

RAYALASEEMA UNIVERSITY

((UGC 2(f) & 12B, accredited by NAAC with 'B' Grade)

KURNOOL - 518 007 (A.P)

TENDER DOCUMENT FOR RUNNING CANTEEN



NOTICE INVITING TENDERS


FOR

Operation & Maintenance of Rayalaseema University, Kurnool
Cafeteria/Canteen at Rayalaseema University, Kurnool, Andhra Pradesh.

Tender Notice No: AE/ENG/RU/KNL/2024-25/Cafeteria/Canteen/Dt: 03-01-2025

DISCLAIMER

1. The information contained in this Tender document or subsequently provided to Bidders, whether in the document or verbal or any other form by or on behalf of Rayalaseema University Kurnool by any of its employees or advisors, is provided to Bidders on the terms and conditions set out in this Tender document and such other terms and conditions subject to which such information is provided.
2. The purpose of this Tender document is to provide interested parties with information that may be useful to them in eliciting their proposals according to this Tender document. This Tender document may not be appropriate for all persons, and it is not possible for the University, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this Tender document.
3. This Tender document includes statements, which reflect various assumptions and assessments made by the University in relation to the Contract. Such assumptions, assessments and statements do not purport to contain all the information that each Tenderer may require.
4. The assumptions, assessments, statements and information contained in this Tender document, may not be complete, accurate, adequate or correct. Each Tenderer should, therefore, conduct his/her own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Tender document and obtain independent advice from appropriate sources.
5. Information provided in this document to the Tenderer(s) is on a wide range of matters, some of which depend upon the interpretation of the law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The University accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
6. The University, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Tenderer under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Tender document and any assessment, assumption, statement or information contained therein or deemed to form part of this Tender document or arising in any way in this Tender Stage.
7. University reserves the right to reject any or all the tenders at any stage or accept them in part or reject the lowest tender without assigning any reason thereof and the decision of the University in this respect shall be final.


REGISTRAR
REGISTRAR
RAYALASEEMA UNIVERSITY
KURNOOL (A.P.)

I. PREAMBLE

Tender Notice No: AE/ENG/RU/KNL/2024-25/Cafeteria/Canteen/Dt: 03-01-2025

Rayalaseema University, Kurnool invites Open Tenders for the Operation, Maintenance of Rayalaseema University, Kurnool Cafeteria at Rayalaseema University, Kurnool, Andhra Pradesh as specified in the following scope of Work. Those having experience in running such a Cafeteria/Canteen/Mess/Food Court & possess the necessary professional expertise and are looking for such an opportunity, are eligible to apply.

- a) **Scope of Work:** Operation and Maintenance Rayalaseema University, Kurnool Cafeteria/Canteen at "Rayalaseema University, Kurnool, Andhra Pradesh". As per the terms & conditions outlined in this tender document.

Tender Title: Operation and Maintenance Rayalaseema University, Kurnool Cafeteria/Canteen at "Rayalaseema University, Kurnool, Andhra Pradesh".

- b)
- c) The tenders can either be dropped in the Tender Box in the Administrative Building of Engineering Section or sent by Indian Speed Post/Registered Post only to the address given below.

To,

Registrar,

Rayalaseema University,

Kurnool-518 007.

The University will not take any responsibility for postal delays.

- d) Interested bidders are welcome to visit the University Campus physically to have a look at the proposed site.
- e) If there is any addendum/corrigendum related to the Tender, it shall only be published on the University website. The Bidders are advised to check the University website regularly. No other mode of notice will be given.
- f) Bidders need to submit **self-attested** hard copies of relevant documents. All documents submitted by the vendors will be verified by Rayalaseema University, Kurnool.
- g) Bidders are requested to follow University Website for updates/Corrigendum on the Tender
- h) If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.

Name and Signature of Bidder with seal



2. EARNEST MONEY DEPOSIT(EMD) AND PERFORMANCE GUARANTEE

- a) The Bidders are required to pay Earnest Money Deposit (EMD) as specified below in the form of DD, drawn from any nationalized bank in favor of "The Registrar, Rayalaseema University, Kurnool, Andhra Pradesh",

	Tender Processing Fees (Non-Refundable)	Earnest Money Deposit(EMD) (Refundable)	Security Deposit
Amount	Rs.1000.00	Submitting Bid Security Declaration (Only if eligible for exemption of EMD)as per Annexure- IV or Rs.20,000/-	Nil
Validity	---		Contract period minimum 2 years+ 2 months extra

- b) Bids received without EMD or Bid Security Declaration as per Annexure-IV shall be summarily rejected. Bidders claiming EMD exemption by submitting Bid Security Declaration must submit valid supporting document proving their eligibility for EMD exemption.
- c) EMD of Bidder shall be forfeited if the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect within the period of validity of his/her bid.
- d) In case the Bidders / Successful Bidder(s) are found in breach of any condition(s) at any stage of the tender, EMD / Performance Guarantee shall be forfeited.
- e) In cases of d and f, apart from forfeiting EMD the Institute may University any penal action against the Bidder/successful Bidder, which the Competent Authority deems it to be fit.
- f) EMD will be returned to Unsuccessful Bidders without any interest whatsoever, after opening of financial bids.

Name and Signature of Bidder with seal

3. ELIGIBILITY CRITERIA

- (a) Each page of the Tender document along with all other submitted documents must be duly signed by authorized signatory with Bidder's company seal and initial, otherwise, the document will be invalid. (Power of attorney, if any, to be submitted)
- (b) **Experience:** Experience 02 Years of executing similar work in Central or State Government Educational Institutions such as IITs, NITs, IIITs, IIMs, Central University, Leading Research Organizations like DRDO, ISRO, CSIR, PSU's, Public listed Companies, reputed leading Private Institutions, should be attached with Tender document. The Bidder should submit copies of work orders/ experience certificate of work completed or ongoing, issued by concern Institute (or) establishment along with their email IDs & Contact Numbers. **(self-attested copy)**
- (c) Self-attested copy of GST Certificate of the Bidder is enclosed.
- (d) A declaration undertaking on the Letterhead of the Bidder/Agency that all the terms and conditions as given in the tender document are acceptable and the Agency has not been blacklisted by any of the organization at any point of time and no criminal case is pending against the said firm/agency **(as per the template in Annexure – III)** should be given.
- (e) Copy of Registration of/Agency/Firm /Company issued by concerned Authority of the State Shops and Commercial Establishment Act is mandatory, wherever applicable; **(self-attested copy)**
- (f) Bidders should be registered with Food Safety and Standards Authority of India (FSSAI). Copy of the latest valid Certificate to be attached. **(self-attested copy)**
- (g) **Annual Turnover:** The Average Annual Turnover of the firm should be **01 Lakh** & above in last One Financial Year **(2023-24)** duly audited & Certified by Chartered Accountant (CA).

All Bidders / Agencies / Firms must fulfill the specified eligibility criteria and submit the documents and declarations (duly self- attested) in support of their claim along with the Bids. Bids not meeting Eligibility Criteria stated below and not accompanied by the requisite documents shall be treated as incomplete, hence are rejected:-

Note:-The bidders should submit all the required documents for the above listed eligibility criteria, failing which their bid will be treated as invalid or cancelled.

Name and Signature of Bidder with Seal



LIST OF ITEMS

The successful agency/bidder/licensee shall provide the items as listed below to the University Fraternity, as per specified timings at reasonable or fixed price, best quality and right quantity.

Sl. No.	Item	Price InRs. (Including Taxes)	Sl. No.	Item	Price In Rs. (Including Taxes)
Beverages			Tiffin's & Rice Items		
1	Tea	10/-	1	Idly(03Nos.-Bigsize)	30/-
2	Coffee	12/-	2	Wada(02Nos.-Bigsize)	30/-
3	Horlicks/Boost	15/-	3	Poori(02Nos.-Bigsize)	30/-
4	Milk	12/-	4	Mysore Bonda (04Nos.-Big size)	30/-
5	Fruit Juice	25/-	5	Dosa, Plain	25/-
6	Milkshake	30/-	6	Dosa, Masala/Onion	30/-
7	Other Packed Beverages	MRP	7	Uthappam, Plain	30/-
Snacks			8	Uthappam, Onion	35/-
1	Veg Manchuria, 250Gms.	30/-	9	Pongal, 200Gms.	30/-
2	Punugulu, Plate of 10Nos.	20/-	10	Upma, 200Gms.	30/-
3	Mirchi Bajji, Plate of 0 4Nos.	15/-	11	Pesarattu	30/-
4	Aloo Samosa, Big	10/-	12	Tomato Bath	25/-
5	Onion Samosa, Small, 03 Nos.	10/-	13	Alu Paratha, 02Nos.	40/-
6	Masala Wada	5/-	14	Chole Bhature (02Nos.) with pickle & Onion	50/-
Millet Tiffin's & Rice Items			15	Uggani (100Gms.) with Bhajji (02 Nos.)	30/-
1	Millet Idly//Wada (02Nos.-Big)	30/-	16	Lemon Rice 200Gms.	30/-
2	Millet Dosa	30/-	17	Chapathi, 02 pieces with curry	30/-
3	Mini Thali - Millet	100/-	18	Bisibela bath, 250 Gms. With papad	40/-
Other items			19	Curd Rice, 200Gms.	30/-
1	Chocolates/Biscuit etc.	MRP	20	Zeera Rice, 200Gms.	40/-
2	Ice Creams	MRP	21	Raagi Mudda (02) with dal/curry	40/-
3	Bakery Items	Not Fixed	22	Mini Thali (2 chapatti/ poori/ phulka, 150 Gm. Rice, 50 Gm. Flavor Rice, Dal, Veg Curry, Salad, Pickle, Papad)	50/-

Note:

- For the items where the prices are fixed, the contractor shall collect only such amount and where the prices are not fixed (Excluding packaged products where MRP is fixed), the same will be fixed by the Committee appointed by the Institute. Packaged products where MRP is fixed shall be sold at prices not higher than MRP.
- University reserves the right to increase/decrease the list of the items to be offered based on the recommendations of the Committee appointed by the University.
- Any revision to the above rates of the items to be offered would be decided by the Committee appointed by the University by taking views of the vendor and would be reasonable & at par with the market rates. The decision of the Committee is final.

A. Specific Terms and Conditions

- a) The successful Bidder/lessee shall ensure that the customers are charged reasonable rate for the products as fixed in consultation with the Institute in this regard. The Institute may verify the price of the selling items time to time. In case of any discrimination, penalty may be imposed and administrative action can be initiated. Contractor shall install swiping machines & UPI scanners for convenience in payments for the goods delivered and proper bills/receipts to be issued.
- b) The area of allotted space for Cafeteria/Canteen will be approx 113.00 sqmt.
- c) Electricity Charges shall be paid as per the Sub Meter Reading and the Govt. tariff Rate. The Sub Meters should be Electrical Digital Proof.
- d) The University will have right to assess the quality, market price and reasonability of items.
- e) The Vendor may supply those food / eatable items not under contract but where demand exists with the approval of the University. Cost of such items shall have to be competitive and not more than MRP/Market Price. Approved price of eatables including additional demand created, be prominently displayed.
- f) The firm will supply / serve Breakfast, Lunch, Dinner, and Snacks in Cafeteria/Canteen/Cafeteria as per requirement and schedule drawn by Institute Authorities.
- g) Firm will engage sufficient bearers to serve in Faculty & Staff Chambers and also to organize High Tea, Executive Lunch / Dinner during official functions. Firm will have adequate manpower for late hour service on Sat, Sun, Holidays as per requirement. However Institute doesn't guarantee any such business.
- h) The Vendor will make his own Pest Control arrangements inside & area surrounding the Cafeteria. Highest degree of Hygiene, Cleanliness will be ensured.
- i) Contractor shall install swiping machines/ UPI scanners for convenience in payments for the goods delivered.
- j) The successful Bidder shall be liable to provide tea, coffee, snacks, light refreshment, cold drinks, breakfast, etc of good quality and should be stored / served under highly hygienic Conditions. The rations & material used for preparing items shall be Branded and of standard quality.
- k) The successful Bidders shall ensure that they provide best and standard services to the customers.
- l) The Bidder will have proper valid license from concerned/prescribed authorities to prepare & serve food items. Also, shall comply with all norms & guidelines of Statutory Authorities in this regards. The Vendor shall be responsible for any consequence arising due to Non-compliance of Guidelines issued by Statutory Authority. The Institute shall be in no way responsible for the same.
- m) Bidder should be registered with EPF, ESIC and other Statutory and must have valid Labour license for persons, as & where applicable. These documents may be obtained after issue of Work Order.
- n) All Food handlers must take proper haircut, shave properly, nails trimmed, must not be chewing Tabaco/ Paan Masala, must not smoke inside the campus, wear head gear & Aprons.
- o) To run the canteen in the University the agency should pay the amount as the rent for the building i.e. Rs.3000/- per month. It should be paid every month on or before 10th day in the month. It is payable to the favor of "THE REGISTRAR" account if it is late for paying the rent they should pay late fee Rs. 100/-. The University following strictly the rules in the case after paying the rent agency should submit the challana to University.

B. Prohibitions:

- a. No licensee should sell any prohibited items by the Institute or by the Government or any enforcing agencies. They shall adhere to the code of the conduct laid down by the Institute from time to time. The license agreement can be terminated at any point of time without assigning any reasons including violation of contractual obligations.
- b. Since the consumption of Alcohol & smoking is prohibited in the Institute Premises, the successful bidder/lessee shall not sell Liquor and tobacco products or allow consumption thereof by any person in the food-court area leased out to him.
- c. **Use of polythene:** All the shopkeepers shall not use the polythene covers which are banned by the State / Central Governments or any other agency.
- d. No child laborer shall be employed for servicing as per law.

TECHNICAL DETAILS OF THE BIDDER

Tender Notice No. AE/ENG/RUKNL/2024-25/Cafeteria/Canteen/Dt:03-01-2025

S. No.	Description	Information	Enclosed at Page No. of the Technical bid
1A	Name of the Bidder		
	Complete Address		
	Phone No.	E-mail ID Website	
	Alternate Contact No.		
1B	Contact Person/Representative of firm: Name Designation		
	Phone:	Mobile Phone:	
2A	License No:	Registration No:	
	PAN:	TAN:	
	ESI:	EPF:	
	(Enclose copies of the above)		
	GSTN number(Enclose a copy of the GST registration certificate)		
2B	Proof for payments of income tax and GST (last one financial year)(copy of income Tax and GST payments to be enclosed)		
3	No. of Cafeteria/Canteen/Food Court/Restaurants/Hotels operated Elsewhere by the bidder (Enclose list of shops/facilities handled upto 31 st March 2023, and ongoing work separately with all the relevant documents) (List to be included with name and the duration, type of service Provided etc.)		
4	Turnover per annum Rs.(in lakhs) (enclose annual audited statements for the financial years 2023-24, the auditor's certificate and the IT returns for the above said financial years)	Financial year 2023-24= Rs.	
5	Any other information, wishes to provide in support of their credentials	(separate sheets may be used)	
6	Criminal proceedings, Against the bidder	Yes/No (if yes, details To be furnished)	

Documents having Corrections and Alterations shall not be accepted.

All the information furnished above should be supported by documentary evidence. I / we accept all the terms and conditions of the tender notice.

Place:.....

Date:.....

Signature of the Tenderer with Seal

TECHNICAL BID(checklist)

(The Bidder may use the check list below; to ensure that the tender submitted is complete in all respects)

Sl. No	Particulars	Yes	No	Document Page No
1	Self-attested copy of Firm Registration Certificate.			
2	Self-attested copy of GST Registration.			
3	Self-attested copy of PAN card.			
4	Self-attested copies of last one year Annual Turnover issued From Chartered Accountant on his/her letterhead.			
5	Declaration in the format given by the Rayalaseema University, Kurnool (as per Annexure-III)			
6	Power of attorney, if any, to be submitted.			
7	EMD cover(Demand Draft/EMD Exemption declaration as per Annexure-IV).			Envelop-I
8	Technical Bid for Operation, Maintenance of Rayalaseema University, Kurnool Cafeteria/Canteen at Rayalaseema University, Kurnool			Envelop-II
9	Financial bid cover (as per Annexure-V).			Envelop-III
10	Copy of Valid Certificate/License			
11	Copies of Work Orders/Contracts/Agreements/Satisfactory Performance Reports proving the experience of one year.			

Note:

- All the pages of the original bid document along with other hard copies should be serially numbered, and **Document page numbers should be filled** in the above table.
- Bidders need to submit **self-attested** hard copies.

Name and Signature of the Bidder with stamp

DECLARATION

(To be provided on the letter head of the Bidder and submit along with Technical bid)

To
The Registrar
Rayalaseema University,
Kurnool
Andhra Pradesh-518 007.

Tender Notice No.: AE/ENG/RU/KNL/2024-25/Cafeteria/Canteen/Dt:03-01-2025.

I/We, the under signed, declare that:

1. I / We do hereby certify that our firm is not blacklisted and no enquiries / cases are pending against us by Govt. of India / Govt. of Andhra Pradesh or by any State/Central Boards/ Universities, since inception of the firm / company.

a. All the terms and conditions given in the tender document with reference to above are acceptable to us.

2. I/We also certify that the information mentioned in the submitted documents is true and complete in any every respect and explicitly agree that in the case at a later date it is found out by the University (Rayalaseema University, Kurnool) that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our firm may be blacklisted, and that the University may also initiate any other legal/penal proceedings, as deemed fit by it.

Date:

Place:

Signature:

Authorized Signatory Name:

Designation:

Company:

Contact No:

Company Seal



FINANCIAL BID

Tender Notice No: AE/ENG/RU/KNL/2024-25/Cafeteria/Canteen/Dt: 03-01-2025.

Operation, maintenance of Rayalaseema University, Kurnool Cafeteria/Canteen at the place earmarked for the purpose located with in the campus of Rayalaseema University Kurnool, conforming to the specifications given in the Schedules and other details mentioned in this tender document.

Name and address of the bidder	Amount of License fee (excluding GST) agreed to pay to Rayalaseema University Kurnool every month(in –figure and words)
	Rs. (Rupees)

Note:

1. Bidders are advised to visit the site before submitting bids.
2. The contract will be valid initially for a period of two years from the date of award of the contract. Rayalaseema University Kurnool may renew/extend the License to such further period (s), as it may deem proper and in any case not exceeding Five years from the date of commencement License having regard to the quality and manner of the contractor's performance. However, it shall be with consent/written request by the contractor in this regard.
3. **GST and any other taxes as applicable to time to time must be paid extra by the Licensee.**
4. The license fee will remain un-charged during the initial license period of 02 (two) years. However, a 10% annual increase in the License Fee would be applicable after the end of initial 2 years.
5. The rate quoted once is final and binding in all respects. No overwriting / corrections/ amendments/ using white correction fluid /endorsing any other details / discount / conditions etc., in the Financial Bid document will be considered. Such bid will be considered as Invalid and summarily rejected.
6. Selection of successful licensee shall be based on the HIGHEST QUOTE of monthly License fee in the financial bid document. The highest quoted amount which is MORE than the base license fee indicated above will be treated as the successful bidder and awarded the license.
7. The license fee if any quoted less than that the fixed base license fee will be treated as invalid quote and summarily rejected.
8. The license fee quoted above the base license fee should be in round figure only (no decimal points or paisa will be considered). If any such quote is there, the paisa/ decimal point will be converted to the next highest rupee for all purposes.
9. In case of a tie between the quotes, the tie-breaker will be on the following parameter:
The bidder who has more financial stability – the bidder who has more average Annual turnover taken together for the past three financial years as mentioned in eligibility criteria will be awarded the bid.
10. Any decision of the Competent Authority of Rayalaseema University, Kurnool in selection of the suitable bidder, accepting the bid offer, rejecting any of the bid, etc., will be final and binding.

I / WE HEREBY DECLARE THAT I/WE HAVE UNDERSTOOD AND ACCEPTED ALL THE TERMS AND CONDITIONS OF THE SUBJECT TENDER DOCUMENT AND HAS OFFERED THE PRICE MENTIONED AS ABOVE.

Date:

Place:

Signature of the bidder/

Authorized person:

Full Name:

Seal: