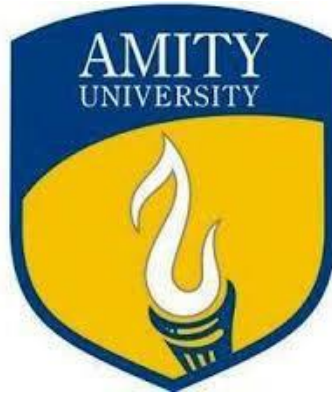


AMITY UNIVERSITY — CHHATTISGARH —



REQUEST FOR PROPOSAL (RFP) FOR PROVIDING MESS FACILITIES IN HOSTEL



Amity University Chhattisgarh,
Math (Kharora), State Highway 9 Baloda Bazaar Road, Raipur (C.G.)

SCOPE OF BID

Amity University Chhattisgarh (AUC) has a hostel canteen in the campus. It caters to the requirement of nearly 700 persons including students, faculty and staff. The canteen also serves tea/coffee /cold drinks, snacks, high tea, lunch/dinner etc. in various official programmes, and functions organized by the University from time to time. In addition, people visiting AUC campus in connection with various academic activities of the University also avail these services.

Sealed quotations under single-bid system are invited by the Director's Adminon behalf of the University from reputed firms/persons/hotels etc. for running of Hostel Mess and Canteen at Amity University Chhattisgarh, Raipur premises as detailed below:-

Tender No.	Name of Work	Tender Document Cost (in Rs)	EMD (in Rs)	Last Date of collection of tender form	Last Date of submission of bid	Duration of Contract	Date of Opening of Bid
AUC/TENDER/2024-25/001	Running of hostel Mess and Canteen in the University premises	1500/- + GST 18%	50,000/- (Fifty Thousand only) for Mess and Canteen	05/07/2024	14/07/2024	One year extendable to a Max 3 years on rendering satisfactory services.	15/07/2024

1. The bid is to be submitted for the canteen as follows:-

Hostel Complex Mess/Canteen

2. Date & Time of purchase of Tender Documents:-

From **28/06/2024 to 05/07/2024** during office hours from 09:00 a.m. to 05:00 p.m.

3. Tender Document for providing Mess/Canteen Services at AUC:-

Tender Document can be purchased from the Accounts Office at Amity University Chhattisgarh, Manth (Kharora), Raipur (C.G.) on payment of Rs. 1,500/- (Rupees One thousand five hundred only) + GST 18% through **DD** drawn in favor of **Amity University Chhattisgarh**, payable at **Raipur**. Alternately Tender Document can be downloaded from our website (www.amity.edu/raipur) and the same shall be submitted along with the requisite cost of Rs.1,500/- + GST 18%. Please note that the tender cost is **NON-REFUNDABLE**.

4. The Contract for award of Canteen Services through this Tender shall come into force with effect from August 2024.

5. All the participants shall submit the EMD amount of Rs.50,000/- through a **DD along with the Bid**, drawn in favor of **Amity University Chhattisgarh**, payable at **Raipur**. The Bid will liable to be cancelled without the EMD.

6. Last date & time for submission of duly filled-in Bids:

14/07/2024 before 5:00 P.M.

OPENING OF BIDS:

- a) The Bids will be opened on 15/07/2024 at Director's Admin office, AUC in the presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).
- b) The decision of the University in this regard will be final and only such bidders who are found eligible as per evaluation criteria prescribed by the University will be intimated.

EVALUATION OF BIDS:

The bids shall be evaluated by the Evaluation Committee on a range of parameters including experience, clientele base, feedback etc. The successful bidder will be evaluated on a range of parameters where price per capita shall not be the only determining factor. All decisions pertaining to Tender and Contract processes and procedures as taken by the Amity University Chhattisgarh, shall be final and binding on all concerned.

7. Date & Time of Opening of Bids:

15/07/2024 at 12:00 Noon.

8. Venue for Opening Bids:

**Director's AdminOffice, Amity University Chhattisgarh
Manth (Kharora), Raipur (C.G.)**

All the vendors/bidders (***or their representatives with a valid authorization letter***) are requested to be present during the opening of bids. The AUC management will carry out the process of opening of bids even if no vendor or representative is present, on the prescribed date and time.

TERMS AND CONDITIONS

GENERAL

1. Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender Documents will be rejected.
2. Before submitting the tender, details of documents to be attached may be verified from the Check List given in the Tender Document.
3. The bidders are required to submit a separate demand draft for Rs.1500/- (Rupees One Thousand Five Hundred only) + GST 18% towards the cost of the Tender Document. Tender Documents submitted without demand draft towards the cost of Tender Document shall be rejected.
4. The Bidder must write the name & complete postal address of the bidding firm on the reverse side of the Demand Draft(s).
5. 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. Duly filled in tender form should be supported by "Letter of Transmittal" as at Annexure-I of the Tender Document.
6. AUC reserves the right to obtain feedback from the previous/present clients of the Bidder and also depute its team(s) to inspect the site(s) at present contract(s) for on-the- spot firsthand information regarding the quality of food and services provided by the Bidder. Decision of AUC with regard to award of the contract will depend upon the feedback received by it from the previous/ and present clients and also from its team(s) deputed for the purpose. The decision of the University in this regard will be final and binding on all bidders.
7. Tender shall be submitted in University's official tender form only. If submitted in any other manner, the same shall be summarily rejected. No bidder shall be issued more than one Tender Form for the canteen.

8. The services to be rendered by the contractor must not be altered by the bidder.
9. No paper shall be detached from the Tender Document.
10. The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, 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 strictly in accordance with the instructions contained herein, otherwise the Tender is liable to be rejected.
11. Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which he/she is signing.
12. The University reserves the right to reject any or all the tenders without assigning any reason.
13. The University reserves the right to change any condition of the tender before opening of the Bids.
14. The successful bidder will have to enter into an agreement with the University (as per draft agreement given in Annexure-II) before taking charge of the Canteen and commencement of the canteen work.
15. Canvassing / lobbying in any form will make the tender liable for rejection.

Basic Eligibility.

The applicant should be in catering business for a minimum period of **Five (5) years** out of which a minimum of **Two (2) years** should be in **Academic Institutions.**

Government empaneled catering contractor e.g., Defence Canteens, Railways, PSU Companies and Academic Institutions of repute etc. will be accorded preference.

The caterer will be responsible for procuring a license from the **Food Safety and Standards Authority of India (FSSAI)** under the Food Safety and Standards Act, 2006 to run his canteen in the premises of Amity University Chhattisgarh.

16. Tenders received without proper documents, including demand draft, shall be summarily rejected.

GUIDELINES FOR SUBMISSION OF TENDER

The bids are to be submitted as under-

17. Sealed Financial Bid placed in a separate envelop super-scribed: "**BID FOR PROVIDING MESS/CANTEEN SERVICES AT AUC CAMPUS**"
18. The above mentioned sealed envelope should bear the name and complete postal address of the bidder. Sealed envelope containing the Bid should be addressed to the Director Admin, Amity University Chhattisgarh, Village: Manth (Kharora), State Highway 9, Baloda Bazar Road, Raipur- 493225 and should reach the Director' Admin Office on or before 05/07/2024.

OPENING OF BIDS

19. The Bids will be opened on 15/07/2024 at the Director Admin office, AUC in the presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).
20. The decision of the University in this regard will be final and only such bidders who are found eligible as per evaluation criteria prescribed by the University will be intimated.
21. EMD of the unsuccessful bidders will be returned, without interest, within a period of **fifteen days** from the date of award of contract to the successful bidder.

PERIOD OF CONTRACT

22. Each bid is valid for a **period not exceeding One (1) year.** However, the contract period is extendable by **another one (1) year term** or as decided by the AUC authorities, provided annual appraisals are deemed satisfactory. The successful bidder will have the contract renewed on fulfilling all the conditions as mentioned in this document. The contract period is subject to renewal by the University on satisfactory performance based on consumer feedback and other

terms of agreement. However, the University reserves the right to cancel the contract in case serious breach of Terms & Conditions is noticed.

EARNEST MONEY DEPOSIT

23. All the bidders are required to deposit an amount of Rs.50,000/- (Rupees Fifty Thousand only) towards Earnest Money Deposit (EMD), along with their bids, failing which the bid will stand cancelled automatically. The EMD shall be deposited through a DD drawn in favor of "Amity University, Chhattisgarh" payable at Raipur.
24. This EMD shall be refunded to all the bidders except for the successful bidder, within a period of **fifteen days**'time from the date of opening of bid. No interest on the EMD for the duration stated, shall be paid. The EMD of the successful bidder will be adjusted with the Security Deposit.
25. The EMD of the successful bidder shall be forfeited if he does not fulfill any of the following conditions:
 - i. An agreement is not signed in the prescribed form within Five (5) days of the receipt of the Letter of Award of the Contract
 - ii. The Contractor does not deposit the Security Deposit within the prescribed period.

SECURITY DEPOSIT

26. An amount of **Rs.2,00,000/- (Rupees Two Lakh only)** shall be collected from the successful bidder towards Security Deposit. The successful bidder shall be required to deposit an amount of Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only) through Demand Draft drawn in favor of Amity University Chhattisgarh, payable at Raipur. The amount of EMD submitted earlier by the bidder will be remitted so as to make the total security deposit for a sum of Rs. 2,00,000/- (Rupees Two Lakh only) on account of Performance Security.
27. This Security Deposit will be retained by the University for the entire period of the contract. No interest will be paid on this amount at any given time. The same will be refunded after due deductions on account of damages or lost items or any other such expense deemed fit to be recovered from the contractor, when the contract is over and canteen premises are handed over to the University and all dues from the contractor have been settled.
28. If the Contract is terminated by the Contractor without giving stipulated period of notice or fails to observe the terms & conditions of the Tender / Letter of Award for the Contract and the agreement signed by the Contractor with the University, the Security Deposit will be forfeited without prejudice to the AUC Management's right to proceed against the contractor. Also, additional expenses incurred on any damages that the University suffers as a result of the breach of the aforesaid terms and conditions, shall be recovered along with a penalty, to be decided by AUC based on the quantum of damage / loss, from the contractor if the cost exceeds the security deposit amount.

ELECTRICITY CHARGES AND RENT

29. The Contractor will be required to pay to the University electricity charges on actual basis, for which sub-meters shall be provided by AUC. The amount in respect of the units consumed by the Contractor shall be paid by him monthly to the University. Electricity should not be used for cooking purposes. The agency would use power consumption only for refrigerator, hot-case, grinding of dal/spices and for such other purposes as allowed by the University. The electricity charges would be levied at a rate as determined by the Electrical Engineer, AUC. The electrical charges may fluctuate slightly based on actual consumption.
30. Regarding the space being used for the running of the canteen, rent will be charged to the contractor **@Rs.30000/- per month** for the first year of contract period. The rent will be revised for the consequent years (on yearly basis) at a rate as decided by the AUC authorities with mutual agreement. The rent for a current month shall be paid through DD drawn in favor of Amity University Chhattisgarh, payable at Raipur or through electronic payment mode

(NEFT/RTGS/IMPS) and shall reach the accounts office by 5th Day of the following month failing which AUC reserves the right to impose a fine @2% of the rent per 10 days of delay from the last day of payment.

STATUTORY OBLIGATIONS OF THE BIDDER (CONTRACTOR)

31. The Contractor shall be responsible for engaging adequate number of trained/semi- trained manpower required for providing good canteen services in AUC campus.
32. The employees of the contractor should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
33. The Contractor will, prior to the commencement of the operation of contract, make available to AUC the particulars of all the employees who will be deployed at the AUC premises for running the Canteen. Such particulars, inter-alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the employee as per the FSSAI laid down norms.
34. The contractor shall be responsible for timely payment of wages to his/her workers as per Minimum wages Act of Government and fulfill all other statutory obligations, such as Provident Fund, ESI, Services Tax and GST etc. in force from time to time.
35. The contractor shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.
36. Employment of child labor is strictly prohibited under the law. Therefore, the contractor will not employ any children in the workplace.
37. In the event of violation of any contractual or statutory obligations by the contractor, he/she shall be responsible and liable for the same. Further, in the event of any action claim, damages, suit initiated against the University by any individual, agency or government authority due to acts of the contractor, the contractor shall be liable to make good/compensate such claims or damages to the University. As a result of the acts of the Contractor, if the University is required to pay any damages to any individual, agency or government authority, the contractor would be required to reimburse such amount to the University or the University reserves the right to recover such amount from the payment(s) due to the contractor while settling his/her bills or from the amount of security Deposit of the contractor lying with University.
38. The contractor shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surrounding etc.
39. The contractor shall at all times keep indemnified the principal employer, namely Amity University Chhattisgarh head of the University and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damage personal accident, injury or death of any person) and or the owner and the contractor shall at his/her own cost and initiative at all times, maintain all liabilities under workman's compensation Act/fatal Accident Act, personal injuries, Employees State Insurance Act, PF Act, etc in force from time to time.
40. The canteen staff be issued identity cards bearing photographs. The contractor shall provide sufficient sets of uniforms and pair of shoes to his employee and shall ensure that they wear all times and maintain them property. The contractor's staff, deputed for cooking and serving food, will always be neatly attired, wear head gear, apron and hand gloves.
41. The contractor shall be personally responsible for conduct and behavior of his staff and any loss or damage to University moveable or immoveable property due to the conduct of the contractor's staff shall be made good by the contractor. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory the contractor shall have to remove the concerned person and engage a new person within 48 hours of intimation by AUC. The decision of the University designated officer in this regard shall be final and binding on the contractor.

42. The contractor shall not appoint any sub-contractor to carry out his obligations under the contract.
43. The contractor shall keep the canteen and its surrounding areas clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of kitchen, canteen hall, floor, counter, benches, tables, chairs, internal and external drains etc. AUC management will have 24 hour access to inspect the canteen premises at any time for ensuring the cleanliness and hygienic conditions of the canteen's kitchen and dining hall premises. If found untidy and un-hygienic condition within the mess/canteen/kitchen areas, the contractor shall be penalized with a fine as decided by AUC.
44. If any damage to the infrastructure is found or any structure is disturbed from its original shape / design / plan, the contractor shall liable to be penalized with an amount equal to the cost of rework and a penalty as fixed by AUC on case-to-case basis.
45. The University reserves the right to appoint officers/officials to inspect the quality of stores / cooking area / raw material / food and other items stored, prepared and sold in the canteen. All canteen food products should be of good quality from standard manufacturers with FSSAI mark. The edible/cooking oil should be one of the best in the market. Any defects(s) pointed out by such officers/officials during their visits shall be properly attended to by the contractor. A total of 08 officials can be notified at any time for too tasting, the cost to be bear by the vendor.
46. The contractor shall get the rate list /prices of all items approved by the Director Admin office and no changes what-so-ever shall be made without prior written approval of the University.

OTHER OBLIGATIONS OF THE CONTRACTOR

47. The contractor will use good quality raw material (branded) for preparation of items. No item beyond the date of expiry shall be used. In case of any such use the contractor will be liable to financial penalty and/or other suitable action as deemed fit by the AUC.
48. Care must be taken to ensure that, while carrying out the work, no fitting, fixtures, furnishings, equipment's provided by the University are damaged. Any damages done to the same or any other property will have to be repaired/replaced by the contractor, failing which the same will be taken up by the University and the total cost incurred therein, would be recovered from the contractor.
49. All work shall be carried out with due regard to the convenience of AUC. The orders of the concerned authority shall be strictly observed.
50. The contractor will deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other declared holidays, according to the requirement of AUC and the residents / guests.
51. The contractor shall not charge from the mess users on monthly basis, during the declared holidays the duration of which shall be minimum of eight (8) days but not more than fifteen days. However, during summer vacations / semester breaks declared for durations exceeding fifteen days, shall also not be charged for, i.e., the mess charges (basis monthly user) will be waived off for the cited period.
52. In exceptional cases, with due approvals from the competent authorities of the University, a mess user on monthly basis, may be allowed to be benefitted under clause 53.
53. The contractor will have to supply breakfast/lunch and dinner in the canteen and same items including dinner also in the Guest House as per the requirements and schedule drawn for the purpose by the concerned authorities of the University
54. Storing/Supply/Sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication or contraband are strictly prohibited in the university's campus, including canteen. Any breach of such restrictions by the canteen contractor or his employees will attract penal action against the contractor as per statutory norms.

55. No minimum guarantee will be furnished to the contractor towards consumption of food items. He/she is advised to maintain the highest quality at the minimum possible prices so as to attract the maximum number of students/hostellers/university personnel to avail canteen services.
56. The workers employed by the contractor shall be directly under the supervision, control and employment of the contractor and they shall have no connection what-so-ever with Amity University, Chhattisgarh. AUC shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against Amity University, Chhattisgarh for employment or regularization of their services by virtue of being employed by the canteen contractor, against any temporary or permanent posts in AUC. All disputes and complaints within / by the employees of the contractor, shall be resolved and reconciled by the contractor himself without effecting the AUC in general and its services in particular.
57. The contractor shall ensure that either he/she himself/herself or his/her representative is available for proper administration and supervision at the works to the entire satisfaction of the University.
58. The contractor shall arrange for items i.e. crockery, utensils, juice machine, cooking gas cylinders, cooking store, tools & tackles, cookers, hot boxes, steam boxes, trolleys, equipment, jugs etc. and items of similar nature of good quality as approved by the University, at his own cost and maintain the said items in proper and hygienic conditions, for due discharge of obligations in respect of running of canteen.
59. The contractor shall not use canteen premises for any other activity except for the purpose for which it has been provided for. Any injury sustained by the contractor's staff during the performance of duty shall be the responsibility of the contractor including financial obligation or treatment expenditure. In no way AUC shall be held responsible for it. The contractor shall be responsible for the welfare of its staff.

PAYMENT ON SERVICES RENDERED TO AUC

60. The payment in respect of official hospitality bills of the University submitted in duplicate by the contractor shall be released on receipt basis subject to fulfillment of obligation by the contractor imposed under various laws, rules & regulation and terms of services etc. applicable from time to time and after scrutiny or authorization for supply at the prices offered by the contractor. Any supply of food items without proper authorization by the designated authority or AUC will not be paid for.
61. In the event there is any query, objection, delay or dispute with regard to any bill or a part thereof, the contractor shall not be entitled to any interest to be paid by the University for late payment.
62. All payments and receipts would be rounded off, to the nearest higher rupee and paise less than 50 shall be ignored.

TERMINATION OF THE CONTRACT

63. The contract can be terminated by either AUC or the contractor, after giving one month notice to the other party extendable by mutual agreement till alternate arrangements are made. However, AUC reserves the right to cancel the contract by giving a notice with immediate effect, duration of which shall be decided by AUC authorities. AUC's decision in such a situation shall be final and binding on the contractor.
64. On termination of the contract, the contractor shall hand over all the equipment/furniture/articles etc. supplied by AUC, in good working condition, back to AUC.
65. If the successful contractor withdraws or the services provided by the successful contractor are not found satisfactory during the initial period of three months from the date of taking over charge of the canteen services, AUC reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

PENALTY

66. The University reserves the right to impose a penalty, to be decided by the AUC authorities, on the contractor for any serious lapse in maintaining the quality, cleanliness and the services willfully or otherwise by the contractor or his staff.
67. If the University is not satisfied with quality of eatables served, services provided or behavior of the contractor or his/her employees, the contractor will be served with 24 hour notice to improve or rectify the defect(s), failing which AUC will be at liberty to take appropriate action as deemed fit including imposing financial penalty up to Rs. 5,000 per incident.

MESS USAGES

68. The caterer will introduce coupon booklet / digital smart card system for use and accounting of daily meals on basis day on day off.
69. The hostellers/staff eating on monthly basis will have to pay for / buy the coupon booklets / smart card, by fifth day of each month in advance for the month. A late fine, at the rate not exceeding Rs.50/- per day, may be levied on persons paying the mess fee after the due date.
70. In addition to the fixed menu on monthly roll, the contractor may serve food on a-la-carte basis as well. However, the rate chart of all such items with clear mention of cost and quantity, shall be approved by AUC. Such approved rate chart only shall be displayed prominently. No items beyond the approved ones shall be sold in any form.

ADMINISTRATIVE CONTROL

71. The contractor shall be under the overall supervision and control of the Director Admin and his designated officials.
72. The vendor shall work in close tandem with the office of the Director (Hostels/Campus), the Mess Committee and any such officials designated by AUC for such purpose.
73. The vendor cannot sell any product from the mess or from the campus apart from the cooked food.
74. The vendor may not discriminate while serving food to any student, faculty, staff member on the basis of caste, class, religion or ethnicity.

DISPOSAL OF CANTEEN WASTE

75. Disposal of canteen food waste both dry and wet and garbage will be in the scope of the caterer. This disposal should be in a proper manner as per hygiene and environmental norms. The waste / garbage shall be disposed at the designated area with clear segregation between bio-degradable and non-degradable waste. However, the accumulated waste shall be disposed outside the university premises on weekly basis by the contractor. Any legal/statutory issues arising out of the act of disposal of canteen waste shall be the responsibility of the contractor.

FOOD MENU

76. A suggestive sample menu is enclosed for your reference and the ingredients used should be of good quality.

GRIEVANCES/SUGGESTIONS

77. There shall be a register duly maintained by the contractor to lodge grievances/suggestions by the mess/canteen users. The register shall be put up on every Saturday or as decided by the concerned authorities for review and directives / redressal by the Director Hostel.

COMMENCEMENT OF CONTRACT

78. The Contract for award of Canteen Services through this Tender shall come into force with effect from August 2024

JURISDICTION

79. Dispute, if any arising out of the contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Raipur district only. Name & Address of the Applicant:

CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID

Sl. No.	Particulars	Status of Submission	Remarks
1.	Filled-in bid form duly signed on each page along with all supporting documents		
1.a.	Letter of Transmittal Annexure-I		
1.b.	Company Profile, Annexure-II		
1.c.	Details of the Bidder, Annexure-III		
1.d.	Agreement, Annexure-IV		
1.e.	List of Clients, Annexure-V		
2.	Demand Draft for Rs. 1500/- + GST 18% towards the cost of bid form		
3.	Demand Draft for Rs. 50,000/- towards EMD		
4.	Photocopies of statutory and other relevant documents		
4.a.	Copy of Company Registration		
4.b.	FSSAI License		
4.c.	EPF Registration		
4.d.	ESI Registration		
4.e.	Service Tax Registration		
4.f.	GST Registration		
4.g.	PAN		
4.h.	TAN		
4.i.	TIN		
5.	Any other document in support of your claim		

Sign & Seal of the Authorized Signatory

Name of the Signatory

Annexure-I

LETTER OF TRANSMITTAL

From : (Name & Complete Postal Address of the Applicant)

To:

The Director Admin
Amity University Chhattisgarh
Vill.: Manth (Kharora); State Highway-9
Baloda Bazar Road
Raipur (C.G.)
493225

Sir,

**SUBJECT:-SUBMISSION OF PREQUALIFICATION APPLICATION FOR THE
CATERING SERVICES AT HOSTEL CANTEEN, AUC**

Having examined the details given in invitation for prequalification published in the newspapers and prequalification document for the above work we hereby submit the prequalification documents along with our application for the bid.

1. We hereby certify that all the statements made and information supplied in the enclosed forms to and accompanying statements are true and correct.
2. We have furnished all information and details necessary for prequalification and have no further pertinent information to supply.
3. We also authorize Director admin to approach individuals, employers, firms and corporation and to visit the works completed by us in the past or are in progress at present, to verify our competence and general reputation.
4. We submit the documents / certificates in support of our suitability for the said bid as per the Checklist attached.

**Encl :
Date of submission:**

Signature of Applicant

Annexure-II

COMPANY/FIRM PROFILE

Sl. No.	Description	Particulars
1	Name of the Firm :	
2	Complete Registered Address :	
3	Phone No. :	4 Mobile No. :
5	E-mail ID of the Firm :	
6	Website of the Firm :	
7	Legal Status (Tick✓as applicable)	Individual <input type="checkbox"/>
		Ltd. Company <input type="checkbox"/>
		Proprietary Firm <input type="checkbox"/>
		Corporation <input type="checkbox"/>
		Partnership Firm <input type="checkbox"/>
		Others <input type="checkbox"/>
8	Date of Commencement of :	(a) Business (b) Firm
9	Name of the Contact Person :	
10	Designation :	
	Address of the Contact Person :	
11.a	Mob. No. :	11.b. Alternate No. :
12	E-mail ID of Contact Person :	
13	Statutory Details :	(Photocopy to be attached)
13.a	Registration No. & Date of the Firm :	
13.b	PAN :	
13.c	EPF Registration No. :	
13.d	ESI Registration No. :	
13.e	Service Tax No. :	
13.f	GST No. :	
13.g	TIN :	
13.h	TAN :	
13.i	FSSAI Registration :	
13.j	Registration details with Dept. of Labor Welfare :	
14	List of Clients :	Format Attached. The information provided will facilitate evaluation of your Bid

Annexure-III

Details of the Bidder

Sl. No.	Description	Particulars
1	Name of the Bidder : (Proprietor/Director/CEO)	
2	Name of the Company :	
3	Complete Postal Address :	
4.a.	Phone No.(O) : STD Code Phone No.	4.b. Phone No.(R) : STD Code Phone No.
5.a	Mob. No. :	5.b. Alternate No. :
6	E-mail ID :	
7	Name of Authorized Representative :	
8	Address of Representative:	
9	Representative Mobile No.:	
10	Representative E-mail ID:	

**Specimen Signature
Representative**

**Attested by
Proprietor / MD/ CEO**

Date:
Place

Signature of the Contractor

ANNEXURE - IV

**DRAFT OF THE AGREEMENT
TO BE JOINTLY SIGNED BY AUC AND THE CONTRACTOR FOR
RUNNING CANTEEN AT AUC CHHATTISGARH PREMISES**

**(To be signed on a Stamp Paper of Rs.
100/- to be purchased by the
Contractor)**

AGREEMENT

This Agreement made this day the _____ between the Director Admin, Amity University, Chhattisgarh, Village Manth, State Highway No- 9, Baloda Bazar Road, Raipur- 493225, of one part (hereinafter called the University) and Shri/Mrs/Ms of M/s. _____ of the other part (hereinafter called the Caterer) and whereas the University needs a caterer to run Mess / Canteen for supply of snacks, high-tea, break-fast, lunch and dinner, etc. mentioned in the Tender Document invited by the University to the staff, students and guests of the University. Whereas it is thought desirable to grant a Contract (not being a lease) to the caterer to prepare and serve the aforesaid items to the University's staff, students and guests in the Canteen, office complex and in the Guest house (when required). The terms and conditions mentioned hereinafter, it is hereby confirmed as having been agreed to between the respective parties as under:

1. That the Caterer has been granted the contract to run Canteen in the premises of the the Amity University, Chhattisgarh, Near Village Manth, State Highway No- 9, Baloda Bazar Road, Raipur- 493225,*initially for a period of eleven months w.e.f. **August 2024** on the terms & conditions contained in the Tender Document, University's Letter of Award of the Contract and this agreement read together. If during this period, the performance is found satisfactory, the contract may be renewed for further specified period on the existing or mutually agreed to terms & conditions. The contract is also terminable on one month notice by either side
2. That the items served by the Caterer shall be wholesome and hygienic prepared in the clean atmosphere. The Director Admin of the University and/or their authorized nominees may at any time enter the kitchen area allotted to the caterer for the purpose of this contract and take away samples of raw material, semi-prepared or fully prepared eatable items free of cost for the purpose of inspection, trial or analysis, and the decision of the authorities of the University with regard to the desirability or quality of the food articles offered for consumption shall be final. If any item of the menu/provision of food is found defective or not fit for use/consumption, the University's authorities may- (i) issue warning; and/or (ii) get the said raw material/items destroyed and ask the Caterer to purchase fresh stocks, without any payment of compensation to the Contractor for the discarded material/items.

If, however, this problem recurs in spite of warning having been issued, the University reserves the right to impose financial penalty as decided by the University's authorities or the contract may be cancelled without giving any notice.

3. The items of menu, which the Caterer would be expected to supply in the Canteen, are indicated in the Appendix II. The rates of items to be served by the Caterer shall be valid on annual basis, i.e., from July to June every year and in-between revision shall NOT be allowed. The University may, if considered necessary, revise the rates only after one year of the contract in regard to the items of food/eatables and drinks. Till such time that the revise dates become operative, the caterer shall charge the existing rates
4. The Hostel Mess Committee comprising of the hostel staff, student representatives and the caterer decides the monthly menu at the beginning of each month and the same is provided by the caterer. Broadly the lunch and dinner consists of one dal and two vegetables apart from routine items. The food is of unlimited quantity for the students having food on monthly basis. (Sample Mess Menu attached)
5. The price per capita per month shall not exceed the agreed price. Any increase in price per capita per month, after an initial period of one year, may be considered by the AUC authorities based on appraisal.
6. That the caterer shall not make any additions or alterations in the premises allotted to him for providing canteen services.
7. That the caterer has agreed to keep the premises and its surrounding area neat, clean and tidy at all times and according to the Health/Hygienic conditions bye-laws of the Local Government/statutory body. In the event of violation of any of the aforesaid bye-laws in and around the Canteen Kitchen/cooking area or dining hall, the caterer shall be responsible for any penalty/fine imposed by the concerned authorities.
8. That in the event of Health Department or any other government/statutory body authorities taking samples of raw material used by the caterer and those samples are not found fit/up to the mark for human consumption, the caterer shall be fully responsible for any fine/penalty imposed or legal recourse taken by such authorities.
9. That the contractor has agreed to pay monthly to the University electricity charges on the basis of actual units consumed & rent for space as on mentioned.
10. That the caterer has agreed to provide sufficient number of cooks, waiters and other support staff in the kitchen and dining hall and shall take all reasonable precautions to ensure that these workers attire themselves properly while on duty and are civil, polite, sober and honest in their dealings with the University's staff, students, visitors and guests. He shall also employ only those workers whose antecedents have been verified by the police and are medically fit in all respects. The caterer or his staff will not get involved in any altercation or fight with the students.
11. That any employee deployed by the Caterer in the premises becomes liable for suspension or dismissal by the University due to his actions, disobedience or misconduct, the caterer shall accept the decision of the University as final and abide by such decision. In such an event, the University shall not in any way be liable for any claim made by the concerned employee of the caterer for wages or damages and the caterer shall keep the University's authorities indemnified.
12. The University will have the right to review the working of this contract from time to time and if at any time it is found that the caterer has failed to fulfill any of the conditions of this contract or that his working is unsatisfactory, the University may terminate the contract after giving the caterer one month notice, but no such notice will be necessary if the contract is terminated on the ground of service of any undesirable commodity.
13. That the caterer will not transfer or assign any part of his interest under this contract and that this contract shall also be liable to be terminated by the death or insolvency of the caterer before the expiry of the period of this contract.

14. That it is agreed between the parties that no interest whatsoever in the premises has been assigned by the University to the contractor and the possession of the premises will always be that of the University, even when the premises are in use or occupation of the caterer.
15. The University shall provide to the caterer necessary furniture & fixtures, as per requirement and he shall maintain them in good condition. He shall be responsible for their maintenance.
16. The caterer shall provide all other implements for running the canteen like crockery, cutlery, table linen, flower posts, livery or the Canteen Staff and these shall be of good quality and of ISI standards where applicable.
17. The Caterer shall arrange for items i.e crockery, utensils, juice machine, cooking gas cylinders, cooking store etc. and items of similar nature of good quality as approved by the University, at his own cost and maintain the said items in proper and hygienic conditions, for due discharge of obligations in respect of running of canteen. The caterer shall be required to procure gas refills in sufficient quantity for cooking purposes at his cost.
18. The caterer shall also be responsible for the upkeep of furniture provided by the University. In case of any damage to the furniture by any person, he will immediately inform in writing the concerned authorities of the University for recovery of such losses/damages from the defaulters, failing which the caterer shall himself be liable to pay the cost as decided by the University.
19. All the equipment, furniture/fixtures, and electrical installation of the Canteen kitchen/dining hall shall be given to Contractor in good working condition. These will be used carefully & cautiously by his employees.
20. That the Caterer shall maintain a Suggestion Book for recording suggestions for improvement of Canteen Services. Such suggestions, as approved by the University' authorities, shall be forthwith acted upon. The suggestion book shall be kept open for inspection by the University's designated authorities.

In witness whereof the parties have put their hands to this agreement on the day aforesaid.

Signed:

Counter-signed:

Witnesses:

1.

2.

ANNEXURE - V

Name & Address of the Applicant:

LIST OF CLIENTS

Sr. No.	Name of the organization with complete address	Name & designation of the Contact person with Tel/Mobile No(s)	Date from which the contract was awarded	Total duration of the contract	No. of person deployed / served by your firm

You may please attach additional sheets if needed.

Sign & Seal of the Authorized Signatory

Name of the Signatory

SUGGESTED SAMPLE MENU								
Amity University Chhattisgarh								
SERVES ONLY VEG FOOD								
Service Details	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Breakfast Daily
Breakfast	Pav Bhaji, Mango Pudina Chutney	Uttapam Sambhar, Coconut Chutney	Methi Tepla, Mango Gur Chutney	Poha namkeen Jalebi Imli Chutney	Upma Nariyal Chutney namkeen Dalia banana-1	Veg Sandwich Dhaniya Chutney Sauce Special Sprouts	Aloo Pyaaz Paratha, Aloo Tomato Chutney	Milk 250ml, dalia, Sprouts, cornflakes Butter, Egg, Jam, Tea, Coffee, Sugar, Bread (White & Brown)
Lunch	Kaccha Kela Sabji, Dal Arhar Tadka Dhaniya Chutney, Mango, Dahi	Lobhiya Fali Aloo, Rajma, rasam, papaya, Bonda Raita	Kadhi Pyaaz Pakodi, kaali masoor Dal, Jeera Aloo Vinegar Onion Buttermilk	Cabbage Matar, Tomato Rice, Dal Moong Masoor, Muskmelon Dahi	Mix Veg Curd Rice Dal Fry Cucumber Raita Nimbu Pani	Chhole Bhature Tamato Lahsun Chutney Onion Watermelon Jaljeera	Aloo soya curry Lemon Rice Mix dal Papad Dahi Vada	Butter Roti, Plain Rice, Pickle, Mix salad/Onion, Saunf, Sugar
Hi-Tea	Tea/Coffee & Samosa	Tea/Coffee & Dahi wada	Tea/Coffee & Noodles	Tea/Coffee & Dhokla	Tea/Coffee & Kachori	Tea/Coffee & Veg sandwich	Tea/Coffee & Idly fry	Tea/Coffee & Snacks
Dinner	Aloo Matar Curry, Sweet Kaddu Sabji, Poori (palak & Ajwain) Sevaiya Kheer	Aloo Parval, Dal Panchratan Onion Rice, Gulab Jamun-01	Paneer Bhurji/Egg Bhurji, Veg Biryani, Dal makhni, Mongoose dal Halwa	Bhindi Masala, Dal Urad Chana, Matar Pulao, Badam Milk	Butter Mushroom Makhni, Dal tadka, Chilli Fry, papad, fruit Custard	Tawa Sabji, Navaratan Rice, Dal Moradabadi, Onion Salad, Raj Kachori	Paneer lababdar Fried Rice, Dal Chana Malika, Chocolate Brownie With Vanilla ice Cream	Butter Roti, Plain Rice, Pickle, Mix Salad/Onion. Lemon Green Chilli, Saunf, Sugar