

## **E-tender notice**

Tender No. 1/AdBII/e-tender/2018-'19

Date:03.07.2018

Sealed competitive tenders (through e-tender only) are invited from the experienced firms/personnels for running canteen in the University of Kerala, Senate House Campus.

<i>Items</i>	<i>Earnest Money Deposit (EMD)</i>	<i>Period</i>
Serving breakfast, lunch, tea, cool drinks and snacks	Rs. 5,000/-	Initially for one year

The detailed requirements, terms and conditions are stated below:

### **Scope of the work**

At present, employees of the University, retired employees, students of departments in S.H.Campus and one person accompanying an employee are given food and refreshments at concessional rates from the canteen, compared to others. 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).

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

#### **1.1 Eligibility Criteria**

1.1.1 Licences 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.

1.1.2 Bidders may preferably have experience in running canteen/resturant in any public sector undertaking. The contractor should submit proof of successfully completing contract in similar field.

#### **1.2 Requirements**

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.

### **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. The price should be quoted only in Indian rupees.
4. The bid documents are available in the website: [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in); the bids shall be submitted online only.
5. The bidder should have experience in running canteen/resturant in any public sector undertaking. References in this respect should be given along with the credentials and appropriate documents regarding this should be submitted.
6. Bidder can visit the site before submitting the bid if required.
7. The decision of the University in all matters will be final.
8. The University has the right to cancel the work order at any time without assigning any reason in part or in full.
9. This bid will be a two part bid.
10. Bidders should examine all instructions, terms and conditions given in the tender document. Failure to furnish information required by the Bid or submission of Bid not substantially responsive in every respect will be at the Bidder's risk and may result in rejection of Bids. Bidders should strictly submit the Bid as specified in the tender, failing which the bids will be treated as non-responsive and will be rejected.
11. The technical bid format as given in the tender shall be filled. The technical bid shall not contain any indications of price, otherwise the bid will be rejected.
12. All 46 items must be quoted in Annexure-B of commercial bid.
13. The bidder is required to deposit Earnest Money Deposit of Rs.5,000/- as per the instructions in the site. The validity of the EMD shall be till the date of validity of quotation
14. It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the bids and no claim whatsoever including those of financial adjustments to the contract under this tender will be entertained.
15. Only the technically qualified bids will be considered for price bid.
16. All the mandatory documents should be uploaded along with the tender.
17. The offer submitted by the bidders should be valid for a minimum period of 180 days from the date of opening of the tender.
18. In case of disputes, only the court situated in Thiruvananthapuram will have the jurisdiction.
19. The contractor shall, at all times, ensure discipline, decent and courteous behaviour by his employees.
20. The contractor shall not use the building and premises for residential purposes.

21. The canteen shall operate on all working days between 7 a.m. to 7 p.m. only.
22. The rate list and menu as approved by the University should be displayed in the noticeboard.
23. Safety standards should be properly maintained.
24. 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.
25. The procurement of necessary provisions viz., rice, Atta, vegetables, oil, condiments, spices etc and gas for the canteen will be the sole responsibility of the Contractor and no financial or other types of assistance for such procurement will be given.
26. 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.
27. 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
28. The contractor will be required to execute an agreement in the prescribed form in this behalf in case the contract is awarded.

**Tender Notification Date:** 10.07.2018

**Issuing of Bidding Document(online):** 10.07.2018

**Last date and time for submission of bid online:** 30.07.2018 @ 5 PM

**Date & time of opening of technical bid:** 03.08.2018 @ 11.30 AM

**Date & time of opening of price bid:** Will be announced later

For details contact:

Ad BII section,  
University of Kerala  
Palayam, Thiruvananthapuram-34  
Phone-0471-2386410

***Registrar***

## Annexure-A

TECHNICAL BID IN RESPONSE TO TENDER No. \_\_\_\_\_

**Name:**

**Address:**

**Telephone No:**

Sl. No.	Details
1.	License No.
2.	PAN No.
3.	Name of the organizations where similar services were provided by the bidder
4.	EMD details

## Annexure-B

COMMERCIAL (PRICE) BID IN RESPONSE TO TENDER No.

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Sl No:	Items	Rate for staff	Rate for Public
1.	Tea (6 ounce)		
2.	Coffee (6 ounce)		
3.	Bru Cofee (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 (60 g)		
10.	Puttu (2 piece, green gram &pappadam)		
11.	Appam(60 g)		
12.	Idiappam(60 g)		
13.	Chappatti(1 set-3 nos)		
14.	Porotta(1No-100 g)		
15.	Poori Masala(1 set-3 Nos with masala)		
16.	Idili(60 g)		
17.	Parippu vada(75 g)		
18.	Uzhunnu vada(75 g)		
19.	Pazhampori(75 g)		
20.	Modakam (75 g)		
21.	Vazhakka Baji (75 g)		
22.	Rasavada(75 g)		
23.	Unniappam(75 g)		
24.	Munthirikothu(75 g)		
25.	Ullivada(75 g)		
26.	Neyyappam(100 g)		
27.	Green peas curry (100 g)		
28.	Tomato curry (100 g)		
29.	Kadala curry (100 g)		
30.	Potato curry (100 g)		
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 (100 g)		
36.	Beef fry (100 g)		
37.	Mutton curry (80 g)		
38.	Mutton fry(80 g)		
39.	Chicken curry (100 g)		
40.	Chicken fry (100 g)		
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 salad, pappadam and pickle)		
46.	Meals(parippu, sambar, moru, aviyal, kichadi, thoran, pickle, pulisseri, rasam &pappadam)		

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

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.	Proof of successfully completing contract for running canteen/resturant in any public sector undertaking			
5.	Copy of bank account passbook having account details			
6.	Copy of PAN Card			
7.	Copy of FSSAI license			