

हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय  
Central University of Himachal Pradesh

कैंप कार्यालय, एचपीसीए क्रिकेट स्टेडियम के निकट, धर्मशाला, जिला - कांगड़ा, हिमाचल प्रदेश-176215  
Camp Office, Near HPCA Cricket Stadium, Dharamshala, District Kangra (HP)-176215  
Phone No. 01892 - 229574, Fax No. 01892 - 229330, E-mail ID: [registrar.cuhp@gmail.com](mailto:registrar.cuhp@gmail.com)

**TENDER DOCUMENT**

**FOR**

**PROVIDING CANTEEN SERVICES AT DHAULADHAR PARISAR,  
DHARAMSHALA & TAB, SHAHPUR, DISTT. KANGRA H.P.**



REFERENCE NO.	01/2020/CUHP/NIT
DATE OF ISSUE OF TENDER	01.02.2020
LAST DATE FOR RECEIPT OF TENDER DOCUMENT	14.02.2020
TIME AND DATE FOR OPENING OF THE TENDER (Technical bid)	18.02.2020 at 11.00 A.M.
PLACE OF OPENING OF THE TENDER	Central University of Himachal Pradesh Camp Office near HPCA Cricket Stadium, Dharamshala, District Kangra H.P.
ADDRESS FOR COMMUNICATION	The Registrar, Central University of Himachal Pradesh, Camp Office, Dharamshala, Kangra District, Himachal Pradesh-176215.



# हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय Central University of Himachal Pradesh

कैंप कार्यालय, नजदीक एच.पी.सी.ए. क्रिकेट स्टेडियम, धर्मशाला, जिला - कांगड़ा, हिमाचल प्रदेश - 176 215  
CAMP OFFICE, NEAR HPCA CRICKET STADIUM, DHARAMSHALA, DISTRICT KANGRA, HIMACHAL PRADESH - 176215  
Phone No. 01892-229330, 229574, Fax No. 01892-229331

## TENDER DOCUMENT

### FOR

### PROVIDING CANTEEN SERVICES AT DHAULADHAR PARISAR, DHARAMSHALA & TAB, SHAHPUR, DISTT. KANGRA H.P.

The sealed tenders are invited from reputed and eligible agencies/bidders under "Two-bid" system- (i) Technical Bid (unpriced) and (ii) Financial Bid (priced) to provide **Canteen Services** to Central University of Himachal Pradesh to the following sites:

- i. Dhauladhar Parisar, Dharamshala, District Kangra
- ii. Temporary Academic Block (TAB), Shahpur, District Kangra

The bidder alongwith tender document has to submit processing fee of Rs.500/- (Rupees Five hundred only) through demand draft in favour of the Finance Officer, Central University of Himachal Pradesh, payable at Dharamshala, District Kangra (HP) and Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand only) in the shape of Account Payee Bank Demand Draft or F.D.R duly pledged in the name of the Finance Officer, CUHP, Dharamshala or Bank Guarantee (**Annexure-III**), for equal amount furnished on prescribed Proforma from any nationalized bank and forwarded along with the quotations.

Tender Document complete in all respects may be submitted in a sealed envelope and should reach not later than **14.02.2020**. Tenders (Technical bids) will be opened at **18.02.2020** at Central University of Himachal Pradesh, Camp Office near HPCA Cricket Stadium, Dharamshala. The tenders received after stipulated time and date, without processing Fee and Earnest Money Deposit (EMD), conditional tenders, or incomplete tenders would be rejected. The University reserves the right to accept or reject any or all tenders without assigning any reason. The finalized bidder will have to enter into a legal contract/agreement with the university before rendering its services to the University (**Annexure-IV**).

**Note:**

- (i) The Processing fees and EMD should not be mixed i.e. Demand Draft for Processing fee and Demand Draft/FDR/Bank Guarantee for EMD should be furnished separately.
- (ii) Detailed information of the Tender Document can be downloaded from the University website [www.cuhimachal.ac.in](http://www.cuhimachal.ac.in).

The documents should be enclosed in separate envelopes of appropriate size each of which should be sealed.

- a) **ENVELOPE NO. 1:** Should contain (i) Covering Letter (ii) Technical Bid (**Annexure-I**) duly signed and stamped and (iii) Requisite Fee and super-scribed "**Technical Bid**".
- b) **ENVELOPE NO. 2:** Should contain the Financial Bid duly signed, stamped and super-scribed as "**Financial Bid**" (**Annexure - II**).
- c) **ENVELOPE NO. 3:** Should contain Envelope 1 and 2.

The inner and outer envelopes should be addressed to the **Registrar, Central University of Himachal Pradesh, Camp Office, Near HPCA Cricket Stadium, Dharamshala, District - Kangra, H.P - 176 215** and should clearly mention "**Tender for providing Canteen Services**", **Reference No. 01/2020/CUHP/NIT**. The inner envelopes should also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared late. If the outer envelope is not sealed and marked as required, the University will bear no responsibility for the bids misplaced or premature opening. All Tenders/proposals should be made in English and should be written in both figures and words.

Any subsequent amendment modifications/Corrigendum, if any, will be uploaded only on the website.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.

#### **CLARIFICATION**

In case, the bidder requires any clarification regarding the tender document, they are requested to contact **Dr. Sanjiv Sharma, Registrar, Central University of Himachal Pradesh Dharamshala at telephone No. 01892-229574, or E-mail: [registrar.cuhp@gmail.com](mailto:registrar.cuhp@gmail.com)**

#### **ELIGIBILITY CRITERIA**

Technical bid envelop should contain the following:-

1. The Bidder must be a legally constituted Proprietary firm, Partnership firm, Limited Company or Corporate Body, who possess the required licenses, registrations etc., as per law valid at least for 12 months from the date of the opening of tender for providing Canteen Services.
2. The Bidder shall have experience of providing Canteen Services for at least 03 years ending 31<sup>st</sup> December, 2019.
3. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Bidder).

4. The Bidder shall have the following Registrations and details of the same be provided in the Technical Bid:
  - a. Service Tax Registration
  - b. Valid License, issued by Competent Authority,
  - c. Proof of PAN issued by the Income Tax Department
  - d. Proof of GST by the Competent Authority
  - e. Service Tax Registration Proof
  - f. Satisfactory Performance certificate from at least three organizations where the contractor has supplied the canteen services to a group or more than 10 persons during the last 03 years.

**Note : Proof in support will be enclosed for above eligibility criteria.**

### **Terms and Conditions**

1. The terms of the contract shall be for the period of one year from the date of award of contract, extendable for a further period of one year on the same terms and conditions on satisfactory performance as per mutual consent of the Central University of Himachal Pradesh and the owner.
2. An earnest money deposit of Rs. 10,000/- should be paid along with the tender documents in the form of demand draft drawn in favour of Finance Officer, CUHP.
3. In case of rejection of bid, earnest money will be refunded to bidder(s) immediately after the completion of tendering process.
4. The successful contractor will have to execute an agreement/contract on non-judicial paper of the value of Rs. 100/-.
5. Rate should be quoted in the prescribed format attached with the documents duly signed by the contractor. Cutting or over writing, if any, should be initialled.
6. Apart from the prescribed standard menu, with the consent of the University, contractor may sell packed snakes, cold drinks, juices at the printed MRP.
7. Own special occasion, CUHP will have the right to prescribe different menu for lunch, dinner, tea with variable cost to be fixed with mutual consent of contractor.
8. Rates should be quoted for all items, failing which the bid will not be accepted. Rate quoted should be inclusive of all taxes/duties/levies and labour charges and will be valid for complete period of contract/extended contract.

9. The award of contract shall be finalized on the basis of lowest rate quoted for the items as classified in the list. However, the institute is not in any way bound to accept the lowest bidder and reserves the right to accept or reject any bid.
10. For canteen premises, CUHP will provide space to contractor, who shall have to create infrastructure for canteen (not less than 20'x 20') at his/its own cost.
11. The licence Fee/Rent @ Rs. 1000/- P.M shall be paid by the 7th of each month by the Vendor/Contractor for the space provided to run the canteen services. If the contract is extended for other term of one year, the rent shall be increased by the University by 10% of the initial fixed rent every year.
12. On completion or termination of contract or shifting of University whichever is earlier, the contractor will dismantle temporary infrastructure so created by him for the purpose of canteen immediately.
13. The contractor has to arrange his own electricity meter and pay for monthly charges. However, the University will provide logistic support for getting the meter installed.
14. The contractor will provide adequate number of staff to maintain efficiency to desired standard.
15. The contractor shall pay to its worker(s) as per the prevailing minimum wages as applicable in the state of H.P. stipulated from time to time and must provide cover benefit such as ESI, PF, insurance etc. as stipulated.
16. Contractor will adhere to all statutory requirements of engaging labour, such as contract labour Act 1970, Provident Fund, Minimum Wage Act, Child Abolition Act and any other Statutory requirement as enforced from time to time.
17. Contractor shall comply with the other regulations relating to preparation and sale of food stuffs and refreshment and shall obtain necessary license and permits from the State authorities or any other statutory requirements for running the canteen.
18. In the event of non compliance, the contractor will be solely responsible for any penalty/fine imposed by the statutory authority/bodies.
19. The Canteen should be kept open during working hours i.e. 8:00 AM to 8:00 PM. However their timing may be changed according to requirements.

20. The contractor will not keep the canteen closed without prior permission of the University Authority. If it is necessary to take leave, contractor have to make alternative arrangement with the permission of University Authority.
21. Contractor must ensure efficiency in serving the orders within 20 minutes.
22. The contractor must ensure that all goods sold in canteen meet required quality standard. No item should beyond its expiry date.
23. The contractor is expected to serve the food items in clean good crockery and maintain hygiene.
24. In case of any food poisoning/contamination, the contractor will be held fully responsible and will bear all the expenses caused due to food poisoning/contamination.
25. In case of unsatisfactory service or in the event of contractor suspending/ discontinuing his services during the period of contract, University shall be at liberty to terminate the contract after giving one month notice and to make alternative arrangement for providing canteen facility to its students and employees. In case of termination of contract security/earnest money will be forfeited.
26. The contractor on award of contract has to maintain following information:-
  - (a) Brief bio-data of staff alongwith their photo, residential proof, age proof etc.
  - (b) Wages paid to them along with record of statutory benefits (ESI, PF, etc.).
  - (c) Medical Report(s).
  - (d) Licence/permission from State Authorities for business.
27. The contactor and his staff will make their own residential arrangement outside the premises of the University.
28. Any dispute arising out of the deal shall be subject to the decision of the Vice-Chancellor of the University. Whose decision shall be final

Central University of Himachal Pradesh will not be responsible for any violation or lapse on the part of contractor in this regard.

**RATES QUOTED FOR DIFFERNT ITEMS**

Sr. No	Items/Particulars	Rates Quoted
1.	Stuffed prantha with curd and pickle <b>(1 piece)</b>	
2.	<b><u>Routine Food</u></b> <b><u>(Full plate)</u></b> Rice, 4 Chappati, dal or rajma or channa, seasonal vegetable/green salad <b><u>(Half Plate)</u></b> Rice, 2 Chappati, dal or rajma or channa, seasonal vegetable/green salad	<b><u>Full Plate</u></b> 1. Rice 2. 4 Chappati 3. Dal or Rajmah or Channa 4. Seasonal Vegetable 5. Slad
3.	<b><u>Food for Special Occassion</u></b> 1. Basamati rice and assorted chappati 2. Dal or rajma or channa or kari pakora 3. Malai kofta or Mushroom Matter or Karahi Paneer or Shahi Paneer or Paneer Korma, etc. 4. Raita or dahi, 5. Papar and Pickles, 6. Mixed salad 7. Sweet dish (ice cream or two Rasgola (two pieces) or Gulab Jamun (2 pieces) or Kheer, etc. <i>(If required, above items will be served as Buffet for least for 10 persons in University premises)</i>	<b><u>Half Plate</u></b> 1. Rice 2. 2 Chappati 3. Dal 4. Green Vegetable 5. Slad
6.	Cholay Bhatooray <b>[1 plate (02 pieces)]</b>	
7.	Samber Vada <b>[1 plate (02 pieces)]</b>	
8.	Idli Sambhar <b>[1 plate (02 pieces)]</b>	
9.	Sandwich (Veg. and Butter)	
10.	Burger	
11.	Noodles (Chowmein) (a) Half plate (b) Full plate	
12.	Tea (100 ml)	
13.	Special Tea (100 ml)	
14.	Coffee (100 ml)	
15.	Mixed (Veg.) Pakoras <b>per 100 grams</b>	
16.	Samosa <b>per piece</b>	
17.	Bread Pakora <b>per piece</b>	

**Note:**

1. Soft drink/juice, biscuits, namkeen, mineral water, etc. to be supplied at not more than the printed rate.
2. Tea, coffee etc. should be supplied on demand at office room at the same rate.
3. Extra items will be charged additional, if required.
4. The vendor has to provide his own furniture to serve at least 20 students at a time.
5. The vendor must ensure efficiency in serving the ordered items within 20 minutes.
6. The vendor has to ensure high level of hygiene and cleanliness. In case the food and other items sold by the vendors are not up to the expected standards and in case of any health related problem such as food poisoning, the vendor alone shall be held squarely and legally responsible.
7. The vendor must ensure that all goods sold in the canteen meet required quality standards. No item should be beyond its expiry date.
8. Number of items to be served in the Canteen may be increased/decreased depending upon the mutually agreed terms. The rates for newly included items shall be determined mutually by the University and the vendor.
9. The vendor may like to be present at the time of the opening of quotation in the office of CUHP.

**Dr. Sanjiv Sharma**  
**Registrar**



