



**Annamalainagar, Chidambaram-608 002**

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**TENDER FOR PROVIDING CATERING SERVICES IN UNIVERSITY HOSTELS  
FOR THE PERIOD FROM JULY 2019 TO JUNE 2020**

**TENDER DOCUMENT**

**Tender Ref: No: LS/ADVT-TENDER/02/2019-2020**

**Last date and time for receipt of tender : 25.06.2019 at 11.00 AM**

**Date of opening of tender (Technical Bid) : 25.06.2019 at 11.30 AM**

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

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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 AND TENDER NOTIFICATION**

1.1. This tender is for providing catering services for the hostel inmates (students) in Annamalai University at Annamalainagar 608 002, Chidambaram for the academic year 2019-2020.

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 and as amended from time to time.

Signature of the Tenderer

## 1.3 Tender Notification.

# ANNAMALAI UNIVERSITY

Accredited with 'A' Grade by NAAC

## NOTICE INVITING TENDERS

**Sealed tender is invited from reputed & eligible firms under two cover system for providing catering services for the students staying in TSANS hostel during the academic year 2019-2020 separately.**

Tender Reference	LS/ADVT-TENDER/02/2019-20 Date : 18-06-2019
Scope of Work during	Providing catering services to the students staying in <b>TSANS Hostel</b> the academic year 2019-2020
Last date and time for receipt of tender	25/06/2019 at 11.00 am.
Date and time for opening of tender	25/06/2019 at 11.30 am.
Venue	Conference Hall, Golden Jubilee Building, Annamalai University

**Sealed tender should be submitted along with Earnest Money Deposit (EMD) of Rs.50,000/- 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 Websites: <http://www.annamalaiuniversity.ac.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

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. (a) The tenderer should be an Income Tax assessee. (I.T Returns filed for the past two financial years should be enclosed)  
 (b) The Tenderer should have a valid GST Number issued by the competent authority ( A copy of the Registration Certificate should be enclosed)  
 (c) The Tenderer should possess valid EPF registration.
- 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)
- 2.4. **Work Experience:**  
 (i) The tenderer should be providing satisfactory catering services for the **current calendar year**.  
 (ii) At least **TWO** years continuously for at least 200 persons in any hostel, mess, canteen etc. in last **FIVE** years. (Documentary evidence and client's certificate 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 lakhs OR from the Taluk Head Quarter Tahsildar ( Solvency certificate issued one year prior to the date of Tender opening will not be considered)
- 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 9)

## 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.

## 4. GENERAL INSTRUCTIONS

- 4.1 **A tenderer can bid for a maximum of two tenders.** However such tenderers have to submit a separate tender. Further, Earnest Money Deposit (EMD) and Banker's Certificate or Solvency Certificate also has to be submitted separately for each tender.

Such tenderer has to satisfy the Financial Standing criteria as stipulated in para 2.5 above cumulatively.

**Illustration:** If a tenderer is bidding for two tenders, he has to furnish Bankers' Certificate or Solvency Certificate for Rs.10.00 lakhs.

Signature of the Tenderer

- 4.2 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.**

**4.3. Tenderer to Check Tender Documents:**

The Tenderer should check the menu and other details shown in the tender documents 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, wherever applicable 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.**

**4.4. 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.

**4.5. Amendments to the Tender**

- i. The 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 to the website <http://www.annamalaiuniversity.ac.in>. **It is the responsibility of the tenderer to verify the amendments, if any, and get the amended 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.50,000/-** (Rupees **fifty thousand** only) along with the tender by way of Demand Draft obtained from any Nationalized/ Scheduled Bank and drawn in favour of **"The Registrar, Annamalai University"** payable at **Annamalainagar.**
- 5.2. Any tenderer bidding for more than one tender should submit separate EMD for each tender.

Signature of the Tenderer

- 5.3. Any tender without the EMD will be considered as NON-RESPONSIVE and will be SUMMARILY REJECTED. Photo/Fax copies of the Demand Draft/Cheque/FD's will not be accepted.
- 5.4. 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. Tenderers are required to fill up the rate quoted and other details in the format prescribed for Price Bid (Appendix-5). Corrections, if any, shall be made out by crossing out, rewriting, signing and indicating the date.
- 6.2. Tenderer shall not make any changes in the format prescribed in for Price Bid.
- 6.3. **The quote should include** all applicable taxes such as **GST** and duties on purchases, and any other applicable taxes and duties, levied by the state and central Government or any other authority. **The purchaser shall not be responsible for any change in the tax rate during the contract period. This is the responsibility of the tenderers to ascertain the various types of taxes payable**
- 6.4. The rates should not be altered or overwritten. The rates quoted shall always be both in figures and in words.
- 6.5. The rates furnished in schedule of prices with any conditions, stipulations, Force Majeure etc., will not be accepted and such tenders will be summarily rejected.
- 6.6. The rate quoted in the tender shall be firm and fixed during the contract period and shall be valid for a period of **one year i.e. from 1<sup>st</sup> July, 2019 to 30<sup>th</sup> June, 2020.**

## 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 a sealed cover to **the Registrar, Annamalai University at his office up to 25/06/2019 at 11.00 A.M** as per the procedure laid down herein. The tender can be submitted on all working days upto the above closing date. In the event of this day being declared as a holiday, the tenders can be submitted up to 11.00 A.M. on the following working day.

Signature of the Tenderer

- 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.
- 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 superscripted as follows.  
**Cover-A : "TECHNICAL BID COVER"**  
**NAME OF WORK : "TENDER FOR PROVIDING CATERING SERVICES IN HOSTELS FOR THE YEAR 2019-2020"**  
**TENDER NUMBER :**
- Cover-B : "PRICE BID COVER"**  
**NAME OF WORK : "TENDER FOR PROVIDING CATERING SERVICES IN HOSTELS FOR THE YEAR 2019-2020"**  
**TENDER NUMBER :**
- 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 PROVIDING CATERING SERVICES IN HOSTELS FOR THE YEAR 2019-2020"**

Signature of the Tenderer



**TENDER NUMBER :**

**Note: If a Tenderer is bidding for more than one Tender, the separate outer cover should be used for placing Cover 'A' and Cover 'B' of each Tender**

- 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 50,000/- (Fifty thousand only) as per Clause-5 of the Tender document.
2.	Basic Technical Details as per Appendix-1 with documentary evidence.
	<ul style="list-style-type: none"> <li>a) Proof for payment of income tax (Income tax returns filed should be enclosed)</li> <li>b) Documentary evidence of registration of Goods and Service Tax (GST)</li> <li>c) Valid EPF registration</li> </ul>
	b) Documentary evidence of previous experience
	c) Banker's Certificate regarding Credit Facility as per Appendix-7 <b>(OR)</b> Solvency Certificate.
3.	Letter of Tender as per Appendix-6.
4.	Statement of prevailing charges for services (Appendix-2)
5.	Model feedback form (Appendix-3)
6.	Statement of Minimum staff requirement (Appendix-4)
7.	Certified Power of Attorney authorizing a representative of the firm to sign the Tender and all subsequent communication.
8.	Proof for residential address as mentioned in Appendix-1
9.	A blank copy of the Tender document, including Schedule-A, Schedule-B and all Appendices, with all pages duly signed by the authorized signatory of the Tenderer and stamped with the company seal, should be submitted as a proof of having read, understood and accepted the tender conditions.

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) The **Price Bid Cover (Cover-B)** shall contain the Financial bid indicating the details of the rate for each item the caterers are willing to quote and operate with for the entire tender period. The format to be used for the quote is given in **Appendix 5 – Financial bid**.
- x) The tenderer shall use the schedule of price as given in the tender document and shall not carry out any alteration in the format. The tenderer shall not enclose any other document or statement that will influence the price. In such an event, the tender inviting authority shall summarily reject the tender.

**7.3. Signing of the Tender**

- i) The tender shall be signed by a person or persons duly authorized to sign on

Signature of the Tenderer

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 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 Basic Technical Details. (Appendix-I), Terms & Conditions for running the dining facility (Schedule – A), and Scope of Work and Details of menu (Schedule – B) must be included in the tender bid/offer.

### 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 at **25/06/2019 at 11.30 A.M. The representative of tenderer who attend the tender opening must produce their identification proof and authorization letter from the companies / tenderer.**
- ii) In the event of the specified date of Tender opening is declared a holiday, the tenders will be opened at the same time on the next working day.
- iii) **Cover-A containing “Technical Bid” shall be opened first.**
- iv) On opening the tender, the details such as name of the tenderer, address, EMD details, etc., will be read out.
- v) 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.
- vi) 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.
- vii) **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.**

Signature of the Tenderer

### 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 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) Technically accepted tenders only will be considered for the evaluation.
- ii) 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 the opening of the "Price Bid Cover".
- iii) On opening of the "Price Bid", the price 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 shall be corrected for arithmetical errors.
  - (b) In case of discrepancies between the prices quoted in words and in figures, the lower of the two shall be considered.
  - (c) The Tender Accepting Authority may carry out negotiation with the lowest evaluated tenderer (L1) which is inclusive of applicable taxes like **GST**.

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.
- 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 tenderers or any obligation to inform the 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 the 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 tenderer will be required to furnish security deposit of 2% of the total tender value within 15 days from the date of receipt of the communication intimating the acceptance of tender. This deposit should be in the form of Demand Draft obtained from **any Nationalized/ Scheduled Bank** and drawn in favour of “**The Registrar, Annamalai University**” payable at **Annamalainagar**.
- 12.2. If the successful tenderer fails to remit the security deposit 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 15 days from the date of acceptance of the tender. The specimen form of agreement is enclosed (**Appendix 8**).
- 13.2. If the agreement mentioned in Clause 13.1 above is not executed in the prescribed period, the Earnest Money Deposit and Security Deposit of the tenderer are liable to be forfeited.

Signature of the Tenderer

**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. VALITIDITY OF THE CONTRACT**

The Contract shall be valid for one year. It shall be mandatory for the supplier to provide food in the allotted mess for the contract period as per the terms and conditions of this Tender.

**15. TERMINATION OF CONTRACT**

**15.1. Termination for Default:**

i. The Purchaser 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 Supplier, terminate the contract in whole or part, (i) if the Supplier fails to perform any of the obligation(s) under the contract; or (ii) if the Supplier, in the judgment of the Purchaser, has engaged in fraudulent and corrupt practices in competing for or in executing the contract.

ii. In the event the Purchaser terminates the contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, the goods and services similar to those delivered and the Supplier shall be liable to the Purchaser for any additional costs for such similar goods. However, the Supplier shall continue the performance of the contract to the extent not terminated.

**15.2. Termination for Convenience:**

The Purchaser may be written notice, with a notice period of 30 days sent to the Supplier, 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 Purchaser's convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

**16. Special Conditions**

**16.1.** 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 Tender Accepting Authority also reserves the right to debar such tenderer/supplier 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 increase in rates in the subsequent tender and shall compensate for all losses sustained by the University/ Tender Accepting Authority in this regard.

**16.2.** If the Tenderer fails to provide catering services within the stipulated time, the purchaser is at liberty to make alternate arrangement for catering services, from any other source, including from any other tenderer who might have

Signature of the Tenderer

quoted higher rate, at the risk and cost of the supplier and in such case the purchaser has every right to recover the cost and impose penalties, besides taking any other action.

**17. 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 serviced currently by the tenderer, and their reports will form valuable input for the short listing process.

**18. Daily Rate:**

**18.1** The Financial bid must include price quoted as the Daily Rate per student for the specified basic menu and prices for extra items as indicated in the price bid format. All prices quoted by the tenderers should be inclusive of taxes and service charges, as levied by Central and State Governments.

**18.2. Rate of extra items**

The tenderer should also give the prices of the extra items as per schedule in Appendix-5.

**19. 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.

**20. Validity of Offer:**

**20.1.** 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.

**20.2.** In exceptional circumstances, prior to expiry of the initial time limit as indicated in 20.1 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.

**21. 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.

**22. 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 providing catering services at Annamalai University.

Signature of the Tenderer

- c) **Schedule B** refers to the scope of work and brief description of the menu to be served.

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

**23. Payment to the Caterer:**

- 23.1 The daily rate quoted shall include all costs such as wages, fuel, provisions, vegetables, fruits and milk of good quality, transportation, loading unloading, storage, waste disposal charges, applicable taxes, levies and duties charged by the state and central Governments etc. Payment will be made for the number of students allotted to the particular mess.
- 23.2 The University will pay to the caterer an amount equal to 100% of each month's bill within 15 days from the date of submission of the bill by the Caterer to the Hostel Office subject to the performance evaluation of the caterer as per the Appendix-3.
- 23.3 Payment will be made through RTGS/ ECS. The supplier has to provide the details of Bank Account at the time of executing the agreement

**24. Performance Evaluation:**

The performance of the services provided by the supplier shall be monitored by the Warden and the Hostel committee (HC) through inspections and by obtaining feedback from the students. In case of deficiency in service, penalty will be levied while making payment. In performance evaluation 50 % Weightage will be given to the feedback from students, 30 % Weightage to the evaluation by the Hostel committee and 20 % Weightage to the Warden's evaluation. Refer Appendix-3 for details

**25. Acknowledgement:**

**It is hereby acknowledged that we have gone through all the Schedules as well as the conditions mentioned above 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 running catering facilities  
Office of the Registrar, Annamalai University, Annamalainagar  
(To be furnished by all)**

1.	Mess facilities consisting of kitchens and dining halls on as is basis, are provided by Annamalai University. The caterer has to arrange for cooking food in kitchen(s), and serve it in dining halls. Prospective caterer(s) may inspect available facilities with prior appointment. Gas alone should be used for cooking
2.	Morning Coffee/Milk , Breakfast, Lunch, Evening tea & Snacks and Dinner have to be served as per the menu, furnished in Schedule-B.
3.	<u>DINING TIMINGS</u> Morning Coffee/Milk 06:00 – 07:00 Hrs. Breakfast - 07:30 – 09:30 Hrs. Lunch - 12:00 – 14:00 Hrs. Evening Tea/Snacks 16.30 - 17:30 Hrs. Dinner - 19:30 - 21:15 Hrs.
4.	Type of service: Serving in the Dining Hall Drinking water should be provided by using ever silver container regularly ( 10 ever Silver Jugs for every 100 students)
5.	For Menu, refer Schedule B Providing the food items as per the menu is mandatory. If any Change of Menu arises due to unavoidable circumstances, The supplier should get prior approval from the concerned Warden of the Hostel, failing which a penalty of 1% of the monthly mess Bill will be levied in addition to the penalty, if any, levied for poor performance.
6.	The 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. <b>Refer Appendix -2 for charges payable for services.</b>
7.	Procurement of the items required for performing the contract is the responsibility of the caterer with the approval of the Hostel Management. An 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. Hostel Management will not supply any such required items to the caterer. d) Caterers should not use any artificial colors, preservatives and other harmful chemical additives (say, for example, mono-sodium glutamite) in any of the dishes or even store them in the mess premises. e) Grinder in working condition will be provided. <b>It will be the duty of tenderer to maintain it and return in working condition after the contract period.</b> f) Weighing balance -1 kg capacity (to measure Menu items and Extra items) <b>The above list is only indicative and not exhaustive.</b>

Signature of the Tenderer



8.	The caterer shall use best quality resources/material for preparing food. The Caterer shall submit at least three samples for each item and the Hostel Management shall approve the samples for cooking after its inspection. Hostel Management reserves the right to check the raw materials used for cooking and the cooking process for compliance with the approved list.
9.	The Caterer should be solely responsible for the arrangements of gas refills, and their safety and supply of milk from own resources. The caterer should take care of any repair of Motor, Gas stove and fittings, Grinder etc. at their own cost
10.	<p>The following shall be the responsibilities of the caterer regarding hygiene and sanitation:</p> <ul style="list-style-type: none"> <li>a) High standards of hygiene and sanitation should be maintained. Compliance to the hygiene standards will be checked periodically. Non compliance to hygiene standards will be a sufficient ground to terminate the contract.</li> <li>b) Cleaning and washing of plates, cutleries and utensils</li> <li>c) Cleaning and maintenance of kitchen equipment</li> <li>d) Keeping the Kitchen, Dining hall, mess premises and surroundings neat, clean and hygienic</li> <li>e) Periodic fumigation in addition to as and when required</li> <li>f) Keeping the Student's hand wash premises and surrounding, neat, clean and hygienic (Thrice in a day, i.e. after every Tiffin /Meal /Dinner)</li> </ul>
11	Caterer's performance will be monitored on a regular basis through Hostel Committee (HC). Meetings of the HC, scheduled on 15 <sup>th</sup> of every month should be attended by the caterers themselves and not by their deputed Managers. All recommendations made by the HC shall be notified to the caterer which should be strictly complied with. Noncompliance with menu and serving unhygienic food can result in instant monetary fine/termination of the contract ( <b>see Appendix-3</b> )
12.	The daily rate quoted per student for the menu items in the mess and for extra items should be inclusive of all taxes and charges, as levied by the Central and State Governments. Hostel Management will not pay any additional charges to the caterers.
13.	The rates stipulated in the contract should remain valid for a minimum period of one year with effect from <b>1<sup>st</sup> July 2019 or the date of award of contract, whichever is later.</b>
14.	Food cooked in the dining facility should not be served in other places inside / outside the campus. The Caterer shall not serve food that is prepared/cooked elsewhere outside the dining facility. Raw material stored in the Mess should be used exclusively for the student dining facilities in the <b>University</b> .
15.	When circumstances warrant, the Caterer shall cater to an additional number of students/staff members, as requested by the <b>University</b> at short notice.
16.	The Caterer shall not assign, sublet or part with the possession of the licensed premises and properties of the <b>University</b> therein or any part thereof under any circumstances.
17.	On expiry/termination of the contract, the Caterer must vacate the licensed premises. All fixtures, furniture, etc. Which are properties of <b>the University</b> should be handed over to the <b>University</b> in good and tenable conditions. Cost of repair charges for mishandling and willful damage (except normal wear and tear) will be deducted from the caution deposit.

Signature of the Tenderer

18.	The caterer shall not construct or make any structural alterations or install additional fittings inside the premises of the work place without prior written approval from the <b>University</b> .
19.	The contractor has to pay a monthly rent at the rate of 1% of the monthly mess bill (p.m.) which will be deducted from the running mess bill of the contractor every month.
20.	The contractor has to pay a monthly rent of Rs.5,000/- for using the utensils provided by the University.
21.	The selected Tenderer shall start the dining facility on <b>1<sup>st</sup> July 2019</b> or any other date as decided by the <b>Annamalai University</b> .
22.	During vacation periods of <b>Annamalai University</b> , the University may decide to reduce the strength of each mess or to close the dining facilities totally with advance intimation to the caterer.
23.	Minimum staff strength in each category shall be as per <b>Appendix-4</b> . Based on the periodic inspection and other requirements, the <b>University</b> reserves the right to instruct the caterer for increasing their service staff strength.
24.	The staff engaged for serving food in the dining hall in the case of the messes in Women's Hostel shall be female only.
25.	Employment of child labour, defined as per relevant laws is strictly prohibited. The caterer shall maintain a register with name, age, photo and address of all their employees working at <b>Annamalai University</b> premises. The caterer must report any changes in their list of employees to the <b>University</b> immediately. The caterer shall arrange security pass to all his employees from the security section of <b>Annamalai University</b> . The caterer should submit the duly signed current list of their employees with name, age and address at the time of submitting their Mess bill every month in the format prescribed by the University
26.	No employee must stay in the premises of <b>Annamalai University Hostels</b> after working hours. Necessary permission in writing should be obtained by the caterer for the overnight stay of their employees in the campus at times of exigencies.
27.	The employees of the caterer should wear uniform and display their ID cards. They should wear necessary hand gloves and cap/hair net in the kitchen and service areas. All the employees, posted at <b>Annamalai University Hostels</b> should undergo a medical examination once in every six months at the <b>University Hospital</b> to evaluate their physical and hygiene fitness. Any tests/vaccines administered, as deemed fit by the <b>University</b> hospital, including a nominal fee for medical examination, should be borne by the Caterer. The Caterer should ensure that all of their employees are free of communicable diseases. Medical Certificates to this effect should be submitted to the <b>University</b> before the start of the mess services. Any subsequent changes should also be brought to the immediate attention of the <b>University</b> .
28.	The Caterer shall be responsible for the proper conduct and behavior of the employees engaged.
29.	Smoking, consumption/distribution of alcohol, use of pan and gutka by the employees is strictly prohibited in the <b>Annamalai University Campus</b> .
30.	All expenses related to the functioning of the employees engaged by the Caterer shall be in the scope of the Caterer.
31.	<b>The Caterer is solely responsible for the payment of minimum wages, ESI and EPF for their employees as per the Government of Tamil Nadu and Gol norms</b> as applicable and should meet any other statutory and non-statutory benefits/obligations. The record of duty hours and pay structure should be maintained as per rules for inspection by the Government authorities.

Signature of the Tenderer

32.	The Caterer should get the <b>FSSAI certificate</b> from the concerned authority within two months of date of awarding the contract and should be displayed visibly. Only Two months Bill will be cleared. Subsequent bills will be cleared only after getting FSSAI certificate
33.	Periodic cleaning of fixtures (including lights, fans and other kitchen equipments) shall be carried out by the Caterer.
34.	Waste disposal is the responsibility of the Caterer. Non compliance of waste disposal will invite penalty. Caterers, under no circumstances shall dispose plastic and food waste into the drainage.
35.	Serving of extras in the mess is only through the Token system. No sales against payment of cash should be entertained.
36.	While accepting the offer, the Caterer needs to execute an agreement accepting the terms and conditions for running the dining facility, as listed in this schedule.
37.	The number of students mentioned in the schedule-B is indicative only. This number may increase or decrease depending upon the admission of the students in the Hostels.
38.	Decision of the <b>Annamalai University</b> is final in awarding the contracts.
39.	The University reserves the right to terminate the contract either in part or in full, for violation of any of the terms and conditions besides levying additional penalty
40.	The <b>Annamalai university</b> also reserves the right to review and modify the terms and conditions, periodically.
41.	The maximum penalty shall not exceed 10 % of the monthly mess bill.

Signature of Tenderer  
Official seal and address

Signature of the Tenderer

**Schedule B: Scope of work and brief details of menu**  
**Office of the Registrar, Annamalai University, Annamalainagar**

**1. Scope of work**

The tender is for providing catering services in the Mess indicated below in Table B-1, as per the Menu type indicated hereunder using the kitchen and dining infrastructure facilities available there.

**Table B-1: List of the Messes with dining facilities, strength of students, menu type and Tender No.**

- Note:** i) Description of the Menu for each Menu type is given in Table B-2(A) and Table B -2(B)  
 ii) Separate cooking has to be provided for each of the two messes  
 iii) In case of all the Tenders, the food has to be served separately in each of the mess covered under the Tender. Separate dining hall is provided for each mess.

**Table B-1: List of the Messes with dining facilities, strength of students, menu type and Tender No.**

**Women Hostel**

Sl. No	Tender No.	Hostel & Mess	Tentative No of Students	Dining Hall Capacity	Menu type
1	AU/M-10 /2019-20	T.S.A.N.S.Hostel –Mess1	350	400	<b>MENU –1</b>

- Note:** i) Description of the Menu for each Menu type is given in Table B-2(A) and Table B -2(B)  
 ii) Separate cooking has to be provided for each mess.  
 iii) **The staff engaged for serving food in the dining hall in the case of the Messes in Women's Hostel shall be female only.**

**Annamalai University** reserves the right to assign any one or more of the dining facilities to the Caterer 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 caterer without any extra charges. **The university** shall retain the right to assign the operation of any one or two mess facilities by a caterer depending on the requirements of the students.

Signature of the Tenderer

**TABLE B-2 (A): MENU – 1 (2019-2020)**

<b>fpoik</b>	<b>fhiy (7.30-9.30)</b>	<b>kjpak; (12.00-2.00)</b>	<b>khiy(4.30-5.30)</b>	<b>,uT (7.30 -9.30 )</b>
QhapW	gpul; Nuh];l;-6> ntz;nza; kw;Wk; [hk; ghf;nfl;-50fp> thiog;gok;-1	nt[p GyT (gphpahzp mhprp)> gl;lhzp FUkh> japh;gr;rb> rpg;];>japh;rhjk;>CWfha;	fhgp/NjePh; / ghy; 100 ml c.til-2 (50fp)	G+hp -4> rd;d krhyh> rhjk;> G+z;L urk;> Nkhh;> CWfha;
jpq;fs;	Njhira -4> rhk;ghh;> Njq;fha; rl;dp	rhjk;> rhk;ghh;> nghwpay;> \$l;L> g+z;L urk;> Nkhh;> mg;gsk;-2> CWfha;	fhgp/NjePh; / ghy; 100 ml Rz;ly; 50fp	rhg;ghj;jp -4> jf;fhsp FUkh>rhjk;> jf;fhsp urk;> Nkhh;> CWfha;
nrt;tha;	ngHQ;fy;> til-1> rhk;ghh;> Njq;fha; rl;dp	rhjk;> fhuf; Fok;G> jf;fhsp urk;> nghwpay; \$l;L> mg;gsk;-2> japh;> CWfha;	fhgp/NjePh; / ghy; 100 ml gg;]; -50fp	Cj;jhg;gk; -3> rhk;ghh;> Njq;fha; rl;dp;> rhjk;> G+z;L urk;> Nkhh;> CWfha;
Gjd;	,l;yp -5> rhk;ghh;> ntq;fha rl;dp	rhjk;> fha;fwp fyit FUkh(Nful;>gPd;];>cUis> fhspgpsth;>)ntq;fha urk;> Nkhh;> fPiu\$l;L> nghwpay;> rpg;];> CWfha;	fhgp/NjePh; / ghy; 100 ml Rz;ly; 50fp	rhg;ghj;jp -4> nt[p FUkh> rhjk;> G+z;L urk;> Nkhh;> CWfha;
tpahod;	Cj;jhg;gk; (4)> jf;fhsp (m) Njq;fha; rl;dp> rhk;ghh;	rhjk; rhk;ghh;>Gsp urk;> thiof;fha; nghwpay;>\$l;L> Nkhh;> mg;gsk;-2> CWfha;	fhgp/NjePh; / ghy; 100ml rNkhrh-50fp	gNuhl;lh -4> gl;lhzp FUkh> rhjk;> jf;fhsp urk;> Nkhh;> CWfha;
nts;sp	G+hp (5)> fpoq;F krhyh	rhjk;> gUg;G nea;> fPiu \$l;L> nrs nrs(m)Ks;sq;fp rhk;ghh;> cUis gl;lhzp nghwpay;> urk;> til-1> ghahrk;(75kp)> mg;gsk;-2> japh;> CWfha;	fhgp/NjePh; / ghy; 100 ml g[;[p-2 (50fp)	rh;f;fiu ngHQ;fy;> Gsprhjk; (m) nea; rhjk;*, jf;fhsp rhjk;(m) vYkpr;ir rhjk;*> cUis nghwpay;> japh;rhjk;>Mdpad; gr;rb (m) FUkh>Nkhh;kpsfha; tj;jy* alternate weeks
rdp	,l;yp -4> til-1> rhk;ghh;> ,l;yp nghb vz;nza;	rhjk;> tj;jy;Fok;G (ntz;il(m)fj;jphpf;fha);> jf;fhsp urk;> Nfh]; \$l;L;> nghwpay;>japh;];> mg;gsk;-2 CWfha;	fhgp/NjePh; / ghy; 100 ml Nghz;lh-2 (50fp)	Njhira-3> cUis krhy; rl;dp (m)FUkh rhjk;>G+z;L urk;> Nkhh;> CWfha;

Note: Morning Coffee/Milk-100ml will be available from 6.30am to 9.30am.

Pickle : Mango/Lime, for Lunch, Mixed Vegetable/ Tomato for Dinner

Snacks should be prepared in the respective kitchen of the Hostel (not to be purchased from outside)

Signature of the Tenderer

**TABLE B-2 (B): MENU – 2 (2019-2020)**

<b>Day</b>	<b>Breakfast ( 7.30 – 9.00)</b>	<b>Lunch (12.30 – 2.00)</b>	<b>Evening (4.30 -5.30)</b>	<b>Dinner ( 7.30 -9.00)</b>
Monday	Poori Masala, Coffee, Milk	Rice, Kara Kulambu , Chicken Kulambu, Rasam, Curd, Appalam, Pickle, Gose Poriyal, Chowchow Kootu <b>Extra: Chicken 65,potato chips, Egg</b>	Veg Puff, Milk, Tea, Coffee	Utthappam, Chutney, Sambar, Rice, Rasam, Curd, Buttermilk and Pickle. <b>Extra: Gravy Chicken, Tomato Thokku, Egg</b>
Tuesday	Pongal, Vadai, Coconut Chutney, Sambar Coffee and Milk, Banana	Rice, Sambar, Fish Kulambu, Rasam and Curd, Buttermilk, Appalam, Pickle, Carrot Poriyal Keerai Kootu. <b>Extra: Gobi 65, Vanjaram Fish, Egg</b>	Veg Bonda, Milk, Tea, Coffee	Chappathi, Veg. and Non-Veg. Gravy, Rice, Rasam, Curd, Buttermilk and Pickle. <b>Extra: Chicken, Paneer Butter Masala and Egg Items.</b>
Wednesday	Idly, Vadai, Kara Chutney, Sambar, Milk, Coffee	Rice, Sambar, Mutton Kulambu, Rasam, Curd, Buttermilk, Appalam, Pickle, Senai Poriyal, Pudina Thuvaiyal, Kathamba Kootu. <b>Extra: Mutton Chukka, Mushroom 65 and Egg Items</b>	Vazhakkai Bujji, Milk, Tea, Coffee	Dosai, Tomato Chutney, Sambar, Rice, Rasam, Curd, Buttermilk, pickle. <b>Extra: Pepper Chicken, Egg items, Onion Dosai, Onion Utthappam</b>
Thursday	Kichadi/Uppuma, Coconut Chutney , Coffee, Milk.	Rice, Vatha Kulambu, Chicken Kolambu, Rasam, Curd, Buttermilk, Appalam, Pickle. Beetroot Poriyal, Kootu. <b>Extra: ¼ Chicken(Gravy), Potato Chips, Egg</b>	Sundal,, Milk, Tea, Coffee	* Parotta, Veg & Non-Veg. Gravy. Rice, Rasam, Curd, Buttermilk, Pickle. <b>Extra: Chicken, Paneer Butter Masala, Noodles and Egg Items.</b>
Friday	Poori Masala, Coffee, Milk	Rice, Sambar, Chicken Kolambu, Rasam, Curd, Buttermilk, Appalam, Pickle, Vadai, Payasam, Potato Poriyal, Keerai Kootu. <b>Extra: Fish/Prawn, Gobi65, Egg</b>	Medhu Vadai, Coconut Chutney, Milk, Tea, Coffee	Idly, Vadai, Kara Chutney, Sambar, Tomato Thokku Rice, Rasam, Curd, Buttermilk, pickle. <b>Extra: Egg</b>
Saturday	Masal Dosai, Coconut Chutney, Sambar Coffee and Milk	Rice, Kara Kulambu, Egg Kulambu, Rasam, Curd, Buttermilk, Appalam, Pickle, Pattani Poriyal, Tomato Kootu. <b>Extra: ¼ Chicken Fry, Egg items, Potato Chips</b>	Sundal, Milk, Tea, Coffee	Chappathi, Channa, Non-Veg Gravy, Rice, Rasam, Curd, Buttermilk, Pickle <b>Extra: Chicken, Paneer Butter Masala, Egg Items.</b>
Sunday	Bread, Butter, Jam, Banana, Coffee, Milk. <b>Extra: Egg items</b>	Veg & Non-Veg Briyani, Veg & Non Veg Gravy, Onion Pachadi, Potato Chips, Curd Rice, Pickle. <b>Extra: Chicken Gravy , Cauliflower Gravy</b>	Samosa, Milk, Tea, Coffee	Idly, Podi, Sambar, Chutney, Rice, Rasam, Curd, Buttermilk, Pickle. <b>Extra: Egg Gravy Mutton</b>

**Note: In case of Menu-2, Food should be served in the Banana Leaf**

**\* Parotta / Dal adai - as per the Decision of Warden and Hostel inmates**

**Snacks should be prepared in the respective kitchen of the Hostel (not to be purchased from outside)**

**Size/Dimension/Weight etc is as per the MENU – 1**

Signature of the Tenderer

## Appendix - 1

## Basic Technical details

Paste Latest passport size photograph
--

S.No.				
1	<b>Name of the Caterer or catering firm:</b>			
	<b>Complete Address:</b>  [ Photo copy of Family card (Ration card) and any one of the following i.Pan, ii. Voter ID, iii. Pass book, iv. Aadhaar should be enclosed towards address proof ]			
	<b>Phone No.</b>		<b>E-mail ID:</b>	
2	<b>Contact Person / Representative Name and Designation:</b>			
	<b>Aadhaar Card No:</b>			
	<b>Phone</b>		<b>Mobile Phone:</b>	
3	<b>License No:</b>		<b>PAN: (Compulsory)</b>	
	<b>(Enclose copies of the above)</b>			
4	<b>Proof for payment of income tax</b> (Copy of income tax returns filed to be enclosed)			
5	<b>Previous experience</b> [Please refer eligibility criteria given in para 2 (iii) documentary evidence should be attached)]			
6	<b>Financial Standing (Banker's Certificate (in original) OR Solvency Certificate</b> , please refer eligibility criteria given in para 2 (iv)			
7	<b>No. of Employees:</b>	Regular	Temporary	
8	Litigations, if any, connected with Catering Work		Yes/ No (if yes, details to be furnished)	
9	Any other information in support of the credentials		Details, if any, to be furnished	

Date: \_\_\_\_\_

Tenderer's Signature with Seal \_\_\_\_\_

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

- 1) **Water charges**  
Rs.1, 500/- per month per mess
  
- 2) **Electricity charges**  
Usage of electricity for the kitchen and Dining is chargeable (as per Annamalai University prevailing rate – at present Rs.9.50/- per unit).
  
- 3) **Vessels Rent**  
Rs.5,000/- per month per mess
  
- 4) **Mess Rent**  
1 Percent of Total value of Mess bill
  
- 5) Every month payment will be made to the contractor after deducting the water charges, electricity charges, vessels rent, Mess rent and **prevailing Income tax.**

Tenderer's Signature with Seal



## Appendix – 3

## Model feedback form for evaluation

Sl. No.	Description	Very good	Good	Average	Poor	Very Poor
		(5 points)	(4 points)	(3 points)	(2 points)	(0 points)
1	Quality of food served					
2	Quantity of food served					
3	Cleanliness, hygiene and waste disposal					
4	Catering service and Punctuality					
	Total					

Feedback will be obtained from 10% of the students on random basis and average would be arrived.

Separate feedback will be obtained from Hostel Committee and Warden. For overall performance evaluation, weightage will be given to the feedback obtained from students, Hostel Committee and Warden as mentioned in para.24

Based on the performance evaluation, deduction will be made in form of penalty from the supplier's monthly bill as indicated below:

Sl.No.	Points	Percentage Deduction
1	16 and above	Nil
2	12 and less than 16	2.5
3	8 and less than 12	5.0
4	Less than 8	7.5

If, any Tenderer continues to be below average for more than two months, the contract is liable to be terminated. However, the final decision in this regard lies with the University.

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

Tenderer's Signature with Seal

## Appendix – 4

## Statement of minimum staff requirement

Sl.No	Tender No.	Hostel & Mess	Tentative No of Students	Minimum staff requirements			
				Supervisor	Cook	Server	Helper
1	AU/M-10 /2019-20	T.S.A.N.S.Hostel – Mess-1	350	1	3	10	3

**Note:**

- I. The **University** reserves the right to order for additional staff if the services are inadequate. For any additional strength of students over and above the numbers indicated above, the staff should be increased proportionately.
- II. Details of staff employed by the Caterer, under each category should be maintained in the format prescribed by the University and should be available for inspection by **the University**.
- III. The caterer should submit the duly signed current list of their employees with name, age and address at the time of submitting their Mess bill every month in the format prescribed by the University.
- IV. A feedback and complaint register should be made available in the dining hall.
- V. Mobile phone numbers of the Mess Manager and Supervisors on duty should be displayed in the dining hall.
- VI. **Bread, Pooi , Chappathi, Idly, Vadai ,Utthappam, Dosai, Parotta ,Dal adai etc Should be served with standard size/Dimension/Weight (Dimension Templates are available in the Hostels) (APPENDIX-10)**

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

Tenderer's Signature with Seal

## Appendix – 5

### 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: Selection of Caterer for hostel dining facility

In response to your advertisement for “**Providing catering services in the hostels of Annamalai University**”, we submit herewith our financial bid.

#### A. Rate for basic Menu:

Name of the Hostel / Hostels and Mess		
Tender No.		
Type of Menu		
<b>Daily rate per student</b> <i>(Including all taxes and charges for basic menu for this Mess as described in Schedule-B)</i>	Amount in Rs.	
	Rupees in words	

#### B. Rate for extra items:

Sl No	Item	Unit	Rate (including all taxes and charges) (in Rs.)
	<b>Morning</b>		
1	Omlet (one egg)	1 No.	
2	Boiled egg with Masala	1 No.	
3	Vadai	1 No.	
4	Scrambled egg	1 No.	
	<b>After Noon</b>		
1	Chicken 65	150 gm	
2	Chicken Curry	150 gm	
3	Fish fry	1 piece about 150 gm	
4	Cauli flower fry/65	150 gm	
5	French fries	150 gm	

6	Masal Vadai	80 gm	
7	Scrambled/Boiled egg with masala	2 eggs	
8	Egg Omlet	2 eggs	
9	Curd	60 ml	
	<b>Night</b>		
10	Chicken Curry	150 gm	
11	French fries	150 gm	
12	Mashroom -65	100 gm	
13	Egg Masala	2 eggs	
14	Egg gravy	150 gm	
15	Gobi 65	100 gm	
16	Ice cream	100 ml	
	<b>Daily Menu Items – extra</b>		
1	Idly	1	
2	Dosai /Roast	1	
3	Poori	1	
4	Chappathi	1	
5	Uthappam	1	
6	Parotta	1	
7	Noodles	150 gm	

The above rates are applicable for whole contract period mentioned in the document. We also accept to cater to any minor modifications in the menu as requested by the students and approved by the Mess Monitoring Committee without any additional cost. We hereby agree to abide by the decision of the Hostel Management and terms and conditions mentioned in the schedules. We also agree to attend Hostel Committee meetings without fail and implement the decisions taken by Hostel Committee in strict compliance. We have enclosed the duly signed copy of all the schedules with the required Annexure.

Sincerely

Signature of the Tenderer with seal

## Appendix – 6

**TENDER FOR PROVIDING CATERING SERVICES IN THE HOSTELS OF  
ANNAMALAI UNIVERSITY FOR THE YEAR 2019-2020”**

**LETTER OF TENDER**

To

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

Sir,

Sub: Tender for providing Catering Services in the Hostels of Annamalai University for the year **2019-2020”**.

\*\*\*\*\*

I / We, the undersigned do hereby tender and undertake to provide catering services in ..... (Enter the name of Mess and Hostel) 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, appendices at the rates given and as stated in the price schedule.

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.50,000/- (Rupees Fifty 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 rates quoted in this tender are final and I / We will not come forward for any revision or alteration in rates 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 L1 tenderer in the course of tender evaluation.

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 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 in tenders by any 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 (15) fifteen 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 (15) fifteen 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 2019.

**Signature of the Tenderer :**

**To be attested by  
Notary Public**

**Name &Address:**

**Company Seal :**

## Appendix – 7

**TENDER FOR PROVIDING CATERING SERVICES IN THE HOSTELS OF  
ANNAMALAI UNIVERSITY FOR THE YEAR 2019-2020”**

**BANKER’S 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 contract for the work, namely **Providing Catering Services in .....**(Enter name of the Hostel and Mess) **of Annamalai University for the year 2019-2020” (Tender Ref. No.....)** is awarded to the above person / firm, we will be able to provide overdraft/credit facility to them for Rs. ..../- (Rupees .....only) 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.

**Appendix – 8**

**FORMAT OF CONTRACT AGREEMENT**

Will be supplied at the time of awarding of contract.



**APPENDIX – 9****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 the event of wrong declaration tender submitted by me is liable to be rejected summarily.

**(Tenderer)**

Name:

## APPENDIX – 10

**(Appendix – 4 Page no 26 Note VI )**  
**Description of Size, Dimension etc of food items mentioned**  
**in the MENU – 1 and MENU – 2**

<b>Food item</b>	<b>Size /Dimension Description</b>
<b>Bread</b>	<b>80 mm Square</b>
<b>Poori</b>	<b>120 mm Diameter</b>
<b>Chappathi</b>	<b>240 mm Diameter</b>
<b>Idly</b>	<b>70 mm Diameter</b>
<b>Vadai</b>	<b>60 mm Diameter</b>
<b>Utthappam</b>	<b>180 mm Diameter</b>
<b>Dosai</b>	<b>250 mm Diameter</b>
<b>Parotta</b>	<b>120 mm Diameter</b>
<b>Dal adai</b>	<b>180 mm Diameter</b>

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

Tenderer's Signature with Seal