

## Important Information

### i. Minimum Eligibility criteria: -

(a) **Registered firms/organization** with valid GST, PAN, all tax clearances and **valid food license from the appropriate authority are eligible to apply.**

(b) Contractor/Proprietor should have minimum 05 years of **experience** & professionally competent for providing canteen/ food service in any Educational Institute of Repute / Government / Semi Govt./ Public Sector Undertaking / Autonomous Body / Reputed Corporate etc.

(c) Only no black listed contractor / proprietor / service provider by any legal authority or under Food Adulteration Act 1954 can apply. **Undertaking** to this effect is to be submitted by the tenderer / firm.

### ii. Important dates:-

(a) Last date of receipt of Tender... 19.09.2024

(b) Opening of Technical Bid ..... 19.09.2024

Note: Opening of the Financial Bid will be done for those tenderers whose technical bids are found in order.

### iii. Procedure:-

- (a) Tender has been invited under two bid systems i.e. **Technical Bid and Financial Bid.**
- (b) **For more details of the Tender documents, please visit the University Website [www.utkaluniversity.ac.in](http://www.utkaluniversity.ac.in) .**
- (c) **Interested persons may download the Technical Bid format and Financial Bid format**
- (d) Technical bid shall be in the format provided by the University, which must be attached with necessary documents in support of the eligibility claims and two drafts, one non-refundable for tender processing fees of **Rs.1000/** (Rupees one thousand only) plus GST (as applicable) and other one towards Earnest Money Deposit (EMD) of **Rs.10,000/** (**Rupees Ten Thousand** only). EMD is Refundable in case of unsuccessful bidders. The drafts are to be drawn in favour of the **Comptroller of Finance, Utkal University, Bhubaneswar.** The technical bid form along with documents and the drafts are to be enclosed in one envelope super scribed as **Technical Bid** in its top right hand corner.
- (e) The **Financial Bid** must be given in the format provided by the University. It is to be enclosed in an envelope superscribed as **Financial Bid** on its top right hand corner. The financial bid must not be attached with any supporting documents.
- (f) The technical bid and financial bid envelopes are to be contained in one envelope super-scribed as **"TENDER FOR CANTEEN SERVICE"** on the top right hand corner of the envelope addressed to **The Registrar, Utkal University, Vani Vihar, Bhubaneswar Odisha-751004.**
- (g) The tender is to be accepted only through **Registered Post / Speed Post/ Courier Services. It will not be accepted by hand.**

iv. **Fees :-**

- (a) **Tender processing fee (non-refundable)-Rs.1000/ (Rupees One thousand) only+ GST** in shape of Bank Draft drawn in favour of **Comptroller of Finance, Utkal University, Vani Vihar, Bhubaneswar.**
- (b) **Earnest Money Deposit (EMD) Rs10,000/ (Rupees Ten thousand) only** in shape of Bank Draft drawn in favour of **Comptroller of Finance, Utkal University, Vani Vihar, Bhubaneswar.** The EMD money of unsuccessful bidders will be returned without interest and for the successful bidder, it will be adjusted towards security deposit.
- (c) **Security deposit:** The security deposit money of **Rs. 25,000/ (Rupees twenty Five thousand) only** in shape of Bank Draft drawn in favor of the **Comptroller of Finance, Utkal University, Vani Vihar, Bhubaneswar,** which is to be deposited by the successful bidder within two days of tender finalization before issue of the contract order.
- (d) **Base License fee (monthly rent)**-The Base license fee i.e. the minimum monthly rent is **Rs.10,000/ (Rupees ten thousand) per month.** The highest bidder over the **Base License Fee** will be awarded contract if fulfil all other eligible criteria.
- (e) The **base license fee** does not include water and electricity charges Till a sub meter is installed, the selected bidder will pay **as per consumption (per month)** towards electricity and water charges.

v. **Documents required:**

The tenderers are required to enclose copies of the following documents duly self-attested

- a. Registration Certificates issued by competent authority
- b. PAN .
- c. IT returns for last 03 years .
- d. GST Registration Certificate .
- e. Food registration Certificate .
- f. Extracts of bank account (for last 06 months).
- g. Experience for execution of such type of work in Govt institution /semi govt./PSU/Autonomous Body etc. during the last five years.
- h. Address Proof.
- i. Other license if required for Canteen Service.

vi. **Submission of the Tender:-**

- a) Through **Registered Post / Speed Post/ Courier Services**
- b) Addressed to **The Registrar, Utkal University, Vani Vihar, Bhubaneswar, Odisha-751004.**
- c) For any clarification or supplementary information before submission of bid, the Intending bidders may contact the University Office.

  
Registrar

**ANNEXURE-A**

**Technical Bid**

1. Name of the Tender for Canteen Service Provider/Firm:
2. Name of the Proprietor/Contractor:  
(Woman preferably above 35 years and below 55 years of age)
3. Full Address
  - A) Permanent
    - i) At:
    - ii) P.O.
    - iii) P.S.
    - iv) Dist.
    - v) State:
    - vi) PIN
    - vii) Cell Phone No.
    - viii) E-mail
  - B) Present
    - At:
    - P.O.
    - P.S.
    - Dist.
    - State:
    - PIN
    - Cell Phone No.
    - E-mail

(A copy of Address proof is to be attached)

4. Banker of Contractor/Canteen Service Provider  
(Attach copy of statement of account for last six months)
5. PAN/GIR No.  
(Attach Copy)
6. GST Registration No.  
(Attach Copy)
7. Food Licences Holding No. From the appropriate Authority:  
(Attach the Copy)
8. Financial Turnover for last 2 financial years

FY	Amount(Rs)	Remarks
2020-21		
2021-22		

9. Income Tax Return for last 2 financial years

FY	Amount(Rs)	Remarks
2020-21		
2021-22		Attach the Copies

10. Give details of major similar contracts handled by the tenderer

Sl.No	Name & Address of the Client	Duration of Contract

11. Details of Tender Processing Fees: DD No.-----date-----of Rs. 1000.00 drawn on Bank-----
12. Details of EMD: DD No. -----date-----of Rs. 10000.00 drawn on Bank-----
13. Additional information, if any.

W

**Declaration**

---

1. I.....Son/daughter/wife of .....Proprietor/Authorized Signatory of the Service Provider mentioned above, am competent to sign this declaration and execute this tender document
2. I have carefully read and understood all the terms & conditions of the tender and undertake to abide by them
3. The information/ Documents furnished along with the above application are true and authentic to the best of my knowledge and belief I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my/our tender at any stage besides I/we are liable towards prosecution under appropriate law

Place:

Date:

Signature of the

Contractor/ Canteen Service Provider / Tenderer

Office Seal

*ka*

**ANNEXURE-B**

**Financial Bid**

---

I .....(Proprietor/Authorized person) accept all terms & conditions of Utkal University vide tender call notice no..... dated ..... I hereby undertake to sign the contract agreement within seven days from the date of issue of the confirmed contract order by the authority of Utkal University. I submit herewith our quotation for Base license fee for the canteen service.

Place:

Date:

Signature of the  
Contractor/ Canteen Service Provider

Office Seal



## **ANNEXURE-C**

### **Terms and Conditions for Submitting the Tenders for Providing Canteen Services.**

1. It may be noted that **the highest quoted Base license fee (monthly rent) (H 1)** of a tenderer **entitles his/her claim for the said contract** However, the final decision shall be taken after the University Central Canteen Service Provider (UCCSP) is interviewed and the presentation is assessed by the Canteen Committee.
2. Selection of the firm shall be solely on the basis of highest quoted base licence fee . However, selection of menu alongwith the rate to be served in the Canteen shall be decided by the University Canteen Committee as selected by the Vice Chancellor which shall be binding on the selected firm.
3. The UCCSP's firm must have at least five years of experience in providing canteen service in any institution / organization. The experience certificate needs to be attached.
4. The Canteen shall be on rent initially for the period of one year from the date of award of the contract unless terminated by the University for violation of any terms and conditions of the agreement.
5. The contract period may be extended for another one year on the same terms and conditions on satisfactory performance as decided by the Utkal University, Vani Vihar Bhubaneswar.
6. The UCCSP firm must not be blacklisted ever in the past and must not have been penalized for not meeting the provisions of Food Adulteration Act, 1954. A self-declaration is required to be submitted by the UCCSP on Rs.10 non-judicial stamp paper.
7. The UCCSP shall abide by all the prevailing laws for running the canteen/cafeteria and shall be a registered firm under food safety act The University shall not take any responsibility for any legal provisions not met by the contractor and on account of this the UCCSP shall solely be responsible
8. The UCCSP shall ensure that applicable labour laws and minimum wages act are complied with.
9. The UCCSP shall have to execute an appropriate agreement with the University on a non- Judicial stamp paper of Rs.10/- accepting all terms and conditions. (Annexure-E).
10. The UCCSP shall be required to pay
  - a. Water and electricity charges **as per consumption (per month)** till a sub meter is installed.
  - b. A sum of Rs.25,000/- as security deposit which shall be refundable after the expiry of contract and no interest shall be payable on it. This may be adjusted in case of any dues / damages as reported during the tenure of contract period.
  - c. Base License Fee (i.e. monthly rent), as decided, will be paid in advance every quarterly on or before 20th of previous month of a quarter.
  - d. EMD of Rs.10,000/ (Refundable in case of unsuccessful bidders.
11. The UCCSP shall maintain a display board on its shop of size 12 inches x 18 inches which Shall contain the following information:
  - Name of the Contractor:**
  - Name of the Canteen:**
  - Name of Authorized Person:**
  - Mobile Number:**
  - Timings of the Canteen:**
12. The UCCSP shall keep the canteen area (in and around) neat and clean.

13. Utensils etc. and cooking gas required for cooking, and other necessary items shall have to be arranged/ borne by the UCCSP.

---

14. The kitchen of the canteen shall be maintained with best of hygiene standard.
15. Good quality oil such as sunflower oil or branded mustard oil and branded spices only to be used for cooking purpose looking at the safety of the students and staffs.
16. The UCCSP shall take all precautions to maintain quality of food. In no case, it shall sell stale/Oldstuff/ add artificial colour to food items.
17. **The UCCSP must not use / store any hazardous chemical / dangerous element / banned or expired products psychotropic substances / drugs /narcotics etc. in the canteen which may pose threat to the health and safety of the students and staffs.**
18. The UCCSP shall not use the Canteen/University premises for residential purpose for self or its staff.
19. The UCCSP **shall not sublet the contract** to any vendor further. Similarly no part of the menu / items agreed upon **shall be sublet to any other party**. Subletting in any form shall not be allowed.
20. The UCCSP shall provide the list of the workers along with their identification and residential proof who will work in the canteen (a) Any change in the staff shall be reported immediately and relevant proof of identification shall have to be submitted again. The contractor shall solely be responsible for the conduct/ behaviour of the staff employed by UCCSP in the University canteen and shall solely be responsible for any miss-happening or undesirable incidence on account of the conduct / behaviour of the staff engaged by the UCCSP (b) A list of staff working in canteen shall be forwarded to the police station concerned (c) The staff of the UCCSP shall abide by the instructions issued by the University Authorities from time to time and their movement in the University shall only be restricted to the canteen itself.
21. **The Canteen shall remain open for seven (07) days in a week and even on Govt. holidays from 07.00 A.M.to 07.00 P.M.** Any closure must be done with prior approval of the Competent Authority of the University with prior notification to the students and staffs.
22. The UCCSP shall ensure to keep all her belongings under lock and key The UCCSP shall be solely responsible for any loss, damage, theft etc. occurring in canteen and no compensation of any kind shall be borne by the University.
23. The UCCSP shall have to ensure that the canteen staff employed will wear full dress with proper gloves, head cover, apron etc. The UCCSP shall have to take all the measures to maintain good hygiene during the preparations and serving of food.
24. The University will not be responsible for the payment of any bill due against any students and staffs.
25. The Canteen is solely meant for use by the Students, Staffs, Visitors / Parents / Guardians of the students of the university. The UCCSP will not be allowed to open the facility of the Canteen to the outsiders.

lc

26. (a) The approved rates of the food items as accepted by the University shall not be increased by the UCCSP without prior permission of the Canteen Committee of the University.
- (b) The UCCSP shall display the rates of items as approved upon by the University at prominent places of Canteen
- (c) The UCCSP shall display the menu every day on the notice board of the Canteen.
27. To regulate quality and standard of food items, regular monitoring and supervision shall be made any time by the Competent Authority. Over charging of rates is strictly prohibited. In case of default, the agreement will be terminated.
28. The rate of various items and services are to be displayed in the Canteen. Facility of Payment through BHIM, UPI, Credit/Debit Card, etc. should be made available.
29. For the consumers who are not willing to pay in cash, the UCCSP shall facilitate with a swipe payment machine and shall also provide in the outlet the UPI based payment system. The UCCSP shall further display its VPA (virtual payment address) or Q Code on the display board to enable the consumers make the payments via UPI App (BHIM or equivalent).
30. On the special occasion, Utkal University will have the right to prescribe different menu for lunch, snacks and dinner with variable Cost to be fixed with mutual consent of the UCCSP.
31. The UCCSP shall have to make own arrangements to remove / dispose off garbage and shall not use University premises for dumping of the garbage. The UCCSP has to ensure that the garbage is not scattered here and there and shall have to arrange proper dustbins. The garbage of these dustbins shall be properly disposed off by the UCCSP outside the University.
32. The UCCSP shall have to provide proper and smooth services to the customers to their satisfaction. The UCCSP shall have to provide "**Suggestion / Feedback Register**" and the same shall be made available to anyone who desires to record any suggestion/ feedback. The same shall be submitted to the **canteen committee** for inspection every month.
33. The UCCSP shall maintain full hygienic conditions in the canteen and its store. The floor, furniture need to be neat and clean, so as to maintain the standards.
34. The UCCSP shall also have to make his own arrangements for safe storage of materials. Garbage and waste disposal should be done as per the institute norms. Pest / rodent control should be done regularly to control the harmful insects and rodents.
35. **Use of plastic bags is strictly PROHIBITED** and the same shall not be used under any circumstances whatsoever. Instead use of paper bags/plates / cups / etc. is encouraged. Cloth bags may be made available for users (at nominal charges)
36. The contract may be terminated by giving **three months'** notice from either side. However, if it has been found / reported that there has been a gross misconduct, negligence, non compliance of orders of the University, the authority shall have **the right** to terminate **the contract immediately without any notice.**
37. After the termination / expiry of the contract, all the belongings of the University should be handed over to the Authority.





38. There shall be an observation period of **03 (Three) months** from the date of award of contract during which the work and conduct of the UCCSP shall be observed and assessed. If not satisfactory within the observation period, the work order will be withdrawn by giving 7 days notice. Continuance of functioning of canteen shall depend upon the satisfactory performance from time to time.
39. **The members of Central Canteen Committee/ designated officers of the establishment** can inspect the canteen any time to check the quality of food preparation, hygienic conditions and staff conduct etc.
40. Any loss to the property of the University caused by the contractor shall be borne by the UCCSP.
41. In case of any dispute, the matter shall be resolved amicably. However, if the matter still remains unresolved, the same shall be resolved by an Arbitrator appointed by the University. The decision of the Arbitrator shall be final and binding to both the parties. Further, if any dispute remains unsolved, it is subject to the Jurisdiction of Court situated in Bhubaneswar.
42. The authority may impose additional conditions or delete any of the conditions as may be necessary in the overall interest of the University.
43. Rates of different items as fixed by the University from time to time have to be accepted by the UCCSP. However, failing which, the contract will be terminated.
44. The UCCSP shall not ~~sell~~<sup>sell</sup> any type of intoxicant i.e. liquor, Pan, Gutkha etc. in the canteen premises.

  
Registrar



**ANNEXURE-D****Indicative Price of items as fixed by the University Authority**

Sl. No.	Items	Quantity	Maximum Price (including all taxes) In Rs.
1	Regular Tea (in paper cup)	Per cup(150ml)	06.00
2	Special Ginger /cardamom tea	Per cup(150ml)	08.00
3	Lemon Tea	Per cup(150ml)	07.00
4	Black tea with ginger	Per cup(150ml)	07.00
5	Milkshake	Per cup (250ml)	20.00
6	Coffee (in paper cup)	Per cup(150ml)	10.00
7	Cold Coffee	Per cup (250ml)	20.00
8	Lassi	Per cup (250ml)	20.00
9	Veg Puff with sauce	Per piece	08.00
10	Mushroom Puff with sauce	Per piece	10.00
11	Paneer Puff with sauce	Per piece	10.00
12	Veg sandwichwith sauce	Per piece	20.00
13	Bread Toast with sauce	Per plate	15.00
14	Boiled egg with black pepper and sauce	(2 nos)	20.00
15	Maggie with sauce	Per plate	20.00
16	Pasta with sauce	Per plate	20.00
17	Cakes and Pastries	Per piece	MRP (or as decided by authority)
18	Cold Drinks and other cold beverages	Per bottle	MRP
19	Bun	Per piece	MRP
20	Biscuits (Britannia, Parle, Good Day)	Per piece	MRP
21	White and Brown Bread	Per piece	MRP
22	Mineral Water	Per bottle	MRP
23	Dahi	Per Cup	MRP
24	Ice Cream	Per unit	MRP
25	Diary Products- Rabidi, Lassi, Sweet Curd, etc	Per Unit	MRP
26	Samosa	Per piece	05.00
27	Alu Chop	Per Piece	05.00
28	Bara	Per Piece	05.00
29	Pakoda	Per Plate(100gm)	15.00
30	Bread Pakoda	Per Piece	07.00
31	Veg Cutlet	Per Piece	07.00
32	Spring Roll	Per Piece	20.00
33	Chowmin (Veg)	Per Plate(200gm)	20.00
34	Chowmin (Chicken)	Per Plate(200gm)	30.00
35	Chowmin (Egg)	Per Plate(200gm)	25.00
36	Masala Dosa	Per Piece	25.00
37	Sambar Idli	Per Plate(2 Pieces)	10.00

W

38	Poori withcurry/Ghuguni	Per plate (2 Nos.)	15.00
39	Aloo/Veg paratha	Per plate (2 No.)	20.00
40	Maggie	Per Plate	20.00
41	Sandwich with Amul Butter	Per Piece	20.00
42	Chat	Per plate	20.00
43	Veg/Non veg soup	Per bowl (200ml)	25.00
44	Cholle Batore	Per plate	25.00
45	Upama	Per Plate	20.00
46	Roll (Veg)	Per piece	20.00
47	Roll(Chicken)	Per piece	25.00
48	Roll(Chicken+Egg)	Per piece	30.00
49	Roti (2 nos )with Dalma	Per Plate	20.00
50	Rice with Dalma	Per Plate	25.00
51	Dahi Baigana /Boondi Raita	Per Plate	15.00
52	Egg Omlet (One Egg)	Per Plate	15.00
53	One Egg Omelet and two big bread	Per Plate	25.00
54	Steamed Rice-Plain	Half/Full	20/30
55	Egg Curry/Fish Curry	One Piece	20.00
56	Veg Thali (Rice, Dal, One Veg. Curry, One Santula / Bhaja, Pickles, Papad/ Salad)	Per Plate	60.00
57	Chicken curry	Two Pieces	35.00
58	Chilli chicken/ butter chicken (Half)	Per plate	40.00
59	Butter Paneer/Palak Paneer/ Veg Manchurian (Half)	Per Plate	30.00
60	Special Veg meals to be served for parties / functions for student or department activities like welcome, farewell, seminar and workshops etc.	Per Plate (Pulao Rice, Pooris / Roti, vegetable Curry, Bhaja, Daal, Curd /Khata / salad, Papad and pickle / Lemon) and sweet dish	90.00
61	Special non-veg meals to be served for parties/functions for student or department activities like welcome, farewell, seminar and workshops etc.	Per Plate (Pulao Rice, Pooris / Roti, chicken curry, vegetable Curry / Bhaja, Daal, Curd / Khata /salad, Papad and pickle / Lemon) and sweet dish	120.00

*NB: The items and rates are subject to change with approval of the competent authority. There may be additions and deletions of food items upon the recommendation of canteen committee and competent authority.*

*ll*

**ANNEXURE-E**  
**AGREEMENT**

---

---

This agreement is made on this ..... day of .....  
between the Registrar, Utkal University, Vani Vihar, Bhubaneswar Odisha here in after referred to  
as the 'Authority' which expression shall, where the context so requires or admits, also includes its  
successors or assignees of the one part

AND

M/S

Represented by

Smt/Sri

P.S.

Dist

At---

P.O.

herein after called the

'Contractor/Canteen Service Provider' which expression shall, where the context so required or  
admits also includes its successors or assignees of the other part.

Whereas the 'Authority' desires to give its Canteen building on contract for providing canteen  
services required in Utkal University, Vani Vihar, Bhubaneswar

And whereas the 'contractor/ Canteen Service Provider' has offered her/his willingness to the same  
in conformity with the provisions of the agreement.

And whereas the 'Authority' has finalized the Base License Fee (Monthly Rent) as per the terms  
& conditions of the agreement (Annexure C) and read with the General terms and conditions in the  
overleaf to the 'University Canteen Service Provider'



That this agreement is valid up to **One** year from the date of signing of this Agreement Upon satisfactory performance. the authority may consider further renewal for another one year.

~~In WITNESS WHEREOF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands & seals on the day & year first written above~~

Signature of the 'Contractor/  
Canteen Service Provider'

In the presence of ss:

Witness

1. Name:

Address

2. Name -

Address

Signature of the Registrar, on behalf of Utkal University, Vani Vihar, Bhubaneswar

1. Name:

Address

2. Name -

Address

Witness

ka

## GENERAL TERMS & CONDITIONS

1. The Agreement shall commence from dt.....and shall continue till dt.....  
unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of service provided/food, breach of contract etc or change in requirements.
2. The Agreement shall automatically expire on ..... With consent of the contracting agency and the Authority. Unless extended further by the mutual .
3. The Agreement may be extended on the same terms and conditions or with some additions/ deletions/ modifications for a further specific period mutually agreed upon by the contracting agency and the Authority
4. The University Canteen Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The University Canteen Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
6. The Authority reserved the right to terminate the Agreement during initial period also after giving one month notice to the University Canteen Service Provider
7. The entire financial liability in respect of canteen services deployed in the University shall be that of the University Canteen Service Provider and the University will in no way be liable. It will be the responsibility of the University Canteen Service Provider to pay to the person deployed as per the labour law
- 8. After successful completion of tenure of contract, the University Canteen Service Provider shall vacate the University premises with written knowledge of the Authority within 2 (Two) weeks along with issue of no dues certificate in favour of the University Canteen Service Provider**

*ll*