

**PANDIT DEEN DAYAL UPADHYAYA SHEKHAWATI
UNIVERSITY, SIKAR (RAJ.)**



**Tender Document for Running of
Canteen/Mess/University Guest House
at**

Pandit Deen Dayal Upadhyaya Shekhawati University, Sikar (Raj.)

Important Dates:

Date of Publishing	:	16.08.2024
Last Date for Submission Tender	:	25.08.2024 (at 5.00 pm)
Date of opening of Tender	:	27.08.2024 (at Registrar Office)
Cost of E-Tender Document and Fee	:	1000/-*
Estimated Cost of Tender	:	10,00,000/-
EMD Bid Security for the tender cost @ 2%	:	20,000/-*
E-Tender processing fee in favour of MD, RISL Jaipur	:	500/-

***Note: Demand Draft/Banker's Cheque in favour of Registrar, Pandit Deendayal Upadhyaya Shekhawati University payable at Sikar**

Detailed Notice inviting Tender for Running Canteen (Staff & Hostel):

- Sealed Tenders are invited from Reputed Agency having experience of running the student mess of Hostel/University/College/Institute. The last date of submission tender is 25.08.2024 at 5.00 P.M. & Date of opening of Tender is 27.08.2024. University reserves the right to accept or reject any tender without assigning any reason to the agencies.
- The details about the terms and conditions are given in the tender form which shall be part of the Contract/Agreement. The participants are required to read and understand it properly before submission of the tender.

Terms & Conditions

1. The agency should be well established and experienced in this field with at least 3 years experience for supplying food to Hostel/University/College/Institutes.
2. The agency shall procure food articles and vegetables of good quality to the satisfaction of the Canteen committee. The Canteen committee shall have the right to change any brand of material used for cooking, provided the cost of the same does not exceed the cost of specified brand.
3. The food shall be cooked, stored and served under hygienic conditions. The agency shall ensure that only freshly cooked food is served and the stale food is not recycled. Stale food shall be removed from the canteen premises as soon as possible and latest within 24 hrs of its preparation.
4. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all time.
5. The agency shall pay special attention to maintain the Canteen in a neat and tidy condition at all times. For this purpose, the Canteen shall be cleaned thoroughly after each meal regularly.
6. The agency shall ensure that only hot food is served to the students/employees excepting cold drinks and similar items. Complaint, if any, in this regard shall be dealt with severely. Also the agency shall be open to thorough inspection by the Canteen Committee from time to time.
7. The agency shall ensure that sufficient manpower is deployed for preparation and service of each meal including cleaning, washing and overall up keep of Canteen assets and premises.
8. The agency should have adequate utensils, kitchen equipments like Refrigerator, Oven and Gas Stoves etc to run the canteen. The necessary infrastructure like water, power connection, furniture etc is to be provided by University on request basis.
9. No child labour will be engaged in Canteen.
10. All safety apparatus and practices must be provided to worker by Contractor, strictly as per prevailing government norms.
11. A penalty of Rs. 1000/- per day will be levied if Canteen is closed without any notice.
12. The offers of the agency who do not fulfil the requisite criteria and who do not furnish documentary evidence will be summarily rejected. Any misleading information will lead to disqualification of offer.
13. All infrastructures required for cooking and serving at a time is to be made by agency and the University will not be responsible for any damages/losses.
14. The canteen is to be closed after dinner and it should be cleaned properly.
15. Ladies, if employed by the agency, should be minimum and the agency should maintain the proper living conditions with adequate security.
16. Consumption or sale of Alcoholic/Tobacco products and other narcotic products is banned in the Institute Premises.
17. The Contractors will be required to pay earnest money deposit of Rs. 20,000/- (Rs. Twenty thousand only) which is 2% of the estimated tender amount by Demand Draft/Banker's Cheque drawn in favour of




Pandit Deendayal Upadhyaya Shekhawati University payable at Sikar. Earnest money will be refunded to the unsuccessful Contractor within one month of the finalization of the Contract. Successful Contractor will have to pay Security deposit of Rs 1,00,000/- (Rs. One lakh only). In case the successful Contractor is unable to perform the service, the security deposit shall be forfeited. No interest shall be payable on the security deposit. In addition, the contractors will have to submit a draft of Rs. 500/- made in the name of Director, RISL as tender processing fee.

18. Tenders received without prescribed Earnest Money Deposit (EMD) shall not be considered.
19. These valid tenders along with the EMD (Separate envelopes prescribing EMD) shall be submitted.
20. Agency should start the work within one week from the date of issue of work order.
21. The Canteen/Mess Staff shall be experienced and properly trained in Canteen/Mess work and in the age group of 20-50 years and should be able to communicate in Hindi & English.
22. All Canteen/Mess personnel shall behave politely with the students/visitors/customers and office staff.
23. The normal duty hours will be decided by University Canteen/Mess Committee and It shall be followed regularly.
24. No Canteen/Mess Staff shall leave mess unless and until next reliever arrives at Canteen/Mess/Hostel.
25. Agency is responsible to provide trained Canteen/Mess staff to take care of University properties and premises to the best of their capacity.
26. The contract period shall be for one year in the first instance and likely to be renewed further subject to mutual consent of either parties.
27. Breakfast, Lunch, Evening Snacks and Dinner need to be served as per the basic menu agreed upon with the Staff Canteen/Hostel Management Committee.
28. Catering agency shall be at liberty to transfer any person engaged by Catering agency to work at the premises decided by University management for reasons as Catering agency feels fit and the mess staff provided by Catering agency at University premises shall for all purpose be deemed to be employees of Catering agency only under its exclusive control and supervision and shall be dealt with accordingly, subject to the following condition: For proper reasons University management may request Catering agency to remove any particular person or persons of Catering agency's staff from the premises of University and it shall be complied with forthwith. The staff of Catering agency shall comply with reasonable directions and instructions which are given by University to Catering agency from time to time.
29. Catering agency shall be responsible for the compliance of all legal provisions connected with the employment of the mess staff (as per prevailing central and state Government Rules) posted at University premises. GST, Minimum Wages Act etc. and all such liabilities if any, shall be discharged by Catering agency. If catering agency fails to pay such liabilities the payment will be adjusted from their security deposit. The Catering Agency is made to pay under the written orders of any authority under laws, and amount university shall be reimbursed by security agency to the extent of such payments, provided however, that before making any payments or exonerate itself from the liability to pay and in all such



- cases University shall reasonably assist Catering agency by giving Catering agency such information and inspection of such document as it has, in such connection, with it.
30. The agency shall supply the skilled and experience Manpower of mess staff as per the requirement of its various departments.
 31. The contract can be terminated by giving one month notice period by either party. However in the event of non-compliance or breach of any terms of the contract or unsatisfactory services, University has all the right to terminate the contract by a week's notice in writing at its own discretion without assigning any reason in such cases.
 32. **The successful Contractor shall deposit the amount of Rs. 1,00,000/- (Rupees One Lakh Only) against security deposit by way of demand draft in favour of Pandit Deendayal Upadhyaya Shekhawati University, Sikar payable at Sikar.**
 33. The qualified & successful bidder has to enter into an agreement with University on Rs. 500/- stamp paper. The cost of stamp paper shall be borne by the Catering agency.
 34. The rates payable (on pro rata student basis) shall be as per the rates mentioned above and no extra amount shall be payable under any other name. The responsibility towards complying with the minimum wages act, PF, ESI and GST other statutory requirements stipulated by Central and State Laws, prevailing at the time Government shall rest with the Catering agency and PDUSU shall not be held responsible for any default against the above whatsoever be the reason. There will be no extra service charges payable over the rates mentioned above.
 35. The rates quoted in the financial bid and agreed upon shall not be revised for any reason whatsoever and shall remain fixed throughout the duration of the agreement.
 36. Tender Technical Grading System is containing following parameters:
 1. Turnover of the Company.
 2. Experience of similar work.
 3. Past Performance of the party (enclosed certificate minimum-03)
 4. Govt. Contract of operating Mess services 5 Scoring of Technical Bid.
 37. In case, any theft or pilferage is detected and the same is due to negligence/carelessness or connivance of mess personnel of Catering agency then the cost of loss thereby will be fully made good by Catering agency to university.
 38. Since Catering agency will be responsible for providing security and protection of canteen/mess premises and properties of Mess, Catering agency will be responsible for loss or damage caused to the properties and premises of University Staff Canteen/ Mess and as a result the agency will compensate value of the loss or damage to University.



General Conditions for Catering Services to Hostel Mess of Pandit Deendayal Upadhyaya Shekhawati University, Sikar

1. Breakfast, Lunch, Evening Snacks and Dinner need to be served as per the basic menu agreed upon with the Staff/Hostel Management Committee.
2. Tentative Mess Timings:

Breakfast	:	07.00 AM – 08.30 AM
Lunch	:	12.30 PM – 02.30 PM For Mess 01.00 PM – 02.00 PM For Staff Canteen
Evening Snacks/Tea	:	05.00 PM – 06.00 PM
Dinner	:	07.30PM – 09.00 PM
3. Dispute: In case of any dispute between the Staff Committee/Hostel Warden and the Service Provider, the matter will be referred to and decided by University Management Committee after approval from the Vice Chancellor and the decision of the Committee will be binding on the agency.
4. Statutory Requirements/Obligations: All statutory rules, as applicable for engagement of labours on daily wage are to be followed strictly by contractor as per Central and State Government norms, prevailing at that time.
5. In case of failure to comply with the above statutory Rules, Acts, the authorities shall have the right to impose the penalty or cancel the contract.
6. The agency shall not assign, sublet or part with the possession of the premises and properties of the Institute there in or any part thereof under any circumstances.
7. The agency shall not appoint any sub-contractor to carry out any obligation under this Contract.
8. The agency shall vacate the premises with the all features, furniture etc., which are institute properties in good and tenable conditions at the termination of the contract.
9. The agency shall not make or permit any construction or structural alteration of additional fitting inside the premises of the workplace without prior written approval of the authorities
10. The security deposit will be returned within three months' time from the end of the contract period without interest if there are no pending issues against the contractor.
11. If the agency and/or his team and also functioning of the mess is not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, then Institute is empowered to terminate the contract with a short notice of one week. The Staff Canteen Committee/Hostel Wardens Committee's opinion will be final so far as the food quality/mess management is concerned.
12. In case of unsatisfactory performance/any dispute whatsoever/labour dispute emergency condition or any other reason as deemed fit by the Hall Management Committee; the contract can be cancelled at the sole discretion of the Vice Chancellor.
13. Hygiene, overall cleanliness of surrounding, hall, kitchen and the food, raw materials, ingredients etc. are to be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of



COOKED FOOD shall not be stored/ preserved/ re-served after meals.

Failure of Agency to comply with the staff committee/warden's suggestions / instructions in above matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same (maximum up to 05% of monthly bill as decided by University Management).


14. The canteen/mess utensils are to be cleaned with hot water using detergent powder/soap after every meal.
15. Agency shall be solely responsible in case of incidence/s of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the agency as decided by University Management Committee.
16. The Agency shall use only branded raw materials and best quality for preparing the food. Brands of certain canteen/mess items are given. A quality control Team will check all materials brought to the canteen/mess as well as cooking practices. In the event of the quality of the food served being poor or not adhering to contractual conditions, the Canteen/ Hostel management will be free to impose monetary fine as deemed fit on the agency. Such fines imposed will be adjusted against the payments due to the contractor. The Institute shall pay only the approved daily rate per staff/student for the entire contract period for one year.

Canteen/Mess Item Brand/Manufacturer like

Oil (Refine)	:	Soybean/Mustard (Branded Quality) (use of Hydrogenated (Vanaspati) oil is prohibited)
Atta	:	Branded quality
Rice	:	Branded any approved make by the mess committee
Bread	:	Modern/Top & Town/ Britannia
Milk	:	Sanchi/Amul or equivalent brand
Spices	:	Branded quality (Masala)
Besan	:	Branded quality

(Branded quality as approved by Mess Committee)

17. The materials brought inside University Campus for cooking purpose shall be entered in the Goods In ward Register kept at security gate. Without proper permission no material will be sent out from University Campus.
18. The agency has to maintain register in following format on regular basis to assess the feedback of staff/students committee.
19. The terms & conditions, and the procedures laid down should be strictly adhered to and University reserves all the right to reject any offer without assigning any reason whatsoever.



Submission and opening of Tender

- Submission of Tender** : The tender can be submitted on all working days. The last date for submission of the tender is on or before 25.08.2024 up to 05.00 PM.
- Two-bid system** : The offers/bids should be submitted in two-bid system (i.e.) **Technical bid and Financial bid.**

The Technical bid should consist of all the details as specified in the schedules along with commercial terms and conditions. There should be no cost indication in the Technical bid.

Financial bid should indicate "Daily Rate" for the menu mentioned in the technical bid. The technical bid and financial bid should be put in two separate covers.

"Technical Bid" and "Financial Bid" must be written on these covers clearly and the covers should be sealed. Again these two sealed covers should be put into a bigger cover along with a covering letter, Tender Fee Receipt and EMD and sealed.

The tender without EMD shall be considered as UNRESPONSIVE and REJECTED. Photo/Fax copies of the demand draft/Banker pay orders shall not be accepted. The EMD of the unsuccessful bidder will be released within 15 days after the finalization of the contract. No interest will be paid on EMD. The EMD shall stand forfeited in the event of premature withdrawal or amendment of the bid/tender, or if the bidder impairs or derogates from the tender in any respect during the period of bid, or in case successful bidder fails to sign or accepts the contract within the stipulated period.

Authority to sign: All the documents must be duly signed by the bidder. If an individual or a proprietor of a firm is a signatory, he/she should sign above the full type written name and current address. In case of a partnership firm, all the partners of the firm or a partner holding power of Attorney for the firm (a certified copy of the power of Attorney should accompany the Documents) should sign in this case. In both cases, a certified copy of the partnership Deed and current address of all the partners of the firm should be furnished. In case of a limited Company or a Corporation, the Documents shall be signed by a duly authorized person holding power of Attorney for signing the Documents, accompanied by copies of the power of Attorney and the Memorandum of Articles of Association duly attested by a Notary Public. In case of a Registered Society, the Documents shall be signed by a duly authorized person holding power of Attorney for signing the Documents, accompanied by copies of the power of Attorney and the By Laws of Society duly attested by a Notary Public. The bidder should sign and stamp each page of the tender document as a token of having read and understood the terms & conditions contained therein and submit the same along with the bid. No photocopies of this tender document will be accepted.

Compliance/Confirmation: Compliance or Confirmation report with reference to general terms & conditions and requirement for running the dining facility should also be included in the Technical bid.

Daily Rate: The financial bid should include the price quoted as daily rate per student for each of the sample menus and must include all charges including taxes and service charges, as levied by Central and State Governments. However, the percentage of taxes and service charges must be clearly indicated.

Late offer: The offers received after the due date and time will not be considered.



Opening of the tender: The offer/bids will be opened by a committee duly constituted for this purpose at the appointed place, time and date, in the presence of such bidders or their authorized representatives who choose to be present. The larger envelope (containing a covering letter, Tender Fee Receipt, EMD and two separate covers with technical/financial bids) will be opened first. Without EMD or Tenders with invalid EMD or EMD presumably kept inside the covers containing technical/financial bids will be summarily rejected.

On verifying the Tender Fee Receipt and EMD, the technical bids will be opened. The committee will examine the technical bids and decide the suitability as per the following specifications and requirements. The bidders, Whose Technical Bids are not found acceptable their sealed cover containing financial bid will not be opened and EMD will be returned to them.

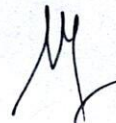
1. The details may be filled in the tender documents itself in the space provided against each item. However if required separate sheet may also be enclosed and it is advised to enclose the copies of testimonials in support of Food License, GST, PAN etc. along with the tender document.
2. Tenders shall enclose Earnest Money Deposit (EMD) of Rs. 20,000/- (Rs. Twenty thousand only) in the form of Demand Draft drawn in favour of Pandit Deendayal Upadhyaya Shekhawati University, Sikar payable at Sikar. Tender Document submitted without prescribed Earnest Money Deposit (EMD) shall be summarily rejected.
3. Both the Technical Bid & Financial Bid should be placed in Separate Sealed envelopes and both sealed in one bigger envelope. All envelopes containing Tender Document shall be properly sealed and superscripted as "TENDER FOR CATERING SERVICES FOR HOSTEL MESS / CANTEEN / UNIVERSITY GUEST HOUSE".

Envelope I – Technical Bid, Undertaking & EMD. Envelope II – Financial Bid

4. The envelope containing sealed tender shall be addressed to Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar.
5. No Tenders shall be accepted after due date and time.
6. This office will not be responsible for any postal delay or wrong delivery.
7. Technical Bid will be opened on 27.08.2024 in the presence of Tenderers or their authorized representatives and for opening of financial bid date, time and venue will be conveyed to the technically qualified tenderers by post/telephonically.
8. The Pandit Deendayal Upadhyaya Shekhawati University, Sikar will have full authority to reject any/all offers without assigning any reasons. Any enquiry after submission of the tender will not be entertained.
9. Before submitting the tender, the Tenderer must ensure that they strictly fulfil all the eligibility conditions to avoid rejection of their tender.
10. The Agency submitting the Tender would be presumed to have considered and accepted all the terms & conditions of this tender. No enquiry, verbal or written shall been entertained in respect of acceptance/rejection of tender.
11. Tenders should be sent at office of Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar on 25.08.2024 till 05:00 pm. No tender will be accepted after 05:00 pm on 25.08.2024.



12. All inclusive daily rate (inclusive of fuel cost, cost of procurement of rice, wheat and all other Provisions, vegetables, fruits, unloading and loading, transportation, storage, labour, all Statutory taxes including GST, duties and levies etc. and fluctuations in the rates of the Commodities) per student should be quoted in the tender. The Hostel Management Committee will not pay any other charges for the catering services provided. 19 Kg capacity Gas cylinders For Commercial use will be managed by the agency itself. It is the sole responsibility of the agency to get the refills from the gas company to run the mess on his own cost. Any Fluctuations in the Gas price must be absorbed by the agency only.
13. When circumstances warrant, contract or should cater for large number of students/staff member sat very short notice. Similarly, fluctuations in strength during vacation periods of leave more that 5 days (with prior intimation) shall have to be accommodated and payment will be deducted as per actual absent of students.
14. Monthly payment to the agency will be made by University duly certified by committee concerned in one installment after the submission of actual mess bill (on pro rata student basis) including copies of all statements, taxes paid for the period for staff committee. The minimum guarantee of students per month will be decided mutually before entering in to agreement.
15. Agency has to provide food to the guests as per the rates mutually agreed by PDUSU & Agency as an when required.
16. The agency and his workers must behave politely with staff/hostel inmates. The agency and his team, under any circumstances should not involve in arguments with the boarders of the canteen/mess. In case of such situations/ under emergency, the agency should intimate immediately to the concerned department.
17. Canteen/Mess workers and cooks should be healthy and medically fit. They are required to have a regular checkup with the Institute Medical Officer. If any canteen/mess worker is found medically unfit, he may not be given permission to continue his duties and mess contractor has to replace him immediately without fail.
18. Agency shall depute persons to act as supervisors to check the overall maintenance of the premises and proper uses of the materials.
 - i. Canteen/Mess agency or his representative manager is required to remain present in the canteen/mess during whole business hours when the food is served in the mess.
 - ii. Smoking/drinking liquor use of narcotic substances etc. is strictly prohibited in the Institute premises.
 - iii. Storage/consumption of any alcoholic drink/liquor and other narcotic substances are strictly prohibited. The agency shall not serve any of such substance/drink in mess/hostel. Smoking, consuming gutkha, tobacco etc. is prohibited in mess premises.
 - iv. Employment of child labour (as per norms) is totally prohibited. It is the responsibility of the agency to comply with all formalities of labour office including obtaining necessary labour license.
 - v. The employees of the agency should wear uniform along with a nametag.
 - vi. All expenses related to the functioning of the employees engaged by the agency shall be in the scope



of the agency.

vii. It is also mandatory on the part of the agency to open Savings Bank Account in mentioned by the University in the names of all the persons employed by him and also monthly salary must be paid by way of credit into their individual accounts. These details have to be submitted along with mess bill claims.

19. Agency shall provide light food to the sick students during their sickness period and no extra charge will be paid for the same.
20. Hostel Management Committee will monitor and evaluate the performance of the agency. Grading of the agency is done by the staff/students based on quality, quantity, hygiene etc. Continuous bad performance will result in termination of contract. Non compliance with the menu and serving of unhygienic food will result in instant monetary fine.
21. The AMC charges for the electric gadgets and gas at the mess have to borne by the agency at the rates fixed by the company approved by the Staff Canteen/Hostel Management Committee.
22. Agency must make his own arrangements for house-keeping of the dining and kitchen area allotted and disposal of the kitchen and dining waste material. House-keeping of common areas shared by the contract or must be done by the agency itself.
23. For girls hostel, agency should provide preferably the lady workers.



E-Tender No. 06/2024-25: Canteen/Mess/University Guest House
TECHNICAL BID

Technical Bid should indicate following information along with the self-attested photo copies of supporting documents:

Sl. No	Particular
A.	Average Annual Turnover of firm/proprietor Rs. 10.00 Lakhs (Rupees Twenty Five Lakhs) and above in last two financial year. (Please enclose copy of C.A. Certified Balance Sheet and Profit & Loss Account of last two years) 2022-23, 2023-24
B.	Experience of similar services offered by firm for not less than 100 students/persons for university/Institute/ reputed Organisation. (Enclose the document)
C.	The Agency shall furnish details of any legal case or any issues, if any, pending in any court of law against them or the concerned authorities, especially with regard to any violation in the statutory laws, etc. The bids of such tenderers having any pending/ongoing/contemplated issues relating to Income Tax, Sales tax etc. and on concealment of any such information will be liable to be rejected straightaway without any notice.
1.	Name of the applicant/Firm :
2.	Address of the Registered Office:
3	Year of establishment :(Enclose photo copy of certificate)
4.	Type of Organization :(whether proprietorship, partnership, Private Ltd., Certified copy of a Partnership deed/ Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed)
5.	Name of the Proprietor, Partners/Directors of the Firm with Address and Phone Number
6.	Food License Number:
7.	PAN Card (Tax return of last Three Financial Year) [Photocopy to be attached]
8.	GST, Registration No.: [Photocopy to be attached] (If applicable)
9.	Number of persons employed as Manager/Supervisor/Helper level: Permanent..... Temporary.....
10.	Whether 24x7 service and support will be available

Authorized Signatory of the Bidders with Seal



DECLARATION BY THE CONTRACTOR

I/We (Name and Designation) have carefully read the terms and conditions of contract as contained in Tender Notification No. Dated: and agree to abide by these terms. If, I/We fail to fulfill any of the terms and conditions of the contract, then Vice Chancellor has the right to cancel the contract without any further correspondence and Pandit Deendayal Upadhyaya University Shekawati, Sikar (Raj.) has no financial liability.

I/We (Name and Designation) promise to pay the compensation or fine in case of such default.

(Signature of Bidder)
Name & Designation
Seal of the firm

Date :

Place :

(Countersigned by Registrar)



DECLARATION

- We hereby accept to cater to any minor modifications in the menu as requested by the Staff Canteen Co-ordinator/students and approved by the Staff Canteen committee /Hostel Management committee after discussion during the period of the contract, without any additional cost.
- We hereby agree to abide by the decision of the Staff Canteen committee/Hostel PDUSU management and terms and conditions mentioned in the schedules.
- We have enclosed the duly signed copy of all the schedules as per requirement.
- I have carefully read and understood the Tender document and ready to abide the terms & conditions of the tender.

Authorized Signatory of the Bidders with Seal

A handwritten signature in black ink, consisting of several loops and a long tail, positioned below the authorized signatory text.

CHECKLIST

Ensure that you have enclosed the following before submitting the Tender:

1. Separate envelope consisting of Tender Document Fee Receipt/DD and Demand Draft for EMD (as specified for each item separately).
2. Technical Bid Documents in a separate sealed envelope.
3. Financial Bid in a separate sealed envelope.
4. Please study the important conditions of the Tender, Terms and Conditions and Scope of Work and Details of Menus and submit the Tender in accordance with those.



Application for Running of Canteen/Mess/University Guest House to be Filled up by the Contractor

1. Name & Address of the Firm :
2. Registration Details (if any) :
3. Name of Owner :
4. Residential Address of the Owner :
.....
5. Telephone Nos. A) Office :
B) Residence :
C) Mobile :
6. Details of Financial Status For 2 Years :
(Please enclose documents)
7. Proof of Identity Aadhar Card/Ward/Circle/Place :
8. PAN No. :
9. GST No. If applicable :
10. Experience Certificate/Performance:
11. Details along with list of Customers:
12. Details of Infrastructure/Employees:
13. Food Licence Registration :

(Signature & Seal of the Contractor)



Financial Bid

1. For Boys & Girls Hostel Trainees

S. No.	Description	Rate (Daily for student)	Rate (Monthly for student)
1	Tea (2Times)		
2	Break Fast		
3	Lunch		
4	Dinner		

- Lunch & Dinner (Unlimited) for student Chapati, Rice, Dal, Gravy Curry, Salad/Pickle
- Tea:100 ml
- Break Fast per day as indicated below:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Sandwich/ Cutlet	Idli (standard size) (04 Nos) Saambar	Aloo Paratha (standard size) (02 Nos.) with pickle/curd	Upma/Poha (200 gm) with pickle	Vada/Samosa/Kachori (02Nos.) Saambar/Chutney	Aloo Paratha (02Nos.) with Curd	Aloo Curry & Poori (standard size) (06 Nos.) with pickle

* The Menu mentioned above is just indicative. Contractor may propose daily menu & the same has to be approved by PDUSU.

Note : Every Sunday of every month–Feast/Special Lunch & Evening Light food



For Trainees canteen

S. No.	Description	Rate
1	Tea/Coffee	
2	Samosa/Kachori/Vada/Pakoda/Cutlet	
3	Idli Saambar/Chutney	
4	Dosa Saambar/Chutney	
5	Vada Saambar/Chutney	
6.	Cold Drinks/Curd/Chhach	
7.	Chips, Biscuits & others	
8.	Poha	

(Signature & Seal of the Contractor)

Date :

Place :



For University Guest House

S. No.	Description	Rate
1	Tea/Coffee	
2	Samosa/Kachori/Vada/Pakoda/Cutlet	
3	Idli Saambar/Chutney	
4	Dosa Saambar/Chutney	
5	Vada Saambar/Chutney	
6.	Cold Drinks/Curd/Chhach	
7.	Chips, Biscuits & others	
8.	Poha	
9.	Working Lunch	
10.	Working Dinner	
11.	Special Thali	
12.	Guest House Housekeeping Charges	

(Signature & Seal of the Contractor)

Date :

Place :

