

**TENDER DOCUMENT**  
**FOR**  
**SERVICE CONTRACT**  
**FOR**  
**UNIVERSITY CAFETERIA**

**Tender No.: TU/ 27-99/2016/ GA-I/ 372-A Dated 04.05.2017**



**TEZPUR UNIVERSITY**  
**TEZPUR, NAPAM, 784028**  
**ASSAM**



## **CONTENTS OF TENDER DOCUMENT**

<b>Particulars</b>	<b>Page Number</b>
Tender Notice for Service Contract for University Cafeteria	3
Important Instructions	4
Part I : Submission of Tender and Evaluation	5
Part II: Terms and Conditions	7
Part III: Penalty Clause	11
Part IV: Terms and Conditions as part of Agreement	12
Part V: Declaration by the Tenderer	16
Part 'A' - Profile of the Tenderer	18
Part 'B' - Financial bid	20

**Joint Registrar  
Tezpur University**



**TEZPUR UNIVERSITY**  
**TEZPUR, NAPAAM 784028, ASSAM**

**TENDER NOTICE FOR SERVICE CONTRACT FOR UNIVERSITY CAFETERIA**

**Tender No.: TU/ 27-99/2016/ GA-I/ 372-A Dated 04.05.2017**

Tezpur University invites sealed tender offers from intending caterers, contractors and individuals having company registration license/trade license and FSSAI/food business license etc. for such services and having suitable experience in this regard for **Service Contract for University Cafeteria** at Tezpur University in prescribed documents on Annual Contract Basis. Detailed tender document along with other details can be downloaded from Tezpur University website [www.tezu.ernet.in](http://www.tezu.ernet.in). Duly filled tender document along with necessary supporting documents should reach the 'Registrar, Tezpur University, Tezpur, 784028, Assam' on or before 24th May, 2017 upto 14:00 hrs. Tender received after the stipulated date and time and unsealed cover will not be considered under any circumstances. The sealed cover must be superscribed with "**Tender for Service Contract for University Cafeteria**, Tender No. TU/ 27-99/2016/ GA-I/ 372-A Dated 04.05.2017".

**Joint Registrar**  
**Tezpur University**

Memo No. F. TU/ 27-99/2016/ GA-I/ 372-A

Date: 04.05.2017

Copy to:

1. Chairman, Canteen Committee, Tezpur University
2. Finance Officer, Tezpur University
3. Webmaster, Tezpur University with a request to upload the above Tender Notice in the University Website
4. Concerned file

**Joint Registrar**  
**Tezpur University**



## IMPORTANT INSTRUCTIONS

1. This Tender Document contains 25 Pages.
2. To read the tender document carefully before filling.
3. To sign each page of the Tender Document.
4. **PART 'A'** should contain
  - a) Tenderer Profile, with all relevant signed documents as mentioned in Terms & Conditions in Part II and the documents and experience details as mentioned in PART 'A' Proforma.
  - b) Tender Fee.
  - c) Seal the cover with superscription **TENDER FOR SERVICE CONTRACT FOR UNIVERSITY CAFETERIA: PART 'A'**.
5. **PART 'B'** should contain only Financial Bid.
  - a) To seal the cover with superscription **FINANCIAL BID FOR SERVICE CONTRACT FOR UNIVERSITY CAFETERIA: PART 'B'**.
6. **PART 'A'** and **PART 'B'** (separate sealed covers) needs to be put in one cover and seal it and addressed to **"The Registrar, Tezpur University, Tezpur 784028, Assam"** with superscription on the cover as **TENDER FOR SERVICE CONTRACT FOR UNIVERSITY CAFETERIA, TU/ 27-99/2016/ GA-I/372-A Dated 04.05.2017** and send to Tezpur University and it should reach before the last date and time.
7. Tender document needs to be downloaded from Tezpur University Website ([www.tezu.ernet.in](http://www.tezu.ernet.in)). Complete tender document should be accompanied with tender fee (non-refundable) of Rs. 5,000/- (Rupees Five Thousand) in the form of Demand Draft, drawn in favor of **"Registrar, Tezpur University"**, payable at Tezpur. Tender document without the above prescribed fee will not be considered.
8. Important time schedule:

Last date of Tender submission	: 1400 hours on 24.05.2017
Opening of Tender document (only PART 'A')	: 1500 hours on 24.05.2017

**Joint Registrar  
Tezpur University**



## PART I

### SUBMISSION OF TENDER AND EVALUATION

#### [1] ELIGIBLE TENDERER

All the Tenderers (Agency, Caterers, Contractors and Individuals) must have company registration license/trade license and FSSAI food service license/Labour licence for such services and have a minimum **Three Years** of experience of providing such services to University/IIT/NIT/IIM canteen/cafeteria/Food hut etc. However, **reputed establishments** in food service business may also be considered by the competent authority of the University. Appropriate documents/certificates issued from appropriate authorities are to be enclosed duly indicating the period of such services (in business) provided and company registration license/trade license and FSSAI/food service license for such services etc.

#### [2] TENDER DOCUMENT

- (a) Tender document can be downloaded from the University Website ([www.tezu.ernet.in](http://www.tezu.ernet.in)) and no tender document shall be issued from the office. The filled-in tender document is to be submitted along with tender fee (non-refundable) of Rs. 5,000/- (Rupees Five thousand) only in the form of Demand Draft, drawn in favor of "**Registrar, Tezpur University**", payable at Tezpur. Tender document without the tender fee will be summarily rejected.
- (b) The tenderer is expected to examine all the instructions, terms and conditions, etc. as mentioned in the tender document. Failure to furnish the required information required in the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the tenderer risk and is likely to result in out-right rejection of the tender document.
- (c) Validity of the service contract offer should be for the entire contract period from the proposed date of opening of the **PART 'A'** of the tender document. Tenders without this validity will be rejected. University may also solicit the consent of the tenderer to an extension of the period of validity of the offer beyond the contract period. The request and the response there of shall be made in writing.
- (d) Important schedule
- |  |                            |
|--|----------------------------|
| Last date and time of Tender submission    | : 1400 hours on 24.05.2017 |
| Opening of Tender Document (only PART 'A') | : 1500 hours on 24.05.2017 |



### [3] SUBMISSION OF TENDER DOCUMENT

- (a) The first envelope should be superscribed as **TENDER FOR SERVICE CONTRACT FOR UNIVERSITY CAFETERIA: PART 'A'** at top of the envelope and name and address of the tenderer should be given at the left hand side bottom of the envelope. The first envelope should be addressed to '**Registrar, Tezpur University**' along with the following documents: (a) Demand Draft of Rs. 5,000/- as tender fee (b) Filled-in **Part 'A'** Proforma and (c) All supporting documents except the Financial Bid.
- (b) The second envelope should be superscribed as **FINANCIAL BID FOR SERVICE CONTRACT FOR UNIVERSITY CAFETERIA: PART 'B'** at the top of the envelope and name and address of the tenderer should be given at the left hand side bottom of the envelope. The second envelope should be addressed to '**Registrar, Tezpur University**' with Financial Bid only in the prescribed format.
- (c) The third envelope should be superscribed as **TENDER FOR SERVICE CONTRACT FOR UNIVERSITY CAFETERIA**, No. TU/ 27-99/2016/ GA-I/ 372-A Dated 04.05.2017 at the top of the envelope and name and address of the tenderer should be given at the left hand side bottom of the envelope. The third envelope should be addressed to '**Registrar, Tezpur University, Tezpur, 784028, Assam**' which shall contain the first and second sealed envelopes only.
- (d) Tenders received after due date and time will not be considered. Tenders received late due to postal delay or otherwise will not be considered.
- (e) Furnishing of any false information/ fabricated document would lead to rejection, disqualification of tender or contract agreement at any stage.
- (f) There shall not be any price/rate indication in the Proforma 'A'. If for any reason, it is found that the Proforma 'A' reveals the price/rate bid related details in any manner, whatsoever, will be summarily rejected in the first instance itself.
- (g) All the pages of the tender document must be signed by the Tenderer or his/her authorized person and the envelopes must be sealed by the tenderer or the authorized person on behalf of the tenderer.

### [4] TENDER OPENING AND EVALUATION

The procedure of opening of the bid shall be as under



- (a) First envelope, which contains 'PART A' shall be opened at the time and date mentioned in the Tender Notice by Tezpur University in the presence of tenderer, or their authorized representatives along with the Members of the Canteen Committee and/or committee formed by the University authority for this purpose.
- (b) The evaluation of PART 'A' will be based on the (i) *completeness of the tender document* (ii) *years of experience in providing such services* and (iii) *certified relevant documents against each claim*.
- (c) Second envelope FINANCIAL BID: PART 'B' shall be opened only after evaluation of PART 'A' suitability of the offers. Second envelope of only those tenderers shall be opened who qualify in the PART 'A' evaluation. The date and time for opening of second envelope (Financial bid) shall be communicated (preferably via e-mail), who qualify in the PART 'A' evaluation.
- (d) Unsuccessful tenderer who does not qualify in PART 'A' evaluation process shall be communicated (preferably via e-mail), the reasons for not being qualified.
- (e) Deviation of any commercial terms and conditions shall not be entertained under any circumstances.
- (f) The short-listed eligible Tenderer based on PART 'A' will have to appear before the Canteen Committee for discussion.
- (g) Contract should ordinarily be awarded to the lowest quoted rate (L1) tenderer whose bid is found to be responsive, eligible and qualifies based on the discussion with Canteen Committee as per the terms and conditions incorporated in the tender document. Lowest quoted rate (L1) is not the sole criteria for selection of the Party. Canteen Committee may also negotiate the rate with the selected party.
- (h) An agreement shall be signed between Tezpur University and the successful tenderer before commencement of the agreement on a Non-Judicial Stamp Paper of Rs. 20/- (Twenty) only.

## **PART II**

### **TERMS AND CONDITIONS**

- [1] General definitions
  - (a) "Registrar" means the Registrar of Tezpur University or his/her authorized representative.
  - (b) "University" means Tezpur University, if otherwise not mentioned.



- (c) “Contractor or Caterer” means the Tenderer who would be the successful Tenderer in the bidding process.
- (d) “Canteen Committee” means group of Faculty/Staff/Student inducted into the committee constituted by the University authority.
- [2] The contract agreement will be effective from the date of acceptance of the office order awarding the contract. The offer has to be accepted within **seven (07) days** of the issue of the office order.
- [3] The contractor will be responsible for all articles issued by the University for the Cafeteria. The caterer shall have to arrange for cooking gas, crockery, cutlery, glasses etc. and other kitchen equipment in addition to the items provided by the University. Disposable good quality paper made items for tea/juice etc. shall be allowed but not of plastic material.
- [4] The contractor shall have to serve breakfast, snacks, lunch, tea/coffee/juice and dinner in the Cafeteria in addition to providing normal restaurant service regularly.
- [5] The prices of the items will be fixed as per the rate quoted in the Financial Bid and approved by the Canteen Committee after negotiation. Unilateral enhancement of the rates is not acceptable. However, if Canteen Committee feels the urgency to enhance the rate due to increase in cost of raw materials , etc., , then only the contractor can increase the rate after one year of satisfactory service and with the approval of the Canteen Committee.
- [6] Food served in the Cafeteria must be fresh and hygienic. Food items must be prepared with good/standard/certified food ingredients including standard/good quality of oil and spices.
- [7] Minor maintenance jobs of furniture repairing , replacement of lighting lamps etc. shall be the responsibility of the contractor.
- [8] Maintenance of cleanliness and the hygiene of the kitchen, dining hall, store, and adjoining areas of the Cafeteria will be the responsibility of the contractor. The contractor’s responsibility will also include the cleaning, washing and proper maintenance of all utensils, cooking accessories and equipment, etc. used for the catering service.





- [9] The kitchen, dining hall, hand wash area, dish wash area, rest room etc. has to be washed with water and soap solution/phenyl and moped every day and has to be disinfected as and when required.
- [10] The garbage/waste collected from the kitchen, dining halls, dish wash area has to be disposed every morning at the University designated places by separation of biodegradable waste from non-biodegradable waste. The Cafeteria surroundings including the drains must be kept clean and hygienic.
- [11] The contractor shall be wholly responsible for any misuse, damage and loss of any items of University property allotted/assigned for providing the catering service in the Cafeteria premises.
- [12] Periodic check on the hygiene, quality, purity and validity in terms of the shelf-lives of served items will be conducted by designated officials of the University/members of the Canteen Committee.
- [13] The Cafeteria shall function from **8:00 AM to 10:00 PM** every day. The working hours may be modified by the University authority as and when necessary. The Cafeteria must not be kept closed without prior approval of the University authority.
- [14] The contractor shall provide uniform at his/her/their cost for the staff engaged in the Cafeteria with White Shirt & Navy Blue Trousers for male workers and Navy blue bordered Light Blue Saree or blue salwar with white kameej for female workers. Wearing of uniform is compulsory while attending the duties. The cloth materials of the uniform shall be of cotton. The cooking staff must wear head gear while working inside the kitchen. Apron is must for cook and hand towels must be supplied to all the mess workers by the contractors.
- [15] The staff engaged by the contractor at the Cafeteria must be well behaved, well dressed and presentable.
- [16] The contractor shall have to submit all credentials of the staff employed by the contractor. The competent authority of the University will issue passes with Photo identity cards allowing them to work in the Cafeteria.
- [17] The staff engaged by the contractor must act decently without involving in drinking of alcoholic beverages, smoking, chewing *gutka* or picking up quarrel with fellow employees and others in the campus.



- [18] University may provide unfurnished accommodation to the staff engaged by the contractor at nominal charge and staff shall avail the allotted accommodation accordingly, subject to availability. The accommodation provided to the staff, shall be handed over to the University on termination of the contract or at any time at the instruction of the University. Any damage to such University property has to be made good by the caterer.
- [19] The contract agreement shall be valid for a period of **Three years** from the date of commencement of offering the service. However, initial allotment will be only for **one year** and service shall be reviewed after 11 months by the University authority/Canteen Committee. The contract period will be assessed every year and based on the satisfactory performance, renewal of the contract be made. The agreement of contract may be terminated within the contract period by either side by giving two-month notice and may also be extended beyond three-year period, (up to five-year maximum) based on the satisfactory service.
- [20] The successful tenderers shall have to deposit security amount of **Rs. 100,000 (Rupees One Lakh)** only, which will be free of interest, immediately after commencement of the contract. The security deposit amount is for due performance of his/their obligations under the contract, during the contract period.
- [21] This security deposit amount is to be furnished in the form of FD/ Bank Guarantee of SBI or any nationalized banks or scheduled commercial banks having branches at Tezpur pledged in favor of 'Registrar, Tezpur University'. The security deposit amount will be forfeited in case of breach of contract. After successful completion of the contract, the security deposit amount will be refunded within 60 days after adjusting dues, if any, to the University from the contractor.
- [22] The caterer will be responsible for any loss or damage of the University property and the cost of the property will be deducted from the security deposit amount/or will be recovered from the contractor as per the University decision. In case the minor maintenance/repair work is done by the University from the security deposit amount of the contractor, the amount spent in such works has to be deposited in order to replenish and maintain the security deposit amount at the level of Rs. 100,000/-.
- [23] The contractor shall be responsible for payment of claims for compensation due to loss of life/injury etc. of any staff engaged by the contractor in the Cafeteria. Medical



Insurance cover of the labour engaged by the contractor shall be the responsibility of the contractor. Payment of minimum wages as fixed by the Ministry of Labour & Employment, Government of India, as modified from time to time, must be ensured by the contractor. The caterer must not engage any child labour in the Cafeteria.

- [24] The contractor shall fulfill all statutory requirements pertaining to minimum wages and other statutory benefits like ESI, EPF etc., and proper account of payments including minimum wages being made to the staff must be maintained. The contractor shall be solely responsible for any failure to fulfill the statutory obligations and shall indemnify the University against all such liabilities, which are likely to arise out due to the contractor failure to fulfill such statutory obligations. In case, due to violation of any law, including labour law etc. any liability is placed upon the University, the Contractor must indemnify the University completely and the University should not be dragged into any litigation.
- [25] (a) The present rate of the Rent of the Cafeteria premises is **Rs 10/m<sup>2</sup>/month**. However, this rate of rent may be modified from time as and when it is revised by the Statutory Bodies, Government of India agency.
- (b) Monthly rent of the Cafeteria must be deposited to the University within the first week of every month. Penalty may be imposed in case of late payment of the rent.
- (c) Monthly electricity bill will be paid by the contractor as per actual energy consumption.
- [26] (a) As per present policy the contractor need not to pay any charges for water consumption. However, University may levy charges in future, if policy is revised on this count.
- (b) Wastage of water must be avoided by the contractor. For washing activities separate motor / pump is to be installed.
- [27] Successful contractor shall execute an agreement on a prescribed format. Sub-letting/Sub-contracting the work is not permissible under any circumstances.
- [28] The contractor must be available on call and for this purpose and he/she must forward a cell phone number. In addition an authorize person on behalf of the contractor must be stationed at Cafeteria to act as the liaison to the University.



- [29] The University reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof. In all matters pertaining to this tender, the decision of the Registrar, Tezpur University shall be final and binding.

### **PART III PENALTY CLAUSE**

The Contractor shall be fined in case of violation of the following rules

- [1] Insects cooked along with food would invite a fine of Rs. 10,000/- per complaint.
- [2] Any complaint of soft objects like hair, rope, plastic, cloth etc. in food will attract a fine of Rs. 2,500/- per complaint.
- [3] Hard and / or sharp objects like glass pieces, nails, hard plastic etc. will attract a penalty of Rs. 5,000/- per incident.
- [4] Five or more complaints of unclean utensils in a day would lead to a fine of Rs. 3,000/- on the caterer.
- [5] If it is found that certain meal is not cooked properly, then a fine of Rs. 2,000/- would be imposed on the contractor.
- [6] Fine on any discrepancy (cleanliness of kitchen area, dining area, drains, personal hygiene of workers, etc.) will lead to fine of Rs. 2,000/- on the contractor.
- [7] For any rules stated above
- a. First violation of the rule implies fine as per the rule.
  - b. Second violation of the same rule in the same calendar month will attract triple the initial amount of fine.
  - c. All subsequent violations of the same rule in the same calendar month would invite five times the initial amount of fine.
  - d. Repetitive violation of rules may lead to termination of the contract.
- [8] Food poisoning shall invoke a hefty fine beyond the limit of any fine mentioned above, along with cancellation of contract and possible blacklisting of the contractor.
- [9] As and when Canteen Committee imposes a fine, it will inform to the contractor or his/her representative, inform the University authority about the incident/complaint and will advise the amount of penalty deduction..



#### **PART IV**

##### **TERMS AND CONDITIONS AS PART OF AGREEMENT**

- A. Disputes:** All disputes that may arise shall be referred to the Registrar, Tezpur University, whose decision shall be final and binding.
- B. Insurance to Employees:** All employees engaged by the contractor shall be comprehensively insured for accidents and injuries by the contractor at his/their cost.
- C. Duration of the Contract:** The duration of this contract is initially for a period of **One year** from the date of acceptance of the contract. However, the contract period will be assessed every year and renewal will be made based on the satisfactory performance. The agreement of contract may be terminated within the contract period on either side by giving Two-month notice and may also extended beyond three-year period up to maximum Five-year period based on satisfactory service. If the contractor fails to carry out the entrusted contract services and related works as per the Tender Document, Tezpur University reserves the right to impose penalty and has the right to get the work done through someone else as per the discretion of the University and cancel the contract before two-month notice period.
- D. Payment Terms:** The contractor will deposit the monthly rent of the Cafeteria as decided by the University authority to the University within the first week of every month. Penalty may be imposed in case of late payment of the rent. Monthly electricity bill will be paid by the contractor as per actual basis of the energy consumption within one week's time when the bill is raised.
- E. Indemnity:** Any loss or damage caused to the University on account of negligence, carelessness, acts of omissions/commissions of contractor, his/her/their employees or staffs and the same shall be made good by the contractor. It is made very clear that the employees/staff engaged by the contractor shall not be treated or considered as employees of the Tezpur University under any circumstances. The contractor shall defend, indemnify and hold the University harmless from any liability or damage, law suits, penalties imposed by any State or Central Government Department or statutory body or by a third party for reasons of violation of any of their statutory provisions or requirements. The University shall not be liable for any damage or compensation payable



to any workmen or workwomen or to any person as a consequence of his/her work and the University shall be completely indemnified accordingly.

- F. Security Deposit:** The successful tenderer shall deposit security deposit amount of Rs. 1,00,000/- (Rupees One Lakh) only before the commencement of the contract. The security deposit amount is for due performance of his/their obligations under the contract, during the contract period. This security deposit amount is to be furnished in the form of FD/ Bank Guarantee of SBI or any nationalized banks or scheduled commercial banks having branches at Tezpur pledged in favor of 'Registrar, Tezpur University'. The security deposit amount will be forfeited in case of breach of contract. The security deposit amount furnished by the contractor will not carry any interest and will be refunded, on completion of contract period entrusted to the contractor satisfactorily. If the work is not satisfactory, or any damage or loss of University property, contractor is liable for forfeiture of security deposit amount. In case the minor maintenance/repair work is done by the University from the security deposit amount of the contractor, the amount spent in such works has to be deposited in order to replenish and maintain the security deposit amount at the level of Rs. 100,000/-.

**G. Workers employed by the contractor**

- (i) Shall not act in any way detrimental to the interest of the University, not participate in any strike or protest in any form, shall not misbehave with students and employees of the University and shall not make any claim including employment on the University.
- (ii) All personnel appointed by the contractor shall wear approved uniforms with names engraved provided by the contractor at his/their costs during working hours. All the staffs are required to do their duty maintaining hygiene, cleanliness and safety.
- (iii) Should not be convicted of committing any crime and should not be a child labour.

- H.** The rate of various food items quoted by the contractor in the Financial Bid and approved by the Canteen Committee after negotiation cannot be changed without the approval of Canteen Committee.

- I.** There will be a periodical evaluation of the work done by contractor and he/they will be informed about the same.



- J.** The contractor shall comply with all the requirements under labour and other relevant laws and maintain the required documents. Any violation or non-compliance shall be viewed very seriously resulting in penal action as well as termination of the contract depending on the seriousness of the violation.
- K. Penalty Clause:** The Contractor will be fined in case of violation of the following rules
- (i) Insects cooked along with food would invite a fine of Rs. 10,000/- per complaint.
  - (ii) Any complaint of soft objects like hair, rope, plastic, cloth etc. in food will attract a fine of Rs. 2,500/- per incident.
  - (iii) Hard and / or sharp objects like glass pieces, nails, hard plastic etc. will attract a penalty of Rs. 5,000/- per incident.
  - (iv) Five or more complaints of unclean utensils in a day would lead to a fine of Rs. 3,000/- on the caterer.
  - (v) If it is found that certain meal is not cooked properly, then a fine of Rs. 2,000/- would be imposed on the contractor.
  - (vi) Fine on any discrepancy (cleanliness of kitchen area, dining area, drains, personal hygiene of workers, etc.) will lead to fine of Rs. 2,000/- on the contractor.
  - (vii) For any rules stated above
    - (a) First violation of the rule implies fine as per the rule.
    - (b) Second violation of the same rule in the same calendar month will attract triple the initial amount of fine.
    - (c) All subsequent violations of the same rule in the same calendar month would invite five times the initial amount of fine.
    - (d) Repetitive violation of rules may lead to termination of the contract.
  - (viii) Food poisoning shall invoke fine beyond the limit of any fine mentioned above, along with cancellation of contract and possible blacklisting of the contractor.
  - (ix) As and when Canteen Committee proposes a fine, it will inform to the contractor or his/her representative, inform the University authority about the incident/complaint and will advise the amount of penalty deduction.

**Joint Registrar  
Tezpur University**



## Part V

### Declaration by the Tenderer

I/We ..... (hereinafter referred to as Tenderer) being desirous of tendering for the work, under this tender and having fully understood the nature of the work and having carefully noted all the terms and conditions, etc. as mentioned in the tender document do hereby declare that-

- [1] The tenderer is fully aware of all the requirements of the tender document and agrees with all provisions of Terms and Conditions specified in Part II of the tender document and accepts all risks, responsibilities and obligations directly or indirectly connected with the execution of the work.
- [2] The tenderer is fully aware of all the relevant information for the work, with respect to the proposed place of work, and is well acquainted with actual and other prevailing working conditions.
- [3] The tenderer is capable of carrying out the work as required in the tender and is financially capable of executing the work. The tenderer is sufficiently experienced and competent to perform the contract to the satisfaction of Tezpur University.
- [4] The tenderer has no collusion with other tenderer or with any other person or firm in the preparation of the tender. The tenderer has not been influenced by any statement or assurance made by any of Tezpur University employees but only by the tender document.
- [5] The tenderer is responsible for payment of claims for compensation due to loss of life/injury etc. of any staff/labour engaged in the work. Medical Insurance cover of the staff/labour engaged by the contractor is the responsibility of the contractor. Payment of minimum wages as fixed by the Ministry of Labour & Employment, Government of India, and modified from time to time, is ensured by the tenderer.
- [6] The tenderer fulfils all statutory requirements pertaining to minimum wages and other statutory benefits like ESI, EPF, etc., and proper account of payments including minimum wages being made to the staff. The tenderer is solely responsible for any failure to fulfil the statutory obligations and has to indemnify the University against all such liabilities, which are likely to arise out due to the tenderer's failure to fulfil such statutory obligations.





- [7] The tenderer shall defend, indemnify and hold the University harmless from any liability or damage, law suits, penalties imposed by any State or Central Government Department or statutory body or by a third party for reasons of violation of any of their statutory provisions or requirements. The University shall not be made liable for any damage or compensation payable to any workmen/workwomen or to any person as a consequence of any work and the University shall be completely indemnified accordingly.
- [8] The tenderer has never been debarred or blacklisted from similar type of work by any Government Organizations/Tezpur University.
- [9] The tenderer accepts that the monthly rent of the Cafeteria as decided by the University authority will be deposited to the University within the first week of every month. Monthly electricity bill will be paid as per actual basis of the energy consumption. Otherwise, the tenderer will pay the penalty, which may be imposed by the University in case of late payment of the rent and/or electricity bill.
- [10] This offer shall remain valid for acceptance for 3 (Three) months from the proposed date of opening of the **PART 'A'** of the tender document. In exceptional circumstances, Tezpur University may solicit the consent of the bidder to an extension of the period of validity of the offer.
- [11] All the information and the statements submitted with the tender are true.

**Date:  
address**

**Signature of tenderer, Seal &**



**PART 'A'**  
**PROFILE OF THE TENDERER**  
**TENDER FOR SERVICE CONTRACT FOR UNIVERSITY CAFETERIA**  
*(Against Tender No.: TU/ 27-99/2016/ GA-I/372-A Dated 04.05.2017)*

Sl. No.	Items	Details
1	Name of the Caterer\ Organization \Tenderer (Block Letters)	
2	Permanent address	
3	Telephone No. / Mobile No./ & Name of the contact person	
4	Numbers of years of experience in providing catering service as per the tender requirements	
5	Tender Fee: Amount, Bank Draft No., Date, Bank name and branch. <i>(write down the name of the tenderer at the back of the demand draft)</i>	
6	An affidavit duly certified by a Notary that the Partners of the Firm or Sole Proprietor or company has never been black listed or changed the name of the firm and is/ are not involved in any Police Case/ Vigilance enquiry pending or ever been punished by any Hon'ble Court <b>(in original)</b>	<i>(Enclosure serial number)</i>
7	Permanent Account Number <i>(Photocopy should be enclosed and attested by the contractor)</i>	<i>(Enclosure serial number)</i>
	Trade License Number <i>(Photocopy should be enclosed and attested by the contractor)</i>	<i>(Enclosure serial number)</i>
	FSSAI (Food Business License) Number <i>(Photocopy should be enclosed and attested by the contractor)</i>	<i>(Enclosure serial number)</i>
	Labour License Number <i>(Photocopy should be enclosed and attested by the contractor)</i>	<i>(Enclosure serial number)</i>
	EPF Registration Number <i>(Photocopy should be enclosed and attested by the contractor)</i>	<i>(Enclosure serial number)</i>
	ESI Registration Number, if any <i>(Photocopy should be enclosed and attested by the contractor)</i>	<i>(Enclosure serial number)</i>

**Date:**

**Signature of tenderer, Seal & address**



**PART 'A'**

**EXPERIENCE DETAILS**

Name and address of the client/ Organization	Telephone Number of the client	Period of contract/in business	Annual value of business (approximately)	Remarks <i>(Enclosure serial number to support the claim)</i>

**Important Note**

- Only Certificate/ Office Orders issued by the clients/concerned person supervising the work in the Organization letter head with date of issue and containing requisite details will be considered.
- Experience during the last Five years only will be considered.
- Details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by University, if required.

**Date:**

**Signature of tenderer, Seal & address**



**PART 'B'**

**FINANCIAL BID**

*(Shall be opened if qualifies in PART 'A')*

**TENDER FOR SERVICE CONTRACT FOR UNIVERSITY CAFETERIA**

*(Against Tender No.: TU/ 27-99/2016/ GA-1/372-A Dated 04.05.2017)*

- 1 Tenderer Name :
- 2 Ownership/ Individual :
- 3 Full Address :
- a. Telephone No. :
- b. E-mail :
- 4 Agency/Firm/Individual Trade License details:
- 5 Agency/Firm/Individual FSSAI/Food Business License details:
- 6 Labour License No..... valid upto.....
- 7 Please mention the price against the respective items given below

SL. No.	Menu	Weight/ quantity	Price (Rs)
	<b>Snacks/Starter Items</b>		
1	Poori -3 pc and Sabji	150gm	
2	Plain roti - 3pc and Sabji	100gm	
3	Plain Parotta- 1pc, Curd, Pickel	100gm	
4	Plain Parotta - 1pc and Sabji	150gm	
5	Alu parotta - 1pc, curd, pickle	100gm	
6	Alu parotta - 1pc and Sabji	150gm	
7	Onion Paratha- 1pc, curd, pickle	150gm	
8	Gobi/Muli/Palak/Methi Paratha- 1pc, curd, pickle	150gm	
9	Paneer Paratha- 1pc, curd, pickle	150gm	

**Date:**

**Signature of tenderer, Seal & address**



SL. No.	Menu	Weight/ quantity	Price (Rs)
10	Idly - 2pc	100gm	
11	Vada +Sambar - 1pc	100gm	
12	Idly Sambar - 2pc	150gm	
13	Plain Dosa	150gm	
14	Masala Dosa	150gm	
15	Onion Dosa	150gm	
16	Poha	150gm	
17	Veg Sandwich (2pc slice bread +vegetables)	-	
18	Chicken Sandwich (2pc slice bread +chicken)	-	
19	Grilled Sandwich (2pc slice bread +vegetables)	-	
20	Bread Butter/Jam (2pc slice bread)	-	
21	Bread Omelet (2pc slice bread+1 egg)	-	
22	French Toast (2pc slice bread)		
23	Boiled Egg- 1pc	-	
24	Omelet-1pc Egg	-	
25	Double Omlet-2pc Egg	-	
26	Egg Bhurji-1pc Egg	-	
27	Veg Roll	75gm	
28	Chicken Roll	75gm	
29	Egg Roll	75gm	
30	Veg Burger	75gm	
31	Chicken Burger	75gm	
32	Maggi (250ml bowl)	-	
33	Veg Maggi (250ml bowl)	-	

**Date:**

**Signature of tenderer, Seal & address**



SL. No.	Menu	Weight/ quantity	Price (Rs)
34	Pasta (250ml Bowl)	-	
35	Macaroni (250ml Bowl)	-	
36	Samosa	75gm	
37	Kachudi	50gm	
38	Finger chips	100gm	
39	Veg pokara	100gm	
40	Veg Momo, 6pc	-	
41	Chicken Momo, 6pc	-	
42	Chole Bhatora	150gm	
43	Veg Clear Soup	150ml	
44	Sweet Corn Soup	150ml	
45	Hot and Sour Soup	150ml	
	<b>Beverages</b>		
46	Milk Tea	100ml	
47	Tea (Vending machine)	100ml	
48	Filter Coffee	100ml	
49	Green Tea	100ml	
50	Lemon Tea	100ml	
51	Black Tea	100ml	
52	Herbal Tea	100ml	
53	Flavored Tea (Tea bag)	100ml	
54	Hot Milk	200ml	
55	Badam Milk	200ml	
56	Hot Horlicks	200ml	
57	Hot Chocolate Milk	200ml	

**Date:**

**Signature of tenderer, Seal & address**



SL. No.	Menu	Weight/ quantity	Price (Rs)
58	Fresh Fruit Juices	200ml	
59	Lemon Juice	200ml	
60	Fresh Fruit Juice Milk shake	200ml	
61	Flavored Milk shake (Rose, Apple, Chocolate, Mango)	200ml	
62	Lassi (Sweet, Salt)	200ml	
63	Mineral Water (Bisleri, Aquafina, Kinley)	500/1000ml	<i>% discount on MRP</i>
64	Packed Juices (Tropicana, Real, B-natural, Frooti, ORS)	200ml	<i>% discount on MRP</i>
65	Flavored milk (Amul)	200ml	<i>% discount on MRP</i>
<b>Main Course Menu</b>			
66	Veg Meal (Rice or Roti-3pc, dal, Vegetable Fry, Seasonal Veg curry, Papad, Pickel, Salad)	-	
67	Fish Meal (Rice or Roti-3pc, dal, Vegetable Fry, Seasonal Veg curry, Fish-1pc curry, Papad, Pickel, Salad)	-	
68	Egg Meal (Rice or Roti-3pc, dal, Vegetable Fry, Seasonal Veg curry, Egg -1pc curry, Papad, Pickel, Salad)	-	
69	Chicken Meal (Rice or Roti-3pc, dal, Vegetable Fry, Seasonal Veg curry, Chicken -3pc curry, Papad, Pickel, Salad)	-	
70	Veg Fried Rice	250gm	
71	Egg Fried Rice	250gm	
72	Chicken Fried Rice	250gm	
73	Jeera Rice	250gm	
74	Veg Polao	250gm	
75	Chicken Polao, 2pc chicken	250gm	
76	Veg Biryani with Raitha	250gm	
77	Chicken Biryani with Raitha	250gm	
78	Steam Rice	250gm	

**Date:**

**Signature of tenderer, Seal & address**



SL. No.	Menu	Weight/ quantity	Price (Rs)
79	Plain Roti (Atta)	1pc	
80	Tandoori Roti	1pc	
81	Plain Nan	1pc	
82	Butter Nan	1pc	
83	Chicken Butter Masala (Chicken-3pc)	250gm	
84	Chicken curry (Chicken-3pc)	250gm	
85	Tandoori chicken, 2pc	200gm	
86	Chicken Tikka, 4pc	200gm	
87	Panner Butter Masala	200gm	
88	Panner Tikka, 6pc	250gm	
89	Channa Masala	250gm	
90	Dal Fry (yellow dal)	150gm	
91	Dal Tadka (black dal)	200gm	
92	Dal Makani (black dal)	200gm	
94	Green Peas Masala	200gm	
95	Alu Jeera	200gm	
96	Dal Khichdi	350gm	
97	Gobi Manchurian	150gm	
98	Gobi Mushroom Manchurian	150gm	
99	Veg Manchurian	150gm	
100	Panner Palak	150gm	
100	Alu Gobi / AluPalak	150gm	
101	Veg Noodles	200gm	
102	Chicken Noodles	200gm	

**Date:**

**Signature of tenderer, Seal & address**





SL. No.	Menu	Weight/ quantity	Price (Rs)
103	Mushroom Noodles	200gm	
104	Veg Hakka Noodles	200gm	
105	Chicken Hakka Noodles	200gm	
107	Hot Gulab Jamon, 2pc	-	
108	Rosogolla, 1pc	-	
109	Deserts (Kwality/Amul/Standard Brand)	-	<i>% discount on MRP</i>
110	Packed Food Items (Chips/Biscuits/Chocolate/Bhujia)	-	<i>% discount on MRP</i>
111	Softy Ice cream (Cone)	75ml	
<b><i>Tenderer can add more menu and provide the rate (can use extra sheet, if required in same format)</i></b>			

**Date:**

**Signature of tenderer, Seal & address**