



GAUHATI UNIVERSITY
GOPINATH BARDOLOI NAGAR: GUWAHATI – 14, ASSAM :: INDIA

Memo. No. GU/ Dy. Rego/ TNG.U.C/07/2016

Date: 28/12/2016

TENDER NOTICE

GAUHATI UNIVERSITY ARTS CANTEEN, FOOD COURT, GUIST CANTEEN

Sealed tenders in two bid system i.e. Technical Bid & Financial Bid are invited to run Arts Canteen (2 Nos.), Food Court (2 Nos.) and GUIST Canteen (1 No.) in Gauhati University Campus for the students, staff & visitors.

Eligibility

An Agency/ Firm/ Individuals having an experience of 4(four) years in the business of hotels/restaurants/ catering service under private/ government organization with annual turnover Rs 5 lakhs or more per annum in the last three years (supported by valid documents) are eligible to apply. Proprietor having well established retailing outlet/production of food item will be given preference. Person having degree/ diploma in Hotel Management shall be given preferences and in such case experience may be relaxed to 3 years. Tenderer/ Caterer should preferably have Registration No. ESI number, PF number, Service Tax number, Sales Tax number (TIN number)/ Tax clearance certificate, VAT number and PAN number/ Income Tax clearance certificate issued during last 12 months (proof to be submitted).

Detailed tender documents may be downloaded from the University website www.gauhati.ac.in. Non refundable Tender Fee of Rs 500/- (Rupees Five Hundred) only in the form of Demand Draft drawn from any nationalized Bank and payable to " Registrar, Gauhati University" must be submitted along with the Tenders. The completed tender is required to be submitted along with the E.M.D. (refundable) of Rs. 2000/- (Rupees Two Thousands) only in the form of D.D./ Cash deposit drawn in favors of " Registrar, Gauhati University" payable at "Guwahati". The E.M.D. in the form of D.D/ Cash deposit should be keep with the Technical Bid. The last date to submit the completed tenders in the office of the Registrar, Gauhati University is up to 3pm on 18/01/2017 .The Technical and Financial Bids should be kept in separate sealed covers and these two sealed covers may be kept in the third sealed cover along with the tender document, with "Tender for Canteen" super scribed on the envelope. The name and address of the Agency/ Firm/ Individual along with Contact Telephone No. must be mentioned on each envelope. The Technical Bids will be opened on 18/01/2017 at 3.30 pm in presence of intended tenderers or their authorized representatives. The date to open the Financial Bid will be announced on the same day. Incomplete tenders and those without proper E.M.D. shall be summarily rejected.


Deputy Registrar
Gauhati University

Terms and Condition for the award of “Arts Canteen” “Food Court” and “GUIST Canteen” Contract for Gauhati University, Guwahati.

1. The contract will be awarded on the basis of highest rent offered for the build up space provided by the Gauhati University along with basic infrastructure, on approval of the Vice Chancellor. The Caterer/ Tenderer shall have to quote a rent not less than Rs. 7.00 (Rupees Seven) only per sq. ft. per month. However, the quoted minimum rate for the “GUIST Canteen” shall not be less than Rs. 4.00 (Rupees four) only per sq. ft. per month. Authority reserves the right to accept or reject any tender or all tenders without assigning any reason.
2. The successful Tenderer shall start the canteen within next fifteen days from the date of acceptance of the offer given by the University. If the successful Tenderer fails to start Canteen within the stipulated time period the earnest money of the Tenderer will be forfeited and next eligible Tenderer will be offered the Contract. Successful Tenderer shall have to execute a “Contract Agreement” with the University for the purpose. Only one canteen will be offered by the University, even if the highest rates are offered to different canteen by a successful Tender.
3. The contract will be operative for a period of **ONE YEAR** only from the date of award, which may be renewed annually, up to a maximum of three years based on performance evaluation by G.U. After every three years the terms and condition will be revised and retendering will be done.
4. Terms of agreement may be discontinued by giving 1 (one) month notice by the University if the performance is not satisfactory and/or in case of any misconduct. The Tenderer shall give one month notice before withdrawing from the Contract, if need arises.
5. The successful Tenderer shall keep the Canteen open from 8.30 A.M. to 7.30 P.M.(for Six days in a week i.e. from Monday to Saturday) both in summer and winter for students, staff and visitors of this University only.
6. For GUIST Canteen, the successful Tenderer shall keep the Canteen open during the office hours only for staff and visitors of GUIST.
7. The successful Tenderer shall make the necessary arrangements for keeping all eatables in glass - covered showcases, free from flies and insects. The arrangement for garbage disposal shall be arranged by the party.
8. No responsibility will be taken by the University for Credit Sales losses or pilferage.
9. The Canteen shall not be closed on any working day of the University without prior written permission from the University.
10. The successful Tenderer shall submit a list of eatable items that will be sold and served in the canteen to the University for prior approval along with price and weight of the items.
11. The rates for different items shall be as per approval of the University. The successful Tenderer intends to serve eatables not specified in the enclosed list need prior approval of the University.

12. The successful Tenderer shall have to submit Security Deposit of Rs. 20,000/- (Rupees Twenty Thousand) only in the form of Bank Draft drawn from any Nationalized Bank in favour of, "Registrar, Gauhati University, Guwahati" payable at Guwahati. No interest is payable on the security deposit.

13. In case the preparations for the eatables to be served in the Canteen are found unsatisfactory or the quality of food is not good or the successful Tenderer fails to fulfill obligations of the contract at any point of time during the contract period, the University shall have the power to terminate the contract and in that case the security deposit of Rs. 20,000/- (Rupees Twenty Thousand) shall be forfeited at the discretion of the University.

14. The successful Tenderer shall display visibly the approved list of rates of the approved eatable at the appropriate place in the Canteen.

15. The Registrar or his authorized representative or Canteen Committee member (s) may inspect the preparation from time to time and may reject such preparations, which are not considered wholesome or are found un - hygienic without any compensation.

16. The crockery & other serving items should be of good quality as approved by the Canteen Committee.

17. The Successful Tenderer shall maintain cleanliness, hygiene and sanitation in and around the canteen. No staff member of the University will be engaged for the purpose and it shall be entire by the responsibility the Successful Tenderer.

18. The Successful Tenderer will pay necessary fee, taxes as applicable, according to the rates prescribed by any other Authority for running the Canteen, directly to the concerned Authorities.

19. The Successful Tenderer shall pay Electricity charges at commercial rates as per the meter reading. A sub-meter shall be installed in the Canteen at the University expenses for the purpose.

20. The successful Tenderer shall pay water consumption charges as per GMDA meter rate. Water meter(s) will be installed by the University in the canteens.

21. In case of any dispute arising between the Successful Tenderer and the University, the decision of the Vice-Chancellor shall be final and binding to the Successful Tenderer.

22. All legal disputes shall be subject to Jurisdiction of Guwahati Courts.

23. The Successful Tenderer should be able to provide tea, snacks/food arrangement for the meeting and also on the University Functions at mutually agreed rates on specified eatables if not covered under the approved items list.

24. The Successful Tenderer shall have sufficient equipment & crockery and other items normally required in a Good Canteen.

25. The Successful Tenderer shall have to provide Indian/ Chinese food as and when required.

26. The University reserves the right not to allow the Successful Tenderer for the sale of brand/ make items, if need arises.

27. The Successful Tenderer should take all safety measures while running the Canteen.
28. The Successful Tenderer should keep a First Aid Box in the canteen.
29. It is the responsibility of the Successful Tenderer to get the Verification and antecedent of each of the employees, employed by the Licensee/Successful Tenderer.
30. The Successful Tenderer shall be responsible for the safety of the manpower engaged by the canteen. The University shall not be liable for compensation or loss, if any, caused by any accident to any of the employees engaged by the Tenderer.
31. The Successful Tenderer shall not deploy any minor to work in the canteen.
32. The items, which are not included in the List, shall be sold only on the rates mutually agreed by the University and the Successful Tenderer.
33. The Canteen Management Committee of the University will Monitor and advice on the eatables to be served in the University Canteen(s).
34. The Successful Tenderer shall not employ in the Canteen any person suffering from any contagious or infectious disease.
35. The Successful Tenderer shall not sublet a part or whole of the premises to any other Agency for any purpose what- so-ever, and if found violated the rule, the agreement shall immediately be terminated.
36. The Successful Tenderer shall not indulge in carrying out activities other than the purpose of running a canteen to serve the approved items of food to by the University to the students, staff and visitors of the University.
37. The Successful Tenderer shall keep the Licensor indemnified against any or all claims for damages, which may be caused to any workman of the Licensee.
38. The Successful Tenderer shall provide identity cards to its employees duly approved by the General Administration of the University and the expenditure incurred shall be born by the Successful Tenderer.
39. That upon the expiry of the period of this contract or upon termination of the contract to run the University Canteen, the Successful Tenderer shall wind up its business and vacate the entire premises within one week time. In case she/ he fails to vacant the premises in time the University reserves the right to remove all belongings at the contractor's risk & cost.
40. The Canteen Committee after inspecting the all materials/ equipments and taste of the food have the right to reject or accept the Technical Bid.
41. Date, Time and Venue of Financial Bid opening, will be informed to the Technically Qualified Tender, through official letters and also telephonically.
42. The Tenderer should sign all the pages of this tender documents.

43. The rent, water and electricity charges has to be paid by 1st week of every month in the University Cash Counter or at the SBI, GU Branch in the specified Account of the University. In case the Tenderer fails to pay the rent within one month from the due date a penalty of Rs. 1000 per month shall be imposed.

44. In case of sale of items beyond expiry date, penalty of Rs.2000/- shall be imposed for each type items.

45. All employees of the Tenderer/ Caterer shall be well dressed in uniform as specified by the University.

46. In case the Tenderer fails to pay Water Charges/ Electricity Bills/ Rent etc. in time the same will be deducted from his dues with 10% Penalty.

47. Any Tenderer/ Caterer that currently has or in the past has had any financial dealings with GU shall have to submit a "NO Deal" certificate from the University authority, otherwise the tender shall be rejected

48. No GU employee and/or their relative can participate in the tendering process. An Undertaking in this regards shall be submitted by the Tenderer.

*Note: Each envelope containing Technical Bid & Financial Bid shall be separate & both must bear the address of the Tenderer along with contact Telephone No.

I have understood completely about this tender document and the terms & conditions therein. I agree to sale the eatables and packaged food (Snacks/ Lunch) as per approved rate of the University. I have also understood that I have to maintain quality eatable.

Name of the Tender :

Address of Agency. :

.....

Signature of Tenderer

With seal of the Agency

GAUHATI UNIVERSITY:: GUWAHATI 14

Name of the Work: To run the University Arts Canteen/GUIST Canteen/Food Court.

Technical Bid

(Technical Bid should be kept in separate sealed cover super scribing "Technical Bid" on it.

1. Name of the Tenderer and Agency.....
2. Details E.M.D. (2000/-).....
 With Draft No.....
 Issuing Bank.....
3. Details of Experience in the similar Field (attach copies from the Agency)

	Period		Organization	Details of Canteen Service
SL. No.	From	To		

(If required enclose separate sheet)

4. Infrastructure available with the Agency
 - a.) Crockery:
 - b.) Refrigerators, Cutlery:
 - Napkins, etc.
 - c.) Deep Freezer:
 - d.) Hot Cases:
 - e.) Buffet Serving Dishes:
 - f.) Furniture:
 - g.) Cooking Infrastructure:
 - h.) Any Other Information:

5. Annual Turnover

Year	Turn Over in Rs Lacs	Document (Attach Photocopy)

6. Manpower Working with Agency:

7. Details of Cooks and their Expertise:

8. Qualification of Tenderer:

9. V.A.T. Regn. No.:

10. V.A.T. Clearance Certificate from:

Concerned Authority.

11. Income Tax Clearance Certificate:

from Concerned Authority

Signature of the Tenderer & Date.

Name of the Tenderer.....

Check List

1. Technical Bid all pages signed by Tenderer
2. Technical Bid Carrying EMD of Rs 2,000/-
3. Technical Bid carries Experience
Certificate/performance certificate of work
Already done.
4. List of Infrastructure.
5. List of Manpower working.
6. Qualification of Tenderer.
7. V.A.T. Registration No. Certificate
8. V.A.T. clearance certificate from the
Concern authority
9. Income Tax clearing certificate from the
Concerned authority.
10. Financial Bids all pages signed by Tenderer.

(Signature of the Tenderer)
With name and Seal
Place:.....
Date:.....

GAUHATI UNIVERSITY :: GUWAHATI 14

FINANCIAL BID

(Keep this Financial Bid in Separate Sealed envelop)

(Submit along with Tender)

Name of work: To run the University Arts Canteen/Food Court.

1. Name of Tenderer and Agency :
2. Registration No. of the Agency(if any) :
3. Permanent Income Tax Account(PAN No.) Please Enclose latest Tax Clearance Certificate. :
4. Please Specify as to whether Tenderer is Sole Proprietor/ Pvt. Ltd./ Partnership firm (Name of the partner should Be specified In this case) :
5. Quote the Rent Offered in INR (both in words & figures).

Note: Tenderer has to quote the rent not less than Rs. 7.00 (Rupees Seven) only per Sq ft. floor area per month for the build up space with basic infrastructure provided by the University.

I have understood completely about this tender document and the terms and conditions therein. I agree to sale the eatables and packaged (Snacks/ Lunch) on rates as per approval of the University. I have also understood that I have to maintain quality of eatable.

Signature of Tenderer

Name of Tenderer.....

GAUHATI UNIVERSITY :: GUWAHATI 14

FINANCIAL BID

(Keep this Financial Bid in Separate Sealed envelop)
(Submit along with Tender)

Name of work: To run the University GUIST Canteen.

1. Name of Tenderer and Agency :
2. Registration No. of the Agency(if any) :
3. Permanent Income Tax Account(PAN No.) Please Enclose latest Tax Clearance Certificate. :
4. Please Specify as to whether Tenderer is Sole Proprietor/ Pvt. Ltd./ Partnership firm (Name of the partner should Be specified In this case) :
5. Quote the Rent Offered in INR (both in words & figures).

Note: Tenderer has to quote the rent not less than Rs. 4.00 (Rupees Four) only per sq. ft. for the floor area per month for the build up space with basic infrastructure provided by the University.

I have understood completely about this tender document and the terms and conditions therein. I agree to sale the eatables and packaged (Snacks/ Lunch) on rates as per approval of the University. I have also understood that I have to maintain quality of eatable.

Signature of Tenderer

Name of Tenderer.....