest House	5000/- per month	Rs. 10000/-
3.	Canteen (Backside College of Veterinary Science)	3000/- per month	Rs. 10000/-
		GST Extra as applicable	

b) Earnest Money Deposit (EMD) in form of a demand draft as per details above is to be submitted, in favor Comptroller, GADVASU is to be submitted along with the Technical Bid and must be in the envelope of technical bid.

c) Only one canteen/mess will be allotted to a single bidder.

d) In case, the bidder is Highest bidder in more than one canteen/mess, he will be allotted the canteen/mess of his choice at the time of opening of financial bid. The remaining canteen/mess will be allotted to the next highest bidder and the next bidder will match the highest bid.

e) In case of tie the tie will be broken by draw of lots

Technical Eligibility Criteria:-

1. The bidder should preferably have experience of satisfactorily running canteen(s)/ hostel(s) two years in reputed educational institutes/Government Sector/similar organizations.
2. The bidder having experience of running canteen/mess/restaurant/food outlet other than above organizations can also apply for the tender.
The bidder should possess license as per Food Safety and Standards Act, 2006 (Attested copies of FSSAI License to be attached **for two years**). **Please ensure that the copies of annexure of the FSSAI License showing the details of “Items of food manufactured handled” is also attached.**
3. The bidder’s performance/experience, as per format at **(Annexure-III)** for each work completed in last two years and in hand should be certified by a responsible person from the certifying organization.
4. The committee can visit the previous/existing establishment which the bidder is running for verification purposes.

Note: Copies of the documents in support of each of the Eligibility conditions should be enclosed with the Technical Bid.

General instructions for the bidder before filling of Technical and Financial Bids:

1. All the pages of the tender document must be signed by the individual/ authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the terms and conditions of this tender.
2. All the documents as mentioned must be submitted otherwise application will be treated as incomplete.
3. An application without Earnest Money Deposit (EMD) will not be accepted and no correspondence shall be entertained thereafter.
4. For visit to the site, please contact Office of DSW cum EO 0161-2553368,2553369

Brief Scope of Work

1. University intends to run the following Mess/Canteen

Sr. No	Mess/Canteen	Minimum License Fees	Scope of Work
1.	Scientist Home	10000/- per month	For Serving breakfast/lunch/dinner to Students, Faculty, Guests and Various Dignitaries visiting the Scientist Home
2.	University Guest House	5000/- per month	Canteen & Mess to cater to students, faculty, farmers visiting scientist home.
3.	Canteen (Backside College of Veterinary Science)	3000/- Per month	Canteen to cater to students faculty at college of Veterinary Science. Canteen can also be used as tuck shop for sale of stationary and miscellaneous item.

2. The rate list of Items to be served in the Canteen (subject to modifications as per the seasons / occasion etc.) is given in (**Annexure – IV**).

- The timings for serving shall be 8.00 am in the morning to 10.00 pm in the evening.
- The timings and the working days of Canteen services will be regulated by the University.

Although, the University shall provide the following facilities, 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 Kitchen with serving counter and office(s)/store room(s) etc.
- Customer seating area
- Lights, fans and electricity supply (Electricity bill to be paid by the Contractor as per

actual).

The following arrangements will be made by the Contractor:

- Furniture for the seating arrangement for itself & customers (wherever not available).
- Refrigeration facilities.
- Cooking and serving utensils.
- Cooking gas and cooking range.
- Crockery etc.
- Adequate work force.
- Any other facility needed to ensure smooth functioning of the canteen.

(Note - In case of any additional requirement to run the Canteen/Mess smoothly, the same will be arranged by the contractor at his own expenses).

Terms and Conditions

1. The allotment of Canteen on the campus is being done on contract basis initially for a period of 11 months on renewable basis. An agreement on a non-judicial stamp paper of appropriate value is to be entered into, at the time of taking possession of allotment.
2. It is the sole liability of the contractor to maintain and keep all the equipment and infrastructural facilities provided to him in good working condition and hand over the same back to University in good working condition on completion/revocation of the contract.
3. Electricity Charges per month for kitchen area & seating area on actual consumption basis shall be borne by the Contractor.
4. The Contractor will have to furnish a security amount equivalent to six-month license fees in for Demand Draft in favor of Comptroller, GADVASU at the time of taking possession of the site. The security shall be returned to the contractor on the expiry of the contract or termination of the contract under normal circumstances. In the event of breach of any of the terms and conditions of this agreement, the said security amount shall be encashed by the University. Amount recoverable (if any) shall be adjusted from the Security amount and the rest of the amount shall be refunded to the Contractor.
5. Water charges as applicable

6. The successful contractor is required to have the following licenses / registration and other mandatory licenses (as applicable), for running of the canteen.
 - a) Valid labour License number
 - b) EPF/ESI Code number
 - c) GST Registration
 - d) FSSAI Registration
7. The license fee shall be enhanced @ at least by 10% every 11 Months. The allottee shall ensure to start operation of the canteen services within 15 days from the date of issuance of allotment letter.
8. 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. The application for the same should reach the concerned office of the University two months prior to the expiration of the contract.
9. The contractor shall not use the canteen/Mess premises for any other activity except for the purpose for which it has been provided for.
10. Either party to the contract may terminate the contract on one month's notice.
11. The Contractor shall display a rate list for items of sale in the canteen, duly approved by the University.
12. The eatables served by the Contractor should be wholesome and clean. Only fresh vegetables on daily basis are to be procured. Quality stores provisions are to be procured for preparing eatables. In case of any rotten or substandard eatables are found, penalty can be imposed by the competent authority.
13. The Cooks should know the preparation of North, South Indian and Continental foods.
14. The Contractor should provide sufficient number of cooks, waiters and other servants for delivering proficient services and would be liable for their misbehavior, misconduct or any other act of disobedience. The staff employed by the Contractor shall not be below the Government of India prescribed working age.
15. The Contractor will make his own arrangement for good quality kitchenware, serving utensils and furniture for seating of customers etc.

16. The Contractor shall use steel utensils for cooking and storage of raw and cooked food items.
17. The food items shall be stored in appropriate containers(metal/glass) to avoid infestation of insects, rats etc.
18. The use of plastic/silver/aluminum utensils to be avoided.
19. Single Use Plastic disposables are not allowed, only decomposable/plant based disposable crockery is allowed.
20. The Contractor must ensure that the waiters wear neat and clean uniform while on duty.
21. Rate List of the Items to be served in Canteen is given in Annexure -IV. Canteen menu item list may be revised as per the requirement with prior permission of the competent authority.
22. In the allotted portion of the Canteen, the fire safety equipment shall be installed and maintained by Contractor as required under the Fire safety Act.
23. The Canteen Contractor shall use only commercial/permissible LPG gas Cylinders.
24. The University will not be responsible for any due payment of the users of Canteen. The Contractor shall be required to provide bill/invoice to customers.
25. The Contractor shall be responsible for the reasonable care, maintenance, and safety of the premises, accommodation and other items provided by the University.

26. 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/Regulatory Authority.
27. 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.
28. It is the sole responsibility of the Contractor for disposal of all waste materials (like food waste, vegetable waste etc.) generated in the Canteen. The Contractor shall provide adequate number of dustbins (for Bio Degradable Waste and non-Bio Degradable Waste) for cleanliness in their areas of operation. Contractor shall be responsible for emptying/disposal of the Dust Bins in the common bigger garbage box as per Solid Waste Management Rules circulated by the government from time to time.
29. The Contract will be governed by Terms & Conditions and Standards for running of Canteens as circulated by the Directorate from time to time in addition to the terms and conditions in this tender. **(Copy Enclosed)**
30. The Contractor shall not make any additions or alterations in the premises without the prior permission of the competent authority.
31. The Contractor shall not be allowed to open multiple shop outlets or to put up any serving counter

- in the seating area without permission from competent authority.
32. The license fee should be quoted in figures and words and are to be written/typed legibly without any correction. No over-writing is allowed/acceptable.
 33. The sealed offers shall be submitted on or before due date. Late quotations will not be acceptable on any account.
 34. The Contractor shall be responsible for fulfilling the requirement of all the statutory liability pertaining to various Labour Laws and must be registered with EPF, ESI or any other Government regulating agencies (as applicable) in respect of the workers assigned to duty at The University.
 35. The University will not be responsible for any type of compensation, if any canteen worker is injured or casualty while on duty. Personal Insurance of each worker 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 amount.
 37. It will be the responsibility of the Canteen Contractor for police verification of the staff working at canteen/mess
 38. The Contractor will not transfer or assign the license to any other party.
 39. The Contractor and his staff will make their own residential arrangement outside the premises of the University.
 40. If the canteen remains closed without information for more than 7 days, it may be declared as vacant and security amount may be forfeited.
 41. The licensee shall not encroach upon the rights of the other licensees running their business in the University.
 42. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract. Subcontracting will lead to immediate termination of contract.
 43. All disputes shall be referred to the Registrar, GADVASU, who shall be the sole Arbitrator & his decision shall be final & binding.
 44. This tendering process can be terminated at any stage (even without giving contract to any of the applicants) without assigning any reason.
 45. Dispute, if any, shall be subject to the jurisdictions of Ludhiana Courts only.

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DSW cum EO

Penalties for violation of rules, terms and conditions

Failure to supply food in terms of quality, quantity and as per the menu indicated will attract penalty. For not adhering to contractual conditions, University shall be free to impose monetary fine as deemed fit on the Contractor. If any fines are imposed the same shall be deposited by the Contractor to the University. The Contractor may be fined in case of violation of the following:

1. If the Contractor fails to pay license fee and other charges by the due date i.e first week of the month , he/she shall have to pay a penalty of 2% per month of the monthly license fee for the overdue period.
2. Vegetables used should be fresh and of good quality. If vegetables kept for use are found to be rotten or of poor quality, then a fine of Rs. 1,000/- for each occasion will be imposed.
3. Each complaint of unclean utensils would lead to a fine of Rs. 500/- on the Contractor.
4. If poor quality raw material is used for preparation of food items, a penalty of Rs. 1,000/- for each occasion will be imposed.
5. If it is found that food items are not cooked properly or if quality of any item served is not up to the mark (decided by Committee) the fine of Rs 1000/- would be imposed on the contractor.
6. In case eatables are sold by the Licensee after the expiry date as mentioned by the manufacturer or stale food is served by the contractor, a penalty of Rs. 500/- will be imposed for each default.
7. In case of repeated violation of terms & conditions by the contractor, the university can terminate the contract.