

CHANAKYA NATIONAL LAW UNIVERSITY

Nyaya Nagar, Mithapur, Patna-1, Phone No: 0612-2352300, Website: <http://cnlu.ac.in>

NIQ No. : 11/2018-19 Group F

Date : 05/06/2018

Sealed quotations are invited for running Canteen Services in large capacity hostels with the strength of about seven hundred students (Boys and Girls Hostel). The service providers to provide the food items as per list stipulated in the Financial Bid.

Service provider may also provide packaged food materials as per the demand of the students.

Scheduled Date and Time

- | | | |
|--|---|--|
| i) Cost of document | : | Rs. 1250/- in shape of Demand Draft issued by an Nationalised or Schedule bank in favour of Registrar, Chanakya National, Law University and payable at Patna |
| ii) EMD | : | Rs. 10,000/- (Rs. Ten Thousand only) in shape of Demand Draft issued by an Nationalised or Schedule bank in favour of Registrar, Chanakya National, Law University and payable at Patna |
| iii) Sale of Bids document | : | From 05/06/2018 |
| iv) Date of pre bid meeting | : | On 08/06/2018 at 01:30 pm |
| v) Last date & Time of submitting filled in quotation document | : | up to 15/06/2018 till 3.30 pm |
| vi) Date of opening technical bid | : | On 15/06/2018 at 04:00 pm |
| vii) Date of opening of financial bid | : | On 18/06/2018 at 04:30 pm |
| viii) Place of all meeting | : | Chamber of Registrar, CNLU, Patna |

Responsibility of the contractor

- The contractor shall be responsible in all respects for providing canteen service in the assigned hostel as per the time scheduled strictly as conveyed and duly acknowledged by him/ them at the time of accepting the contract and as per food materials, snacks Biscuits, Cakes etc. to be communicated to them from time to time.

Scope of work

The university will provide counter and space for displaying, selling and serving the items for which the service provider will have to offer this rate in the financial bids. The semester period will be Mid-January to Mid-May and July to Mid-December for each year. service provider of canteen has to procure the raw materials viz. Rice, Pulse, Flour,

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cooking medium, vegetables, etc. of good quality as per requirement and shall arrange for proper storage within the space provided. The employees of the service provider viz. cooks and the helpers of required number will prepare the items with proper care and caution including washing, cutting and cleaning before the edible preparations. The service provider is supposed to take the help of the female staff and helper in the girl's hostel. The cooked food that is ready to be served shall be kept with proper cover, keeping it hot in specified storing articles provided for this purpose. It should not be made ready so early that it requires reheating and never served cold. It is to be sold at agreed price settled in the Bid. Accordingly, the service provider shall prepare and keep the food articles ready in the allotted hostel. It is also the duty of the service provider and their employees to keep the adjoining area totally clean by mopping the area with proper cleaning agent after each meal. The dining tables will also be mopped and kept clean to avoid collection of dirt, dust and files. The wash basins, water coolers, servicing utensils and mess/kitchen equipment's will also have to be kept clean and dust free. The university will provide electrical equipment's such as water coolers, water purifiers etc. The cooking area and preparation areas including trays will have to be washed after the completion of the activities every day. The service provider shall ensure that there is no water logging within the premises where the dining, washing, cooking preparation areas are located and which can give rise to breeding of insects, mosquito etc.

Other General Conditions

- In order to bring uniformity amongst the service boys in the dining hall, service provider shall arrange to provide them with a pair of shirt/T-shirt which should be common for his entire team with the name of the hostel prominently printed on its back. The service provider may follow the colour designed for hostel to be the colour of such/ T-shirt of his serving team. In order to co-ordinate the function for smooth discharge a supervisor shall be appointed by the mess service provider for each hostel who will keep a tab on the articles prepared inside the kitchen, their servicing on the counter/ dining hall and all aspects of hygiene, etc. Staff on duty should always be in complete uniform and should carry a photo identity card.

Penalty

- Non-compliance with terms and conditions may entail imposition of penalty on the service provider. The penalty amount would be decided by the University in consultation with the concerned service providers, as and when necessary. Deficient up-keeping and non-maintenance of hygiene in the cooking/ cleaning /dining area may also entail imposition of penalty to be fixed by the said authority as deemed fit. Repeated offense may result in forfeiture of security deposit and termination of assignment / contract.

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Safety Measures

The service provider shall ensure that all safety precautions are properly under taken during the process of cooking by his employees. Special emphasis will be laid on fire safety norms in proper operations of electrical gadgets/ instruments placed at the disposal of the hostel mess.

Good behaviour and prompt service

The service provider firm shall ensure that the quality of service is courteous and prompt and is in accordance with the laid down specifications. Quality of material should be of a good grade branded (Rice Mansoori / equivalent, M.D.H masala, Paneer (Sudha / Amul) and Oil (Engine / Fortune / equivalent)) and of acceptable standard. The service provider shall use ISI brand / AGMARK items wherever available. The staff of mess contractor should behave proper and in decent way to the students as well as employees of the university. The entire staff of mess shall refrain themselves from taking intoxicating things.

Arbitration

Any dispute arising out of this contract shall be referred to the Vice- Chancellor, CNLU, Patna whose decision will be final and binding for both the parties.

System of payment

The service provider shall collect the charges directly from students against the money receipt issuable to the students and ensure that no dues is allowed to accumulate. For accumulation of dues the contractor will be solely responsible.

Conditions as to acceptance

1. CNLU, Patna does not bind itself to assign the NIQ work to any party and reserves the right to accept/reject the whole or any part of the NIQ without assigning any reason thereof.
2. Acceptance of the offer by the University will be conveyed by a letter of acceptance from the office of the Registrar, CNLU, Patna.
3. The terms and conditions may be changed any time.

Financial Terms

- 1) Bids without the Cost of Document and full EMD will be summarily rejected. No cheque or Bank guarantee shall be accepted towards Cost of document and EMD payment.
- 2) EMD of unsuccessful bidder will be refunded after awarding the contract to the successful bidder.
- 3) Security deposit of Rs.15,000/- (Fifteen Thousand) of DD. favouring "**Registrar, Chanakya National Law University, Patna**" refundable at the time of expiry/termination of contract. It is to be submitted after issue of work order.

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List of Employees

- The successful bidder will be required to submit list of his/ her employees of good conduct to the university authority.

Failure and termination

If the performance of the service is not satisfactory, the Mess and Hostel Welfare Committee of the University may take the any or all of the actions mentioned hereunder:

1. Recommend cancellation of the contract awarded to the contractor to competent authority and/ or impose reasonable fine.
2. Arrange another service provider from waiting list.
3. CNLU, Patna shall not be responsible for any loss, damages, etc. suffered by the service provider as result of such termination of contract.

Legal Jurisdiction

Legal dispute that may arise out of this bilateral contract are subject to the jurisdiction of civil courts as Patna (Bihar) only.

Other Conditions

1. The applicant shall ensure that he has a minimum of two nos. of staff in each hostel from 6.00 am to 7.30 pm members in his staff.
2. The breakfast, for the boys and girls shall be prepared separately at respective hostels on all days. The food prepared at one hostel shall in no case be transported to the other hostel by 'thela' or any other means whatsoever.
3. Water must not be added in the milk. If at any time, the majority of the members of Mess and Hostel Welfare Committee or Food Inspection Committee are of the opinion that water was added in the milk, then a fine of Rs. 5000/- shall be imposed upon the Mess Contractor by the University.
4. In the mess halls of boys' hostel as well as girls' hostel big dustbins should be made available for keeping used plates. Waste materials must be thrown on appropriate place outside the university campus. The operation of mess shall in no case be responsible for making the university premises dirty or untidy.
5. As a general rule in case of unsatisfactory services provided by service provider, for the first time, warning shall be given to him and seven days' time for improvement shall also be given. If the same is repeated again, the reasonable fine may be imposed upon by him by the committee. If repeated more than twice, recommendation for termination of contract may be issued. But in exceptional circumstances, the University reserves the

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right to impose fine and / or terminate contract on the very first instance, without any prior notice.

6. The canteen can be operated as long as students are happy and satisfied with the services. In the event of complaint by majority of the students as represented by the Mess and Hostel Welfare Committee, the university reserves the right to take appropriate action including termination of this contract by giving minimum 15 days' Notice in advance. In exceptional circumstances contract may be terminated by without any prior notice.
7. Rates will be revised initially after 18 months on semester basis as per mutual agreement between Mess and Welfare Committee and bidder.

Rates and Taxes

- a) The suggestive quote for different items/ services should be inclusive of all taxes/charges levied by the appropriate Govt. wherever applicable.

Taxes and Labour

- a) Goods & Service Tax, Tax Registration certificate, PAN, PF and ESIC registration number Goods & Service tax registration no. if applicable, be attached.
- b) If provision of labourers attracts Labour Act, then the firm shall have to obtain license from the competent authority as and when required, and it will also be the sole responsibility of the firm to meet all the laws of labour act in force.

Submission of Document

- a) Cost of document, EMD, and Annexure-I document with relevant paper should be kept in the envelope marked as "Technical Bid" and Annexure-II should be kept with other envelope marked as "Financial Bid".
- b) Both sealed technical and commercial bids should be kept in separate sealed covers and either dropped in the tender box "Marked NIQ. 11/2017-18 Group-F for Canteen Services" or post to **The Registrar, Chanakya National Law University, Nyaya Nagar, Mithapur, Patna-800001**, so as to reach by due date and time. Belated Bids are liable for rejection. No responsibility will be taken for postal delay or non- delivery/non-receipt of Bids document.

Amendment of Bid Document

- a) At any time prior to the last date for receipt of Bid s, the bidder may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by an amendment.
- b) The amendment will be notified through official website of Chanakya National Law University for all the prospective Bidders.

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- c) In order to afford prospective bidder reasonable time in which to take the amendment into account in preparing their Bids, the Client may, at its discretion, extend the last date for the receipt of the Bids.

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ANNEXURE-1

TECHNICAL AND OTHER DETAILS OF THE BIDDER/FIRM/HOSTEL MESSPROVIDER (Technical Bid)

1. Name of the bidder/ firm/ hostel mess provider
2. Detailed address with telephone no. of office/ Residence/ Mobile no. if any;

Mandatory Provisions:-

1. Details of minimum 2 (Two) years' experience in running canteen/ utility shop. Educational/ Training institutions including on-going assignment, if any*
2. Do you have trade license for these services issued by the competent Authority?
 - a. (If yes, attach copy) : Yes/ No
3. Details of Annual financial statement of your firm/ agency for the last three years
 - a. (Duly audited) along with IT returns for last three years.*
4. Do you have PAN card? * : Yes/ No
5. Do you have the financial strength to invest Rs.6 lacs to Rs. 8 lacs. Initially for the Canteen service? * : Yes/ No
6. Do you have Labour License and Goods & Service Tax Registration : Yes/ No
7. Do you have food license? * : Yes/ No
8. Enclosures (strike out whichever is not applicable)
 - i) Copies of Experience Certificate : Submitted/Not Submitted
 - ii) Copy of Trade License : Submitted/Not Submitted
 - iii) Copy of Annual Financial Return for last three years : Submitted/Not Submitted
 - iv) Copies of Income Tax Return for last three Years : Submitted/Not Submitted
 - v) Copy of PAN Card : Submitted/Not Submitted
 - vi) Copy of food license/Shop Licence : Submitted/Not Submitted
 - vii) Copy of Labour License : Submitted/Not Submitted
 - viii) Copy of Registration of Firm : Submitted/Not Submitted
 - ix) Amount of EMD : Submitted/Not Submitted

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- x) Proof of Financial Strength to invest 4 to 6 Lakhs
For the Centeen services. : Submitted/Not Submitted
- xi) Copy of Goods & Service Tax Registration : Submitted/Not Submitted
- xii) Copy of Audited Balance sheet, Profit & Loss A/c. for 2017-18, 2016-17, 2015-16 and 2014-15 be annexed.

Note: - Bidder has to fulfil all the seven points as mentioned above. Failing even one point his tender may not be considered for opening of financial bid.

Optional Provisional:-

- i) Whether the Bidder has any professional qualifications relevant to these services
(If yes mention and enclose relevant certificates) : Yes/ No
- ii) Do you have a team of trained personnel to provide such service
(If Yes, give details) : Yes/ No
- iii) Whether your workers have any certificates from any training/ Institutes
(If Yes, attach certificates) : Yes/ No
- iv) How do you engage your workers? Do you have any provision for their Training before
induction? (Details, If any) :
- v) Do you have Goods & Service tax registration?
(If yes, mention registration no.) : Yes/ No
- vi) Do you have registration of firm (If yes, mention no.) : Yes/ No
- vii) Do you have TAN NO.? (If yes, mention no.) : Yes/ No
- viii) Self-declaration about financial statement: :
(To be given separately for each partner in case of joint venture/ association)
- a) Name of the Agency/ Firm:
(Partner in case of Joint venture/ association)
- b) Financial position as on 31.03.2018:
i) Cash in hand and bank at the Bank
ii) Current Assets

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iii) Current Liabilities

c) Applicant's arrangement for finance:

- i) Own sources;
- ii) Borrowed capital including that from the bank, others (Pl. specify)

I/we have read the entire NIQ document no. 11/201-19 dated 05/06/2018 and having understood and agreed fully its entire content, I/We do hereby give this undertaking that I/We will be in a position to render the said services to an allotted canteens at CNLU, Patna as per the expected norms and service of the University.

Name of the Firm

Seal of the Firm

Signature

Address with Mobile No.

Place

Date

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Annexure-II

FINANCIAL BID

Name of the work : Outsourcing of canteen services in Boys Hostel and Girls Hostel.
Cost of Bidding Document : Rs. 1250/-
Earnest Money : Rs. 10,000 (Ten Thousand) only.

Group – A (Non-Packaged Items)

Sr. No.	Name of items	Qty.	Rate	
			Rate quoted by the bidder	
			In figures	In words
1.	Raw Eggs	Per Dozen		
2.	Tea	125 ml		
3.	Coffee	125 ml		
4.	Paneer Sandwich (Grilled)	Pair		
5.	Baby Corn Chilli	Per Plate		
6.	Momos	Half Dozen		
7.	Cheese Sandwich (Grilled)	Pair		
8.	White Sauce Pasta	80 gm.		
9.	Redi Sauce Pasta	80 gm.		
10.	AlooParatha	Piece		
11.	Paneer Paratha	Piece		
12.	SattuParatha	Piece		
13.	Egg Roll	With One Egg		
14.	Vegetable Roll	Piece		
15.	Paneer Roll	Piece		
16.	Maggi	100 gm Plate		
17.	Chowmin	200 gm		
18.	Samosa	Pair		
19.	Kachori	Pair		
20.	Choclate Shake	350 ml		
21.	Cold Coffee	350 ml		
22.	Honey Chilli Potato	200 gm		

Any other items which the bidder intends, may be added.

Note:-

- Dairy products be manufactured by AMUL/SUDHA
- Mayonnaise be vegetable and of food/ Dr. Octcker or equivalent.
- Bread be Harilal's or equivalent make of standard quality and of sandwich size.

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Group-B (Packaged Items)

Sr. No.	Name of items	Quantity	Quoted Rate Percent below Maximum Retail Price (MRP)	
			In figures	In words
1.	Full Cream Milk	200 ml		
		500 ml		
2.	Milk (Sudha Gold)	500 ml		
3.	Curd Sudha	200 ml		
	Curd Amul	500 ml		
4.	LassiSudha	200 ml		
	LassiAmul	200 ml		
	Cold Drinks (Non glass Container) duly chilled in Refrigerator			
	i) Pepsi	200 ml		
	ii) Limca	200 ml		
	iii) Coca- Cola	200 ml		
	iv) Sprite	200 ml		
6.	Biscuits			
	i) Parle Je, Hide & Seek	Small, Medium		
	ii) Good day	Large		
	iii) Britannia (50-50)	-Do-		
	iv) Bisk Farm Biscuit	-Do-		
7.	Juice			
	i) Real	200 ml		
	ii) Tropicana	-Do-		
	iii) Minute Maid	-Do-		
8.	Cake	As per mfg.		
	i) Parle Ji	-Do-		
	ii) Britannia	-Do-		
9.	Butter Amul/Sudha	100 gm.		
10.	Ice- Cream	Standard Size		
	i) Golden	-Do-		

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	ii) Sudha	-Do-		
	iii) Amul	-Do-		
	iv) Mother Dairy	-Do-		
	v) Cream Bell	-Do-		
11.	Chocolates	Standard Size		
	i) Cadbury	-Do-		
	ii) Nestle	-Do-		
	iii) Amul	-Do-		
12.	Bread	Standard Size		
	i) Harilals	-Do-		
	ii) Shakun	-Do-		
	iii) Moreisis	-Do-		

Other items at MRP

Name of the Firm

Seal of the Firm

Signature

Address with Mobile No.

Place

Date