

Tender Application Fees: Rs. 500/-

TENDER DOCUMENT

NOTICE INVITING TENDERS
FOR CANTEEN AND MESS SERVICES ON LEAVE AND
LICENCE BASIS

IN



ARUNACHAL UNIVERSITY OF STUDIES

NH-52, KNOWLEDGE CITY, NAMSAL,
ARUNACHAL PRADESH-792103

Telephone No.: - +91-8731030522

Website: <https://www.arunachaluniversity.ac.in>

Email Id: info@arunachaluniversity.ac.in

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NOTICE FOR INVITING TENDER (NIT) FOR ALLOTMENT OF ONE CANTEEN SERVICES AT ARUNACHAL UNIVERSITY OF STUDIES

1. Tenders are invited under two bid (i) Technical bid (ii) Financial bid, system from reputed agencies, GST registered either by themselves or as a joint venture having capacity/experience to run Canteen/ Restaurants with the suitable and uniform trained manpower on contract basis, for a period of one year that is further extendable for a period of one year on the basis of satisfactory performance and quality of services by the licensee/contractor.

Location of canteen

Location	Tentative no. of students	Staff
Canteen Premises- Arunachal University of Studies, NH-52, Knowledge City, Namsai, Arunachal Pradesh-792103	1,000	150

Classes remain suspended for winter vacation around 15 days in December-January and for summer vacation around 30 days in June-July every year. However, usual office staff attends office throughout the year.

2. Last date for submission/receipt of tender(s) is 15th March 2023 at 16:00 PM and it will be opened by the Tender committee in the presence of tenderers or their authorized representatives who need to be present on 17th March 2023 at 01:30 PM in the Office of **Registrar, Arunachal University of Studies, Namsai**. In case, any holiday on the day of opening, the tenders will be opened on the next working day at the same time as scheduled above. The tenders received after the above said scheduled date and time will not be considered.

3. Bid Schedule
SCHEDULE

Date of start and downloading tender Application	20th March 2023
Earnest Money Deposit (EMD)	Rs.50,000/- (Rupees Fifty Thousand only)
Last date for downloading and submission of tender Application	7th April 2023
Date and Time of Opening of Technical bid	10th April 2023
Date and Time of Opening of Financial bid	10th April 2023
Interview of shortlisted bidder on the basis of Financial Bids	10th April 2023
Designation of the Authorized Officer and Address for Communication	Registrar, Arunachal University of Studies, NH-52, Knowledge City, Namsai, Arunachal Pradesh-792103 Ph. No.: 8731030522

Registrar

Guidelines for the Tender

1. **Application form of Tender:** The registered bidders who are desirous of participating in proposal shall submit their bids in prescribed format. Tender Application form shall be downloaded from university website, <https://www.arunachaluniversity.ac.in>.
2. The bidder needs to submit self- certified and stamped copies of all the relevant certificates/documents physically with Earnest Money Deposit (EMD) and Tender Application form fee (Rs. 500/-) in support of their bids to Arunachal University of Studies, Admin Officer, Admin Building, Namsai, Arunachal Pradesh-792103.
3. **Payment of Bid Security (Earnest Money Deposit).** The Bidder need to submit EMD in the form of the Demand Draft/Pay order of scheduled bank issued in favor of Arunachal University of Studies. Failure to furnish the original DD/PO before the closing of the bid, will entail rejection of bid. Bids of only those bidders whose EMD is deposited before scheduled time and date, will be opened.
4. **Processing of Tenders.** The tender committee firstly will evaluate the technical bids and the successful bid will go for second level of evaluation for financial bid. The decision of Tender committee will be communicated to the successful bidder.
5. **Payment of Performance Guarantee:** The successful tenderers shall furnish a security deposit for an amount equal to 6 months of monthly license fee for a period of ninety days beyond one year. The performance guarantee is to be submitted at the time of award of work. In case the performance of the work is not found satisfactory, the amount of security deposit will be forfeited.
6. **Participation of Bidders at the time of opening of bids:** Bidders need to be present at the time of opening of bids.

Sd/-
REGISTRAR
ARUNACHAL UNIVERSITY OF STUDIES

TERMS AND CONDITIONS FOR CANTEEN TENDER

1. The tender should be accompanied with an EMD amounting to Rs. 50,000/- (Rupees Fifty thousand only) in the form of DD/PO drawn in favour of "ARUNACHAL UNIVERSITY OF STUDIES and the same DD/PO shall be submitted to Admin Officer at Admin Block, Arunachal University of Studies, NH-52, Knowledge City, Namsai, Arunachal Pradesh-792103, before the date and time of closing of the bids. Failure to furnish the original DD /PO before the closing of the bid, will entail rejection of the bid.
2. The Licensee shall furnish a security deposit of an amount equal to Six month's license fee in the form of DD issued from a scheduled Bank drawn in favour of "ARUNACHAL UNIVERSITY OF STUDIES". The security Deposit shall only be released after three months of close of contract and submission of No Dues/Clearance from all concerned Authorities of University and on satisfactory completion of the contract.
3. The Licensee shall sign a formal Agreement on a non-judicial stamp paper worth Rs 100/- (Rupees one hundred only) (at their own cost) within seven days from award of the work.
4. The tenderers should go through the complete tender document including all terms and conditions and rates of various food items already fixed by the AUS before tendering.
5. The bidder is advised to mention serial number of all the pages as per Index/ list of documents, enclosures Annexure and complete list of documents accordingly before submitting the same. The work shall be awarded on leave and license basis.
6. The License shall be absolutely 'a bare license' and anything contained therein shall not be deemed to give any right in law in respect of the said premises fittings, fixture and other university belongings to the Licensee in any manner.
 - (a) The ARUNACHAL UNIVERSITY OF STUDIES shall initially equip the Canteen with electricity and water connections, electric bulbs. Tube lights, fans, etc. as deemed appropriate by the AUS. Any replacement later and repair during the course of operation shall be made by the Licensee at his own cost. The Licensee shall maintain the premises properly at his own cost. As soon as the term of agreement expires or the agreement is otherwise terminated, the Licensee shall, make full and final payment for the pending consumption of water and electricity to the University. In case of any shortage, breakage, the Licensee shall get it repaired to the satisfaction of AUS authorities otherwise the loss thereof shall be recovered from the Licensee.
 - (b) The Licensee shall equip the Canteen with decent crockery sufficient for the use of 250 persons at a time to the satisfaction of the nominated Officer/Committee of AUS. Similarly, good stainless-steel/melamine utensils will be used for serving lunch and dinner etc.
 - (c) The commercial LPG Cylinders/PNG shall be arranged by the Licensee at his own cost. The gas lines shall be maintained by the agency and repairs if required shall be got done by the Licensee at his own cost with superior quality materials under prior intimation to the AUS.
7. The Licensee shall pay License fee for the occupation of said premises on quarterly basis (for Three months) on accrual basis in advance before the 7th day of the month requisite. Electricity charges will be payable monthly by the licensee as per actual monthly consumption for which a separate sub – meter is installed. Water charges as per actual or @ Rs. 2,000/- per month whichever is higher shall be payable by the Licensee before 7th day of every month. In the event of the license being revoked or terminated, the Licensee shall pay a proportionate part of the license fee at the rate in force including proportionate charge of water consumption, electricity, etc. In case the Licensee fails to deposit the license fee, water charges, electricity bill, etc. within the specified period, otherwise an interest @ 18% per annum shall be charged for the same from the Licensee on due amount. However, it shall be the responsibility of the Licensee to get all dues clearance from the appropriate authority before handing over the vacant charge of the premises otherwise the same will be recovered by the AUS.

8. In case, the Licensee fails to comply with the terms & conditions or commit breach of any of the terms and conditions, the AUS will notify the Licensee about the said arrears of breach, as the case may be and in the event of the Licensee failing or omitting to remedy the breach or payment of the arrears within 15 days of the notice served in writing to the Licensee, the University can terminate license and thereafter the AUS shall have the absolute right to enter upon the premises and take possession of the premises and can blacklist the firm.
9. That the AUS shall have the lien on all the belongings of the property of the Licensee for the time being in or upon the premises of the AUS and if the Licensee does not pay the arrears of license fee, water electricity charges or other dues payable to the AUS, even after the termination of the license, the University will have the right to realize the amount due to the AUS from Performance Security Deposit and if the due amount is still more, all the belonging of the licensee will be forfeited.
10. The prices to be charged by the Licensee shall not exceed those approved by the AUS as per Annexure 'C' of Tender Document for the trade item of which he has been granted in the license and these shall be displayed by him prominently in the premises on a sign board to be provided by him. New items if introduced, later on the demand of staff/students (i.e., also on approval of AUS) may be used only after getting their rates approved from the AUS. The rate fixed shall not be changed at least for one year and will be revised only with the approval of AUS.
11. To ensure safe & potable drinking water, the licensee shall arrange RO filter.
12. The Licensee shall not carry out any permanent addition or alteration to the said premises and any construction thereon and electrical or sanitary installations in the said premises without prior permission of the AUS in writing. If any temporary additions or alterations are required by the Licensee, a request to this effect may be made in writing to the AUS who may consider the same on such terms and conditions as may be deemed appropriate.
13. The Licensee shall repair/make any damage caused to the said premises except normal wear and tear. The decision of the AUS on the question whether any damage is caused to the premises and what amount of compensation would make good such damage, shall be final and binding on the parties thereto.
14. The Licensee shall not sublet/permit the said premises or any part thereof to be used by any other person for any other purpose and in default thereof shall be liable for cancellation of license. The Licensee shall not introduce any partner nor shall transfer possession of the premises or part thereof or otherwise carry on the business in the premises with any other person or assign, transfer, charges or other alienate his interest in the premises shall not change the business for which the said premises are being licensed to him.
15. The Licensee shall not allow any other persons(s) to use the premises with or without consideration. He shall not use the canteen premises for residence of himself & his employees or for the purpose other than that provided in this Tender/Agreement. He shall not make or permit to make, any structural additions and alterations to the premises, without the previous written sanction of the AUS.
16. The menu shall be strictly as per Annexure 'C' and no change shall be allowed except for any decision by the AUS in this regard. The licensee shall display such list along with rates very prominently at a suitable visible place in the canteen at his own cost.
17. The Licensee shall on revocation or termination of this license, hand over the possession of the said premises to the AUS in as good condition in peaceful manner as they were on the date of occupation of the License, except normal wear and tear.
18. The Licensee shall give at least 90 days' notice in writing of vacating the said premises, pay the arrears of license fee, if any, before vacating the said premises, and in default render himself liable to be used for the recovery of arrears and necessary legal expenses.
19. In the event of the death of the Licensee being any individual or the dissolution of the firm as the case may be, the Licensee being adjudged insolvent or any proceedings under the Insolvency Act being initiated against the Licensee, or any proceedings for the winding up of the Company, if the Licensee is company, the license shall stand automatically revoked. Provided that such

determination shall not prejudice any right of action or remedy, which shall have accrued or shall accrue thereafter to the AUS.

20. The Licensee shall abide by the law in force including the state By-Laws relating to the sale of food, drinks, hygienic conditions etc., he shall himself obtain the required necessary license from the competent authority i.e., of Govt. of Arunachal Pradesh etc. The Licensee shall comply with the instructions issued from time to time by the AUS or any an Officer/Committee nominated by the University on this behalf.
21. The cooking oil/butter/ghee shall be a standard quality and brand.
22. The food, sweets, snacks etc. served by the Licensee shall be obtained by him from the approved sources and shall be fresh, non-expired, hygienic wholesome of good quality of their respective kind and of reasonable quantity. The AUS shall have the right to stop the sale or even destroy those articles which are not considered of the requisite standard or are found unfit for human consumption. A Committee including Officer/ faculty of the AUS shall check the food items at any time. If on examination, it is found that food items/articles kept are exposed to dust, flies or the services rendered by the Licensee is unsatisfactory then the license shall be revoked, and the Licensee shall be even prosecuted under the provision of Prevention of Food Adulteration Act and shall also be liable to pay a fine of not less than Rs.5,000/- (Rupees five thousand) only at first instance and double that amount in subsequent instances to the ARUNACHAL UNIVERSITY OF STUDIES and may also face prosecution under relevant Acts/Laws of land.
23. The Licensee shall keep a 'Complaint-Cum-Suggestion Book' at a conspicuous place in the said premises in which suggestions may be recorded by the customers and which shall be opened to inspection by monitoring committee duly authorized by the AUS. The Licensee shall implement these suggestions within a period of one week and where it is not possible to do so, he shall bring the matter to the notice of the AUS. The Licensee shall also put up a signboard reading "Suggestion Book" available at the counter within a fortnight from the date of allotment of the premises. The ARUNACHAL UNIVERSITY OF STUDIES may also prescribe, if need be, the number of employees to be engaged by the Licensee keeping in view of the size of his business. They shall be properly and neatly dressed. The Licensee shall also furnish to the ARUNACHAL UNIVERSITY OF STUDIES information about the staff engaged by him in the prescribed form within a fortnight of the date of allotment of the premises (along with two pass-port size photographs of each worker). Similarly, information/photograph shall be supplied subsequently as and when changes are made by the Licensee in this respect. Identity card should be issued to staff engaged for the canteen work along with full address, photograph and phone number.
24. In case of staff domiciled other than Arunachal Pradesh, Inner Line Permit issued by the govt of Arunachal Pradesh shall be obtained.
25. The Licensee shall ensure that persons not below a prescribed age, and as may be permissible under the relevant law, are employed and shall also maintain an Attendance Register for his employees. Labor Law and all the other relevant laws (Minimum wages Act etc.) be followed by the Contractor.
26. The dealings of the Licensee and his workers with the Staff & the students shall be polite and courteous.
27. If any person employed by the Licensee in connection with the purpose of this license deed is found guilty of breach of rules/discipline/terms of this deed, the ARUNACHAL UNIVERSITY OF STUDIES shall have the right to require the Licensee to terminate the services of such an employee who shall not afterwards be permitted by the Licensee to come to the premises/campus without the previous written permission of the ARUNACHAL UNIVERSITY OF STUDIES.
28. The Licensee shall not be permitted to exhibit in the said premises any printed or written notice, advertisement, posters etc. of any kind and any company whatsoever.
29. The Licensee shall make good, any damage caused to the said premises. The normal wear and tear, if any shall also be brought to the notice of the ARUNACHAL UNIVERSITY OF STUDIES in writing at the end of each month, failing which any damage noticed later shall have to be made good by the Licensee. Further the decision of the ARUNACHAL UNIVERSITY OF STUDIES on the question whether

- any damage is caused to the premises and what amount of compensation is payable shall be binding on the Licensee.
30. If the period for which the premises have been licensed has expired and has not been formally extended and the premises are not required to be vacated, then the Licensee may continue on the same terms & conditions till the license is renewed on mutual agreement.
 31. The Licensee shall not do anything in or outside the premises, which may be nuisance or a cause of annoyance to the neighbours.
 32. On the expiry or earlier termination of this license, deed, the premises shall be vacated peacefully by the Licensee and shall clear all dues before vacating the premise. It shall be the responsibility of the Licensee to hand over the possession personally to the ARUNACHAL UNIVERSITY OF STUDIES in the same condition in which he had occupied then. However, if he fails to do so, the action stipulated in this license deed and any other action deemed appropriate by the ARUNACHAL UNIVERSITY OF STUDIES shall be taken.
 33. The Licensee shall make use of the said premises for canteen purpose only and shall keep the adequate area around the said premises clean and in hygienic condition and he shall not cause any obstruction or encroachment whatsoever under any circumstances.
 34. If at any time it comes to the notice of the ARUNACHAL UNIVERSITY OF STUDIES that the area around the said premises are being used by unauthorized persons with the connivance of the Licensee or that the Licensee has put up any hoardings, show-case etc. stacked any goods in such areas or is carrying on any activities which obstruct normal movement of public, ARUNACHAL UNIVERSITY OF STUDIES personnel or other Licensee or which cause nuisance to other licensees, or that the Licensee is using the said premises for any purpose other than specified in the agreement, then, notwithstanding anything contained in the Agreement, the ARUNACHAL UNIVERSITY OF STUDIES shall be entitled forth with to terminate the License without assigning any reason and without service of notice to the Licensee and to claim damages at such rate as may be decided by the ARUNACHAL UNIVERSITY OF STUDIES along with minimum penalty of Rs.5,000/- (Rupees five thousand only).
 35. Any notice to be given to the Licensee under the terms of this license shall be considered to be duly served & the same shall have been affixed on outer door or any other conspicuous part of the said premises.
 36. All payments to the University shall be made by a Bank Draft / NEFT / RTGS. No cheques will be accepted.
 37. EMD shall be returned to the unsuccessful tenders within 60 days without interest after the award of the work is issued to the contractor.
 38. The Licensee shall strictly follow the Labour laws and all statutory obligations as per PF, ESI, Bonus, Gratuity, minimum wages Act as applicable and shall indemnify ARUNACHAL UNIVERSITY OF STUDIES against any loss or damage, which ARUNACHAL UNIVERSITY OF STUDIES may suffer as a consequence of non-compliance of these Laws by the Licensee. There will be no deployment of minor employees. The Licensee shall furnish an indemnity Bond on Non-Judicial Stamp paper of Rs.100/- only as per Performa enclosed.
 39. The Licensee shall ensure proper cleaning in and around canteen. The Kitchen waste shall be disposed off through covered containers in the dustbin situated in the nearby area. Licensee may explore possibility to convert waste to bio-fertilizer.
 40. The monthly license fee offered by the bidders in Annexure 'G' (Financial Bid) shall be handed over to Admin Officer. Before, financial bids are opened, technical evaluation shall be done the ARUNACHAL UNIVERSITY OF STUDIES for all bidders on the basis of Technical bids which include checking of samples for various food products and inspection at various places of work of different bidders.
 41. Financial bids shall be opened only for those agencies who qualify the technical eligibility criteria as per the technical bid and also meet the quality standards as per inspection report. Finally, the tenders shall be decided on the basis of the highest monthly license fee offered in the financial bid.

42. The rates are inclusive of all taxes as applicable and nothing extra shall be payable on this account. The contractor shall himself be responsible for all such statutory obligations regarding payment of taxes to concerned authorities.
43. All the due amount such as License fee / Electricity / Water Charges etc. should be paid on or before 7th day of the month, otherwise penalty and / or penal interest shall be payable on the overdue amount.
44. Checking as and when required or desired by the ARUNACHAL UNIVERSITY OF STUDIES will be done by a committee.
45. The contract will be awarded for a period of one years on contact basis/outsourcing basis and extendable for a further period of one year on the satisfactory performance and quality of service by the licensee/contractor.
46. If dispute or difference of any kind arises between AUS and service provider in connection with or relating to the contract, the party shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve the disputes, the same shall be referred to the Registrar of the University, decision of whom will be final.
47. Any dispute arising out of this contract shall be subject to Namsai, Arunachal Pradesh Jurisdiction only.
48. Licensee will deploy adequate number of manpower to serve the Students, Staff, and visitors on a daily basis. In case of any seminar/workshop/Academic events, Non-Academic events, the licensee shall ensure the adequate number of manpower and quantity of food items.
49. Licensee should have average annual turnover of Rs. 10 lakhs during last three years. In case of joint venture, any one of the parties should comply with this. A copy of MoU of joint venture has to be submitted.
50. ARUNACHAL UNIVERSITY OF STUDIES, Namsai is free to engage external catering agency for providing snacks/lunch/dinner/high tea for events, such as meetings, seminar, conferences and workshop etc.
51. The agency should take all precautions and observe all safety measures against fire etc. by providing fire extinguishers, sand buckets, etc. to avoid any untoward incident at the premises.
52. The contractor shall ensure the police verification of all the persons deployed by him at the allotted premises.
53. The workers employed by the contractor shall be directly under the supervision, control of the contractor. Such workers shall also not have any claim against AUS for employment –regular or contractual or outsource what so ever, pension or any other stability claim or regularization of the services at AUS. The contractor will be responsible to remove its all employees from the campus on completion or termination of the contract.
54. Storing/Sale/Supply and consumption of drugs, /Alcoholic drink/ cigarettes/ Tobacco/Pan/ Pan Masala / tobacco products will be strictly prohibited by the licenses and it's employee. The licensee or any of its employee will abide by all other laws and acts of the Govt. of Arunachal Pradesh and Govt. of India in this regard as and when amended and /or notified at later date.
55. AUS reserve the right to cancel the tender process without assigning any reason whatsoever at any stage.
56. No accommodation will be provided in the campus and inside the canteen /mess for the worker and the agency shall make its own arrangements.
57. The bidder may visit campus of Arunachal University of Studies at any time during working hours with intimation to Admin Officer and make themselves conversant to the space available for running canteen. It will be presumed that the bidder has make him aware about this, when the bidder submits its bid online.
58. All the instructions issued by the ARUNACHAL UNIVERSITY OF STUDIES and / or authorized official(s) shall be followed by the contractor.

SCOPE OF WORK

To provide wholesome, hygienic cooked and packaged food and food items to students, hostellers and staff of ARUNACHAL UNIVERSITY OF STUDIES as per terms and conditions of the tender, offer letter and agreement of contract and at the prescribed rates.

ANNEXURE – C**LIST OF ITEMS/SNACKS ETC AND PRICE THEROF FOR CANTEEN**

S.No.	ITEMS	HALF PORTION	PRICE	FULL PORTION	PRICE
	SNACKS (BREAKFAST/EVENING)				
1	PLAIN OMELETTE WITH TOAST	1 EGG	20.00	2 EGGS	30.00
2	MASALA OMELETTE WITH TOAST	1 EGG	25.00	2 EGGS	40.00
3	HALF FRY EGG WITH TOAST	1 EGG	20.00	2 EGGS	30.00
4	CHHOLA BHATURA	1 Pc.	20.00	2 Pcs.	30.00
5	CHHOLA KULCHA	1 Pc.	20.00	2 Pcs.	30.00
6	PURI SABZI	2 Pcs.	20.00	4 Pcs.	30.00
7	AALOO/ONION/GOBHI/MIX PARATHA WITH PICKLE	1 Pc.	15.00	2 Pcs.	30.00
8	PANNER PARATHA WITH PICKLE	1 Pc.	20.00	2 Pcs.	40.00
9	ROTI SABJI	2 Pcs.	20.00	4 Pcs.	30.00
10	POHA MIXTURE	1 plate	20.00		20.00
11	IDLI SAMBAR	2 Pcs.	20.00	4 Pcs.	30.00
12	WADA SAMBHAR	2 Pcs.	25.00	4 Pcs.	40.00
13	VEG. FRIED RICE	HALF PORTION	25.00	FULL PORTION	40.00
14	AALU CHOP WITH KETCHUP	1 Pc.	10.00	2 Pcs.	20.00
15	VEG CUTLET	1 Pc.	10.00	2 Pcs.	20.00
16	SUJJI HALUWA	1 Plate			30.00
17	PIYAJ KACHORI WITH CHATNI	1 Pc.	10.00	2 Pcs.	20.00
18	SAMOSAS WITH CHATNI	1 Pc.	10.00	2 Pcs.	20.00
19	SMALL VEG. BURGER (ALOO PATTY)	1 Pc.	15.00	2 Pcs.	30.00
20	BIG VEG. BURGER (ALOO PATTY)	1 Pc.	25.00		
21	VEG. SANDWICH	1 Pc.	15.00	2 Pcs.	30.00
22	PANEER PAKODA WITH KETCHUP			1 PLATE	40.00
23	EGG PAKODA	1 Pc.	25.00	2 Pcs.	40.00
24	FINGER CHIPS/ FRENCH FRIES	HALF PORTION	20.00	FULL PORTION	30.00

25	PANEER CHIPS	HALF PORTION	25.00	FULL PORTION	40.00
26	CHILLY POTATOES	HALF PORTION	25.00	FULL PORTION	40.00
27	CHILLY PANEER DRY	HALF PORTION	40.00	FULL PORTION	70.00
28	VEG MANCHURIAN DRY	HALF PORTION	35.00	FULL PORTION	60.00
29	VEG CHOUPSEY	HALF PORTION	30.00	FULL PORTION	50.00
30	PLAIN MAGGI	1 Pack	25.00	2 Pack	45.00
31	VEG MAGGI	1 Pack	30.00	2 Pack	50.00
32	EGG MAGGI	1 Pack1 Egg	35.00	2 Pack 2 Egg	60.00
33	CHICKEN MAGGI	1 Pack	40.00	2 Pack	70.00
34	VEG CHOW-MEIN	HALF PORTION	25.00	FULL PORTION	40.00
35	CHICKEN CHOW-MEIN	HALF PORTION	35.00	FULL PORTION	60.00
36	EGG CHOW-MEIN	HALF PORTION	30.00	FULL PORTION	50.00
37	PANEER CHOW-MEIN	HALF PORTION	30.00	FULL PORTION	50.00
38	PLAIN CHOW-MEIN	HALF PORTION	20.00	FULL PORTION	35.00
39	PAO-BHAJI			FULL PORTION	30.00
40	EGG PAO BHAJI			FULL PORTION	35.00
41	CHICKEN PAO BHAJI			FULL PORTION	40.00
42	EGG ROLL	1 Pc.	25.00		
43	CHICKEN ROLL	1 Pc.	40.00		
44	MIX VEG ROLL	1 Pc.	25.00		
45	PANEER ROLL	1 Pc.	30.00		
	MEALS (LUNCH/DINNER)				
46	VEG FRIED RICE/ PULAO/ CHOWMEIN	HALF PORTION	25.00	FULL PORTION	40.00
47	EGG FRIED RICE/ PULAO/ CHOWMEIN	HALF PORTION 1 Egg	30.00	FULL PORTION 2 EGGS	50.00
48	CHICKEN FRIED RICE/ PULAO/ CHOWMEIN	HALF PORTION	35.00	FULL PORTION	60.00
49	PANEER FRIED RICE/ PULAO/ CHOWMEIN	HALF PORTION	30.00	FULL PORTION	50.00
50	MIX FRIED RICE / PULAO/ CHOWMEIN	HALF PORTION	35.00	FULL PORTION	60.00
51	RAJMA/CHHOLE/DAL/KADHI RICE COMBO	HALF PORTION	25.00	FULL PORTION	40.00

52	SHAHI PANEER RICE COMBO	HALF PORTION	30.00	FULL PORTION	50.00
53	VEG. MANCHURIAN+ FRIED RICE/CHOWMEIN COMBO	HALF PORTION	30.00	FULL PORTION	50.00
54	CHILLY PANEER GRAVY + FRIED RICE/CHOWMEIN COMBO	HALF PORTION	35.00	FULL PORTION	60.00
55	CHICKEN MANCHURIAN + FRIED RICE/CHOWMEIN COMBO	HALF PORTION	40.00	FULL PORTION	70.00
56	VEG THALI ROTI+RICE (3 ROTI, HALF RICE, DAL, SABZI, SALAD, PAPAR, PICKLE)			FULL PORTION	50.00
57	VEG THALI RICE ONLY (FULL RICE, DAL, SABZI, SALAD, PAPAR, PICKLE)			FULL PORTION	50.00
58	PANEER THALI ROTI + RICE (3 ROTI, HALF RICE, DAL, SABJI, PANEER SABZI, SALAD, PAPAR, PICKLE)			FULL PORTION	60.00
59	PANEER THALI RICE (FULL RICE, DAL, SABJI, PANEER SABZI, SALAD,PAPAR, PICKLE)			FULL PORTION	60.00
60	EGG CURRY THALI ROTI + RICE (3 ROTI, HALF RICE, SABJI, EGG CURRY (2 EGGS) SALAD, PAPAR, PICKLE)			FULL PORTION	60.00
61	EGG CURRY THALI RICE ONLY (FULL RICE, SABJI, EGG CURRY (2 EGGS) SALAD, PAPAR, PICKLE)			FULL PORTION	60.00
62	CHICKEN THALI RICE ONLY (FULL RICE, SABZI, CHICKEN CURRY (2Pcs.), SALAD, PAPAR, PICKLE)			FULL PORTION	70.00
63	CHICKEN THALI ROTI+RICE (3 ROTI, HALF RICE, SABZI, CHICKEN CURRY (2Pcs.), SALAD, PAPAR, PICKLE)			FULL PORTION	70.00
	BEVERAGES				
64	MILK TEA	150 ML	10.00		
65	GREEN TEA	150 ML	10.00		
66	LEMON TEA	150 ML	10.00		
67	BLACK TEA	150 ML	8.00		
68	MASALA MILK TEA	150 ML	10.00		
69	COFFEE REGULAR	150 ML	10.00		
70	BLACK COFFEE	150 ML	8.00		
71	COLD COFFEE	150 ML	10.00		
72	CANNED/TETRA/BOTTLED BEVERAGES		MRP		
73	LASSI	200 ML	20.00		
74	DAHI		MRP		
75	BUTTER		MRP		
76	WATER BOTTLE BRANDED ONLY		MRP		
	SWEETS				
69	RASGULLA	1 Pc.	15.00		
70	GULAB JAMUN	1 Pc.	15.00		
71	CHAMCHAM	1 Pc.	20.00		
72	KALA JAMUN	1 Pc.	15.00		

73	JALEBI	100 Gms	25.00		
74	RASMALAI	1 Pc.	20.00		
75	KAJU BARFI	1 Pc.	10.00		
76	DOODH BARFI	1 Pc.	10.00		
77	WATER BOTTLE BRANDED ONLY		MRP		
	LOCAL FOOD				
78	MIX VEG BOIL				
79	VEG BOIL				
80	CHICKEN BOIL				
81	MUTTON BOIL				
82	MUSHROOM				

For any packaged item only MRP price can be charged.

NOTE: Stale and unhygienic food will not be allowed in the Canteen. Cigarettes, Liquor items, Gutkas will also not be permitted. Selling of Tobacco product will invite the prosecution under relevant Rules Acts. Rates mentioned above include all applicable taxes. Contractor shall be responsible for depositing taxes with concerned authorities and for keeping records of sales. Contractor shall maintain an electronic register.

As far as possible the contractor will avoid selling junk food to make students live better and learn better and also reduce the obesity levels thus preventing life style diseases which have a direct link with excessive weight in terms of UGC circular dated 10.11.2016.

Contractor will observe use of plastics and plastic waste management policies and guidelines as and when announced by the Govt. of Arunachal Pradesh. All the relevant laws applicable on the canteen business shall be followed by Contractor.

Item	Brand
Salt	Tata, Annapurna, nature fresh
Species	MDH Masala, Satyam, Badshah, Everest
Chicken	Venky's Chicken, Godrej Real good
Ketchup	Maggi, Kissan, Heinz, Tops
Oil (Sunflower)	Sundrop, Godrej, Saffola, Fortune
Pickle	Mother's or Pravin or Priya or Bedekar or Nilon's or Pachranga
Atta	Ashirvad, Pillsbury, Annapurna
Instant Noodles	Maggi, Top Ramen
Flavoured fruit drinks	Rasna, Nestle
Papad	Lijjat, Hansraj
Butter	Amul, Britannia, mother dairy
Bread	Modern, Kwality, Harvest, Britannia
Jam	Kisan or Maggi, Tops
Ghee	Amul, Mother Dairy, Britannia, Gifts, Everyday
Milk	Mahananda, Amul, Mother Dairy,
Paneer	Amul, Mother Dairy

Tea	Brook bond, Lipton, Tata
Coffee	Nescafe, Bru, Tata

*The contractor shall use other ingredients such as vegetables/pulses/fruits of high quality and fit for human consumption and should be stored and cooked in hygienic conditions.

*Only filter/RO water shall be used for cooking purpose.

* The contractor may use any other brands only if permitted by the AUS. Other brands have to be of equivalent or higher quality and of reputed brands only, for which contractor shall seek prior approval of AUS.

Sanitation Conditions: - Food Sanitation, Water Sanitation and General sanitation.

Periodically checking for above or surprise check will be made by authorized representative of AUS

(a) Food articles & Drinks: -

- a. Food articles should not have kept on floor subject to contamination by dust or by rodents/rates or flies etc. always kept in shelves or in height.
- b. Prepared food articles are kept covered protected from flies & dust and should be stored above the ground floor level.
- c. Milk & Milk products should be of superior quality taken from reliable & approved sources to avoid food adulteration/contamination.
- d. No packed food items should be kept for sale after expiry date.
- e. Cooked food supplied outside the mess/canteen should be covered properly (covered with a plate or paper or Aluminum foil).
- f. Used fresh food material free from any contamination (Vegetable, Milk, Fruit etc.).
- g. Avoid strictly reuse of any cooked food material, drinks or oil.
- h. Market superior quality materials should be used for cooking purpose.

(b) Utensils: -

- a. Utensils should be easily washable & kept in good condition. Corrosive, cracked or chipped utensils should not be used.
- b. Cooking, eating & drinking utensils are thoroughly cleaned & washed (preferably with soap/detergent & hot water) after each use.
- c. Use dough trough, tray should be cleaned with soap/detergent & hot water after day work.

(c) Equipment: -

- a. The equipment should be properly located to facilitate cleaning.
- b. Cases, counters, shelves, tables, chairs, refrigerators, slicers, stoves (gas), hoods, hot case etc, should be kept neat and clean, stain free & safely operated.
- c. Juicer, Coffee, Tea, Soft drink etc. machine should be sterilized by the specialized agency periodically in a week or directed by the AUS and should maintain proper record of the same.

(d) Washing: -

- a. Washing places should be well drained to avoid nuisance from flies, offensive smell etc.& drains should free from any blockage of traps etc.
- b. After use clean the place thoroughly with the use of disinfectants.

(e) Employer: -

- a. Behavior of Licensee and it's staff should be cooperative.
- b. Worker must wear clean aprons & caps and hand gloves.
- c. They should not be allowed to smoke or chew pan, tobacco, drink alcohol etc. in & around the kitchen/dining hall of mess/canteen or in the campus of university.
- d. They (Employer & Employees) should clean their nails & hands with brush & soap before
- e. handling the dough & cooking & servicing food/meals.
- f. Workers should be healthy and free from any diseases. Periodically medical checkup of the workers should be made & maintained proper record.

(f) Other Conditions: -

- a. Kitchen should not be used for residence.
- b. The store should be properly cleaned by proper arranging of articles in racks & bags.
- c. Kitchen & dining hall should be clean daily /wet thrice a day or as per requirement.
- d. Kitchen kneading tables tip, bottom, should properly cleaned/stain free by using of soap/detergent & hot water after day work.
- e. Floor should be kept clean by moping with using of disinfectants such as approved phenyl & sanitizer etc.
- f. Walls & ceiling should be kept clean from cobweb & dust etc.
- g. Doors & windows glasses should be clean gently which will not affect ventilation & light.
- h. Serving table & chair/sofa should be kept clean.
- i. No smoking & no use of tobacco, alcohol etc. in the campus.

(g) Garbage Disposal: -

- a. Arrange proper capacity covered dustbins for disposal of garbage and should be cleaned timely.
- b. Approved insecticides should be used in dustbins.
- c. Entire area in & around the canteen should be cleaned regularly.

(h) Penalty:

- a. Setting up of a stall within outside the canteen of sale of item(s) not listed in the contract/selling of items without electronic billing machine/unhygienic condition on the kitchen & dining hall/poor quality of product shall attract penalty of Rs. 5,000/- first time, Rs. 10,000/- in the second and cancellation of contract in the third occasion.
- b. Staff being not properly dressed i.e. with serving staff in a particular colour of shirt, trousers, shoes, gloves/apron head and globs etc. shall attract penalty of Rs. 1,000/- per occasion.
- c. Not maintaining cleanliness and immediate disposal of garbage shall attract a penalty of Rs. 1,000/- per day.
- d. Overcharging/non availability of listed items and non-courteous behavior of the working staff shall attract a penalty of Rs. 1,000/- per occasion.

TECHNICAL BID**Essential eligibility criteria****Submit the following self-attested and stamped documents**

Make sure that each and every page of the documents are signed and stamped before submitting the same. Make sure that the submitted documents are readable. Documents which are not readable will be summarily rejected and bid will be considered as unresponsive.

Sl. No.	Description	Details
1	Name of the Agency	
	Address of firm/Agency	
	Telephone No	
	Name, Designation, Address and Telephone no. of authorized person of the firm/agency to deal with	
	Ownership firm or partnership firm. In case of partnership firm mention names and contact	
2	PAN No.	
3	GST Registration No. issued by the Competent Authority along with return of last financial year.	
4	PF Registration No	
5	ESI Registration No	
6	Proof of average Annual turnover of Rs. 30 Lakh during last three years	
7	Copies of award letters/ work orders issued within last three financial years	
8	Satisfactory Certificates regarding running of Canteen in University/College/Reputed Organization received during last 03 years.	
9	Income tax return for last three years	
10	Self-certification that the bidder has not been blacklisted anywhere by any agency	
11	Self - certification in effect that the bidder has no relative employed in AUS	
12	DD towards earnest money Rs.50,000/- TO BE DEPOSITED PHYSICALLY BEFORE CLOSING HOURS OF THE BIDDING	
13	Upload duly signed and stamped technical bid	
14	Undertaking on Rs.100/- non-judicial stamp paper as per Performa enclosed	

Declaration: -

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of the tenders: - _____

Name: - _____

Designation: - _____

Date: - _____

Place: - _____

Undertaking

(To be executed on Rs. 100/- Non judicial Stamp Paper)

- a. I / we the undersigned, certify that I/We have gone through the terms and conditions mentioned in the tender documents and undertake to comply with all of them.
- b. That no Civil/ Criminal/ Income Tax/ Service Tax/ blacklisting case is pending against me / us/ Firm.
- c. The items rates mentioned in the tender are valid and binding on me/ us for acceptance for the entire period of contract.
- d. I/we undersigned hereby bind myself/ourselves to the Registrar, Arunachal University of Studies, Namsai, Campus, Namsai, Arunachal Pradesh-792103, to provide mess services in Arunachal University of Studies, Namsai Campus, Namsai, Arunachal Pradesh-792103 during the period of contract.
- e. The security money deposited by me shall remain in the custody of the Registrar, Arunachal University of Studies till two months after the expiry of the contract.
- f. I/we shall abide by Minimum Wages Act, Contract Labour Act, PF, ESI, Bonus, Gratuity, etc. as applicable from time to time for the workers employed for running the mess.
- g. In case of any lapse occur on my part or on my staff while discharging the services the university authorities may cancel my/our contract and award the work to another agency and the costs difference may be recovered from me/us and can forfeit the security.
- h. The food /eatable items will be genuine, fresh, hygienic and good quality.
- i. In the event of any breach/violation of the terms and conditions, the Competent Authority shall be at liberty to terminate my contract and con forfeit the security money deposited by me/us.
- j. I/we will be wholly responsible for providing canteen Services at Arunachal University of Studies, NH-52, Knowledge City, Namsai, Arunachal Pradesh-792103 and will ensure deployment of adequate staff to provide, quick clean and efficient service and also responsible to pay all taxes as applicable to Tenderer. I shall also be responsible for behaviour/ act of employees engaged by me for running of Canteen of the University.
- k. I/we shall be responsible for health and injury caused to the worker while working in the mess.
- l. I/we shall be responsible for any loss or damage to the University property by the employee engaged by me/us.
- m. The Registrar, ARUNACHAL UNIVERSITY OF STUDIES, Namsai has the right to accept or reject any or all the tender without assigning any reason. The decision of the Registrar, ARUNACHAL UNIVERSITY OF STUDIES, Namsai will be binding upon me.
- n. I/we shall conspicuously display the Rate list per unit of all available cooked items on the two separate boards' first at the entrance of the mess and the second at the cash counter of the mess.
- o. I/we shall vacate the canteen/ mess premises on completion of the contract period. In case of unauthorized retention of the mess premises beyond the contract period, a penalty of 50% over the above the pre-existing rate will be levied on me/us during the period of unauthorized retention.
- p. I/we shall also be responsible to pay all taxes as applicable to the government like Income Tax GST, and Service Tax etc.
- q. I/we shall be responsible to any theft/loss/damage to university property/fixtures and I will rectify/ replace the same.
- r. I / We abide by the all the local Laws applicable on the Canteen business.
- s. I /We indemnity ARUNACHAL UNIVERSITY OF STUDIES against any loss or damage which AUS may suffer as a consequence of non-compliance of these Laws by the Licensee.

Signature of the Tenderer

Name of the firm/Tenderer

Seal of Firm

FINANCIAL BID (to be filled up in OFFLINE financial bid BOQ only)

Name of Tenderer/Firm _____

Full Address _____

Phone No. _____

Mobile Number _____

Financial Bid

I/We now offer to pay monthly license fee of Rs. _____ for Arunachal
University of Studies Canteen for the period _____ to _____.

Signature : _____

Designation : _____

Seal/Rubber Stamp : _____

N.B.

1. Rates should be quoted on monthly basis inclusive of all taxes/levies. Nothing extra will be considered.
2. Rates should be mentioned both in words and figures.
3. Financial Bid will be considered and opened only if Technical Bid is accepted by the Competent Authority.

ARUNACHAL UNIVERSITY OF STUDIES
NH-52, KNOWLEDGE CITY, NAMSAI,
ARUNACHAL PRADESH -792103
E-mail: info@arunachaluniversity.ac.in
Phone 91-8731030522

FORM OF AGREEMENT

THIS AGREEMENT is made on the _____ day _____ month _____ year Between the Board of Management, ARUNACHAL UNIVERSITY OF STUDIES through the (Name and address of the Registrar) hereinafter called "the Department" which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND (Name and address of the contractor) through Shri _____, the authorized representative (hereinafter called "the contractor") (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrator, representative and assigns) of the other part. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavors to provide Canteen Services to ARUNACHAL UNIVERSITY OF STUDIES, Namsai, Arunachal Pradesh.

NOW THIS AGREEMENT WITNESSETH as follows: -

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz: -
 - (a) Letter of acceptance of award of contract;
 - (b) Terms and Conditions;
 - (c) Notice Inviting Tender;
 - (d) Bill of Quantities;
 - (e) Scope of work;
 - (f) Addendums, if any;
 - (h) Any other documents forming part of the contract.
3. In consideration of the payments to be made by the Department to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute and the Canteen Services w.e.f. _____ as per the provisions of this Agreement and the tender documents.
4. The Department hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per the provisions of this Agreement and the tender documents, the contract price of Rs _____ (Rupees _____) in word.

5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For the Contractor Registrar

Signature of the authorized official Signature of the authorized officer

Name of the official Name of the Officer

Stamp/Seal of the Contractor Stamp/Seal of the Employer

By the said By the said

_____ Name _____ Name

on behalf of the Contractor in the on behalf of the Employer in the presence of: the presence of:

Witness _____ Witness _____

Name _____ Name _____

Address _____ Address: _____

Mob _____ Mobile _____

INSTRUCTIONS

1. All columns shall be filled legibly.
2. Clear and precise information shall be given against each column in the space provided.
3. If any column is left blank or not properly replied to or the application is not accompanied by the pay order/demand draft of the requisite value, the application is liable to be rejected summarily.
4. The License granted is liable to be cancelled forthwith, if it is found that the applicant had given wrong or false information in the application for the issue of authorization.