



University of Kerala

Palayam, Thiruvananthapuram, Kerala-695034

Tel: 0471-2386228, 2386215 Fax: 0471-2307158. Email: regrku@gmail.com

Tender Document

Category	:	Two-bid tender
Name of the item	:	Running of New Canteen in Senate House Campus
Tender No.	:	AdBII/1/1/2018
Issue Date	:	09.01.2018
Closing date & time for submission	:	25.01.2018 @ 3 PM
EMD Amount	:	Rs. 5,000/-
Opening Date & Time	:	25.01.2018 @ 4 PM

Sd/-
REGISTRAR



University of Kerala

Palayam, Thiruvananthapuram, Kerala-695034

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To

All Interested Bidders

Invitation of Tender

Sealed tenders are hereby invited by the Registrar, University of Kerala from the interested and eligible bidders for running Canteen in the Senate House Campus, Palayam under the terms and conditions and specifications mentioned in the following Tender Document in the manner prescribed. In case any clarification is required, the prospective bidder may visit website of the University www.keralauniversity.ac.in or contact the Section Officer, Ad.BII Section.

Contents:

- I. Instructions to Bidders
- II. Terms & Conditions

I. Instructions to Bidders

1.1 Eligibility Criteria

- 1.1.1 Licences required under the laws of Government/Local Authority for running office canteens shall be taken by the contractor. Proof of registration/incorporation shall be submitted along with the bid.
- 1.1.2 Bidders may preferably have proven track record for providing similar type of services and shall submit copies of successfully executed contracts (at least 3) during previous years.
- 1.1.3 The contractor shall have valid PAN number and Tax Registration Number and submit a copy of each of the PAN Card and Tax Registration.

1.2 Submission of Bids

- 1.2.1 Price of the Bid Document: This tender document is free of cost.
- 1.2.2 Availability of Bid Document: This Bid Document can be downloaded from the website of the University of Kerala www.keralauniversity.ac.in
- 1.2.3 Bids shall be valid at least for 90 days from the date of closing.
- 1.2.4 The bidder is required to deposit Earnest Money Deposit of Rs.5,000/- by Demand Draft in favour of the Finance Officer, University of Kerala payable at Trivandrum along with the bid. The validity of the EMD shall be till the date of validity of quotation.
- 1.2.5 Bidders must submit their bids in the following manner:
 - 2.5.1 One sealed envelope containing the Commercial Bid.
 - 2.5.2 One sealed envelope containing the Price Bid.
 - 2.5.3 One sealed envelope containing the EMD payment.

All the above three envelopes shall be superscribed with Commercial bid/Price Bid/EMD respectively and with Tender Reference Item/Service for which tender is submitted and closing date.

All the above three envelopes shall be put in another common envelope, which shall be superscribed with Tender Reference Item/Service for which tender is submitted and closing date.

1.2.6 The sealed bids which are not submitted with proper tender number and due date shall be liable to be rejected.

1.2.7 The Commercial bid of the bidder shall be in the proforma (printed in the letter-head of the bidder) at Annexure A of this tender document. It shall also contain the documents as specified in the proforma.

1.2.8 The price bid of the bidder shall be in the proforma (printed in the letter-head of the bidder) at Annexure B of this tender document. It shall also contain the documents as specified in the proforma.

The Price Bid should contain the Rates of employees and the rates for the public. The concessional rates will be applicable to all University employees and the rates will also be applicable to retired employees, students of departments in Senate House Campus and one person accompanying an employee.

1.2.9 All pages of Bids/Bid documents must be duly ink-signed by the authorised signatory except printed literature/leaflets.

1.2.10 A copy of this tender document signed by the authorised signatory of the bidder with their seal shall be enclosed along with the Commercial Bid as a token of having accepted the terms and conditions of the contract.

1.2.11 Bids complete in all respects will be addressed to:

The Registrar, University of Kerala,
Palayam, Thiruvananthapuram-695034

The bids may be sent either by Speed Post/Courier or submit directly to the Registrar's office.

1.3 Opening of Bids

1.3.1 All the tenders received upto the time and date of closing will only be considered for opening and tenders received late shall not be considered under any circumstances. The Commercial Bids and the EMD shall be opened on the tender opening day at the Registrar's office in the presence of the bidders. Bidders or their duly authorised representative may witness the opening of tenders on the bid opening day. No separate intimation will be sent to bidders in this respect, unless there is a change.

1.3.2 Commercial Bids will be evaluated by a committee convened by the Registrar. Those

bidders who have been approved by the committee after their evaluation shall be sent a communication about the date, time and venue of opening of Price Bid for nominating their representative to attend the opening of price bids.

1.3.3 The EMD is liable to be forfeited and bid is liable to be rejected, if the bidder withdraws or amends or derogates from the tender in any respect within the period of validity of the tenders.

1.4 Results for Tender Evaluation

1.4.1 *The EMDs of unsuccessful bidders will be returned without any interest, after the expiry of the final tender validity period but not later than 30 days after issue of Work Order and its acceptance by the successful bidder.*

1.4.2 *An agreement has to be executed between the University and the successful bidder on a 200 Rupee non-judicial stamp paper (or at the rates in force), expenses for which have to be borne by the successful bidder. EMD of the successful bidder will be returned without any interest on submission on expiry of the contract.*

1.5 Disputes

In case of any dispute, the decision of the Registrar, University of Kerala shall be final and binding on the bidders.

Terms and Conditions

1. The fuel to be used for cooking shall be LPG.
2. Milma milk and branded tea/coffee of good quality should be used.
3. Coconut/Sunflower oil should be the cooking medium.
4. Paper plates and disposable paper cups shall be used for serving snacks/tea at meetings.
5. For serving tea/snacks/other items at meetings service charge plus charges for paper plates and disposable paper cups shall not exceed 50 ps. Per cup/plate.
6. A monthly rent of Rs. 3000/- plus Electricity charges and Water charges as per the existing norms will be levied and are liable to revision on the basis of actual consumption of electricity/water.
7. Security Deposit is fixed as Rs.20,000/-
8. Furniture required will be made available by the Contractor.
9. Vessels, plates, tumbler, etc will not be supplied by the University.
10. Electric energy shall not be used for cooking purposes.

09.01 .2018

Sd/-
REGISTRAR

Annexure-A

COMMERCIAL BID IN RESPONSE TO TENDER No. _____

Name:

Address:

Telephone No:

Sl. No.	Details	Documents to be attached
1.	License No.	
2.	PAN No.	Copy of PAN Card
3.	Name of the organizations where similar services were provided by the bidder	Copies of work order along with order acknowledgements attached
4.	EMD details	

Apart from the above documents, the following documents are also to be enclosed alongwith this commercial bid:

- 1. A copy of the tender document duly signed by the authorised signatory of the bidder with company seal on all pages as a token of having accepted the terms and conditions of the tender notice.*
- 2. Bank account details duly signed by the authorized signatory of the bidder alongwith a cancelled cheque leaf or a photocopy of the cheque leaf.*

Signature of the authorized signatory of the bidder

Name:

Designation:

Phone number:

Annexure-B

PRICE BID IN RESPONSE TO TENDER No. _____

Sl. No	Items	Rate for staff	Rate for public

The above price bid is valid till _____

Signature of the authorized signatory of the bidder

Name:

Designation:

Phone number:

