

To
The Registrar
Gurugram University
Gurugram

Tender No:

**Photograph of
the Applicant**

APPLICATION FOR CANTEEN CONTRACT

1. Name of the Firm Submitting the Tender:
2. Name of the Proprietor of the Firm:
3. Contract Address of the Firm/ Proprietor:
4. Permanent Address of the Proprietor:
5. Contact Phone/ Cell phone:
6. PAN Number of the Applicant:
7. TAN Number of the Firm:
8. Registration Number of the Firm:
9. GST No. (copy enclosed) : Yes/No
10. PAN (copy enclosed) : Yes/No
11. Income Tax Return of last two years (copy attached) : Yes/No
12. GST deposited during the financial year 2017-18 (copy attached) : Yes/No
13. Affidavit on Non-Judicial stamp paper regarding black listing : Yes/No
14. Affidavit on Non-Judicial stamp paper regarding default in payment to any third party : Yes/No
15. Experience-cum-Character Certificate (attach proof) : Yes/No

Dear Sir,

Our quotation for operating the canteen on the campus is: Rs. _____ (in words _____) . In addition PF, ESI and service tax payable will be at the rate charged by the Govt. Any other Govt Tax shall be charged separately and shall be subject to attachment of proof

We have read and agree to

Terms and conditions of Canteen contract available on www.gurugramuniversity.ac.in

Date:

Place: Signature with Seal

Enclosures:

1. Details of Experience of handling large institutional/corporate cafeteria/food out during Last 10 years (Attach Separately).

Total marks for presentation Experience is 50.

(a.) 3 marks per year will be awarded to the firm who has the experience of running Canteen in Govt. Institution/Undertakings (subject to a maximum of 30 marks) and 2 marks per year will be awarded for the firm who has the experience of running Canteen in Pvt. Undertakings (subject to a maximum of 20 marks).

However, the maximum marks cannot exceed 50.

(b.) 20 marks are allotted on account of presentation.

2. Two References.

3. Catering, food outlet and labor license

4. Partnership deed (if any)

8. Any Other relevant Information, applicant may like to provide.

DETAIL NOTICE/TENDER DOCUMENT

Tenders/Bids are invited for allotment of contract of University Canteen in single stage two cover systems and request for Technical Bid/Financial Bid:

Sr. No	Name of Services	EMD to be deposited by Bidder	Tender Document fee & services fee (Rs.)	Last Date and Time for Application
1.	Contract of University Canteen	Rs. 20,000/- (only by DD)	Rs. 500 Either DD or Cash	09.11.2018 (by 3:00 P.M.)

That in case of holiday on the date of opening of the tenders, the tenders, shall be opened on the next working day.

Under this process, the Technical Bid application as well as Price/Financial Bid shall be invited at single stage under two covers i.e. Technical & Commercial Envelope. Eligibility and qualification of the applicant will be first examined on the basis of the details submitted under first cover (Technical Bid) with respect to eligibility and qualification/criteria prescribed in this Tender/Bid document. The price Bid under the second cover shall be opened of only those Applicants whose Technical Bids are found as per the requirements of the tender document.

Undertaking:

I have gone through the terms & conditions and the menu supplied along with Tender/Bid form which I have fully understood. I do hereby undertake to abide by all the terms & conditions including instructions to be issued by the authorities, Gurugram University, Gurugram from time to time for due discharge of undertaking. I have not been black listed/debarred for doing the said business by any institution nor is there any litigation with any institution with regard to running the canteen.

Place:

Date: _____

Signature of Tenderer/Bidder

Witness/References:

Mr. /Ms. _____ is known to me for the last _____ years.

1. _____

Signature

2. _____

Signature

Terms & Conditions (Eligibility Criteria):

1. The Tenderer/Bidder must have at least 2 years experience in running canteen in a State University/Central University/Govt. Institute/Govt. Department/ Pvt. Sector. Attach copy of experience.
2. Reserve price shall be Rs. 10,000 (Ten Thousand) per month.
3. The Tender/Bidder shall produce a Character Certificate from the concerned authority that he/she bears a good moral character
4. An Affidavit duly issued by the 1st Class Magistrate to the fact that:
 - i. The Tenderer/Bidder has not been blacklisted/debarred by a State University/Govt. Institute for running canteen in such institution.
 - ii. The Tenderer/Bidder has not been defaulter in payment to any 3rd party during the tenancy of the contract for running canteen in any State University/Govt. Institute.
5. Identity Proof of Tenderer/Bidder (Aadhar Card/Ration Card/Driving License).
6. The Tenderer/Bidder must submit the following documents with the Tender Form:
 - 1) Regn. No. of Individual/Firm/Company as the case may be.
 - 2) GST No.
 - 3) PAN No.
 - 4) Income tax return of last two years
 - 5) Copy GST deposited during the financial year 2017-2018.
7. Maintenance jobs such as replacement of light bulbs, tube lights etc. in the canteen area are the sole responsibility of the contractor.
8. Kitchen equipments, gas, water coolers with RO, fridge, etc. will be installed by the Contractor at his own costs.
9. The contractor has to take utmost care for disposal of leftover food, no leftover food should be disposed off in the drains which will block the drain and will produce foul smell.
10. The contractor must submit the ID proof of all its employees working in the canteen. If any staff or Contractor found misbehaving with any Faculty, Staff or Student of University, strict action will be taken against the Contractor.

11. Security of premises, equipment, fittings and fixtures, etc. is the responsibility of the Contractor.
12. **Consumption of alcohol or alcoholic beverages and smoking is banned in the University.**
13. The Contractor will not sublet the contract. If found so, it will invite termination of contract and forfeiture of the security.
14. The university reserves the right to make any amendments in the Terms and Conditions as and when required.
15. The Contractor will have to give TWO months notice before leaving the Contract.
16. The contractor must maintain punctuality in providing the room service at any cost. The contractor will also have to make special arrangements for Breakfast/Lunch/Dinner in the seminars and meetings as when required.
17. The Contractor must not promote CHILD LABOUR.
18. The canteen premises will not be used for residential purpose. No worker or person will be allowed to stay/work in the night in the canteen. No bathing and washing of clothes etc. will be allowed by the workers.
19. The quality of food/services provided will be checked from time to time and if found unsatisfactory the contract may be cancelled at any time by the University without furnishing any notice.
20. The contractor will have no right to sub-let, assign or authorize any other person to run the Canteen.
21. All statutory compliances shall be the responsibility of the Contractor.
22. The electricity and water charges shall be paid as per actual consumption at the rate decided by the authority.

Experience-cum-Character Certificate

Certified that M/s _____ R/o _____
_____ has worked as canteen contractor in
the _____ of the institute for a period of _____ to
_____. His/her work & conduct during the contractual period has
been found satisfactory. M/s _____ bears a good moral
character.

Signature of Head of Institute

Full Address of the Institute

Mobile No. of the Institute _____

Affidavit on Non-Judicial Stamp Paper

The deponent M/s _____ R/o _____
_____ has not been
blacklisted/debarred by any Govt. Institute/State University/Central University for
running canteen.

Signature of the Deponent

Verification

I, the above named deponent do hereby solemnly affirm and verify that the above contents are true and correct to the best of my Knowledge and belief and nothing has been concealed therein. Verified at Gurugram on this _____ day of _____ of _____ 2018.

Signature of the Deponent

Verification by 1st Class Magistrate

Affidavit on Non-Judicial Stamp Paper

Certified that M/s _____ R/o _____
_____ has worked as canteen contractor in the _____
_____ which has the capacity of 600 students. He/She has not
been defaulter in making payment(s) to any 3rd party during the period of the above
said contract and nothing is pending against him.

Signature of Head Institute

Full Address of the Institute

Mobile No. of the Institute _____

Verification

I, the above named deponent do hereby solemnly affirm and verify that the above contents are true and correct to the best of my knowledge and belief and nothing has been kept concealed therefrom. Verified at Gurugram University on the _____ day of _____ 2018.

Signature of the Deponent

Verification by 1st Class Magistrate

Financial terms and conditions:

MENU

S.No.

Description Rate

1. (a) Tea (per cup) (150 ml.)
(b) Tea (dip) (150 ml.)
2. (a) Coffee (per cup) (150 ml.)
(b) Espresso coffee (150 ml.)
(c) Soft Drink 200 ml/300 ml/500 ml
3. Butter Toast – 2 Slice (50 gms.)
4. Biscuits
5. Vegetable Patties (50 gms.)
6. Paneer Patties (50 gms.)
7. AlooBonda (50 gms.)
8. SambarVada (per plate-2 pcs) (150 gms.)
9. Idly Sambar (per plate -2 pcs) (150 gms.)
10. PaoBhaji (2 pcs.) (150 gms.)
11. Vetables (per plate)
 - (a) AluTamator (per Plate) (150 gms.)
 - (b) Alu matter (per plate) (150 gms.)
 - (c) Kadi (per Plate) (150 gms.)
 - (d) Vegetable Kofta (per Plate) (150 gms.)
 - (e) Rajma (per plate) (150 gms.)
 - (f) Dal (per plate) (150 gms.)
 - (g) Seasonal dry vegetable(per plate)(150 gms.)
 - (h) Chana dry (per plate) (150 gms.)

12. GulabJamun (1 Pc.)
13. Rasgulla (1 Pc.)
14. Masala Dosa with sambar&chutney(100 gms.)
15. Uttpam withsambar& chutney (100 gms.)
16. Rice with cholley/rajma/dal (250 gms.)
17. Stuff Prantha {aloo/Gobhi/mooli/etc} (1Pc.)
(with pickle or curd or butter)
18. Lunch Thali available between 1p.m. to 2 p.m.
1 kadi/dal/rajma (150 gms.)
1 dry vegetable (100 gms.)
Rice (150 gms.)
4 pranthas/4 chapaties (100 gms.)
1 curd/raita (100 gms.)
With pickle/salad
19. Mineral water (1 ltr.) (Bisleri, Aquafina, Kinley)
20. Mineral water (1/2 ltr.) (Bisleri, Aquafina, Kinley)
21. Ice Cream
22. Ice Tea
23. Pulpy Orange
24. Cold Coffee
25. Fruit Juice
26. Fruit Shake