

CHANAKYA NATIONAL LAW UNIVERSITY

Nyaya Nagar, Mithapur, Patna-1, Phone No: 0612-2352309, Website: <http://cnlu.ac.in>

NIQ No. : 14/2024-25

Date: 24.05.2024

Through e-procurement mode only <https://eproc2.bihar.gov.in>

Chanakya National Law University invites the quotations from reputed Indian Service providers for running Canteen Services in large capacity hostels with the strength of about seven hundred students (Boys' Hostel and Girls' Hostel).

1.	Name of the Work	:	For Canteen Services
2.	Estimated Cost	:	NIL
3.	Cost of Document (Non-Refundable)	:	Rs. 500/- (Rs. Five Hundred) Only.
4.	Earnest Money Deposit	:	Rs. 5000/- (Rs. Five Thousand) Only.
5.	E-Tender Processing Fee	:	As per Eproc2 website
6.	Time of Completion	:	30 Days
7.	Bid start Date	:	From 24.05.2024
8.	Date of Pre-bid meeting	:	30.05.2024 in the Chamber of Registrar, CNLU, Patna at 02:30 pm.
9.	Last Date & Time for Uploading of Bids	:	07.06.2024 till 02:00 pm.
10.	Date & Time of Opening of Technical Bids	:	07.06.2024 at 02:30 pm.
11.	Date & Time of Opening of Financial Bids	:	Will be intimated later
12.	Place of Opening of Bid	:	Registrar's Chamber
13.	Periods of Bids Validity	:	60 days
14.	Officer inviting Bids	:	The Registrar, CNLU, Patna.
15.	For participation in E-tendering proc. The contractor shall have to get themselves registered to get User ID, Password & Digital Signature. This will enable accessing the website https://eproc2.bihar.gov.in & download / Participate in E-Tender.		
16.	The tender document can be obtained through our website https://eproc2.bihar.gov.in & https://www.cnlu.ac.in		
17.	(i) Bid Processing Fee to be paid through online mode i.e., Internet payment gateway (Credit/Debit Card), Net Banking, NEFT/ RTGS. (ii) Bids along with necessary online payments must be submitted through e-procurement portal https://eproc2.bihar.gov.in before the date & time specified in the NIQ. (iii) The department does not take any responsibilities for the delay /Non availability of internet connection, Network Traffic / Holidays or any other reasons."		
18.	Bid Document cost should be paid as per https://eproc2.bihar.gov.in		
19.	Earnest Money Deposit (EMD) shall have to be paid through e-payment.		
20.	The authority shall have to right to reject the bid without assigning any reason what so ever. For any information department Contact No. 0612-2352300 may be used.		
21.	For queries and clarifications, if any send e-mail to registrar@cnlu.ac.in		
22.	For support related to the e-tendering process, bidders may contact "e-procurement HELP DESK, mjunction services limited RJ Complex, 2 nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. –Shastri Nagar, Patna-800014, Bihar, Contact No. 18005726571.		

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Scope of work

1. The service provider will provide the canteen services in both hostels separately i.e., Boys' Hostel and Girls' Hostel.
2. The university will provide counter and space for displaying, selling and serving the items for which the service provider will have to offer their rate in the financial bids.
3. The semester periods will be January to April and July to October for each year. Service provider of canteen has to procure the raw materials (**as per annexure- II**) of good quality as per requirement and shall arrange for proper storage within the space provided.
4. 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.
5. The service provider is supposed to take the help of the female staff and helper in the girls' 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.
6. It is to be sold at as per **Annexure-II**. Accordingly, the service provider shall prepare and keep the snacks 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.
7. The service area will also be mopped and kept clean to avoid collection of dirt, dust and files. The wash basins, water coolers, servicing utensils and canteen equipment will also have to be kept clean and dust free.
8. The university will provide electrical equipment's such as water coolers, water purifiers etc.
9. Service provider has to pay the monthly fixed rental charges of Rs. 1000/- (One Thousand) for space in each hostel + electrical charges extra during operational period.]
10. The canteen cooking area and preparation areas including trays will have to be washed after the completion of the activities every day.
11. The service provider shall ensure that there is no water logging within the premises where the washing, cooking preparation areas are located and which can give rise to breeding of insects, mosquito etc.

Eligibility Criteria:

Quotationer having under mentioned documents shall be eligible for participating in this bid. List of documents are as mentioned below:

1. Scan of duly signed & stamped scan of document in which Name of the Firm, Address with contact number, FAX, E-mail of the Firm and Firm's Bank Account Details with Bank Name & Address and IFSC / RTGS codes be mentioned.
2. Scan of PAN card (in name of Proprietor in case of Proprietorship Firm) and GST certificate.
3. Scan of Affidavit as per Annexure-I.
4. Scan of updated Labour License. (If not available, quotationer need to submit, at the time, if its firm / company will declared as lowest rate quotationer).
5. Copy of Food Licence issued by Competent Authority (FSSAI).
6. The agency must have at-least one work order related to canteen services along with satisfactory performance certificate during last three years.

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7. Copy of annual turnover of Rs. Fifty Lakhs or above during any year of the last three years in Government / Autonomous organizations / Academic Institutions or Public Sector Undertakings duly certified by Chartered Accountant.
8. Scan of the receipt of depository through NEFT / RTGS for EMD.
9. Scan of the receipt of depository through NEFT / RTGS for Cost of Document.
10. Scan of IT return of last three financial year.
11. Scan of document in support that firm / company is five years in field of providing Canteen services.

The Responsibility of 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 etc. to be communicated to them from time to time.

Other General Conditions

All the canteen service boys/girls should have common uniform with photo identity card. Name of the particular hostel should be printed on front/back of shirt/T-shirt of each service boys/girls. Separate supervisor shall be appointed by service provider to each hostel.

Agreement & Performance Security

1. Successful quotationer shall enter into the agreement on **Rs. 1,000.00 (Rupees One Thousand) non judicial stamp paper** within **Ten (10) working days** from the **date of work order**.
2. Initial Performance security shall be **Rs. 20,000.00 (Rupees Twenty Thousand)**. EMD shall be adjusted in amount of performance security. Successful Quotationer can deposit amount of **Rs. 15,000.00 (Rupees Fifteen Thousand)** in form of **Demand Draft / NEFT/RTGS** for performance security after release of P.O.
3. Performance Security will be refundable after **60 days of successful completion of contract period i.e., One Year**.

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 provider, 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.

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

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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 on 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.

List of Employees

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

Special Condition during Examination:

The canteen should function from 11:00 am to 04:00 am in the early morning. (i.e., approx. 17 Hours of functioning time.) The time would be flexible and the mess and Hostel welfare committee reserves the right to alter the timing as per the needful circumstances.

Rent and Electricity:

- a) The University will charge the monthly fixed rental charges of Rs. 1000/- (One Thousand) for space in each hostel + electrical charges extra during operational period.

Notice Board:

The Service provider needs to give a prior intimation / notice, before 30 days of vacating the allotted space.

Legal Action: - In case of expired items found –

- a) The service provider has to strictly keep in check the manufacturing dates the available items. The expired items must be eliminated from the canteen with immediate effect.
- b) In case, if expired items found in the canteen, legal action would be taken as per the rules mandated by the Bihar Government, fine would be imposed and it can also result in the termination of the contract.

Failure and termination

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

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1. Recommend cancellation of the contract awarded to the contractor to competent authority and/ or impose reasonable fine.
2. CNLU, Patna shall not be responsible for any loss, damages, etc. suffered by the service provider as result of such termination of contract.
3. University can terminate the contract any time provided the services are not up to mark. The termination will precede 15 days advance notice to the service provider.

Legal Jurisdiction

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

Other Conditions

1. The applicant shall ensure that he has a minimum of two nos. of staff in each hostel.
2. In the canteen area of boys' hostel and 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 canteen shall in no case be responsible for making the university premises dirty or untidy.
3. 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 right to impose fine and / or terminate contract on the very first instance, without any prior notice.

Rates and Taxes

- A. The quote for different items/ services should be inclusive of all taxes/charges levied by the appropriate Govt. wherever applicable. The list of items are annexed vide Annexure-III

**Registrar
CNLU, Patna**

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Annexure-I

Declaration

I / we declare **that**

my / our company
namely.....has not been black
listed by any Government / Semi Government Organisation nor should have any litigation enquiry pending
and / or initiated by any of these Department or Court of Law with regards to the works executed by our
company since incorporation. No FIR has been lodged against us.

that all the terms & conditions, scope of works & eligibility criteria of NIQ No.- 14/2024-25 dated
24.05.2024 are acceptable to me / us

that the documents annexed along-with the quotation are genuine and not tampered by me / us while
copying. If my / our declaration above found fake or forged then:

- i. my quotation document shall be rejected
- ii. Letter of Intent / Purchase Order / Agreement, if issued, shall be cancelled and
- iii. FIR shall be inflicted against my / our company / firm by the University.

Signature of the Quotationer / Authorized Signatory
(Name & Designation)

Seal of the Quotationer

Place

Date

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CHECKLIST OF TECHNICAL BID

Sr. No.	Check List	Remarks	Page No.
1.	Scan of duly signed & stamped scan of document in which Name of the Firm, Address with contact number, FAX, E-mail of the Firm and Firm`s Bank Account Details with Bank Name & Address and IFSC / RTGS codes be mentioned.		
2.	Scan of PAN card (in name of Proprietor in case of Proprietorship Firm) and GST certificate.		
3.	Scan of Affidavit as per Annexure-I.		
4.	Scan of updated Labour License. (If not available, quotationer need to submit, at the time, if its firm / company will declared as lowest rate quotationer).		
5.	Copy of Food Licence issued by Competent Authority (FSSAI).		
6.	The agency must have at-least one work order related to canteen services along with satisfactory performance certificate during last three years.		
7.	Copy of annual turnover of Rs. Fifty Lakhs or above during any year of the last three years in Government / Autonomous organizations / Academic Institutions or Public Sector Undertakings duly certified by Chartered Accountant.		
8.	Scan of the receipt of depository through NEFT / RTGS for EMD		
9.	Scan of the receipt of depository through NEFT / RTGS for Cost of Document.		
10.	Scan of IT return of last three financial year.		
11.	Scan of document in support that firm / company is five years in field of providing Canteen services.		

Signature of the Quotationer / Authorized Signatory

(Name & Designation)

Seal of the Quotationer

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Annexure- II

(TO BE PRINTED ON FIRM'S LETTER HEAD)

Tender invitation for providing canteen facility at CNLU Boys' Hostel & Girls' Hostel

PRICE BID

To
The Registrar,
Chanakya National Law University,
Patna.

Sub: Commercial proposal for Canteen services under NIQ No.-14/2024-25 dated 24.05.2024

A. Snacks items

Items	Quantity	All-inclusive Unit Rate (Rs.)
Idly (with usual add-ons like – Chutney 30 Gram and sambar 50 Gram)	2 Nos of 40 Gram each	
Poha (with usual add ones)	150 Gram	
Butter Toast (White/Brown)	2 Pieces	
Kachori (with chutney)	1 Piece (50 Grams)	
Omelette	1 Egg	
Bread Omelette	1 Egg and 2 Piece Bread	
Bread Pakoda	1 Piece	
Pasta (Red/White)	200 Gram	
1 Masala Dosa (with usual add-ons like – Chutney 30 Gram and sambar 50 Gram)	Normal size (1 Piece)	
1 Onion Utthapam (with usual add-ons like- Chutney 30 Gram and sambar 50 Gram)	100 Gram	
Veg. Noodles (Maggi)	300 Gram/ 1 Packet	
Veg Fried rice (Basmati Rice)	300 Gram	
Veg Manchurian	4 Piece	
Veg. Chilli	250 Gram	
Veg Pizza (Standard Size)	1 Piece	
Paneer Chilli	4 Piece	
Mushroom Chilli	200 Gram	
Chicken Chilli	4 Piece	
Cheese Sandwich	1 Piece	
Samosa/ Kachori (with sauce/chutney)	1 Piece	

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Cutlet (with sauce)	2 Pieces	
Vegetable Roll	1 No.	
Pav Bhaji	2 Pav Pieces	
Veg. Chowmein	250 Gram	
Egg Chowmein	250 Gram	
Chicken Chowmein	250 Gram	
Mix Fruit Chaat	150 Gram	
Bread Roll	150 Gram	
Soup	1 cup (150 ml)	
Veg. Burger	1 Piece	
Paneer Pakoda	4 Pieces. (150 Gram)	
TOTAL OF A		

B. Beverages:

Items	Quality	Quantity	Rate (Rs.)
Hot Milk		150 ml	
Tea	Tata/Taaza	150 ml	
Coffee		150 ml	
Green Tea	Tetley/Lipton/Girnar	150 ml	
Lemon Tea		150 ml	
Nimbu Paani		1 Glass	
Kesar Badam Milk		1 Glass	
Rasgulla (Standard size)		1 Piece	
Gulab Jamun (Standard size)		1 Piece	
TOTAL OF B			

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C. Other Items:

Items	MRP Rate (Rs.)	Quoted Rate below MRP (Rs.)
Curd (Standard Make)		
Juice (Branded)		
Lassi (Standard Make)		
Chhach (Standard Make)		
Mineral Water (200 ml/500ml/1 litre)		
Flavoured milk (200 ml)		
Cold Drink (200 ml/500ml/1 litre)		
Ice Cream		
Tofees/Chocolate		
Chips/Kurkure (50 Gram/100 Gram)		
Biscuits (50 Gram/100 Gram/200 Gram)		
Namkeen		
TOTAL OF C		

Note:

1. Vendor will have to keep Stationary items, daily use items like Soap, Shampoo, Detergent, and sanitary napkins and other basic necessities.
2. CNLU will not give any minimum commitment on the indicative quantity.
3. Vendor is permitted to sell the food items in a la carte rate or in the combined form of snacks or beverages.
4. The above rates are inclusive of all applicable charges and taxes.
5. The above mentioned menu is indicative only, vendor is permitted to enclose/ attach separate price menu to indicate the varieties of the available items.
6. Caterer is required to quote the price mandatorily for each item and the total of the items as mentioned in the price bid.

Signature of the Quotationer / Authorized Signatory
(Name & Designation)

Seal of the Quotationer