



CENTRAL UNIVERSITY OF SOUTH BIHAR
(A Central University established by an Act of Parliament)
SH-7, Gaya- Panchanpur Road, Village - Karhara,
Post- Fatehpur, P.S- Tekari,
District- Gaya (Bihar) PIN- 824 236, website: cusb.ac.in

**Notice Inviting Tender (NIT) for
The Lease for “Providing Canteen Services”
Index for Tender Form**

S. No.	Items	:	Details
1.	Tender Notice No.	:	CUSB/PSD/ADMIN/TENDER/02/2020-21 Dated: 10/06/2020
2.	Name of work	:	Tender Bid Document for the Lease for “Providing Canteen Services” for Central University of South Bihar, SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur, P.S- Tekari, District- Gaya (Bihar) PIN- 824 236.
3.	Tender Fee	:	₹1000/- in shape of Demand Draft
4.	Earnest Money Deposit	:	Earnest money of ₹25000/- in shape of Demand Draft drawn in favour of Central University of South Bihar, payable at Gaya from any scheduled Bank.
5.	Start of submission of Bids	:	10/06/2020
6.	Pre-bid Meeting	:	17/06/2020 by 11:00 AM at CUSB Gaya.
7.	Last date and time for Receipt of Bids	:	01/07/2020 by 4:00 PM
8.	Date and Time of opening of Technical Bids	:	02/07/2020 by 11:00 AM
9.	Place of opening of Bids	:	CUSB Gaya.

Note : *The Prospective Vendors are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids.*

NOTICE INVITING E-TENDERS

The Central University of South Bihar invites sealed tenders under two Bid Systems for providing the **Lease for “Providing Canteen Services”** at Panchanpur, Gaya from reputed Caterer / Mess Service Provider. The last date and time of submission of tender document is **01/07/2020 by 4:00 PM** through **ONLY ONLINE MODE**. The detailed tender document is available on the University website <https://mhrd.euniwizarde.com> & www.cusb.ac.in. The cost of tender form is Rs. 1,000/ -. The tender forms can be downloaded from University website and be accompanied by DD of Rs. 1,000/- (As cost of Tender) in favour of Central University of South Bihar, payable at Gaya must be sent by POST to the office before last date of closing of the bid.

Tender document and other details can be obtained from <https://mhrd.euniwizarde.com> and www.cusb.ac.in.

CPP Portal web site: www.eprocure.gov.in/epublish/app/epublish/app

Registration with M/s ITI Ltd: - Intending bidders are requested to register themselves with M/s ITI Ltd (if not registered earlier) through <https://mhrd.euniwizarde.com> for obtaining user-id, by paying a registration fee (As given in the e-portal), and online tender processing fee (As given in the e-portal), etc. Bidders are also required to obtain Digital Signature for participating in the e-tender.

E-Tender Processing Fee – Rs (As given in the e-portal) pay to “ITI LTD. Through e-payment gateway.

For participating in the e-Tendering process of Central University of South Bihar The contractor shall have to get them registered on the site <https://mhrd.euniwizarde.com> by making required payment through only online payment mode so that they will get user ID and Password. This will enable them to access the Website, <https://mhrd.euniwizarde.com> with the help of Digital Signature by which they can participate in e-Tender of Central University of South Bihar GAYA.

For this intending bidder may contact following e-Wizard Helpdesk numbers.

1. E-Wizard Helpdesk

1st floor, M-23, Road No. - 25,
Near SBI Sri Krishna Nagar, Patna-800001.
Phone No.: 0612-2520545 or 8448288984, 8448288985, 8448288986
MAIL ID – ewizardhelpdesk@gmail.com

2. E-Wizard Helpdesk

A-41 Himalaya House 23, K G Marg
New Delhi -110001, Phone No. 011-49606060

Registrar



CENTRAL UNIVERSITY OF SOUTH BIHAR
SH-7, Gaya- Panchanpur Road, Village- Karhara,
Post- Fatehpur, P.S- Tekari,
District- Gaya (Bihar) PIN- 824 236

Name of the work: Tender Bid Document for the **Lease for “Providing Canteen Services”** at Central University of South Bihar, Gaya (Bihar).

Sold to Sri/Smt./M/s.

On payment of Rs. 1000/- (Rupees One Thousand only)

Vide D.D. No. Bank & Branch dt.....

Registrar

I undertake to abide by the terms and conditions as stipulated in the detail tender call notice and conditions of contract.

Signature of the contractor

For Office Use only

- | | | |
|--------------------------------------|---|--------------------------|
| 1. Total Nos. Corrections | : | |
| 2. Total Nos. of Overwriting | : | |
| 3. Total Nos. of Pages | : | |
| 4. Earnest Money Deposit in shape of | : | |
| 5. Copy of S.T.C.C | : | Furnished/Not Furnished |
| 6. Copy of I.T.C.C./PAN | : | Furnished/ Not Furnished |
| 7. Any other enclosure | : | |

Registrar
Central University of South Bihar



CENTRAL UNIVERSITY OF SOUTH BIHAR
SH-7, Gaya- Panchanpur Road, Village- Karhara,
Post- Fatehpur, P.S- Tekari,
District- Gaya (Bihar) PIN- 824 236

Technical Bid

For Providing the **Lease for “Providing Canteen Services”**
at Central University of South Bihar, Gaya.

Central University of South Bihar invites sealed tenders for **Lease for “Providing Canteen Services”** at CUSB Panchanpur, Gaya. The last date and time of submission of tender document is 01/07/2020 by 4:00 PM. The detailed tender document is available on the University website www.cusb.ac.in. The cost of tender form is Rs. 1000/- and can be purchased by payment in the form of Demand Draft, from Central University of South Bihar. The tender forms can also be downloaded from University website and be accompanied by DD of Rs. 1000/- in favour of “Central University of South Bihar” payable at Gaya.

Note:

- (i) Tender should be submitted through ONLINE MODE ONLY as directed.**
- (ii) Tender Fee of Rs. 1,000/- and EMD of Rs. 25,000/- should be sent by Post and should be reached to the given address before closing date of tender.**

To,
The Registrar
(Tender Document)
Central University of South Bihar
SH-7, Gaya- Panchanpur Road,
Village- Karhara, Post- Fatehpur
P.S- Tekari, District- Gaya (Bihar), PIN- 824 236

Email : registrar@cub.ac.in
Website : www.cusb.ac.in
Contact : 0631-2229519
CPP Portal web site :
www.eprocure.gov.in/epublish/app/epublish/app



CENTRAL UNIVERSITY OF SOUTH BIHAR
SH-7, Gaya- Panchanpur Road, Village- Karhara,
Post- Fatehpur, P.S- Tekari,
District- Gaya (Bihar) PIN- 824 236

NOTICE INVITING BIDS

The Central University of South Bihar (CUSB), invites sealed tender in two bid system for the “**Lease for Providing Canteen Services**” at Central University of South Bihar, Gaya (Bihar) from the eligible vendors/ service providers. Details are as follows:

Sl. No	Description of Goods	Earnest Money to be Deposited	Last date & time of submission of Tender document	Time & date of opening of Tender
1.	Lease for “Providing Canteen Services” at Central University of South Bihar, Gaya.	Rs. 25,000/-	01/07/2020 by 4:00 PM	Shall be intimated on University website

2. The tender must be accompanied by a Demand Draft for the amount mentioned as above in Indian Rupees only, on a schedule bank drawn in favour of Central University of South Bihar, payable at Gaya as Earnest Money for the above tender.

3. **Eligibility Criteria**

4. **Financial**

The Firm should have average annual financial turnover of at least 2.5 lakhs during the preceding last 3 consecutive financial years starting from F.Y. 2017-18.

5. Sealed tender documents duly signed & stamped on all pages are required to be delivered at Central University of South Bihar, by **ONLINE MODE** only to reach on or before **01/07/2020 by 4:00 PM** whereas Tender Fee of Rs. 1,000/- and EMD of Rs. 25,000/- must be sent by Post and to be reached to the office before last date of submission of bid. The Technical Bids opening shall be at CUSB, Panchanpur Gaya campus in presence of the tenderers or their authorized representatives, if any, who wish to attend. The date of opening of the Financial Bids of those bidders declared as qualified in Technical Bids will be displayed on University website. If the office happens to be closed on the date of receipt of the bids or opening of bids as specified, the bids will be received and opened on the next day of opening of the office on the same time and venue which is announced in this bid document / website of the University / communicated through E-Mail.

6. The tenderer shall quote for the **Lease Amount for “Providing Canteen Services”** as per detailed specifications as given in the tender document, at Gaya.
7. Presence of Tenderer in pre-bid meeting is encouraged to clarify any doubt related with the tender. Tenderers should email their queries to registrar@cub.ac.in before the date of pre-bid meeting. University shall upload the clarification, if found necessary on the University’s website and shall explain during pre-bid meeting.
8. The language used shall be English. In case any information is given in foreign language, then translated (in English) copies of those pages must be enclosed, failing which the tender will be disqualified.
9. **Earnest Money & Tender Cost**

The tender shall be accompanied by the cost of the tender document for ₹1000/- (Indian Rupees One Thousand only) in the form of Demand Draft failing which the tender will not be accepted. Tender must also be accompanied by earnest money of ₹25000/- (Rupees Twenty Five Thousand only). The Demand Draft towards Earnest Money & cost of tender document should be sent through Post and the same must be reached to the office before last date of closing of the bid.
- 9.a. The tender cost and EMD are not required to be submitted by bidders who are exempted in terms of MSME/Govt. of India guidelines. However, they are required to furnish requisite certificate in this regard issued by the Competent Authority.
10. **Technical Bid Document**
 - 10.i. The Tenderers, should establish their credentials by giving valid documentary evidences of similar services to have been executed in India.
 - 10.ii. **Checklist**
 - 10.ii.a. Copy of Income Tax Permanent Account Number.
 - 10.ii.b. Copy of registration of GST
 - 10.ii.c. Copy of turn Over, ITR and Audit Report of last three years.
 - 10.ii.d. Fire Security License
 - 10.ii.e. Registration with Food Safety & Standard Authority of India
 - 10.ii.f. Shop Establishment Registration certificate from Local Authority.

11. Financial Bid Document

- 11.1.** The **Financial Bid** shall contain the tender documents and information related to the schedule of quantities quoting the rates per Unit/Price etc. of the item to be submitted ONLINE ONLY as directed.
- 11.2.** All columns shall be duly filled in with specific information on the cost involved.
- 11.3.** The rates for the items shall be quoted in Indian Rupees.

12. The Tender Evaluation Committee will evaluate the Technical Bids and is fully authorized to reject any tender incomplete in nature or on justiciable reasons after giving due opportunity to the prospective Vendors, if the requirements are not met for the complete need of the CUSB. The decision of the Tender Evaluation Committee shall be final. Only those Technical Bids declared qualified by the Tender Evaluation Committee shall be eligible for consideration of Price Bid. Those successful Tenderers for whom the Price Bid is to be opened shall be intimated through University website.

13. Clarification on Tender Documents

- 13.1.** During evaluation of tenders, the University authorities/ committee may at its discretion ask the Tenderer for any clarification(s), if so deemed fit. The request for clarification and the response shall be in writing. However, the Tenderer is not permitted to alter the price(s) furnished in the Price Bid.
- 13.2.** Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price (i.e. obtained by multiplying the unit price and quality), the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of errors, its tender will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
- 14.** The amount of Earnest Money Deposit (EMD), in case of successful Tenderer, shall be refunded on successful completion of contract period. However, EMD of unsuccessful Tenderers will be refunded after the award of the contract to the successful Tenderer.
- 15.** The CUSB, does not bind itself to accept the lowest or any other tender, and reserves the authority to reject any or all the tenders received without assigning any reason. Tenders not in compliance with any of the prescribed conditions or incomplete in any respect or in presence of any correction not duly dated, initialled by the Tenderer will be liable to be rejected. However, the final decision for accepting or rejecting any or all tenders will be in the sole discretion of Vice Chancellor, CUSB.

- 16. Tender shall remain open for acceptance for a period of 90 days from the date of opening of the tenders. If any Tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to CUSB, then CUSB, shall without any prejudice to any other right or remedy, be at liberty to forfeit full earnest money, absolutely. The decision of Vice Chancellor, CUSB in this behalf shall be final and binding on the Tenderer.
- 17. The notice Inviting tender shall form a part of the contract document.
- 18. No additional conditions from the Tenderer shall be acceptable. The tenders having any additional conditions will be summarily rejected without assigning any reason.
- 19. The Tenderer should meet the Financial & Physical work completion criteria to qualify in the subject tender and relevant documents/certificates should compulsorily be submitted as ONLINE Annexures.

Important: In case the bidder awarded with providing mess services backs out, the university shall award the work to the next bidder on the rate quoted by L-1.

Conditional bids (Technical as well as Financial) shall be summarily rejected and shall not be considered.

Date:
Place:

Signature of the Tenderer



CENTRAL UNIVERSITY OF SOUTH BIHAR
 SH-7, Gaya- Panchanpur Road, Village- Karhara,
 Post- Fatehpur, P.S- Tekari,
 District- Gaya (Bihar) PIN- 824 236

Technical Bid Proforma

Sl. No.	Particulars	Description in details
1.	Name of the Catering Firm	
2.	Complete Contact Details of Authorized Person of Catering firm, including name, address, telephone, mobile number, Email, Website (if any)	
3.	Shop Establishment Registration certificate from Local Authority.	
4.	Year of registration / establishment of firm	
5.	PAN No.	
6.	Copy of IT return/ acknowledgment for last three years.	2017-18
		2018-19
		2019-20
7.	Copy of annual accounts (balance sheet and profit and loss account) for last three years.	2017-18
		2018-19
		2019-20
8.	GST Registration No.	
9.	Details of Health / Food License No.	
10.	PF/ESIC registration (If applicable)	
11.	Details of any other license required to run the Catering Services (pl. specify)	
12.	Details of Fire Security License	

13.	MSME Entrepreneur	Comment				
13.1.	Is the bidder MSME Entrepreneur	Y/N				
13.2.	If yes, the category (GEN/OBC/SC/ST/Women)	GEN	OBC	SC	ST	WOMEN

Clause for tender submission

Clause 1: Technical Eligibility criteria for bidders

In order to qualify in the technical bid for Financial Bid opening, the Technical Bid documents should be accompanied with the following documents:

- 1.1. Tender Fee of Rs. 1000/- & EMD of Rs.25,000/- through D.D. / Pay Order.
- 1.2. Photocopy of GST Registration Certificate in the name of registered Owner.
- 1.3. Photocopy of PAN certificate in the name of registered owner.
- 1.4. Photocopy of Shop Establishment Registration certificate from Local Authority
- 1.5 Photocopy of PF/ESIC registration (If applicable)
- 1.6 Photocopy of FSSAI Certificate.

Clause 2: Evaluation of Financial Bids

2.1. The bidders who qualify in technical bids shall only be eligible for opening of their financial bid.

2.2. Criteria for Price Bid Evaluation:

Selection of bidders/ vendors shall be done on the basis of highest quoted lease amount per month to be paid to the University for Providing Canteen Services.

The quoted price (**lease rate**) shall be corrected for arithmetical errors as per below:-

In case of discrepancies between the prices quoted in words and in figures, higher of the two shall be considered.

The Tender Accepting Authority may carry out negotiation with the tenderer **Quoted highest evaluated lease rate.**

Clause 3: Issues related to Hygiene in the Canteen

- 3.1. Cleaning and Housekeeping of kitchen and Dining area will be the sole responsibility of the caterer.
- 3.2. Cleaning of utensils, cutlery, crockery, kitchen equipment, furniture, and water cooler is also responsibility of the caterer. The highest possible standards are expected in this regard.
- 3.3. Highest levels of hygiene must be maintained in the workers' toilet, with provisions for soap, towels etc.
- 3.4. Workers should be provided the necessary training so as to maintain the highest possible standard of hygiene, as is expected.
- 3.5. CUSB reserve the right to check on cleanliness and upkeep of premises and quality of provisions, and quality of the food.
- 3.6. Severity of hygiene failure shall be assessed and decided by the mess council and fined appropriately. In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract.

Clause 4: Security Deposit

- 4.1. The successful tender has to furnish Security Deposit of **₹1,00,000/- (Rupees one lakh only)** in form of Demand Draft/Bank Guarantee obtained from any nationalized / Scheduled bank and drawn in favour of "Central University of South Bihar, payable at Gaya. Security Deposit to be furnished within 10 days of issue of Letter of Acceptance.

- 4.2. If the successful tenderer fails to remit the security deposit within the above said period, the Earnest Money Deposit paid by him will be forfeited and his tender will be held void and the tender accepting authority shall continue the process with other responsive tenderers.
- 4.3. No Interest will be paid on the Security Deposit mentioned in Clause 4.1 above.

Clause 5: Signing the Agreement

- 5.1. The successful tenderer shall furnish the required security deposit and execute an agreement on a non-judicial stamp paper to the value of ₹1,000/- (embodying the terms and conditions of the tender within 15 days from the date of acceptance of the tender. The specimen form of agreement is enclosed (**Annexure- E**)
- 5.2. If the agreement mentioned in above is not executed in the prescribed period, the Earnest Money Deposit and Security Deposit of the tenderer are liable to be forfeited.
- 5.3. The successful tenderer, if fails to execute the agreement within the stipulated period, he will also be liable for all damages arising there from such default including the cost of conducting fresh tenders and the increase in rates if any, in the subsequent tender and shall compensate for all losses sustained by the Government/University in this regard.
- 5.4. After the agreement is prepared, signed by both parties and registered, the University shall retain the original agreement and the Contractor/Vendor/Agent/Service Provider shall keep the certified copy/duplicate copy of the agreement. The Agency shall bear and pay all the costs, charges and expenses incidental to the preparation, registration and execution of the signed contract in duplicate.

6. Termination of Contract

6.1. Termination for Default

- 6.1.1. CUSB may, without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of 15 days, sent to the Canteen Contractor/Lessee, terminate the contract in whole or part,(i) if the Canteen Contractor/Lessee fails to perform any of the obligation(s) under the contract; or (ii) if the Canteen Contractor/Lessee, in the judgment of CUSB, has engaged in fraudulent and corrupt practices in competing for or in executing the contract.
- 6.1.2. In the event the CUSB terminates the contract in whole or in part, University may entrust the contract of operating/running canteen to other persons/contractors in such manner and at such rate as deemed appropriate and they shall be liable to the CUSB for loss of revenue Suffered by the CUSB in this process. However, the Canteen Contractor/Lessee shall continue the performance of the contract to the extent not terminated.

7. Termination for Convenience

7.1. On serving written notice, with a notice period of 15 days sent to the Canteen Contractor/Lessee, CUSB may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the CUSB convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

8. Special conditions

8.1. Adducing reasons like strikes, non-availability of raw material etc. shall not be entertained.

8.2. Non-fulfilment of the contract on any grounds will result in forfeiture of part or whole of Security Deposit /Earnest money deposit amount. The University also reserves the right to debar such tenderer/ Canteen Contractor/Lessee from future tenders. Besides this the tenderer will also be liable or all damages arising from such default including the cost of conducting fresh tenders and the crease in rates in the subsequent tender and shall compensate for all losses sustained by the university in this regard.

8.3. If the Tenderer fails to provide catering services within the stipulated time and substantial quality, the University is at liberty to make alternate arrangement for catering services, from any other source including from any other tenderer who might have quoted lower lease rate, at the risk and cost of the Canteen Contractor/Lessee and in such case the University has every right to recover the cost and impose penalty, besides taking any other action.

9. Canteen Service Providers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred in execution of the contracted services to the University.

10. Any dispute arising out of this contract will be interpreted and settled under jurisdiction of court at Gaya only.



CENTRAL UNIVERSITY OF SOUTH BIHAR
SH-7, Gaya- Panchanpur Road, Village- Karhara,
Post- Fatehpur, P.S- Tekari,
District- Gaya (Bihar) PIN- 824 236

TERMS & CONDITIONS

1. The canteen will be lease out initially for a period of one year and can be extended on the satisfactory performance on mutual consent of either parties, on revision of rate of food items if any for further period. A review would be done on completion of every six (06) months and based on the report, the extension would be considered by the Authority.
2. The Central University of South Bihar has **"MENU CHART"** with quantity and price for each item on the menu chart. Contractor/Vendor/Agent/Service Provider shall have to supply/sell each item as per this price and quantity of menu chart. The **"MENU CHART"** is attached in **ANNEXURE-A.**
3. The Contractor/Vendor/Agent/Service Provider will not be allowed to change or fix the rate of any item or change the menu in any other form as per his whims and caprices. In case of emergency, like non availability of any item in the market or increase of price of any item in the market etc prior permission from University or its representative will have to be taken by the Contractor/Vendor/Agent/Service Provider to make necessary change in **"MENU CHART"**.
4. **It is mandatory on the part of the** Contractor/Vendor/Agent/Service Provider to serve each item of menu at the rates and quantity as specified in the **ANNEXURE-A.**
5. The Canteen facility (Kitchen & Dinning Hall) shall be provided by the University on as is where basis. The University shall provide the following:
 - (a) Water for cooking, washing and cleaning;
 - (b) Drinking water: R.O. Water shall be provided by the system installed by the University. After AMC period i.e. **16/07/2021**, the Contractor shall maintain the RO machine.
 - (c) Electricity for exclusive purpose of running the dining facilities;

- (d) Electric charges as per actuals, based upon meter installed by the Contractor for the purpose, have to be paid by the Contractor/Vendor/Agent/Service Provider.
 - (e) The Contractor/Vendor/Agent/Service Provider should adopt water conservancy measures as water is very valuable and ELIXIR for human survival and wastage of water in any form would not be allowed and may invite imposition of fine.
 - (f) Electricity should not be used for any purpose other than cooking and no Electric Stoves/Electric Hitter will be allowed for cooking. Only cooking is allowed in Commercial LPG connection.
6. Procurement of the items, raw materials required for performing the contract is the absolute responsibility of the Contractor/Vendor/Agent/Service Provider with the approval of the University.
 7. Contractor/Vendor/Agent/Service Provider shall use best quality of vegetables, fruits, dairy products and animal products etc for preparing food items. However the brand of the products will be as per **“ANNEXURE-B”**.
 8. Contractor/Vendor/Agent/Service Provider shall be solely responsible for the arrangements of commercial gas refills and its safety. Only expert/knowledgeable staff should be allowed to handle the LPG. In case of any accident, Contractor/Vendor/Agent/Service Provider will be solely responsible.
 9. Contractor/Vendor/Agent/Service Provider shall provide catering services as per MENU CHART mentioned in **ANNEXURE-A** and would be the part of Agreement. The menu price/cost includes fuel cost, procurement of provisions and vegetables and other items. Further, the cost of these items shall be inclusive of loading and unloading, transportation, storage at kitchen premises, statutory taxes including service tax, duties and all other levies [as applicable from time to time by GoI] for which no additional cost is payable or reimbursable from the University/students.
 10. Contractor/Vendor/Agent/Service Provider shall make his own arrangement for procuring utensils/plates glasses & cutlery etc.
 11. Contractor/Vendor/Agent/Service Provider should not use any artificial colour, preservatives and other harmful chemicals additives [e.g. mono-sodium glutamate, carcinogen or any cancer agent] in any of the dishes or even store them in the canteen premises.

12. The premises of the canteen should be kept clean and tidy round the clock and the Contractor/Vendor/Agent/Service Provider shall be fully responsible for the maintenance of hygiene as per the standards required by the Municipal/Health Department of the Government of India.
13. Responsibility and safeguard of the canteen property shall be the responsibility of Contractor/Vendor/Agent/Service Provider. Damage to the University property in the canteen premises will be recovered from security deposit of Contractor/Vendor/Agent/Service Provider.
14. University shall not provide any additional infrastructural facilities to the canteen, other than the existing.
15. The canteen premises (inside and outside) should not be used for any other purposes except for running the canteen.
16. Contractor/Vendor/Agent/Service Provider should not transfer/sublet the management to any other individual or agency. The manager/representative of the Contractor/Vendor/Agent/Service Provider of the canteen should be present at the premises and supervise the day to day affairs of running the canteen and shall not give scope for any complaints either from students/staff or other customers.
17. The canteen should be run in the name of the **Central University of South Bihar Canteen** and may not be used in any other manner. The walls and surroundings of the canteen should not be used for paintings/advertisement. Staying of unauthorized persons beyond canteen hours or indulging in any anti-social activities by any staff of the canteen shall be viewed seriously and proper action will be initiated in such cases.
18. The authorized University officials shall have every right to inspect the canteen without any notice and take appropriate action.
19. Contractor/Vendor/Agent/Service Provider should not cater items which are not approved. As per Government of India/ Government of Bihar guidelines, cigarettes, Pan, Gutka, liquor in any form or any prohibited drug are strictly prohibited.
20. In case of violation of terms & conditions, the University may take appropriate action and/or terminate the agreement, including the forfeiture of Security Deposit.

21. The canteen should not be kept close for more than two days without any reasonable cause.
22. The canteen should run during the timings from 7:30 a.m. to 10:00 p.m.
23. The either parties shall have the right to terminate the lease by giving 15 days' notice.
24. Authenticated certificates, testimonials and proof of experience should be produced along with the tender.
25. At the time of termination of the contract or vacating the canteen premises, the caterer will hand over all the all University Properties like fixtures, furniture etc. in good condition.
26. Contractor/Vendor/Agent/Service Provider shall not make or permit any construction or structural alteration or additional fittings inside the premises or the work place without prior written approval of the authorities.
27. Staff strength in each category of Cooks, helpers should be optimum and finalized in consultation with the University. Sufficient number of staffs should be engaged to carry on day to day activities of the Canteen.
28. Engagement of child labour (below 14 years) is totally prohibited. It is responsibility of the caterer to comply with all formalities/provisions of Labour Laws/ Factories Act/ Equal Remuneration Act/ and other labour Laws of Government of India.
29. The employees of the Contractor/Vendor/Agent/Service Provider should wear proper Uniform and of the same single colour.
30. Contractor/Vendor/Agent/Service Provider shall be responsible for the proper conduct and behavior of the employees engaged. The employees cannot reside in the place of work except to the extent necessary for their duty in respect of the functioning of the dining facility.
31. The Contractor/Vendor/Agent/Service Provider should ensure that all the employees are free from communicable or infectious or contiguous diseases. Medical certificate to this effect should be made available for inspection by the University authority.
32. All expenses related to the functioning of the employees like EPF/Bonus/ESI etc shall be paid by the Contractor/Vendor/Agent/Service Provider and such record of remittance of salary be provided on demand.

33. Contractor/Vendor/Agent/Service Provider shall maintain the record of duty hours and pay structure as per rules for inspection by authorized Government Personnel of the University for meeting other statutory and non-statutory benefits/obligations.
34. The University reserves the right to review and modify the terms and conditions periodically.
35. The item of food served will be checked by the quality committee constituted by the University and may be a part of test audit or random audit. In case of dispute on quality between Contractor/Vendor/Agent/Service Provider and the University committee, Registrar, Central University of South Bihar will be the sole arbitrator and his/her decision shall be final and binding on both the parties.
36. Vegetarian and Non Vegetarian foods will be cooked and served separately in the canteen.
37. The waste disposal, keeping in view the prevailing standards under Swachh Bharat Abhiyan of Government of India, will be eminent responsibility of the agency/contractor/vendor. For the disposal of waste, the contractor is bound to pay the charges as decided by the University from time to time in consonance with the waste disposal system/procedure/norms of the University.
38. In case of imposition of fine by the University for violation of any stipulation of the contract or for serving sub-standard food or for serving unhygienic food etc, the Agency will pay the amount of fine within 7 Days (Seven Days) of imposition of fine through DD/cheque in favour of "*CENTRAL UNIVERSITY OF SOUTH BIHAR*" payable at *GAYA*.
39. Cooking material should be branded and as per FSAAI standards. Substandard materials shall not be allowed to be used. The agency will follow the permissible brands of specific consumables mentioned in **Annexure "B"**.
40. Hygiene, overall cleanliness of surrounding, kitchen and the food items, raw materials, ingredients etc should be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of cooked food shall not be stored/preserved/reserved after meals. Non-adherence of University authority's instructions in above matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same in the form of imposition of fine and even termination of the contract unilaterally.

41. Contractor/Vendor/Agent/Service Provider or his/her representative must be present in the meeting called by University administration to decide various issues relating to Canteen.
42. The Contractor/Vendor/Agent/Service Provider is required to maintain the details of all his employees/Mess workers. These information along with their photographs shall be submitted to the University.
43. The Contractor/Vendor/Agent/Service Provider will install CCTV Camera covering the entire Canteen and kitchen area and recorded data be made available to the University administration on demand.
44. Liability/responsibility in case of any accident causing injury/death to Canteen workers or any of its employees/staff shall be absolutely of the Contractor/Vendor/Agent/Service Provider. The University administration shall not be responsible by any means in such cases. The Contractor/Vendor/Agent/Service Provider should arrange group insurance and other social security measures to all of their workers as per the provisions of laws of the country. The agency should also follow the provisions of other welfare legislations of our country and should take appropriate steps for the welfare of its employees as per laws of the nation.
45. The Contractor/Vendor/Agent/Service Provider shall be fully responsible for appropriate behavior of the Canteen Workers. If it is found that any worker has misbehaved with any of the Students/ University employees/ Faculty Members or other University Administrative officials, the Contractor/Vendor/Agent/Service Provider will have to take strict action against the said worker as per the instruction/advice of the University.

Clauses for PENALTY, if any :-

46. Insect cooked along with food would invite a fine of at least Rs.10,000/-
47. Any complaint of soft objects like hair, rope, plastic, cloth etc in food will attract a fine of Rs.2500/- per complaint.
48. Any complaint of stones/pebbles of diameter more than 2mm will attract a penalty on the Contractor/Vendor/Agent/Service Provider which can range between Rs.300/- to Rs.3000/- depending on the size of the stone/pebble.
49. Hard and/or sharp objects like glass pieces, nails, hard plastics etc, if found in edible item, will attract a penalty of at least Rs.5000/- per incident.

50. Three or more complaints of unclear utensils in a day would lead to a fine of Rs.3,000/- on the Agency.
51. If the vegetables or any other item is not cooked properly and if it is verified by the University Authority as correct then a fine of Rs.3000/- would be imposed on the Agency.
52. Food poisoning shall invoke a hefty fine beyond the limit of any fine mentioned above, along with cancellation of contract and possible blacklisting of the caterer/Agency.
53. Change of menu chart or price therein without permission of University would result in a fine of Rs.3,000/- on the Contractor/Vendor/Agent/Service Provider.
54. If the quality of milk/Paneer is not found up to be appropriate or it is diluted, a fine of Rs.8000/- would be imposed upon the Contractor/Vendor/Agent/Service Provider.
55. Inappropriate personal hygiene of workers including their dress and/or misbehavior by workers etc will lead to fine of Rs3,500/- on the Contractor/Vendor/Agent/Service Provider for every instance.
56. Failure to maintain a proper health checkup of the workers will attract a fine of Rs.4,000/- per instance.
57. For any rule stated in the contract and the first violation of the rule implies fine as per the rule. Second and subsequent violations of the same rule on a different day will attract triple of the initial fine amount on the Agency.
58. Using brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and that will be imposed upon the Contractor/Vendor/Agent/Service Provider by the University Administration taking into consideration the severity of the violation.
59. Besides the above, in case of any other hygiene failure/gross negligence/violation of other rules which are not mentioned above, by the Contractor/Vendor/Agent/Service Provider, will be assessed by the University Administration and accordingly a hefty fine will be imposed upon the Contractor/Vendor/Agent/Service Provider and that may also lead to the termination of contract and black-listing the Agency.

ANNEXURE- A**MENU CHART FOR THE CANTEEN**

S.No.	ITEM	QUANTITY	MEASURE	RATE OFFERED
BEVERAGE				
1.	Hot Coffee	150 ml	Per Cup	7
2.	Regular Tea	150 ml	Per Cup	6
3.	Lemon Tea	200 ml	Per Glass	15
4.	Lassi	200 ml	Per Glass	15
MACHINE BASED				
5.	Coffee	150 ml	Per Cup	6
6.	Cold Drink	150 ml	Per Cup	6
7.	Tea	150 ml	Per Cup	6
8.	Standard Cold Drink all brands available in the Market	N/A		As Per MRP
9.	Mineral Water (Standard)	1 litre	Per bottle	As Per MRP
SNACKS & LUNCH				
10.	Samosa (Potato)	120 grams each	Per piece	7
11.	Kachori	120 grams each	Per piece	7
12.	Pastry	100 grams	Per plate/1 piece	10
13.	Gulab Jamun	50-70 gram each	Per Plate/2 pieces	20
14.	Chole Bhature		Per Plate/2 pieces	20
15.	Lunch (Roti & Rice, Dal & Two Sabjis, Veg. Salad)		Roti & Rice	40
16.	Bread Pakoda (2	100 grams	Per Plate/2	15

	Pieces)	each	Pieces	
17.	Masala Dosa each with Sambar	175 grams	Per Plate	25
18.	Plain (Sada) Dosa with Samba	150 grams	Per Plate/2 pieces	20
19.	Uttappam with Chutny	120 gram	Per Plate	15
20.	Vada(2 pieces) each with Sambar	120 grams each	Per Plate	15
21.	Veg.Catlet (2 pieces)	100 grams each	Per Plate	15
22.	Veg. Sandwich(Two Slice of Bread with sliced Fresh Vegetable and Spread)		Per Plate	15
23.	Cheese Sandwiches (Two)		Per Plate	15
24.	Bread & Butter (Two Slice Bread with Butter Spread)		Per Plate	10
25.	Bread and Jam(Two Slice of Bread with Jam Spread)		Per Plate	10
26.	Bread Piece(Three Slice of Bread Roasted in Oil or ghee)		Per Plate	10
27.	Veg. Burger(Two Slice of Bun with Veg Fillings, Sliced fresh Vegetables and Lettuce)		Per Plate	25

28.	Pizza		Per Plate	50
29.	Idli (Two Pieces) with Sambar & Chutney	150 grams	Per Plate	20
30.	Dhokla	100 grams	Per Plate	25
31.	Upama with Chutney	200 Grams	Per Plate	15
32.	Poori(5 pieces) with Sabji	200 grams	Per Plate	20
33.	Pauv Bhaji (Two pieces of Pav)		Per Plate	20
34.	Veg. Biryanni with Curry	200 grams	Per Plate	25
35.	Rajma Chawal	200 Grams	Per Plate	20
36.	Seasonal Vegetable curry		Per Plate	15
37.	Puri Allo(3 pieces)		Per Plate	20
38.	Ice Cream			MRP
39.	Yoghurt			MRP
40.	Flavoured Milk			MRP
41.	Juices (Tetra Pack)			MRP
42.	Chicken Biryani		Half Plate	40
43.	Chicken Curry (Three Pieces)		Per Plate	30
44.	Veg. Fried Rice	250 grams	Per Plate	20
45.	Jeera Rice	250 grams	Per Plate	15
46.	Paneer Curry/Masala	200 grams	Per Plate	25
47.	Roti Plain		Per Piece	3
48.	Roti-Butter		Per Piece	5
49.	Dal Fry	200 grams	Per Plate	15
50.	Aloo- Gobi Masala	200 grams	Per Plate	20
51.	Dum Aloo	200 grams	Per Plate	15
52.	Egg Omlette (Two eggs)		Per Plate	15
53.	Egg Omlette(One Egg)		Per Plate	8

54.	Fish Curry	200 grams	Per Plate	30
55.	Fish Fry	200 grams	Per Plate	30
56.	Monthly Mess Charges	(Breakfast, Lunch, Dinner)	Per student	2200

ANNEXURE –“B”

PERMISSIBLE BRANDS OF SPECIFIC CONSUMABLES*

Sl.no.	Items	Representative Brands
1.	Salt	Ankur, Tata Salt, Ashirbad salt or equivalent
2.	Grind Spices(Including Chili powder, Turmeric powder, Coriander Powder, Cumin Powder, White Pepper Powder, Asafetida etc)	MDH, Everest, Patanjali, TATA Sampann
3.	Whole Spices[Bay Leaf, Aniseed, Cardamom, Carom Seed, Cinnamon, Clove, Coriander Seeds, Fenugreek, Brown Mustard Seed, Sesame, Fennel Seed, Star Anise, Black Pepper, Kasoori Methi etc]	Brand Approved by FSSAI
4.	Other Spices[Garam Masala, Gravy Masala, Pav-bhaji, Sambhar Masala, Chat Masala etc]	MDH/Everest/TATA Sampann/ Patanjali
5.	Ketchup	Maggi, Kissan, Heinz, TOP
6.	Cooking Oil	Dhara, Sundrop, Fortune, Saffola, Engine, Panchhi, Dalda
7.	Pickle	Lal's, TOP, Nilons
8.	Wheat Atta	Ashirwad Chakki Atta, Annapurna, Patanjali,

		Kitchen Fresh
9.	Papad	Lijjat, Haldirams or equivalent brand
10.	Butter	Amul, Britannia, Govardhan
11.	Bread	Morish, Modern, Britannia or equivalent
12.	Jam	Kissan, Maggi, TOP
13.	Ghee	Amul, Govardhan, Bitannia
14.	Milk	Sudha/ Amul
15.	Paneer	Sudha/Amul
16.	Tea	Brook Bond, Lipton, TATA Tea
17.	Coffee	Nescafe, Bru
18.	Rice	Patanjali, TATA, Ashirbad or equivalent
19.	Dal	Any standard brand approved by Mess Committee
20.	Ice Cream	Amul
21.	Chili/Soya Sauce	TOP/KISSAN
22.	Vinegar	TOP or any other standard Brand
23.	Baking Powder	Funfoods/Cadbury/equivalent
24.	Noodles	Chings/Barilla/DelMonte/Borges/equivalent
25.	Corn Flakes	Kellogg's/Nestle/TOP
26.	Namkeen	Haldiram/Pramod/Balaji/Bikaner
27.	Besan	Patanjali/TATA/Equivalent
28.	Maida	Kitchen King/Ashirvad/Patanjali
29.	Chocolate Health Drink	Bournvita/Boost/Horlicks
30.	Choco Powder	Amul/Cadbury/TOP
31.	Coconut Powder	Maggi/Patanjali

*The agency may use other brands (only FSSAI/AGMARK) in exceptional situation like unavailability of the product in the market etc., only if permitted by the University Hostel Administration in writing.

AFFIDAVIT

1. I/We the undersigned do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither our firm M/s _____ have abandoned any work/supply nor any contract awarded to us for such works/supplies have been rescinded, during last three years prior to the date of this bid.
3. The undersigned hereby authorize and request any bank, person, firm or Corporation to furnish pertinent information deemed necessary as requested by the Central University of South Bihar, to verify this statement or regarding my (our) competence and general reputation.
4. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the Central University of South Bihar.

(Signed by an Authorized Officer of the Firm)

Title of Officer

Name of Firm

Date

**CERTIFICATE
(to be provided on letter head of the firm)**

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I also certify that the above information is true and correct in all respect and in any case at a later date, if it is found that any details provided above are incorrect, then the contract given to the above firm may be summarily terminated and the firm may be blacklisted.

Date:

Place:

Authorized Signatory

Name:

Seal

Designation:

Contact No.:

FORMAT OF CONTRACT AGREEMENT

This Agreement made on the day of 2020 between **The Registrar, Central University of South Bihar**, SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur, P.S- Tekari, District- Gaya (Bihar) PIN- 824 236. (herein after CUSB) of the one part and **(Name of Canteen/ Contractor/ Lessee) of** [complete address of Contractor/ Lessee] (hereinafter called “the Canteen Contractor/ Lessee) of the other part:

Whereas the University is desirous that catering services to be provided in the canteen of Central University of South Bihar as per the tender reference No. And has accepted a bid by the Canteen Contractor/ Lessee / Service Provider for running the Canteen at Central University of South Bihar for a sum of Rs. (Rupees) herein after called the “Contract Price”.

NOW THIS AGREEMENT WITNESSETH AS FOLLOW:

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract and scheduled referred to, and they shall be deemed to form and be read and construed as part of this Agreement.
2. The following documents shall be deemed to form, be read and construed as part of this Agreement, viz;
 - (a) The Letter of Acceptance issued by the University.
 - (b) The Notice Inviting Tender (NIT).
 - (c) The Tender Document including various Terms & Conditions.
 - (d) The schedule of Requirement.
 - (e) Any other document listed in the Canteen Contractor/ Lessee bid and replied to queries, clarifications issued by the University, such confirmations given by the bidders which are acceptable to the University and the entire Addendum issued as forming part of the Contract.

Check list

3. In consideration of the payments toward monthly lease amount to be made by the Canteen Contractor/ Lessee to the University as hereinafter mentioned the University covenants with the Canteen Contractor/ Lessee to provide the infrastructure and other facilities as mentioned in the tender document for running of canteen services as per the provisions of the Contract.

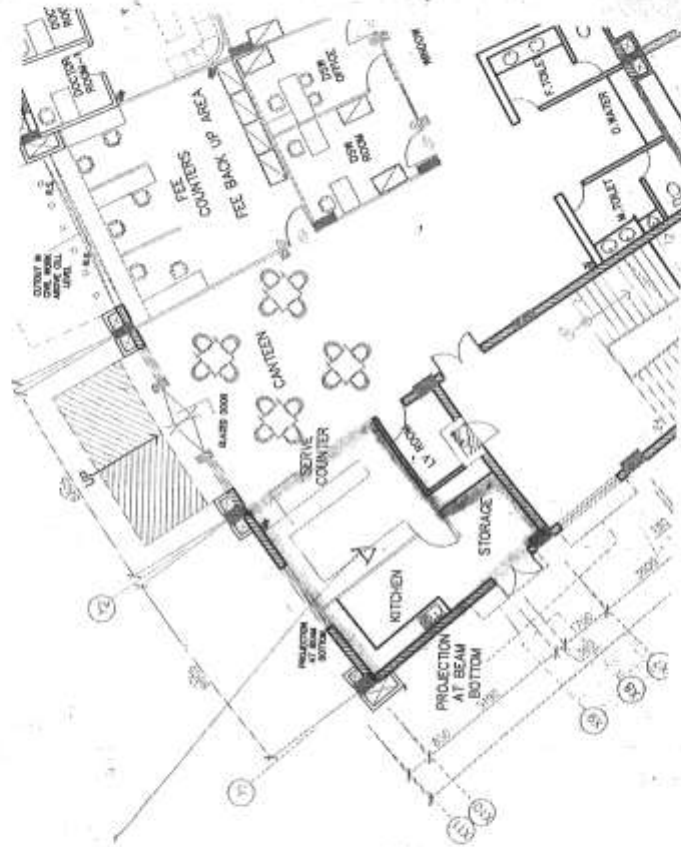
Signature of Tenderer

4. The Canteen Contractor/ Lessee hereby covenants to pay the University in consideration of the provision of the infrastructure and other facilities for running the canteen, the Contract Price (Lease Amount) or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract. The rates stipulated in the Contract shall remain valid for a period of one year with effect from contract date.

(For M/s)	(For Central University of South Bihar)
Witness: 1) 2)	Witness: 1) 2)

Annexure - F

26



Proposed kitchen area to be floated in Tender/Lease/Rent document.

Ground floor
↓



CENTRAL UNIVERSITY OF SOUTH BIHAR
SH-7, Gaya- Panchanpur Road, Village- Karhara,
Post- Fatehpur, P.S- Tekari,
District- Gaya (Bihar) PIN- 824 236

FINANCIAL BID PROFORMA

Tender Notice No.: CUSB/PSD/ADMIN/TENDER/02/2020-21, Date: 10/06/2020

Subject: Tender for the Lease for “Providing Canteen Services”.

Name of the Bidder: _____

Sl. No.	Item Description	Amount /Per Month (₹)
1.	Lease for “Providing Canteen Services”	
		Total Amount (₹)
Total Amount in words: (₹)		

Note: No overwriting or use of whitener is permitted. If done then it will be summarily rejected.

Date:

Signature

Name: _____

Designation & seal

UNDERTAKING
[by Tenderer(s)]

Name of the work : _____

Tender No. : _____

We confirm that we have quoted the rates in the tender considering Inter-alia the

1. Tender Document(s) with all Annexures, Scope of Vendor
2. Additional Document(s), if any
3. BOQ Document (Price Bid Format)
4. Corrigendum, if any
5. Pre Bid Meeting Minutes, if any

We, _____ (Name of the Tenderer) hereby certify that we have fully read and thoroughly understood the tender requirements and accept all Terms and Conditions of the tender including all corrigendum/addendum issued, if any. Our offer is in confirmation to all the terms and conditions of the tender including all corrigendum/addendum, if any and minutes of the pre-bid meeting. In the event, our offer is found acceptable and contract is awarded to us, the complete tender document shall be considered for constitution of Contract Agreement.

Signed for and on behalf of
Tenderer(s)

Name of Tenderer(s)

Date : __/__/____

Place :

Seal & Signature of Tenderer

Note :

This declaration should be signed by the Tenderer's authorized representative on COMPANY LETTERHEAD who is signing the Bid and to be submitted with tender.