

مولاانا آزاا نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University)
(Accredited "A" GRADE BY NAAC)



TENDER NOTICE FOR RUNNING UNIVERSITY CANTEEN at Gachibowli Main Campus

Sealed tenders are invited from experienced contractors for running the University Canteen on license fee basis at Maulana Azad National Urdu University. Details along with tender forms can be had from the Admn. & Estate Section of MANUU or can be downloaded from www.manuu.ac.in with effect from 01.12.2018 filled - in tenders in sealed covers should reach the office of the Joint Registrar, Admn & Estate Section, Maulana Azad National Urdu University, Gachibowli, Hyderabad-500 032 by speed post, Registered post/by Hand on or before 21.12.2018 at 03:00 PM.

Registrar

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

Gachibowli, Hyderabad -500 032

(Accredited "A" GRADE BY NAAC)



**APPLICATION (BID PROFORMA) FOR CANTEEN SERVICES IN MANU University,
Hyderabad (2018-19)**

1	Name of the Contractor/Bidder	
2	Postal Address with PIN Code	
3	Telephone No.(Landline) & Mobile No.	
4	Income Tax PAN No. & GSTIN No.	
5	Central License under FSSAI	
6	Details of similar contracts executed during 2015-2016 to 2017-2018 (copies of contracts awarded, credential certificates and turnover statements should be enclosed)	
7	Present Contracts/Assignments: i) ii) iii)	
8	Price/Rate per item offered for the food & beverages to be prepared and served in the canteen.	Enclosed the sealed cover of item-wise competitive rates as per the list in the proforma (Annexure-2)
9	Details of Earnest Money Deposit (EMD) for Rs. 10,000/- (refundable after bid validity period of 90 days, without any interest) (note: EMD of the non-responsive bidder during the bid validity period shall be forfeited)	Enclosed D.D. for Rs.10,000 towards EMD in favour of MANUU, Hyderabad DD No:..... date:..... Name of the Bank:..... Branch:.....
10	Declaration	All the terms and conditions mentioned in the tender/bid documents are acceptable to me/us.
	Date:..... Place:.....	Signature of the Contractor/Bidder

Note: Photostat copies of all the documents mentioned above should be enclosed in chronological order.

The following are the Terms and Conditions of the Canteen Services Contract for the year 2018-19 in Maulana Azad National Urdu University main Campus at Gachibowli, Hyderabad.

1. Earnest money of the successful bidder retained with the University. Further, the successful bidder would have to make the following payments in respect to the Canteen Services Contract:

i)	Earnest Money Deposit (Demand Draft/Bank Guarantee/FDR)	Rs. 10,000.00 (Rupees Ten Thousand)
ii)	Security Deposit (Demand Draft/Bank Guarantee/FDR)	Rs. 50,000.00 (Rupees Fifty Thousand)
iii)	License Fee Per Month	Rs. 2,500.00 (Rupees Two Thousand Five Hundred only)
iv)	Water Charges Per Month	Rs. 100.00 (Rupees One Hundred)
v)	Electricity Charges Per Month (to pay on 5th of every month on demand notice issued by Engineering Section)	As per the actual consumption

2. The contract would be for a duration of one year (this period will start from January 2019 or the date of signing the agreement). The contractor shall occupy the premises after executing the agreement and furnishing the Security Deposit. He should take the possession of the inventory of articles available in the Canteen and carryout the services immediately.
3. The Contractor has to handover the inventory on the expiry of the contract period and vacate the premises immediately. The contract is extendable for another period of one year on mutual consent basis and on satisfactory performance at the discretion of the University administration and it's Stakeholders. Application for renewal of the contract shall reach the Administration at least two months before the expiry of the contract period. However, the contract may be terminated on one month's notice by either party of the contract.
4. The timings and the working days of the canteen will be regulated by the University. The contractor should quote the item-wise rates, quantities, supplements being supplied along with the items should be mentioned in the Annexure-2 and it should be furnished in a separate sealed cover duly signed & dated. The rates should be inclusive of all taxes and there shall not be any over writings. Further, there shall not be any increase in the rates during the currency of the contract.
5. The eatables served by the contractor should be wholesome and clean. Best quality stores/provisions has to be procured for the preparations of the eatables. Contractor shall be responsible for their quality and quantity of food items prepared/supplied in the canteen. A complaint/suggestion box should be prominently placed in the canteen premises. The box will be opened by the University authorities periodically. The Canteen Committee members shall have the right to inspect the canteen at any point of time to check the quality and hygiene of the canteen and kitchen. In case of any rotten/substandard eatables supply or unhygienic situations are noticed or complained, the committee shall levy a penalty of Rs. 500/-per incidence, subject to maximum of Rs.5,000 during the year.
6. The cooks employed should be well versed with the preparation of north and south Indian foods. The contractor should employ sufficient numbers of cooks, waiters, cleaners, helpers and other servants for efficient management of the services. The Contractor would be liable for their misbehavior, misconduct or any other act of

disobedience. The Contractor must also ensure that the cook, kitchen staff and waiters wear neat and tidy uniform while on duty. The contractor shall be bound to keep the premises neat, clean and tidy at all times in accordance to the by-laws of the municipal Corporation. Any damage caused to the premises due to negligence of the workers engaged by the contractor shall be made good by him.

7. The contractor should ensure that persons punished by any Court of Law for criminal offences are not engaged including those against whom cases are pending and judgments are awaited. He shall furnish a list of persons engaged for various purposes in the canteen to the University and he shall notify any change in the deployment of persons as and when occurs. Further, he should not engage any child labour at the canteen in any form. The University will not be liable for any type of compensation, if any Labour is injured while on duty. Personal insurance of each Labour has to be borne by the contractor.
8. The items in standard menu table mentioned at Annexure – 2 shall be followed by the Contractor and the supply should be made at the finalized rates in the contract. There shall be no revision of rates during the contract period. The Contractor is permitted to use the facilities provided by the University such as furniture, lightnings, fans, water coolers, power plugs etc.,. However, their maintenance, replacement and upkeep will be borne by the contractor to the satisfaction of the competent authority of the University. In case of any additional requirement to run the canteen smoothly, that will have to be arranged by the contractor at his own cost. The contractor shall not keep the items which are prohibited for public premises as per Govt. guidelines. Items like cigarettes, pan, gutkha, alcohol etc. are strictly prohibited in the Premises.
9. The Contractor has to arrange by himself for (a) refrigeration (b) cooking/servicing utensils (c) disposables (d) cooking gas (e) adequate manpower. (f) any other facilities needed to ensure smooth functioning of the canteen. The contractor has to maintain attendance register of his persons and work to be supervised by a supervisor.
10. The contractor shall be responsible for the reasonable care, maintenance, and safety of the premises, accommodation, furniture and other assets provided by the University. The contractor has to handover the items under his possession should handover at the expiry of the contract as per the inventory taken at the beginning of the contract. The Contractor shall not make any additions or alterations in the premises without the prior permission of the competent authority. He shall also not permitted to stick the posters, artistic paintings or to misuse the canteen premises in any form.
11. The prospective bidders shall have to furnish the Earnest Money Deposit (EMD) in the form of Demand Draft in favour of MANUU payable at Hyderabad. The EMD of the unsuccessful bidders will be refunded within the bid validity period of 90 days, without any interest. The EMD of the successful bidder shall be refunded within the bid validity period on furnishing the Security Deposit for an amount of Rs.50,000. In case the successful bidder tends to withdraw the bid before the validity period, the EMD will be forfeited. The Security Deposit of the successful bidder shall be returned after 60 days of completion of the contract, subject to deductions if any towards penalty/damages. However, no interest is payable on this Security Deposit. In case of failure or breach of any term & condition of the contract, the University shall have;
(a) the authority to rescind the contract and (b) the right to forfeit the security Deposit, and the decision of the competent authority of the University shall be final.
12. The Contractor should furnish copy of the following particulars for consideration of the quotation (i) Firm Registration Certificate for the same purpose. (ii) valid food license (iii) Bank Account certificate (iv) Valid Labour License (v) Copy of PAN Card & GSTIN No. and (vi) documentary evidence regarding its capacity and work experience.

13. The contractor will not transfer or assign the license or any part of this to any other party or individual without the prior permission of the competent authority. The contractor has to give his alternate land line phone number and mobile number for emergency contact. The contractor and his staff will have to make their own residential arrangements outside the premises of the university. Canteen premises should not be used for any other purpose except for running the canteen.
14. The contractor shall have to furnish the details of his business establishments/activities carried out during the last 5 years along with the documentary proof. The Committee constituted shall have the right to access to those establishments for ascertaining the quality of the food & beverages. The lowest quotation for the food & beverage items offered shall not confer the right for considering the tender. The committee constituted shall have the right to finalize the contract depend upon the quality, hygiene, reliability and credentials of the bidder.
15. The successful contractor will be required to sign the agreement given at Annexure -1, after award of the contract but, before commencing the service.
16. The sub - committee will assess the ability of the agencies to render the requisite services based on its past record, profile, site visit and on such other criteria as it may fix and only those found fit will be eligible.
17. The sealed quotation shall be submitted to the Admn. & Estate Section, Ground Floor, Administrative Building of the University on or before **21.12.2018 by 3.00 pm**. late quotations will not be acceptable under any circumstances. The price quotation offered (Annexure-2) will be opened immediately, in the presence of the bidders or their authorized representatives present at that time.

Registrar

AGREEMENT FOR PROVIDING MESS/CANTEEN SERVICES AT MANUU PREMISES
HYDERABAD

This Lease Agreement is made this day () between MANUU, a Central University established by an act of Parliament at Hyderabad of one part and M/s. ----- contractor the other part (herein after called the Mess/Canteen services mentioned in the Tender Document. Whereas it is thought desirable to grant a Contract for the Mess/Canteen services to prepare and serve the aforesaid items to the students, staff members and guest at campus. (in special cases as and when required) It is hereby confirmed as having been agreed to the terms and conditions mentioned herein after, between the respective parties as under:

That the Mess/Canteen contractor has been granted the contract to provide mess and or canteen services in the premises of MANUU, Hyderabad for a period of one year w.e.f._____ on the terms and conditions contained in the Tender Document, University's Letter of job order and this agreement read together.

That the Mess/Canteen contractor has agreed to make following payments in respect to the contract:-

i)	Security Deposit (Demand Draft/Bank Guarantee/FDR)	Rs. 50,000.00 (Rupees Fifty Thousand)
ii)	License Fee Per Month	Rs. 2,500.00 (Rupees Two Thousand Five Hundred only)
iii)	Water Charges Per Month	Rs. 100.00 (Rupees One Hundred)
iv)	Electricity Charges Per Month (to pay on 5th of every month on demand by Engineering Section)	As per actual consumption

1. This contract is made for a duration of one year commencing from January 2019 The contractor shall occupy the premises on executing this agreement and furnishing the Security Deposit. He should take the possession of the inventory of articles available in the Canteen and carryout the services immediately.
2. The contractor has to handover the inventory on the expiry of the contract period and vacates the premises immediately. The contract is extendable for another period of one year on mutual consent basis and on satisfactory performance at the discretion of the University Administration and its Stakeholders. Application for renewal of the contract shall reach the Administration at least two months before the expiry of the contract period. However, the contract may be terminated on one month's notice by either party of the contract.
3. The timings and the working days of canteen will be regulated by the University. The contractor should supply the food & beverage items as per the rates finalized and mentioned in the Annexure-2 and the rates are inclusive of all taxes and there shall not be any increase during the currency of the contract period.
4. The eatables served by the contractor should be wholesome and clean. Best quality stores/provisions has to be procured for the preparations of the eatables. Contractor shall be responsible for their quality and quantity of food items prepared/supplied in the canteen. A complaint/suggestion box should be prominently placed in the canteen premises the box will be opened by the University authorities periodically. The Canteen Committee members shall have the right to inspect the canteen at any point of time to check the quality and hygiene of the canteen and kitchen. In case of any rotten/substandard eatables supply or unhygienic situations are noticed or complained, the Committee shall levy a penalty of Rs. 500.00 per incidence, subject to maximum of Rs.5,000.00 during the year.

5. The cooks employed should be well versed with the preparation of north and south Indian foods. The contractor should employ sufficient numbers of cooks, waiters, cleaners, helpers and other servants for efficient management of the services. The Contractor would be liable for their misbehavior, misconduct or any other act of disobedience. The Contractor must also ensure that the cook, kitchen staff and waiters wear neat and tidy uniform while on duty. The contractor shall be bound to keep the premises neat, clean and tidy at all times in accordance to the by-laws of the municipal Corporation. Any damage caused to the premises due to negligence of the workers engaged by the contractor shall be made good by him.
6. The contractor should ensure that persons punished by any Court of Law for criminal offenses are not engaged including those against whom cases are pending and judgments are awaited. He shall furnish a list of persons engaged for various purposes in the Canteen to the University and he shall notify any change in the deployment of persons as and when occurs. Further, he should not engage any child labour at the canteen in any form. The University will not be liable for any type of compensation, if any Labour is injured while on duty. Personal insurance of each Labour has to be borne by the contractor.
7. The items in standard menu table mentioned at Annexure – 2 shall be followed by the contractor and the supply should be made at the finalized rates in the contract. There shall be no revision of rates during the contract period. The Contractor is permitted to use the facilities provided by the University such as furniture, lightings, fans, water coolers, power plugs etc.,. However, their maintenance, replacement and upkeep will be borne by the contractor to the satisfaction of the competent authority of the University. In case of any additional requirement is required to run the canteen smoothly, those things will have to be arranged by the contractor at his own cost. The contractor shall not keep the items which are prohibited for public premises as per the government guidelines. Items like cigarettes, pan, gutkha, alcohol etc. are strictly prohibited in the premises.
8. The Contractor has to arrange by himself for (a) refrigeration (b) cooking/servicing utensils (c) disposables (d) cooking gas (e) adequate manpower. (f) any other facilities needed to ensure smooth functioning of the canteen. The contractor has to maintain attendance register of his persons and work to be supervised by a supervisor.
9. The contractor shall be responsible for the reasonable care, maintenance, and safety of the premises, accommodation, furniture and other assets provided by the University. The Contractor has to handover the items under his possession should handover at the expiry of the contract as per the inventory taken at the beginning of the contract. The Contractor shall not make any additions or alterations in the premises without the prior permission of the competent authority. He shall also not permitted to stick the posters, artistic paintings or to misuse the canteen premises in any form.
10. The Security Deposit furnished for an amount of Rs.50,000.00 shall be returned after 60 days of completion of the contract, subject to deductions if any towards penalty/damages. However, no interest is payable on this Security Deposit. In case of failure or breach of any term & condition of the contract, the University shall have: (a) the authority to rescind the contract and (b) the right to forfeit the security.(Decision of the competent authority shall be final)
11. The contractor should furnish copy of the following particulars for consideration of tender quotation (i) Firm Registration Certificate for the same purpose. (ii) Valid food license under FSSAI (iii) Bank Account certificate. (iv) Valid Labour License number (v) Copy of PAN Card.(vi) documentary evidence regarding its capacity and work experience.

12. The contractor will not transfer or assign the license or any part of this to any other party or individual without the prior permission of the competent authority. The contractor has to give his alternate land line phone number and mobile number for emergency contact. The contractor and his staff will have to make their own residential arrangements outside the premises of the university. Canteen premises should not be used for any other purpose except for running the canteen.

We 1. M/s.....(Mess/Canteen Contractor) and 2. Registrar, MANU University, Hyderabad have read and understood the above terms and conditions which are acceptable to us and entered into the agreement on thisday ofTwo Thousand and Eighteen/Ninteen

Registrar :	Contractor:
Witness-1:	Witness-1 :
Witness-2:	Witness-2 :

Annexure-2

[to be placed in a seprate sealed cover]

ITEMS TO BE SERVED IN MANUU CANTEEN FOLLOWING RATES AND THE QUANTAM THAT SHOULD BE MAINTAINED

Items to be provided

(over writing, corrections and altered applications will be summarily rejected)

S.No	Item	Quantity	Rate to be quoted
1	Idli with sambar/chutney 150 gms	2 Nos	
2	Poori (4) with sabji 150 gms	1 plate	
3	Massala dosa with sambar/chutney	120 gms	
4	Vada with sambar/chutney	2 Nos	
5	Veg Pakoda	Each plate	
6	Veg Biryani with Curry	300 gms	
7	Samosa (potato) with curry	2 Nos	
8	Veg Puff	Each	
9	Plate meals(veg)plate rice, Dal, sabji, Curd	1 plate	
10	Chapatti/Roti	1 No	
11	Chapati /Roti with sabji	2 Nos	
12	Tea (full)	100 ml	
13	Tea (single)	60 ml	
14	Coffee	100 ml	
15	Chicken curry - 2 pcs	200 gms	
16	Chicken 65	250 gms	
17	Chicken Biryani (Hyderabad) with curd & curry	400 gms	
18	Bread Omlet(2 bread 1 egg)	1 plate	
19	Cool Drinks/water bottles/bun /cake/bread/ Biscuits	MRP	

Any other items wish to served may please specify.

The above rates are inclusive of all taxes, with required quantity as specified above. Reasonable rates should be quoted for all items as stated above as per the prevailing market rates.

SIGNATURE OF THE APPLICANT