

**OFFICE OF THE REGISTRAR: RAJENDRA UNIVERSITY, BALANGIR
PRAJNA VIHAR, DIST. BALANGIR-767002 ODISHA**

TENDER Notice No.....**34**...../RUB

Dated, the **09/01/2024**....

**TENDER DOCUMENT FOR RUNNING CAFETERIA SERVICES AT
RAJENDRA UNIVERSITY, BALANGIR, ODISHA**

Rajendra University, Balangir, Odisha invites sealed tenders for running cafeteria services in its campus. The document related to the tender may be downloaded from website www.rajendrauniversity.ac.in. The interested party/person shall have to submit the bid duly filled, sealed and signed at the above mentioned address by registered post/speed post/courier services only.

The bids duly signed on every page must be submitted in one packet superscribed "Bid for Running Cafeteria Services and Tender Notice No. with Date". The name of the bidder with address should be clearly mentioned on the envelopes. The Technical bid, Undertaking and the Price bid should be filled up without leaving any blank. Self-attested copies of documents/papers in support of experience; financial aspects, etc. should also be attached. The University reserves the right to reject any or all the tenders at any time, without assigning any reason.

Time schedule for tender process:

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Last date for receipt of duly filled in tender documents: **31.01.2024 (5 pm)**

Date and Time of the opening Bids: **02.02.2024 (11.30 am)**


REGISTRAR,
Rajendra University, Balangir

Note: This tender document contains 11 pages and bidders are requested to sign on all the pages. The duly filled in bid should be sealed by the bidders and super scribed as "Tender for running Cafeteria Services".

Signature of the bidder

Rajendra University, Balangir

District- Balangir, Pin- 767002

**TENDER NOTICE FOR RUNNIG CAFETERIA SERVICES AT
RAJENDRA UNIVERSITY, BALANGIR
TERMS AND CONDITIONS OF CONTRACT FOR RUNNING A
CAFETERIA AT RAJENDRA UNIVERSITY, BALANGIR**

GENERAL TERMS AND CONDITIONS

1. Please read terms and conditions carefully before filling up the document. Incomplete tender document will be rejected.
2. Before submitting the tender it should be ensured that all self-attested document are attached along with the technical bid.
3. All pages of the tender, document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the terms and conditions of this tender.
4. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected. No bidder shall submit more than one tender form.
5. No paper shall be detached from the tender.
6. The name and address of the bidder shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted in strict compliance with the instructions laid down therein, otherwise the tender is liable to be rejected.
7. Person signing the bid or other documents connected with the tender must clearly write his/her name and also specify the capacity in which signing.
8. The Authority of this University reserves the right to reject any or all the tenders without assigning any reason.
9. The institute reserves the right to change any condition of the tender before opening of the bids.

(A) OPERATIVE TERMS & CONDITIONS:

1. The Bidder/Caterer shall keep the Cafeteria open during approved hours on all working days. The time of opening will normally be from 07.00 AM to 07.00 PM, but the time may change depending upon the convenience of the University.
2. Service must be available throughout the year excluding Durga Puja holidays and Summer Vacation. Any closure must be done with explicit approval of the Authority of this University.
3. The Cafeteria shall not be closed without prior permission of the Authority of this University.
4. Price of the food is fixed as approved by the committee & will remain same till the end of the contract. In exceptional case the committee may review the price.

Signature of the bidder

5. The Bidder/Caterer shall sell and serve only such items as approved by the Institute. Menu and pricing must be approved by mutual discussion before a new item is introduced or an old one is discontinued. Any change in price (increase or decrease) has to be approved by the Institute. Any deviation to this shall be treated as gross violation of the contract and may attract punitive measures. The prices of the approved menu may be changed at the discretion of the Institute.
6. The Bidder/Caterer shall display the list of items and rates at an appropriate place in the Cafeteria. Packed food after the expiry date must be removed from display.
7. Only superior raw materials are to be used as per direction of cafeteria committee. In case of failure to abide by the instruction of the committee may attract punitive measures.
8. The bidder/caterer shall be solely responsible to provide safe and hygienic food to the students, staff & faculty members at all times. Cleanliness of kitchen and dining area are extremely important. The Food and Hygiene Committee will inspect the Cafeteria from time to time and if found unsatisfactory, may recommend punitive measures. The Committee must have full access to all facilities and documents. Any preparation not found to be wholesome or hygienic is liable to be rejected without any compensation with punitive action.
9. The Bidder/Caterer shall make arrangements for keeping eatable in glass covered showcase, free from flies.
10. All expenses on equipment & consumables are to be met by the bidder/Caterer. Supply of only purified water (purified by Aqua guard RO, Kent RO or purifier of comparable standard) is mandatory, the cost of machine being borne by the Bidder/Caterer. The Bidder/Caterer may use the existing equipments/articles of the institution but the Bidder/Caterer will maintain and keep up in good running condition at his own cost.
11. The Bidder/Caterer should be able to provide refreshments/food items as per requirement for meetings, conferences, seminars and other functions of the College at mutually agreed rates.
12. All customers must be treated with equal respect. Due courtesy should be shown to ladies. The bidder/caterer should ensure that dignity of women is protected inside the cafeteria.
13. The Bidder/Caterer is forbidden from giving credit to students and staff of the Institute. The University shall not entertain any claim related to such irregularities in case of any default.

Signature of the bidder

14. Selling of harmful items e.g. cigarette, alcohol, pan masala, gutkha are strictly prohibited in the Cafeteria and in the campus itself.
15. The Bidder/Caterer shall ensure that his staffs are always dressed clean and tidy while on duty. The employees of the Bidder/Caterer should be free from any contagious disease or sickness that is considered unacceptable for handling food. In such case the Bidder/Caterer should give them leave or arrange treatment as deemed fit and should make alternative arrangement at his own cost. Whatever circumstance it may be the Bidder/Caterer must ensure that the facility is not hampered.
16. The Bidder/Caterer shall maintain the Cafeteria premises in good condition and keep it clean and tidy always. The waste must be disposed of and 100% cleared before closing of each business day and cleared at sufficient intervals during the day. The Bidder/Caterer shall maintain neat and cleanliness of the premises at all times.
17. It is the Bidder/Caterer's responsibility to drive away stray dogs from the vicinity of the cafeteria.
18. Burning of fuels except cooking gas is forbidden
19. The assets and articles provided by the Institute shall be the property of the Institute and the Bidder/Caterer shall be merely the custodian of such assets and articles. On termination of the contract, all such property shall be handed over to the Institute in good condition.
20. The Bidder/Caterer shall refrain from sub-contracting of the task. The premises of the Cafeteria shall not be used for any other purpose.
21. The Bidder/Caterer shall not perform any act that would violate the statutory obligations laid down by the Competent Authorities. Further the Bidder/Caterer is advised to act in a disciplined way and should avoid any mishap or misconduct that would pose negative impact on the fame and reputation of this esteemed institution. In case the Bidder/Caterer is found to be involved in any type of malafide conducts; the contract shall be terminated with immediate effect without any compensation and future action as deemed fit shall be taken. The security deposit shall be forfeited.
22. Specific condition may be imposed by the Institute whenever considered necessary.
23. The Bidder/Caterer shall have to sign an Agreement with the Institute on non-judicial stamp paper (Rs. 120/-) before commencement of the service.

Signature of the bidder

24. Deficiency in Service: The Institute Authorities shall inspect the facility from time to time to assess the performance of the Bidder/Caterer in terms of quality of food, hygiene and prompt service. Serving any inferior quality of food, or non-maintenance of hygiene, poor service shall be treated as gross violation of the contract and the license shall be cancelled with immediate effect. In case of dispute in assessment, the decision of Registrar, Rajendra University, Balangir shall be final and binding.
25. No Loud speaker, party celebration or extra ordinary decoration is allowed in the cafeteria.
26. Any Violation of terms and condition is punishable and decision of the authority is final in this regard.

(B) STATUTORY OBLIGATION:

1. The Institute shall have no responsibility towards payment of wages, social security, medical care, safety or any benefit to the personnel engaged by the Bidder/Caterer. Any unpleasant incident occurring during the contract period is the sole responsibility of the Bidder/Caterer. The Institute shall in no way be liable for any such incident.
2. The Bidder/Caterer shall not employ any minor for the contract work as prohibited under Labour act. The Bidder/Caterer shall also abide by all statutory laws, rules and regulations of State/Central Government as per jurisdiction.
3. All safety measures must be taken care of, in order to avoid any accident, fire and other safety hazards. The Bidder/Caterer shall be held responsible for any type of loss of assets due to any such incident. All loss or damage shall be repaired and brought to good condition by the Bidder/Caterer at its own cost and responsibility. The Institute shall in no way be liable for any such incident occurring during or in connection with the contract.
4. If there is any damage to building or any other Institute property because of willful or negligent act or poor maintenance by the Bidder/Caterer, the cost of repair will be borne by the Bidder/Caterer.
5. The Bidder/Caterer shall neither give credit to any customer, nor shall buy any material under credit payment terms without an explicit written agreement between the two, parties that the Institute shall have no role in settlement of the loans.
6. Any minor repair will be carried out by the Bidder/Caterer.

Signature of the bidder

7. The contractor shall comply with all existing labour legislations and Acts, Provisions as applicable, such as Contract Labour Regulation Act, Workmen's' Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act etc. For any lapse or breach on the part of the contractor in respect of non-compliance of any labour legislation in force during the validity of the contract, the contractor would be fully responsible and would indemnify the Institute, in case the Institute is held liable for the lapse if any, in this regard.

(C) COMMERCIAL TERMS & CONDITIONS:

1. The Bidder/Caterer shall deposit bank draft of Rs. 10,000/- (Rupees Ten Thousand only) towards security deposit for the College Cafeteria drawn in favour of the **"Comptroller of Finance, Rajendra University, Balangir"** payable at Balangir. The security deposit shall be released within one month of the termination of the contract and realization of dues, if any at the time of termination.
2. If the Bidder/Caterer fails to operate the cafeteria within specified time given by the Institute, the security deposit shall be forfeited and the next eligible Bidder/Caterer/Agency shall be offered
3. The contractor is required to get the new electric connection and bear the expenditure for installation of Electrical meter. The contractor is required to pay the electricity charges on actual basis, along with fixed charges on monthly basis in stipulated time. Any default shall entitle the University to disconnect electricity connection to the Cafeteria premises without any prior notice.
4. For Electricity charges, the selected Bidder/Caterer has to deposit Rs. 10,000/- as initial deposit of electricity which will be refundable at the end of the contract period.
5. The Bidder/Caterer shall pay all taxes, fees, license charges, royalty commissions, deposit dues or other charges to the concerned authorities. In case of any default the Institute shall have the right to recover the same from the bill or payment claimed from the Institute.
6. The Bidder/Caterer shall not appoint any person specifically for this business, nor make any major investment for the purpose. In case of termination of contract, the Bidder/Caterer party shall be solely responsible for its personnel and assets.

(D) CONTRACT VALIDITY:

1. The Cafeteria shall be operated for the period of One Year, from the date of issue of the Work Order initially subject to continuous satisfactory performance. However, this will be reviewed at the end of each year based on performance and if found satisfactory it will be renewed for two years more, on year to year basis.

Signature of the bidder

2. This contract can be terminated under any one of the following circumstances.
 - a) By giving one month's notice by the Institute, without assigning a reason, if in the opinion of the authorities such termination is in the interest of the Institute. This termination will not be challenged by the Bidder/Caterer.
 - b) The Institute shall have the right to unilaterally terminate this contract with "Nil Time" notice in case of a good reason such as serving Alcohol or Tobacco or unhygienic food or maintaining dirty environment or other deficiency of service.
 - c) The Bidder/Caterer not performing his duties properly as per the agreed terms and conditions of the contract. The Institute shall decide whether the performance of the Bidder/Caterer meets specification or is deficient and to what degree. In such a case the notice period shall be one week.
 - d) For committing breach of the terms & conditions of the contract or assigning the contract or any part thereof by the Bidder/Caterer to any third party or subletting whole or part of the contract or the premises to any third party, the notice period shall be one week.
 - e) For indulging in any grossly unsafe practice, stealing or willfully damaging Institute property or engaging in any illegal activity, the contract shall be terminated on immediate notice. Decision of Registrar, Rajendra University, Balangir in this matter shall be final and binding.

(E) JURISDICTION AND RIGHT TO AMEND RULES:

1. The Institute reserves the right to amend the rules of operation whenever and wherever considered necessary and appropriate. The same shall be necessary and intimated to the Bidder/Caterer in due course. intimated to the Bidder/Caterer in due course.
2. The Institute rules shall be binding for execution of the contract. In case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter; the Registrar, Rajendra University, Balangir is the sole arbitrator to decide the same or his decision is final and binding on both the parties as per the provisions of the Arbitration and Conciliation Act 1996. If differences persist even after arbitration and there are compelling reasons to go to the court of law, it will be decided at the court of law of Balangir only.

(F) MODE OF SELECTION:

1. The tender will be evaluated on the basis of Bidder's Experience, executed contracts, contracts in hand, capacity, managerial abilities, local presence, performance in rendering services and other relevant factors as considered appropriate by the Cafeteria Tender Committee. The preference will be given to the local established Bidder/Caterers in contract award for serving ready to eat food, microwave cooked food, packaged food, dried items & beverages etc.

Signature of the Bidder

2. The contractor should offer competitive discount on MRP on branded items offered would also be reckoned for evaluation.
3. It should be noted that selection will be based on combination of credential, financial soundness and reputation instead of one alone thereof.

SPECIFIC CONDITIONS REGARDING QUALITY OF FOOD.

1. The Bidder/Caterer should use only good quality/branded materials for cooking.
2. Cleanness, hygiene and good quality of food must be the motto of running the cafeteria.
3. Storing or preserving cooked food beyond reasonable time for re-serving is strictly prohibited, lapse of which shall be considered as violation of conditions and may invite penalty.
4. If the cafeteria preparation and management is found at any point of time, not up to mark or, the quality of the food is below standard, unhealthy or unhygienic, then the University authority, on the basis of recommendation of the committee constituted by the authority is empowered to terminate the contract with a short notice of one week.
5. The Bidder/Caterer may be required to provide light food to the sick student/s during his/her/their sickness period and will not charge extra.
6. The Bidder/Caterer shall solely be held responsible for disastrous occurrence if any due to food poisoning and meet all the expenses incurred in relation to that.

Signature of the Bidder

(On The Letter Head of the Bidder/Caterer)

TENDER FOR RUNNING CAFETERIA AT
Rajendra University, Balangir -767002

TECHNICAL BID

1. Tender No. and Date :
2. Name and address of the Party :
3. Telephone No :
4. Name of Proprietor :
5. Registration. No. of the Bidder/Caterer with GST :
6. Permanent Account Number (PAN) :

Documents to be attached: (Self Attested)

- (a) Copy of the GST registration certificate
- (b) Copy of PAN
- (c) Copy of valid food license issued by competent authority.
- (d) Copy of experience in providing similar service.
- (e) An Undertaking by the agency for acceptance & compliance of all terms & conditions mentioned in this tender.
- (f) Copy of IT Return for Last three year.

Place: Name of the Bidder :

Date: Name of the Signatory:

Signature with seal :

(On The Letter Head of the Bidder/Caterer)

TENDER FOR RUNNING THE CAFETERIA
AT Rajendra University, Balangir -**767002**

Tender No...../RUB: Dated,

UNDERTAKING

1. This is to certify that my Bidder/Caterer/agency has never been blacklisted by any of the Government or other organization and no criminal cases pending against my Bidder/Caterer/agency.
2. I declare that I will abide by the terms and conditions stated in the tender document.
3. I undertake to serve the items mentioned in the menu chart, duly maintaining the quantum indicated therein.
4. I will be held responsible for any damage caused to the University property and I will abide by the decision of University that may be taken under such situations.

Place:
Date:

Name of the Bidder:

Name of the Signatory:

Signature with seal:

(On The Letter Head of the Bidder/Caterer)
TENDER FOR RUNNING THE CAFETERIA
AT Rajendra University, Balangir -767002
Tender No. /RUB: Dated,

PRICE BID

Sl. No	Item	Specification	Price(Rs.)*
1	LUNCH Veg Lunch comprising rice, dal, veg curry/soyabin/bhaja and papad/khatta/ salad Non-veg lunch comprising of rice dal/ fish/egg/chicken, papad/khatta/salad	150 gm rice, 40 gram dal, 200 gram vegetable/soyabin 150gm rice, 40 gram dal, 2 pieces of fish/2 eggs/150 gm chicken	
2	Veg chowmin	One plate	
3	Non-veg chowmin (egg)	One plate	
4	Bara	100 gm	
5	Alu Chop	100 gm	
6	Pakoda (Besan)	100 gm	
7	Idli with Chutney/sambar	4 Pc	
8	Samosa /Singda	100 gm	
9	Vegetable Chop	100 gm	
10	Dahi Bara	100 gm	
11	Vegetable Pettis	1 pc	
12	Paneer Pettis	1 pc	
13	Vegetable Sandwich	1 pc	
14	Paneer Sandwich	1 pc	
15	Pastry	1 pc	
16	Bread Chop	100 gm	
17	Tea	100 ml	
18	Coffee	100 ml	
19	Standard Dosa	1 Pc	
20	Soft Drinks	200ml	
21	Milk with Corn flakes	1 Bowl(200ml)	
22	Chicken Pakoda	5 pcs	
23	Sweets	1 pc	

24	Fruit Salad	1 plate	
25	Milk Oats	1 Bowl (200 ml)	
26	Millet Biscuit	1 pkt	

*** To be filled by the bidder**

I am herewith offering _____% (in words _____ percent discount from Maximum Retail Price (MRP) to sell the branded bakery items and any other items prescribed by the authority from time to time.

Place:

Date:

Name of the Bidder:

Name of the Signatory:

Signature with seal: