

Annamalai  **University**

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**TENDER FOR LEASE OF CANTEENS IN ANNAMALAI UNIVERSITY
FOR THE YEAR 2018-19.**

TENDER DOCUMENT

Tender Ref: No. AU/Canteen/ADVT-Tender/01/2018-19

Last date and time for receipt of tender : 10.08.2018 at 11.00 A.M.

Date of opening of tender : 10.08.2018 at 12.00 P.M.

**Registrar
Annamalai University
Annamalainagar, Chidambaram-608 002**

ANNAMALAI UNIVERSITY

A State University accredited with 'A' Grade by NAAC

NOTICE INVITING TENDERS

Sealed tender are invited from reputed & eligible firms under two cover system for lease of 5 Canteens (viz. 1. University Canteen 2. Engineering Canteen 3. Rose Hostel Canteen 4. Golden Jubilee Hostel Canteen) 5. Egmore Study Centre Canteen, Chennai) in Annamalai University during the academic year 2018-2019 separately.

Tender Reference	AU/CANTEEN/ADVT-TENDER /01/2018-19 Date :25-07-2018
Scope of Work	Tender Providing Canteen service for 5 Canteens in Annamalai University for the academic year 2018-2019
Last date and time for receipt of tender	10/08/2018 at 11.00 a.m.
Date, time and venue of opening of tender	10/08/2018 at 12.00 p.m.
Venue	Conference Hall, Golden Jubilee Building, Annamalai University

Tenders should be submitted along with Earnest Money Deposit (EMD) of Rs.25,000/- per tender. Any tenderer participating in more than one tender has to submit a separate tender with EMD for each tender.

The tender forms, other terms and conditions for the above tenders are available on the Annamalai University Website: <http://www.annamalaiuniversity.ac.in>. and www.tenders.tn.gov.in. Any change in the terms and conditions of the tender, time schedule, corrigendum, addendum etc. if any, will be published ONLY in the above website. Tenderers should regularly visit the website and keep themselves updated. University reserves the right to accept or reject any or all tenders without assigning any reason thereof.

**Registrar i/c.
Annamalai University**

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**Tender Conditions and procedure to be abided by the tenderers
(To be read along with Schedules A and B)**

1. INTRODUCTION

- 1.1. This tender is for lease of canteens in Annamalai University at Annamalainagar, Chidambaram.
- 1.2. **Applicability of Tamil Nadu Transparency in Tenders Act and Rules:** This tender will be governed by the Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000 as amended from time to time.

Signature of the Tenderer



Ref:AU/CANTEEN/TENDER/01/2018-19

Dated: 26.07.2018.

NOTICE INVITING TENDERS

Sealed Tenders are invited for leasing out the following canteens in Annamalai University from the reputed firms/organizations with adequate experience in the field of running the canteens.

Sl. No	Name of the Canteen	Tender No.	Area in Sq.ft	Lease amount per month
1.	University Canteen	AU/C/01/2018-19	5188	30000
2.	Engineering Canteen	AU/C/02/2018-19	4832	20000
3.	Rose Hostel	AU/C/03/2018-19	1050	12000
4.	G.J. Hostel Canteen	AU/C/04/2018-19	155	2500
5.	Study Centre Canteen, Egmore, Chennai	AU/C/05/2018-19	847	40000

Sealed Tender should be submitted along with Earnest Money Deposit (EMD). EMD for each tender is Rs. 25,000/- (Rupees twenty five thousand only)

The canteens mentioned in Sl. No. 3 & 4 should be run and maintained only by women.

Tender document may be downloaded from the website of Annamalai University www.annamalaiuniversity.ac.in.

Tender Schedule

a. Last date and time for receipt of tender	10.08.2018 at 11.00 a.m.
b. Date, time and venue of opening of tender	10.08.2018 at 12.00 p.m. Conference Hall, Annamalai University.

Registrar

Signature of the Tenderer

2. ELIGIBILITY CRITERIA

- 2.1. A tenderer will be eligible for tendering only if he satisfies the eligibility criteria as given below:
- 2.2. The tenderer should satisfy any one of the following conditions.
- a) The Tenderer should be an Income Tax assessee. (latest income tax return should be enclosed).
- OR**
- b) The Tenderer should have Tax Index Number (TIN) issued by the commercial tax department of the Government of Tamil Nadu (A copy of the Registration Certificate should be enclosed).
- 2.3. The tenderer should not have been blacklisted or debarred from participating in tenders by any Central / State Government agencies or autonomous bodies or universities/ institutions. (An undertaking to this effect should be furnished as per appendix 3)
- 2.4. **Work Experience:** The tenderer should have at least one year's experience in Running Canteen or restaurant. Documentary evidence such as copy of license or agreement or work order from the concerned institution etc., Should be furnished.
- 2.5. **Financial Standing:** To prove financial capability to undertake the tender, the tenderer should furnish **Banker's Certificate** (in original) as per Appendix-7, **regarding Credit Facility** for an amount of Rs.5.00 lakhs or more from any Nationalized/Scheduled Bank.
- OR**
- The Tenderer can furnish a **Solvency Certificate** from any Nationalized/Scheduled Bank for Rs. 5,00,000/-. Or from Taluk Tahsildar
- OR**
- Tenderer can also furnish demand draft for Rs. 5,00,000/- in lieu of solvency Certificate or Banker's Certificate regarding Credit Facility.
- 2.6. Employees of Annamalai University or their family members are not eligible to participate in the Tender. For this purpose the family includes spouse and children (Under taking to be furnished in this regard as per Appendix 7)

3. COST OF TENDERING

The Tenderer shall bear all costs associated with the preparation and submission of this Tender and the tender accepting authority will in no way be responsible or liable for these costs.

Signature of the Tenderer

4. GENERAL INSTRUCTIONS

4.1. The tenderers are requested to go through the instructions, terms and conditions and specifications given in the tender. Failure to furnish all required information in every aspect will be at the tenderer's risk and may result in the rejection of the tender.

For any queries tenderer may contact **The Registrar, Annamalai University, Annamalainagar, Chidambaram-608 002.**

4.2. Tenderer to Check Tender Documents:

The Tenderer should check the details given in the tender document and obtain his own information on all matters which may in any way affect this tender as no claim for extras for any alleged ignorance in respect thereof shall be entertained. The documents/certificates etc., mentioned anywhere in this tender document including schedules, shall be a part of this tender and the tenderer shall submit the same in the Technical Bid Cover. **In addition to this, the tenderer shall sign and submit one copy of the blank document, including addendum/corrigendum (if any), duly signed and stamped as a token of having read and accepted all the tender conditions.**

4.3. Clarification on the tender

A prospective tenderer requiring any clarification on the tender may request the Office of the Registrar, Annamalai University by a letter or by fax. Registrar, Annamalai University will respond in writing to any request for clarification in the tender.

4.4. Amendments to the Tender

- i. Tender Inviting Authority may amend the tender wherever it is felt that such an amendment is absolutely necessary.
- ii. Amendment to tender may also be given in response to clarifications by prospective tenderers and it is solely the discretion of the Tender Inviting Authority. Any amendment to the tender will be uploaded on the website <http://www.annamalaiuniversity.ac.in>. **It is the responsibility of the tenderer to verify the amendments if any and get the amendment documents before the submission of the tender provided no such change could be effected 48 hours prior to the time fixed for opening of the tender.**

4.6. **The Tender document is not transferable** under any circumstances.

5. EARNEST MONEY DEPOSIT (EMD)

5.1. The tenderer should furnish Earnest Money Deposit (EMD) for a value of **Rs.25,000/-** (Rupees **Twenty five thousand** only) along with the tender by way of Demand Draft/Bankers cheque obtained from any Nationalized/Scheduled Bank and drawn in favour of **"The Registrar, Annamalai University"** payable at **Annamalainagar.**

Signature of the Tenderer

- 5.2. Any tender without the EMD will be considered as NON-RESPONSIVE and will be SUMMARILY REJECTED.
- 5.3. The Tender Inviting Authority will arrange to refund the Earnest Money Deposit to the unsuccessful tenderers after publishing the list of successful tenderers, within a reasonable time.
- 5.5. No interest will be paid on the EMD.
- 5.6. The EMD is liable to be forfeited if:
- i. The Tenderer withdraws his tender at any stage after the last date and time fixed for submitting the tender.
 - ii. The tenderer on becoming successful, fails to furnish the required security deposit or sign the agreement, within the stipulated time limit.

6. TENDER PRICE AND CONTRACT REQUIREMENTS

- 6.1. Tenderer shall not make any changes in the format prescribed in for Price Bid.
- 6.2. While quoting the lease rate, the tenderer should consider all applicable taxes such as VAT and duties on purchases, and any other applicable taxes and duties, levied by the state and central Government or any other authority. **The Tender Inviting Authority/University shall not be responsible for any change in the tax rate during the contract period.**

7. Submission of Tender:

7.1. Due Date for Tender Submission

- i. The tender document duly filled in, signed on all pages shall be submitted in sealed cover to **the Registrar, Annamalai University at his office upto 11.00 AM on 10.08.2018** as per the procedure laid down herein. The tender can be submitted on all working days upto the above closing date.
- ii. The tender inviting authority will not be held responsible for any delay in the receipt of the Bank Draft or any delay in the receipt of the document by the tenderer including loss of the document in transit or delay in obtaining any document / certificate or on any other account. No extension of the date and time for the submission of the documents will be given for any such delay.
- iii. The tender inviting authority may extend the due date for submission of tender by issuing an amendment in which case all the rights and obligations of the Tender Inviting Authority and the Tenderers previously subject to the original due date for submission will then be subject to the new date for submission.

Signature of the Tenderer

- iv. **Any tender received** by the Tender Inviting Authority **after the due date and time will not be considered and will be returned to the tenderer.**

7.2. Procedure for Submission of Tender

- i. Tenderers are advised to go through the tender documents and understand all the provisions and stipulations contained therein before submitting the tender.
- ii. The tender shall be submitted as per the procedures and requirements stipulated herein.
- iii. Tender submitted by telex, cable or fax will not be accepted and will be summarily rejected.
- iv. This tender is based on two-cover system i.e., Technical bid and Financial bid. Therefore the tender shall be submitted in two parts viz., Cover- A and Cover-B. Each part shall be placed in an independent sealed envelope and each part shall be superscribed as follows.

Cover-A

Cover-A	:	“TECHNICAL BID COVER”
NAME OF WORK	:	“TENDER FOR LEASE OF CANTEENS IN ANNAMALAI UNIVERISTY”
TENDER NUMBER	:	
NAME OF THE CANTEEN	:	

Cover-B

Cover-A	:	“PRICE BID COVER”
NAME OF WORK	:	“TENDER FOR LEASE OF CANTEENS IN ANNAMALAI UNIVERISTY”
TENDER NUMBER	:	
NAME OF THE CANTEEN	:	

- v. The contents of each of the two covers shall be as described in the subsequent clauses. For all other references, these covers will be referred to briefly as **“Technical Bid Cover”** and **“Price Bid Cover”**.

Both the covers i.e. Cover-A and Cover-B, shall be placed inside an outer cover and shall be superscribed as follows:

“TENDER FOR LEASE OF CANTEENS IN ANNAMALAI UNIVERISTY”	
TENDER NUMBER	:
NAME OF THE CANTEEN	:

Signature of the Tenderer

- vi. The sealed tender envelope shall be addressed to “**The Registrar, Annamalai University, Annamalainagar, Chidambaram-608 002**”.
- vii. The tender envelope shall carry the name and address of the Tenderer prominently with Phone No/ email ID / and FAX No.
- viii. The Technical Bid Cover (Cover-A) shall contain the following as per the sequence indicated below.

1.	Earnest Money Deposit (EMD) for Rs 25,000/- (Twenty five thousand only) as per Clause- 5 of the Tender document.
2.	Application form for running the canteen in University(Appendix-1)
3.	Statement of prevailing charges for services (Appendix-2)
4.	Letter of Tender cum declaration as per Appendix- 3
5.	Documentary evidence for payment of income tax (latest Income tax return should be furnished) (OR) Documentary evidence of registration with Tamil Nadu State Commercial Tax Department for Tax Index Number (TIN)
6.	Documentary evidence of previous experience
7.	Banker's Certificate regarding Credit Facility as per Appendix-5 (OR) Solvency Certificate (OR) Demand draft
8.	Declaration about family members not working in Annamalai University (Appendix 7)
9.	Certified power of Attorney authorizing a representative of the firm to sign the Tender and all subsequent communication.

In addition to the above, any document or certificates etc., mentioned anywhere in the tender document shall also be a part of the technical tender requirements.

- ix. **Financial Bid (Price Bid 'Cover-B')** shall contain the duly filled in and signed Financial Bid as per appendix-4.

7.3. Signing of the Tender

- i. The tender shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. All pages of the tender shall be signed by the person or persons signing the tender. The tenderer shall enclose a certified copy of the power of attorney authorizing the signatory or signatories to sign the tender document. This certification shall be from the Managing Director or the Legal Manager of the firm.
- ii. The tender shall contain no alterations or additions, except those to comply with instructions issued by the Tender Inviting Authority, or as necessary to correct errors made by the tenderer, in which case such corrections shall be

Signature of the Tenderer

signed by the person or persons signing the tender.

- iii. All the pages in the tender document should be signed by the tenderer, after filling the prices in figures & words.

8. Compliance / Confirmation

The Tenderer should give an undertaking with reference to the Application Form for Running the Canteen in Annamalai University in Appendix – 1 and should also give under taking cum declaration regarding confirming and complying with various terms and conditions in Appendix – 3 “Letter of Tender cum Declaration”

9.1. Tender Opening

- i) Tender will be opened in the presence of the tenderers or their authorized representative who choose to be present and the tender scrutiny committee **on 10.08.2018 at 12.00 P.M. The representative of tenderer who attend the tender opening must produce their identification proof and authorization letter from the companies / tenderer.**
- ii) **Cover-A containing “Technical Bid” shall be opened first.**
- iii) On opening the tender, the details such as name of the tenderer, address, EMD details, etc., will be read out.
- iv) Tenders found without the EMD or with an invalid EMD or insufficient EMD, will be summarily rejected. Unopened tenders will be returned to such tenderers.
- v) On verifying the EMD, the Technical bids will be examined to decide their service suitability for the said work. Tenderers whose Technical bids are not found acceptable will be advised of the same and their sealed covers containing the respective Financial Bids will not be opened. Their EMD will also be returned to them.
- vi) Financial bids of only those tenderers whose Technical bids are qualified, will be opened.

9.2. Process to be Confidential

- i) Information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of contract shall not be disclosed to tenderers or any other persons not officially concerned with such process until the award to the successful tenderer has been announced.
- ii) **Any effort by a tenderer to influence the tender accepting authority, scrutiny / evaluation committee or its members in the processing of tenders or award decisions may result in the rejection of his tender.**

9.3. Criteria for Technical Evaluation (Evaluation of Technical Bid)

- i) The tender accepting authority will determine whether the tenderer has fulfilled all the tender conditions as stipulated in the tender document and whether the tender is substantially responsive or not.
- ii) A responsive tender is one which conforms to all the terms, conditions and

Signature of the Tenderer

specifications of the tender documents without material deviation or reservation. A material deviation or reservation is one:

- a) Which affects in any substantial way the scope, quality or performance of the contract.
 - b) Which in a substantial way is inconsistent with the Tender conditions, the tender accepting authority's rights or the Tenderers obligations under the Contract, or
 - c) Whose rectification would affect unfairly the competitive position of other Tenderers presenting substantially responsive Tenders.
- iii) Tenderers who have not fulfilled the tender conditions shall be a non-responsive tender and will not be taken up for further evaluation and Price bid opening.
 - iv) To assist the examination, evaluation and comparison of Tenders, the tender accepting authority may at its discretion, ask any tenderer for clarification on his Tender. The request for clarification and the response shall be in writing or by fax but no change in the substance of the Tender shall be sought, offered, or permitted.
 - v) When a Tender fails to be responsive, it will be rejected by the tender accepting authority and may not subsequently be made responsive by correction or addition/ withdrawal of the non-conforming deviation or reservation.

9.4. Price Bid Opening

- i) The tender accepting authority will then proceed with opening of **Cover-B**, i.e., "**Price Bid Cover**" of those tenderers whose technical bid has been found substantially responsive. The opening of the "**Price Bid Cover**" will be done in the presence of those tenderers or their representatives who choose to be present. The Tender Inviting Authority will inform such tenderers in advance about the acceptance of their technical tender and the date and time of opening of the "Price Bid Cover".
- ii) On opening of the "Price Bid", the lease amount as quoted by the tenderers will be read out.

9.5. Criteria for Price Bid Evaluation

- i) Tender evaluation will be carried out in accordance with the "Tamilnadu Transparency in Tenders Act, 1998 and Rules 2000".
- ii) In price bid evaluation the following procedures will be adopted.
 - (a) The quoted prices (lease rate) shall be corrected for arithmetical errors.
 - (b) In case of discrepancies between the prices quoted in words and in figures, higher of the two shall be considered.
 - (c) The Tender Accepting Authority may carry out negotiation with the **tenderer quoted highest evaluated lease rate.**

Signature of the Tenderer

10. AWARD OF TENDER

- 10.1.** The award of the tender shall be made strictly in accordance with the "Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000 and no deviation will be made.
- 10.2.** The Tender Accepting Authority has the right to accept any tender and to reject any or all tenders without assigning any reason.
- 10.3.** Notwithstanding anything that is said herein, the tender accepting authority reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders, at any time prior to the award of tender, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers on the grounds for the tender accepting authority's action.

11. NOTIFICATION OF AWARD

- 11.1** The tenderer whose tender has been accepted will be notified by the Tender Accepting Authority, in writing.
- 11.2.** Notification of award will constitute the formation of contract and EMD will be treated as Security Deposit, till Security Deposit is furnished in accordance with the provisions of clause- 12 of this tender document.
- 11.3.** Upon furnishing the security deposit by the successful tenderer or tenderers and upon signing the Agreement, the EMD will be returned to the unsuccessful tenderer within a reasonable time period.

12. SECURITY DEPOSIT

- 12.1.** The successful tender has to **remit** two months lease amount in addition to the Security Deposit of Rs.1,00,000/- (Rupees one lakh only) in the form of Demand Draft obtained from any Nationalized / Scheduled bank and drawn in favour of "the Registrar, Annamalai University" payable at Annamalainagar. The Security Deposit has to be remitted within 10 days of issue of Letter of Acceptance.
- 12.2.** If the successful tenderer fails to remit the security deposit as mentioned in clause 12.1 above, within the above said period, the Earnest Money Deposit paid by him will be forfeited and his tender will be held void and the tender accepting authority shall continue the process with other responsive tenderers as per the Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000. The Tender Inviting Authority also reserves the right to take any other action as deemed necessary against such tenderer.
- 12.3.** No Interest will be paid on the Security Deposit mentioned in Clause 12.1 above.

13. SIGNING THE AGREEMENT

- 13.1.** The successful tenderer shall furnish the required security deposit and execute an agreement (three copies) on a non-judicial stamp paper to the value of Rs.100/- embodying the terms and conditions of the tender within 10 days from the date of acceptance of the tender. The specimen form of agreement is enclosed (**Appendix 6**).
- 13.2.** If the agreement mentioned in Clause 13.1 above is not executed within the
Signature of the Tenderer

prescribed period, the Earnest Money Deposit and Security Deposit of the tenderer are liable to be forfeited.

- 13.3.** The successful tenderer, if fails to execute the agreement within the stipulated period, he will also be liable for all damages arising there from such default including the cost of conducting fresh tenders and the increase in rates if any, in the subsequent tender and shall compensate for all losses sustained by the Government in this regard.

14. TERMINATION OF CONTRACT

14.1. Termination for Default:

- i. The Tender Accepting Authority/University may, without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of 15 days, sent to the Canteen Contractor/Lessee, terminate the contract in whole or part, (i) if the Canteen Contractor/Lessee fails to perform any of the obligation(s) under the contract; or (ii) if the Canteen Contractor/Lessee, in the judgment of the Tender Accepting Authority/University, has engaged in fraudulent and corrupt practices in competing for or in executing the contract.
- ii. In the event the Tender Accepting Authority/University terminates the contract in whole or in part, the Tender Accepting Authority/University may entrust the contract of operating/running canteen to other persons/contractors in such manner and at such rate as deemed appropriate and they shall be liable to the Tender Accepting Authority for loss of revenue suffered by the Tender Accepting Authority in this process. However, the Canteen Contractor/Lessee shall continue the performance of the contract to the extent not terminated.

14.2. Termination for Convenience:

The Tender Accepting Authority/University may be written notice, with a notice period of 15 days sent to the Canteen Contractor/Lessee, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Tender Accepting Authority/University convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

15. Special Conditions

- 15.1.** Adducing reasons like strikes, non-availability of raw material etc. shall not be entertained. **Non-fulfillment of the contract on any grounds** will result in forfeiture of part or whole of Security Deposit /Earnest money deposit amount. **The University also reserves the right to debar such tenderer/ Canteen Contractor/Lessee from future tenders.** Besides this the tenderer will also be liable for all damages arising from such default including the cost of conducting fresh tenders and the decrease in rates in the subsequent tender and shall compensate for all losses sustained by the University in this regard.

- 15.2.** If the Tenderer fails to provide catering services within the stipulated time,

Signature of the Tenderer

the University is at liberty to make alternate arrangement for catering services, from any other source including from any other tenderer who might have quoted lower lease rate, at the risk and cost of the Canteen Contractor/Lessee and in such case the University has every right to recover the cost and impose penalty, besides taking any other action.

16. Visit to Tenderers' Clients:

Complete details of clients of the tenderers must be enclosed with the Technical bid. Clients' addresses, name(s) of contact person(s) with phone numbers must be listed in the enclosure. The Tender Inviting Authority reserves the right to carry out surprise visits to establishments/mess/dining facilities/Canteen serviced currently by the tenderers, and their reports will form valuable input for the short-listing process.

17. Alternative Proposals:

Tenderers shall submit offers that strictly comply with the requirements of the Tender Document. Any alternatives or modifications shall render the respective Tenderers invalid. Offers with conditional rebate will become automatically invalid.

18. Validity of Offer:

18.1. Tenderers shall agree to keep the tender open for sixty (60) days from the due date of submission thereof and not make any modifications in the stated terms and conditions.

18.2. In exceptional circumstances, prior to expiry of the initial time limit as indicated in 18.1 above, the tender inviting authority may request the Tenderer to extend the period of validity for a specified additional period. The request and the Tenderers responses shall be made in writing or by fax. A Tenderer may refuse the request without forfeiting his Earnest Money Deposit. A tenderer agreeing to the request will not be permitted to modify his Tender. However, he shall extend the validity of the Earnest Money Deposit for the period of the extension.

19. Disputes and Jurisdiction:

Any legal disputes arising out of any breach of contract pertaining to this tender process shall be settled in the court of competent jurisdiction located within the **town of Chidambaram** in Tamil Nadu.

20. Schedules:

- a) The Tender schedule highlights the important service conditions to be strictly abided by all tenderers.
- b) **Schedule A** refers to the terms and conditions for lease of canteens in Annamalai University.
- c) **Schedule B** refers to the scope of work.

It is mandatory that all tenderer, must sign and submit these Schedules along with the tender.

Signature of the Tenderer

21. Acknowledgement:

It is hereby acknowledged that we have gone through all the tender document and various conditions mentioned hereunder and we agree to abide by them.

Date:
Place:

Signature of Tenderer
Official seal and address

Signature of the Tenderer

**Schedule A: Terms & Conditions for Lease of Canteens in Annamalai University Office of the Registrar, Annamalai University, Annamalainagar
(To be furnished by all)**

1.	Canteens facilities consisting of kitchens and dining halls, are provided by Annamalai University on as in where is basis.
2.	The University has fixed the menu, quantity / size / volume of each item on the menu and rates at which these items to be supplied based on the prevailing prices. The tenderers should quote their price (lease rate) based on this. The lessee will not be allowed to fix their own prices.
3.	The Lessee shall have to serve each of the items at the rates and quantum as given in the menu and rate chart given schedule – B. Lessee should display the Menu and Rate Chart at the Canteen.
4.	The canteen shall be leased out initially for a period of one year , can be extended, on satisfactory performance and mutual consent for another two years.
5.	University shall provide the following: a) Water for cooking, washing and cleaning at prevailing rates. b) Drinking water (Caterer should arrange for transport of drinking water from Reverse Osmosis (R.O. Plant)). c) Electricity for the exclusive purpose of running the dining facilities at prevailing rates in the University. Every effort must be exercised by the caterer to minimize electricity and water usage. Refer Appendix -2 for charges payable for services.
6.	Procurement of the items, raw materials required for performing the contract is the responsibility of the caterer with the approval of the University. Indicative list of the items to be procured by the contractor is as below: a) First quality vegetables, fruits, provisions, dairy products, protein/meat etc. b) Cooking gas c) The caterer has to make their own arrangements for procuring utensils, other than the utensils available in the hostel. University will not supply any such required items to the caterer. d) Caterers should not use any artificial colour, preservatives and other harmful chemical additives (say, for example, mono-sodium glutamate) in any of the dishes or even store them in the canteens premises. The above list is only indicative and not exhaustive.
7.	Successful tenderer has to deposit the two months lease amount in addition to a sum of Rs 1,00,000/- (one lakh only) towards security deposit which shall be returned, without any interest there of, after expiry of term.
8.	The security deposit shall be forfeited a) If discontinue to run the canteen during agreed term without proper notice. b) If not following the terms and conditions as stated in agreement. c) If any problem crop up in connection with food quality, legal problem etc., of local government.
9.	The electricity charges should be paid by the Lessee by 5 th of every month as per the demand notice issued by the office of the Engineering Section.
10	The premises of the canteen should be kept clean and tidy on daily basis and the Lessee shall be fully responsible for the maintenance of hygiene as per the standards required by the Municipal / Health Department.
11.	Responsibility and safeguard of the canteen (University property) shall be with

Signature of the Tenderer

	Lessee. Damage to the University canteen property will be recovered from security deposit of lessee.
12.	University will not provide any additional facilities to the canteen, other than the existing.
13.	The canteen premises (inside and outside) should not be used for any other purposes except for running the canteen.
14.	The Lessee should not transfer / sublet the management to any other individual or agency. The manager / representative of the Lessee of the canteen should be present at the premises and supervise the day to day affairs of running of canteen and shall not give scope for any complaints either from students/staff or customers.
15.	The canteen should be run in the name of University Canteen , and other name should not be used. The walls and surroundings of the canteen should not be used for paintings/advertisement. stay of unauthorized persons beyond canteen hours or indulging in anti social activities shall be viewed seriously and proper action will be initiated, in such cases.
16.	The authorized University officials shall have every right to inspect the canteen without any notice and take appropriate action.
17.	The Canteen Proprietor (Lessee) should not cater items which are not approved. As per govt. guidelines, cigirates, pan & Gutka etc., are strictly prohibited
18.	In case of violation of terms & conditions, the University may take appropriate action and/or terminate the agreement, including the forfeiture of Security Deposit.
19.	The canteen should not be kept closed for more than three days without any reasonable cause.
20.	The canteen should run during the timings from 8.00 A.M. to 8.00 P.M.
21.	The either parties shall have the right to terminate the lease by giving two months notice if it feels necessary to do so.
22.	The Lessee should execute an agreement bond in the prescribed proforma on Rs.100/- non judicial stamped paper to be borne by the lessee. <ol style="list-style-type: none"> 1. declare that will abide by the terms & conditions stated above 2. abide by the conditions that may be stipulated during the period of lease. 3. held responsible for any damage caused to the University property and will abide by the decision of University.
23.	Decision of the Annamalai University is final in awarding the contracts.
24.	The Lessee (Canteen Contractor) has to obtain FSSAI (Food Safety and Standards Authority of India) license within 90 days of executing the contract agreement.
25.	The Annamalai university reserves the right to review and modify the terms and conditions, periodically.

Signature of Tenderer
Official seal and address

Signature of the Tenderer

Schedule B: Scope of work

Office of the Registrar, Annamalai University, Annamalainagar

1. Scope of work

The tender is for lease of Canteens in Annamalai University indicated below in Table: 1

Table- 1: List of the Canteens with Area and Tender No.

Sl. No	Name of the Canteen	Tender No.	Area in Sq.ft
1.	University Canteen	AU/C/01/2018-19	5188
2.	Engineering Canteen	AU/C/02/2018-19	4832
3.	Rose Hostel	AU/C/03/2018-19	1050
4.	G.J. Hostel Canteen	AU/C/04/2018-19	155
5.	Study Centre Canteen, Egmore, Chennai	AU/C/05/2018-19	847

Annamalai University reserves the right to assign any one or more of the Canteens based on availability/requirement. The tenderer shall visit these facilities and ascertain the available infrastructure before submitting the Tender. Any additional requirements, necessary for efficient services must be provided by the lessee without any extra charges.

Table- 2: Statement of items that are to be served at the rates at which they are to be served and the quantum that should be maintained

Sl No	ITEM	QUANTITY	RATE Rs.
1.	Idly with sambar & chutney	2 pieces (150 gms)	10.00
2.	Rava/Atta Upma with chutney / Kitchadi with chutney	1 plate (150 gms)	15.00
3.	Poori (2) with masala	2 Nos (150 gms)	15.00
4.	Poori (3) with Sambar	3 Nos (225 gms)	20.00
5.	Masala Dosa with sambar & chutney	150 gms	20.00
6.	Dosai with sambar & chutney	120 gms	15.00
7.	Pongal with sambar & chutney	150 gms	15.00
8.	Vadai with Sambar	1 No	8.00
9.	Tea	100 ml	5.00
10.	Coffee (instant)	100 ml	8.00

Signature of the Tenderer

11.	Coffee (filter)	100 ml	10.00
12.	Milk	150 ml	10.00
13.	Bournvita/Horlicks	150 ml	15.00
14.	Plate meals (vegetarian) with: 1 plate rice (250 gms) Sambar, Rasam, Kuttu, Porial, Appalam, Pickle, Curd		35.00
	Extra Rice	100 gms	10.00
15.	Veg Biryani with Raitha	200 gms	20.00
16.	Tomato Rice with Raitha	200 gms	20.00
17.	Sambar Rice with Applam	200 gms	20.00
18.	Curd Rice with pickle	200 gms	15.00
19.	Lemon Rice with chutney	200 gms	20.00
20.	Methu vadai	1 No (60 gms)	6.00
21.	Masal vadai	1 No (60 gms)	6.00
22.	Bajji	2 No (100 gms)	10.00
23.	Mysore Bonda	1 No (60 gms)	6.00
24.	Rava Dosa with Sambar/ chutney	120 gms	20.00
25.	Uthappam with Sambar/ chutney	120 gms	15.00
26.	Onion Uthappam/ Veg Uthappam	150 gms	20.00
27.	Parota	150 gms	20.00
28.	Chapati with Kuruma	1 No (75 gms)	10.00
29.	Cool drinks / Water Bottles	MRP.	
30.	Lemon Juice	150 ml	10.00
31.	Fresh Juice	150 ml	20.00
32.	Samosa	1 No (50 gm)	5.00

Rates are including tax.

Note :

1. The above rates are applicable for the entire contract period mentioned in the document.
2. The tender should cater to any minor modifications in the menu items as requested by the students and approved by the Canteen Monitoring Committee without any additional cost.
3. The Tender should also include additional items in the menu as decided by the University price for such items will be decided based on the price of similar items on the existing menu list
4. Tenderer should also abide by the decision of the University and terms and conditions mentioned in the schedules.

Signature of the Tenderer

Signature of the Tenderer with seal

Signature of the Tenderer

Appendix – 1

APPLICATION FORM FOR RUNNING THE CANTEEN IN
ANNAMALAI UNIVERSITY

Applicant's
latest
passport size
photograph
to be affixed

S.No.		
1	Name of the Applicant:	
2.	Name of the Father / Spouse:	
3.	Date of Birth :	
4.	Permanent Address:	
	Address for Correspondence:	
5.	Phone	Mobile Phone:
6.	Earnest Money Deposit: Rs. 25,000 (Twenty Five thousand only) refundable without interest.	
	D.D.No. _____	Bank Name _____
		Date _____
7.	Previous experience if any (a separate sheet indicating the details may be enclosed)	
8.	Details of registration / liecense (attach copies of the same)	
9.	Bankers certificate regarding credit facility or solvency certificate Or Demand Draft	

Further, I assure that I will abide by the technical and commercial terms and conditions of the tender and also other rules and regulations of the Annamalai University.

Date: _____

Tenderer's Signature with Seal _____

Signature of the Tenderer

Appendix – 2**Statement of prevailing charges for services (subject to revision)**

- 1) **Water charges**
Rs. 1000/- per month per canteen
- 2) **Electricity charges**
(a) Usage of electricity for kitchen and Dining is chargeable (as per Annamalai University prevailing rate at present Rs.11.00/- per unit).

I/We agree to the above terms and conditions specified.

Tenderer's Signature with Seal

Signature of the Tenderer

TENDER FOR LEASE OF CANTEENS IN ANNAMALAI UNIVERSITY

LETTER OF TENDER CUM DECLARATION

To

The Registrar,
Annamalai University,
Annamalai Nagar,
Chidambaram – 608 002.

Sir,

Sub: Tender for lease of canteens in Annamalai University for the year 2018-19.

I / We, the undersigned do hereby tender and undertake to provide catering services in (enter the name of Canteen) as described or intimated in the various schedules hereto annexed and the specifications thereto (which have been produced to and carefully examined by us) in strict accordance with and subject to the terms, provisions and conditions set forth or mentioned in the said schedules, specifications and appendices .

2) I / We have gone through the instructions in the tender and carefully read all the conditions of tender and agree to abide by all the conditions mentioned there in.

3) I / We hereby state that I/we have remitted Rs.25,000/- (Rupees Twenty Five thousand only) in the form of Demand Draft/Bankers Cheque No. ----- Dated : ----- drawn on ----- Bank ----- -----Branch, in favour of the Registrar, Annamalai University as Earnest Money Deposit and agree to have it forfeited to the Annamalai University in case of my / our failure to undertake the contract for the items accepted by the Tender Accepting Authority.

4) I / We hereby certify that the lease amount quoted in this tender is final and I / We will not come forward for any revision or alteration in lease amount quoted subsequently due to hike in prices or any other reasons. However I / We are aware of the right of the Tender Inviting Authority to negotiate with the tenderer quoted highest evaluated lease amount.

5) I / We confirm that our Tender is in conformity with the technical specifications and commercial terms & conditions as stipulated in the Tender Document and without any deviations whatsoever. I am / We are aware that our Tender is liable for disqualification in the event of technical and commercial deviations observed by the Tender Accepting

Signature of the Tenderer

Authority at a later date during the process of evaluation of our Tender.

6) I / We further declare that the information and documents furnished in the Tender submitted by us are correct and genuine. I am / we are aware of the Tender Inviting Authority's right to forfeit the Earnest Money Deposit and / or Security Deposit and blacklisting me / us if, any information furnished by us proved to be false at the time of inspection and not complying with the tender conditions.

7) I / We state that I /We have not been blacklisted or debarred from participating tenders by an Central / State Government agencies or autonomous bodies or Universities / institutions.

8) In the event of my / our tender becoming successful, I / We undertake and agree to forward to the Registrar, Annamalai University in (10) ten days, after the notification of the acceptance of this Tender has been received by us, the Security Deposit as demanded in the form and manner required as security for the due fulfillment of our Contract.

9) We undertake and agree that we will not withdraw this Tender during the period that will be required for intimation of acceptance or non-acceptance as stipulated in clause 11 of the Tender document. If I / we do so withdraw, I / we shall forfeit the Earnest Money Deposit to Annamalai University. I / We agree to execute at our cost the Agreement in (10) ten days after the notification of the acceptance of our Tender has been received by us. In the event of our failing to make the Security Deposit or to execute the Agreement in the said manner, the Earnest Money Deposit accompanying this Tender shall be forfeited to the Annamalai University and this concluded Contract shall in such case be considered as having been cancelled or terminated and I / we agree to be liable, irrespective of the forfeiture aforesaid for all damages, losses, costs, charges and expenses arising from or by reason of such failure and arrangements.

As witness our hand this.....day of.....of 2018.

Signature of the Tenderer :

Name &Address :

Company Seal :

Signature of the Tenderer

Appendix – 4

Format for Financial Bid (to be typed in the letterhead of the firm)
Financial Bid

To

The Registrar,
Annamalai University,
Annamalainagar 608002

Dear Sir

Sub: Lease of Canteens in the Annmalai University

In response to your advertisement for “**Lease of Canteens in Annamalai University**”, we submit herewith our Financial bid.

Name of the Canteen		
Tender Ref. No.		
Lease Amount per month in Rs.	In figure :	
	In Words:	

Date:

Signature of the Tenderer with seal

Signature of the Tenderer

Appendix – 5**TENDER FOR LEASE OF UNIVERSITY CANTEEN IN ANNAMALAI UNIVERSITY****BANK CERTIFICATE REGARDING CREDIT FACILITY**

This is to certify that Mr./Mrs. or M/s..... is a reputed person / company with a good financial standing. If the lease is given for running the CANTEENS in the **Annamalai University for the year 2018-19 (Tender Ref. No.....)** for the above person / firm, we will be able to provide overdraft/credit facility to them for Rs./- (Rupeesonly) to meet their working capital requirement for executing the above contract.

Date :

Signature and Designation of the
Authorized Officer.

Place :

Name and Address of the Bank.

Signature of the Tenderer

FORMAT OF CONTRACT AGREEMENT

The Form of Agreement will be supplied at the time of awarding the Lease.

Signature of the Tenderer

Appendix – 7**Declaration about family members working in Annamalai University**

I..... do hereby declare that neither myself nor any of my family members (as defined in tender conditions) are employees of the Annamalai University.

I am aware that in event of wrong declaration tender submitted by me is liable to be rejected summarily.

(Tenderer)

Name:

Signature of the Tenderer