



VIKRAM DEV UNIVERSITY

No. /VDU /2024

Date :

TENDER CALL NOTICE

Sealed Tenders / Quotations are invited from reputed agencies/firms/services providers/organizations having GST registration certificate & food safety license (FSSAI Licence) for providing canteen /catering services in both the Campuses, Vikram Dev University, Jeypore. The Interested bidders are advised to visit vikramdebcollege.ac.in for details. The Tender papers should reach the office of the undersigned by Regd. Post/ Speed Post on or before **10.08.2024 by 05:00 P.M.** The Tender shall be opened on 12.08.2024 at **04:30 P.M.** in the Office Chamber of the undersigned in presence of the bidders or their authorized representative. The authority reserves the right to cancel/ reject any or all tenders / quotations without assigning any reasons thereof.


24.07.2024
Registrar
REGISTRAR
Vikram Dev University
Jeypore, Odisha

Memo No.

Date :

1. The advertisement Manager, The Sambad, Jeypore (All Odisha Educations)/ The Times of India, Bhubaneswar (all Odisha Editions) for information and necessary action. They are requested to publish the Tender Call Notice in One issue of their esteemed dailies at I& PR rate by _____ with the size confined to 10CM x 08 CM. The Bill in triplicate may be furnished to the undersigned for payment.
2. Copy submitted to P.A to Vice Chancellor / Chairman, P.G Council / P.A to Registrar/ Comptroller of Finance/ Development Officer for information.
3. The copy along with copy of the Tender Paper are forwarded to the e-despatch section for information and necessary action. He is requested to upload the Tender Call Notice and Tender Papers in the University website.


24.07.2024
Registrar
REGISTRAR
Vikram Dev Unive
Jeypore, Odisha



VIKRAM DEV UNIVERSITY

No. /VDU /2024

Date :

TENDER PROCESS

1. Sealed Tender are invited under two-bid system (both technical and financial) from reputed parties/firms/services providers/organizations for running of Canteens of Vikram Dev University
2. Reputed parties/firms/services providers/organizations interested in providing canteen/ catering services at Vikram Deb University, Jeypore, and having experience in similar nature of work and also willing to comply with the terms & conditions, may submit their bids as per the format in Annexure-A, (Prequalification conditions) and Annexure-B (Financial Bid).
3. Interested bidders are advised to visit regularly till the closing date of submission of tender for any corrigendum/addendum/amendment.
4. Bids will be opened as per the date/time mentioned in the tender date schedule.
5. Work order will be issued to the bidder who quotes the lowest price.
6. **Submission of Tenders :-**
 - a. The bidders/ firms must submit their bids in two parts in separate sealed covers prominently superscribed as part-I "Technical Bid" and part-II "Financial Bid" and also indicate on each of the covers the Tender Call Notice No. and date.
 - b. All the documents submitted along with the Tender paper must be signed with seal. The Technical Bid and Financial Bid shall be covered in two separate envelopes as stated above and both the bids will be covered in a envelope superscribed as "**The quotation for providing canteen/canteen services.**"
 - c. The Canteen Committee shall open the Technical Bid at first and examine the same. Thereafter, at the second step, **Financial Bids of only the technically acceptable offer shall be opened for further evaluation and selection of the firm.**
 - d. All the pages of the bid submitted must be signed and sequentially numbered by the bidder.
 - e. The Quotation by Registered Post or Speed Post shall be entertained. The Quotation is to be addressed to Registrar, Vikram Deb University, Jeypore. No correspondence will be entertained in this regard.

7. Date Schedule of the Tender

Tender Publishing Date	26.07.2024
Bid Submission Starting Date	26.07.2024
Bid Submission Last Date & Time	10.08.2024 at 05:00 P.M
Bid Opening date & time	12.08.2024 at 04.00 P.M

Late submission of tenders shall not be accepted in any case. The Technical Bid and Financial Bid completed in all respects shall only be taken into consideration. Incomplete bid documents shall be rejected without assigning any reasons. The bidder shall abide by the terms and conditions as specified in this notice. The University Authorities reserves the right to accept or reject any or all the tenders without assigning any reason thereof.


24.07.2024
Registrar
REGISTRAR
Vikram Dev Univers.,
Jeypora, Odisha



VIKRAM DEV UNIVERSITY **GENERAL TERMS AND CONDITIONS**

1. The University will provide a Canteen Hall with Kitchen water connectivity and electricity connectivity, Desk-Cum-Bench.
2. The accommodation will be provided for the canteen at a minimum license fee of 3000/- (Rupees Three Thousand Only) per month. However, the electricity charge as per actual will be borne by the contractor.
3. Cooks deployed by the contractor should have expertise in cooking like South Indian / Chinese / Vegetarian / Non-Vegetarian & Odia tradition at dishes.
4. The Contractor will have to procure food articles and vegetables of good quality and will have to provide hygienic food quality Tea, Coffee, Milk etc. There will be an inspection by a quality inspector deployed by the University (External / Internal) from time to time.
5. The Contractor will have to bring his own utensils for preparing and serving the food etc.
6. The Contractor shall pay special attention to maintain the canteen in a neat and clean condition at all the times. For this purpose, used plates/ glasses should be removed from the dining table immediately after the person leaves the table after consuming food.
7. It is mandatory that the contractor should be in possession of a food safety license (FSSAI Licence) as per the food safety standards (Licensing & registration of Food Business) Regulations 2011.
8. The contractor shall ensure that sufficient manpower is deployed for preparation, serving of food and for cleaning, washing & overall upkeep of canteen assets and premises.
9. The Contractor will ensure use of neat and clean clothes and aprons by his employees during handling of food items. The employee so appointed by the contractor should be well behaved and show polite behaviour to the staff and students the University.
10. The Contractor shall ensure that police verification of personnel employed by him has been done prior to the commencement of the work and the contractor will bring no unauthorized person inside the premises.
11. The Contractor will be required to display the rate chart of all the food articles including soft drinks, Tea, Coffee & Juice etc. sold in the Canteen.

12. The Canteen will have a feedback box & all the received feedback was collected from the canteen will be analyzed by the Canteen Committee periodically and accordingly the decision be communicated to the contractor for take appropriate action.
13. No legal right shall vest with the contractor's workers to claim employment or of the absorption in this University nor the Contractors workers shall have any right whatsoever to claim the benefit/emoluments that may be permissible or paid to the employees of this University. The workers will remain the employees of the Contractor and this should be the sole responsibility of the Contractor to make it clear to its workers before engaging them to work at the Canteen.
14. The Contractor should have GST Registration certificate.
15. The quotaitoners are required to submit non refunded tender fee i.e Rs.500/- (Rupees Five Hundred Only) either in shape of Bank Draft drawn in favour of "Registrar, Vikram Dev University payable at Jeypore / Payment of Rs.500/- in cash at University office on every working day during the scheduled period.
16. The Contractor shall deposit an advance amount of Rs. 50000/- (Rupees Fifty Thousand Only) as security deposit.
17. The contract of the canteen shall be for One Year period from the date of finalization of contract.
18. The Contractor shall install CC TV for safety purposes.
19. The Contractor shall ensure strict prohibition of Tobacco / Alcohol and other such intoxicating Drinks & Drugs.

We agree to the above terms and conditions

Signature with Date _____

Name of the Firm _____

Seal _____

ANNEXURE – A
TECHNICAL BID

Pre-qualification requirements for award of contract for Catering/ Canteen Service :-

Sl.No.	Details of Information & documents to be submitted		
01.	Name of the Firm/Company/Organization (enclose self-attested copy of deed if any)		
02.	Address of the Firm/Company/Organisation with Mobile & E-Mail address		
03.	Name and address of the Proprietor with Mobile No.		
04.	PAN No. (Enclose Xerox Copy)		
05.	Goods & Service Tax Registration No. with last GST return acknowledgement receipt (Enclose Xerox Copy)		
06.	Food Safety Licence (FSSAI License enclose Xerox Copy)		
07.	Non-Refundable Tender Fee @ Rs.500/-	D.D.No	Date
08.	EMD amount Rs. 5000/-	D.D No.	Date
09.	Name of the Govt. Organization / Prominent Private Sector to whom similar services have been provided by the firm during the last 03 years.		

DECLARATION

I / We hereby declare that the information furnished above are true and correct to the best of my / our knowledge. I/We understand that in case any deviation is detected in the above statements at any stage, I/We shall be liable to be blacklisted and will lose all rights of, dealing with University in the future.

Signature of Authorized person with date & Seal

ANNEXURE – B
FINANCIAL BID
PROFORMA FOR QUOTING RATES

1. Name of the Organization / Firm :
2. Address :
(with Mob. No & Email Address)
3. Name & Address of the Proprietor:
(with Mob No.)

Sl.No	No. Items	Quantity / Weight	Rate
01.	Tea		
02.	Coffee		
03.	Fresh Milk / Juice		

Items to be served during Breakfast/ Evening Tiffin :-

Sl.No	Items	Quantity / Weight	Rate
01.	Aloo Paratha with Curd		
02.	Upama / Idli / Masal Dosa		
03.	Puri Sabji		
04.	Omelette		
05.	Bread Omelette		
06.	Veg. Sandwich		
07.	Veg. / Chicken Patties		
08.	Alu Chop / Veg. Chop/ Samosa		
09.	Chowmein / Roll / Pakoda (Veg. / Non. Veg)		

Items to be served during Lunch

Sl.No	Items	Quantity/ Weight	Rate
1.	Boiled Rice/ Roti		
2.	Dal		
3.	Veg. Bhaja		
4.	Sambar		
5.	Chicken Curry		
6.	Katla/ Rohi Fresh Curry		
7.	Egg Curry		
8.	Brinjal Pakoda		

Sl.No	Items	Quantity/ Weight	Rate
9.	Seasonal Veg. Gravy		
10.	Dahi Pakhala		
11.	Raita (Boondi / Veg.)		
12.	Veg.Dum Biryani		
13.	Chicken Dum Biryani		
14.	Curd		
15.	Papad		
16.	Mix Green Salad		

Veg. Thali	Qnty. Weight	Rate	Non-Veg Thali	Qnty./ Weight	Rate
Rice / Dal / Roti / Mix Veg. / Curd / Bundi/ Khata/ Salad/ Bhaji & Pampad			Rice/ Roti/Dal/Egg/Khata Salad/Bhaji & Pampad		
			Rice/Roti/Dal/Fish Curry/Khata/Salad/Bhaji Pampad		
			Rice / Roti / Dal/ Chicken Curry/ Khata/Salad/ Bhaji & Pampad		

DECLARATION

I / We hereby declare that the information furnished above are true and correct to the best of my / our knowledge. I/We understand that in case any deviation is found in the above statement at any stage. I / We shall be liable to be blacklisted and will lose all right of dealing with the University in future.

Signature of Authorized Person with date & Seal