

## Terms and Conditions

| <b>Work</b>   | <b>Earnest Money Deposit (EMD)</b> | <b>Period</b>          |
|---|------------------------------------|------------------------|
| Serving breakfast, lunch, tea, cool drinks and snacks | 5000/-                             | Initially for one year |

The detailed requirements, terms and conditions are stated below:

### Scope of the work

At present, the following categories are given food and refreshments on all working days for the duration in which the Library works, (*Monday to Saturday, including 2<sup>nd</sup> Saturday- 8.00 a.m. to 8.00 p.m., Sunday 2.00 p.m. to 8.00 p.m.*)

1. Staff, users and research scholars of the University Library.
2. Staff, Teachers and Students of the Kerala University.
3. Staff, Research Scholars and Students of the Department of Library & Information Science

### **I. Instructions to Bidders**

#### **I.1. Eligibility Criteria**

1. The food provided should be hygienic and the firm/personnel should strictly adhere to the instructions of the Food Safety & Standards Authority of India and to follow General Hygiene and Sanitary Practices (GHSP).
2. Licenses required under the laws of Government/Local Authority for running office canteens including FSSAI shall be taken by the contractor. Proof of registration/incorporation shall be submitted along with the bid.

#### **1.2. Requirements**

1. The Contractor has to pay a monthly rent including water and electricity charges of Rs.9750/- (Rupees Nine Thousand Seven Hundred and Fifty only) and the same shall be paid by the Contractor in advance to the University on or before fifth working day of every month. The Contractor shall be able to pay any higher amount of rent, water, and electricity charges that may be fixed by the Syndicate from time to time.
2. Security Deposit is fixed as Rs.20,000/-.
3. The bidder is required to deposit Earnest Money Deposit of Rs.5,000/-.
4. Annexure A, B and check list should be submitted along with the quotation. All 46 items must be quoted which is mentioned in Annexure-B.

5. The Contractor should provide the furniture, utensils, cutlery, crockery and other accessories required at his own cost for the proper running of the Canteen.
6. The fuel to be used for cooking shall be LPG.
7. Milma milk and branded tea/coffee powder of good quality should be used.
8. FSSAI approved Coconut/Sunflower oil should be the cooking medium.
9. Steel plates and steel cups shall be used for serving snacks/tea at meetings.

## **II. Terms & Conditions**

1. The Bidder shall quote price in clear terms as well as the details of experience.
2. The rates quoted must be inclusive of taxes, cost of supply, etc.
3. Bidder can visit the site before submitting the bid, if required.
4. The Contractor shall be able to accept any of the decision regarding running of the Library Canteen that may be taken by the Syndicate or Library canteen committee according to the orders of the Registrar.
7. The University has the right to cancel the work order at any time without assigning any reason in part or in full.
8. Electric energy shall not be used for cooking purposes.
9. In case of disputes, only the court situated in Thiruvananthapuram will have the jurisdiction.
10. The contractor shall, at all times, ensure discipline, decent and courteous behavior by his employees.
11. The contractor shall not use the building and premises for residential purposes.
12. The rate list and menu as approved by the University should be displayed in the noticeboard.
13. Safety standards should be properly maintained.
14. The contractor shall not make any addition or alteration to the building/premises or tamper with the fittings or electrical installations therein, nor make any unauthorized constructions or extension to the electricity or water supply lines, without the specific written permission.
15. The contractor will have to make arrangement for cleanliness of canteen and its surroundings to the satisfaction of the University. The contractor shall also be responsible for the safe and hygienic disposal of the canteen waste.
16. Plastic wastes shall be removed from University premises on daily basis by the Contractor. Drainage line at kitchen area / plate washing area shall be maintained by the Contractor.

17. The Contractor further agrees that articles which are not approved by the University Librarian shall not be used in the Canteen.
18. The Contractor shall be able to serve in the Canteen only such items as are shown in the schedule attached and at the price for each item not exceeding the price shown in the schedule. The schedule with the price list shall form part of the agreement.
19. The Contractor shall be able to supply all the items in the Schedule appended herewith at the rates Quoted by him to the category - Staff of the University Library and Dept. of Library & Information Science at their place of work.
20. It is agreed that the Contractor shall comply with the instructions of the University Librarian in respect of all matters relating to the running of the Canteen.
21. Any defect in the electrical, water connection fittings and drainage line will be set right by the Contractor at his expense.
22. Sale and use of beedi, cigarettes, panparag, panmasala and other intoxicating item strictly prohibited in the canteen.
23. The contractor will be required to execute an agreement in the stamp paper in the prescribed form on this behalf in case the contract is awarde.

**Annexure – A**

Quotation submitted in response to Quotation No.....

**Name:****Address:****Telephone No:**

| <b>Sl.No</b> |   | <b>Details</b> |
|--------------|---|----------------|
| 1.           | License No.   |                |
| 2            | PAN No.   |                |
| 3.           | Name of the organization where similar services were provided by the bidder |                |
| 4            | EMD details   |                |

## Annexure – B

Quoted rates in response to Quotation No.

| Sl.No | Items  | Rate for staff (Rs.) | Rate for Public (Rs.) |
|-------|--|----------------------|-----------------------|
| 1.    | Tea (6 ounce)  |                      |                       |
| 2.    | Coffee (6 ounce)   |                      |                       |
| 3.    | Bru Coffee (6 ounce)   |                      |                       |
| 4.    | Milk (8 ounce)   |                      |                       |
| 5.    | Horlicks (6 ounce)   |                      |                       |
| 6.    | Bournvita (6 ounce)  |                      |                       |
| 7.    | Lemon Juice (1 glass)  |                      |                       |
| 8.    | Cool drinks (1 glass)  |                      |                       |
| 9.    | Dosa (60g)   |                      |                       |
| 10.   | Puttu (2 piece, green gram & pappadam)   |                      |                       |
| 11.   | Appam (60g)  |                      |                       |
| 12.   | Idiappam (60g)   |                      |                       |
| 13.   | Chappatti (1 set-3 nos)  |                      |                       |
| 14.   | Porotta (1 No.100g)  |                      |                       |
| 15.   | Poori Masala (1 set -3 Nos with masala)  |                      |                       |
| 16.   | Iddli (60g)  |                      |                       |
| 17.   | Parippu vada (75g)   |                      |                       |
| 18.   | Uzhunnu Vada (75g)   |                      |                       |
| 19.   | Pazhampori (75g)   |                      |                       |
| 20.   | Modakam (75g)  |                      |                       |
| 21.   | Vazhakka Baji (75g)  |                      |                       |
| 22.   | Rasavada (75g)   |                      |                       |
| 23.   | Unniappam (75g)  |                      |                       |
| 24.   | Munthirikothu (75g)  |                      |                       |
| 25.   | Ullivada (75g)   |                      |                       |
| 26.   | Neyyappam (100g)   |                      |                       |
| 27.   | Green peas curry (100g)  |                      |                       |
| 28.   | Tomato Curry (100g)  |                      |                       |
| 29.   | Kadala Curry (100g)  |                      |                       |
| 30.   | Potato curry (100g)  |                      |                       |
| 31.   | Egg roast (1 egg)  |                      |                       |
| 32.   | Omlet (1 egg)  |                      |                       |
| 33.   | Fish curry (100 g with fish piece)   |                      |                       |
| 34.   | Fish fry (1 piece)   |                      |                       |
| 35.   | Beef curry (100g)  |                      |                       |
| 36.   | Beef fry (100g)  |                      |                       |
| 37.   | Mutton curry (80g)   |                      |                       |
| 38.   | Mutton fry (80g)   |                      |                       |
| 39.   | Chicken fry (100g)   |                      |                       |
| 40.   | Chicken fry (100g)   |                      |                       |
| 41.   | Neychoru (1 plate with salad, pappadam and pickle)   |                      |                       |
| 42.   | Beef biriyani ( 1 plate with 1 egg, salad, pappadam and pickle)                              |                      |                       |
| 43.   | Mutton biriyani (1 plate with 1 egg, salad, pappadam and pickle)                             |                      |                       |
| 44.   | Chicken biriyani (1 plate with 1 egg, salad, pappadam and pickle)                            |                      |                       |
| 45.   | Vegetable biriyani (1 plate with 1 egg, salad, pappadam and pickle)                          |                      |                       |
| 46.   | Meals (parippu, sambar, koru, aviyaal, kichadi, thoran, pickle, pulisseri, rasam & pappadam) |                      |                       |

**CHECKLIST TO BE ENCLOSED ALONG WITH THE QUOTATION**

| Sl. No. | Particulars  | Status of enclosure |  |    |
|---------|--|---------------------|--|----|
|         |  | Yes                 | If yes, indicate the page no. where it is attached | No |
| 1       | Annexure - A   |                     |  |    |
| 2       | Annexure - B   |                     |  |    |
| 3       | DD for EMD   |                     |  |    |
| 4       | Copy of bank account passbook having account details |                     |  |    |
| 5       | Copy of PAN card                                     |                     |  |    |
| 6       | Copy of FSSAI License                                |                     |  |    |