



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR.

Office of Dean of Students

TENDER NOTICE FOR RUMI LIBRARY CANTEEN

Sealed tenders affixed with revenue stamp worth Rs. 5/- are invited for and on behalf of Islamic University of Science & Technology, Awantipora from registered caterers for running of Rumi Library Canteen in the University Campus. The tenderer should have at-least one year of experience in running of canteen / cafeteria. A detailed tender document can be collected from the office of the Dean of Students on all working days (Monday – Friday) between 09: 00 am to 05: 00 pm (tender document is also available online at www.iust.ac.in). Tender document complete in all respects should be submitted in the office of the Dean of Students by or before 19th May 2022 and the tender should be super-scribed as “Tender for Running of Rumi Library Canteen”. For further details kindly visit the University website www.iust.ac.in

Sd/-
(Chairperson Canteen Committee)

No. IUST/Dos/Tender-Notice/22/512
Dated: 09-05-2022

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**NOTICE INVITING TENDER
RUMI LIBRARY CANTEEN**

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Rumi Library Canteen

For and on behalf of Vice Chancellor, Islamic University of Science and Technology, Awantipora, J&K State, Tenders (in two cover system) are invited for running Rumi Library Canteen from reputed Companies / Vendors / Agencies.

The following is the necessary information:

| S. No. | Name of work | Details |
|--------|---|---|
| 1 | Library Canteen | Rumi Library Canteen in the Ground Floor of Rumi Library IUST |
| 2 | Period Of Contract | One year (further extendable by 1 year, based upon the feedback received from Students / Staff) |
| 3 | Cost of document | Rs. 500/- in the form of Demand Draft favoring Finance Officer , IUST(non-refundable) |
| 4 | Earnest Money Deposit (EMD) | Rs. 5,000/- in the form of CDR favoring Finance Officer , IUST (refundable) |
| 5 | Security Deposit (For successful Bidder only) | CDR @ 1,00,000/- only favoring Finance Officer, IUST (is to be submitted by successful bidder within 03 working days from the date of Opening of Tenders) |
| 6 | Document Download Start Date | 07-05-2022 |
| 7 | Last Date for Submission of Documents | 19-05-2022 |
| 8 | Address /Date / Time of Opening of Tender | Bids will be opened at Dean of Students Office, IUST on 20-05-2022 at 2pm. |
| 9 | Availability of Tender document | Tender document can be downloaded from the University website: www.iust.ac.in |
| 10 | Bid Validity | 120 Days |
| 11 | Bidder Stamp | All the authorized persons / bidders shall carry their respective Authorized Stamps on the date of Opening of Tenders (who wish to be present on the said purpose). |

Note: Before submitting the bids, bidders are requested to go through the complete tender document.

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INSTRUCTIONS TO BIDDERS REGARDING TENDERING PROCESS

Tender must be submitted in two sealed envelopes separately i.e., the tender form duly signed on every page (page no.s should be written on all pages) along with all the technical documents in one envelope (**Envelope - A**) and the offer / price bid on the prescribed Performa in the second envelope (**Envelope - B**). Both the envelopes are to be sealed in **Master Envelope** and the name of tenderer with address and telephone number should be clearly mentioned on the envelopes. In case of any incomplete document / information submitted by the tenderer, the tender may be rejected without assigning any reason thereof.

- **Packet:1:Technical Bid**

- a. Professional experience for providing Canteen Service in similar environment like Universities, Industrial Sector, hotels of repute etc. duly supported with documentary proof.
- b. The tenderer must have a minimum of one (01) year of experience in running Canteen / mess services and should be a profit-making firm / caterer. The Average Turnover of the consecutive three (03) financial years / one (01) year must not be less than Rs. 05 Lakhs.
- c. Annual turnover of the Firm for the last three (03) financial years i.e. supported by Balance Sheet, Profit & Loss Account duly authenticated by a Chartered Accountant, copies whereof to be enclosed.
- d. G - Certificate from Chartered Accountant (CA).
- e. FASSI Certificate (copy) as a registered Caterer
- f. Copies of license from concerned Municipal Authorities, etc. as registered Caterer.
- g. List of work force engaged by the Firm as on date along with police verification and fitness certificate
- h. Copies of Registration for GST and the Govt. Labour Department
- i. Income Tax Return for the last three years along with a copy of PAN card of the Firm.

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- j. Domicile Certificate and Aadhaar card of the caterer / owner
- k. DD of Rs 500 favouring Finance Officer, IUST(Non-refundable)
- l. CDR of Rs. 5,000/- favouring Finance Officer , IUST (refundable)
- m. Terms and conditions given in the tender document, duly signed and sealed.

- **Packet: 2: Financial Bid**

- a. Financial bids of only those agencies shall be considered, whose technical bids are complete in all respects and qualify the criteria as per tender document.
 - b. The tenderer should quote the monthly rent running the facility. University will provide only the space for the same.
 - c. Rent quoted should be covered with transparent tape and put in a separate envelope.
1. IUST will not be responsible for delay in submission due to any reasons.
 2. Conditional bidding shall not be entertained.
 3. Bidders may contact office of the Dean of Students, IUST for any guidance or query.
 4. Any corrigendum or subsequent information shall be updated on the tender portal / University website only. Bidders should keep track of the same.

TERMS & CONDITIONS OF THE TENDER

1. The Tenderer should be a registered and licensed Caterer / Firm / Agency having sound professional expertise for providing Canteen Services in Universities, Colleges / Offices or similar environment.
2. Before submission of Tender document, the tenderers, in their own interest, are advised to visit site to assess site and its surrounding and satisfy themselves in respect of the site conditions as the IUST shall bear no responsibility for lack of acquaintance of the site and other conditions or any information relating thereto, on their part. The consequences of the lack of knowledge, as aforesaid, on the part of the tenderers shall be at their own risk & responsibility.
3. The rent offered / quoted in the tender should be valid for the two years after the award of contract.
4. IUST reserves the right to terminate the contract of a successful tenderer on one month's notice without assigning any reasons thereof.
5. The award process may be postponed / cancelled Suo motto without assigning any reason or giving any notice to the tenderer(s). The University reserves the right to consider the tenders of only short-listed firms.
6. If even after the award of contract, information / facts submitted by the tenderer is found misleading / incorrect / false etc., IUST reserves the right to scrap the contract forthwith.
7. The University reserves the right to shortlist the Tenderers as per the requirement of the University and to allot Canteen Service to the tenderer it deems eligible and qualified based on the responses received, and the decision of the University in this regard shall be final.
8. The University shall permit the Catering firm to use the University premises for running Canteen facilities for the students, staff etc. of the University for the duration of the contract. The said period is extendable at the sole discretion of the University Authorities only on satisfactory performance / service by the Caterer.
9. Apart from the catering needs of the regular students and staff, there will be official programmes, seminars / conferences for which catering services may be required from the caterer.

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10. The Caterer will make arrangements for hygienic storage and cooking of food and service in the canteen premises. He / she will ensure that the kitchen / dining areas are kept clean and tidy.
11. The Caterer shall not sublet the contract / premises / venue allotted by the University or enter into contract with any other party to run the business at the said premises / venue implicitly / explicitly failing which the Contract shall be cancelled and the decision of the University in this regard shall be final and binding on the Caterer.
12. It shall be the responsibility of the Caterer to constantly maintain the quality of the food, its preparation in accordance with the menu.
13. The Caterer shall observe proper working hours as may be notified by the Dean of Students from time to time including the summer / winter breaks and shall keep him / herself / authorized representative available at the venue during the working hours.
14. The Caterer will comply with all such instructions that may be issued to him / her by the University through any of its functionaries, including the office of Dean of Students in regard to the operation and maintenance of the University premises. The Caterer shall provide all such kitchen equipments / utensils / material / eatables etc. as may be required for effective operation of the catering services and as may be communicated to him / her by the functionaries of the University.
15. It shall be the responsibility of Caterer to maintain and upkeep all the machinery and other equipment including items of furniture and fixture provided in the respective Canteens and any repair / replacement in this regard shall require to be immediately intimated to the Dean of Students / University Engineer for requisite repairs. However, in case any damage to the machinery and other equipment's including civil / plumbing / electrical / furniture and fixture etc., if found, to be on the part of caterer or its workforce then a suitable penalty for the repair / replacement shall be paid by the caterer.
16. The university authorities shall be authorized to inspect the premises, quality of edibles, sanitation and other arrangements from time to time. In case of any unsatisfactory condition or any defect or deficiency in the service or performance of Contract, the University may impose a fine on the Caterer on each such occasion on the recommendation of Canteen Committee, IUST. Such fines will be deductible from any amount due to the Caterer, if not sooner paid by the Caterer. In case of continuous defect or deficiency in the service by the Caterer, the University may also terminate the Contract.

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17. The successful tenderer shall have to execute an Agreement on non-judicial stamp papers of requisite denomination within a week of the receipt of award / contract letter which shall be guiding document for operation of canteen services contract so awarded.
18. The successful tenderer who may be awarded the contract for Canteen service subject to fulfilment of all other formalities should be able to provide the requisite services within period of (07) days from the date of award of contract failing which the contract may be awarded to the next lowest / suitable tenderer.
19. IUST reserves the right to terminate the contract on one month's notice if the performance is not satisfactory. The Caterer can also terminate the contract by giving three months' notice and clearing all dues, if he / she are not willing to continue the contract.
20. There will be a regular feedback from students / staff.
21. Only electric equipment shall be allowed for cooking purposes.
22. The Caterer shall engage well behaved experienced staff for working in the Canteen and the Caterer shall be responsible for their work, behaviour and conduct. If at any time, the work / behaviour of any such employed staff of the Caterer is found to be unsatisfactory, the Caterer shall be liable to remove such a person immediately when ordered to do so by the Canteen Committee, IUST whose decision in this regard shall be final and binding.
23. The Caterer shall take all precautions that all persons engaged by him / her for catering services are courteous, civil, sober, honest and free from any virulent or contagious disease(s). The Caterer shall be under obligation to obtain the following certificates for each employee during the period of Contract:
 - a) Medical fitness certificate from the authorized Medical Officer.
 - b) COVID -19 vaccination certificates (both doses).
 - c) Character certificate from their respective Police Stations for all the persons engaged by the Caterer.
 - d) Certificate specified the age of the worker not less than 18 years.
24. The Caterer shall ensure that all the workers wear proper uniforms and identity cards during the service in the University. He / she will also ensure that the cooking and serving area is not used as a residence of the workers.
25. List of employees along with their photographs should be displayed on their premises

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26. The Caterer or his / her employees should not do any act or omission which may be prejudicial to the interests of the University.
27. The Caterer shall not construct, raise or modify any structure, temporary or permanent in or around the Canteens, without the prior written permission of the University.
28. The contract granted in favour of the successful Caterer shall not create any (in any case) tenancy, lease and otherwise other interests or other right on the property. The present arrangement is only a temporary permission granted in favour of Caterer for a period mentioned herein above and subject to the performance / observance of the other conditions as may be communicated to the Caterer by the University. The licensed space shall always remain under actual control and possession of the University.
29. The Caterer shall be responsible for strict compliance with all applicable laws, rules and regulations of the Government.
30. The Caterer shall obtain adequate insurance policy in respect of his / her workmen engaged by it towards meeting the liability of compensation arising out of injury / disablement / death etc. at work place.
31. The liability / responsibility in case of any accident-causing injury / death to canteen worker or any of his / her staff shall be the responsibility of the Caterer.
32. Facilities to be provided by IUST for running the canteen services:
 - i) Canteen space
 - ii) Water.
 - iii) Metred Electricity.
33. That no right, much less a legal right shall vest in the Caterer's workers to claim / have employment or otherwise seek absorption in IUST nor the Caterer's workers shall have any right whatsoever to claim the benefits and / or emoluments that may be permissible or paid to the employees of the IUST. The workers will remain the employees of the agency / caterer and this will be the responsibility of the agency / caterer to make it clear to their workers before deputing them for canteen work at IUST.
34. None of the workers of the Caterer shall enter into any kind of private work within the IUST Campus.
35. If in the execution of their work, any infraction / breach / infringement of any law, rules / byelaws for the time being in force, takes place; Caterer shall indemnify the

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University and hold the University harmless against the consequences of any of all litigation / prosecution in any matter connected with or arising out of the subject including the result of any labour dispute and should any award or decree including awards of any labour court and / or Arbitrator which might be enforced / sought against the University, the University shall be compensated by the Caterer to the full extent in respect of all such claims / awards etc.

36. The Caterer shall advise its work force etc. to strictly refrain from smoking / use of polythene / any kind of tobacco products / pan chewing / consumption of alcohol / playing of cards etc. within or around the premises of the University.
37. On expiry of the contract, the caterer shall vacate the premises of the University immediately and handover the charge of premises etc. peacefully to the officer nominated by the Canteen Committee.
38. If any question or dispute arises to the interpretation or violation of any of the terms and condition of this contract, the matter will be referred to the sole arbitration of an Arbitrator appointed by the Canteen Committee, IUST whose decision shall be final and binding on the parties.
39. Notwithstanding to any provision in this contract, if the Caterer violates any norms, rules or acts in any way prejudicial to the interests of the University or to the environment at the campus, the contract shall stand cancelled without assigning any reason to the Caterer by the University.
40. Materials known to be harmful to health (as decided by the university from time to time) such as food colouring (emulsion powder) / aginomoto etc. shall not be allowed, if so found, penalty not less than Rs. 10,000/- shall be imposed as instant fine by IUST.
41. The contractor will use all raw materials of best quality available in the market and in case it is found that any service or any item is sub-standard, the university will be at liberty to terminate the contract immediately. Testing of raw materials as desired by FASSI should be done on regular basis and proper record of the said should be recorded.
42. The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served, and that stale food is not recycled. Stale food shall be removed from the canteen premises immediately. The food which remains unconsumed for the night shall be deemed to be stale and unfit for consumption and must be discarded. Under no circumstances shall stale food be served.

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43. The contractor shall ensure that sufficient manpower is deployed for preparation and service of each meal including cleaning, washing and overall upkeep of canteen assets and premises.
44. The waste material and unused / leftover food from canteens shall be removed from the university every day by the contractor. The contractor shall ensure that stray cattle, dogs etc. do not consume any food within the Canteens.
45. The canteens shall function on all working days including Saturday and Sunday and will not be allowed to be closed on any day for any reasons whatsoever.
46. The Bidders shall strictly adhere in accordance with the Menu / rate provided by the University Authority and is binding upon the contractor and no any other option shall be excepted by the Canteen Committee.
47. Financial Bid shall not be the sole criteria for the award of contract. The decision of the University Committee shall be final.
48. Proper drinking water facility shall be provided within the canteen premises (no plastic water bottles will be allowed).
49. Menu along with the rate should be clearly displayed in the canteen.
50. Based on the demand of students / staff, if new item is to be included in the menu the same along with rate shall be approved by the Canteen Committee.

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FINANCIAL BID



NAME OF THE TENDERER:

Chairperson Canteen Committee
Islamic University of Science and Technology
Awantipora, Pulwama.

Sir / Madam,

I / We / M/s _____

having office at _____

hereby submit our tender for providing Canteen Service at IUST, Awantipora, Pulwama, J&K. Our rates for providing the Canteens Services shall be as under:

Rent per month Rs. _____

(In words) _____

I / We affirm that we have read and fully understood the nature of job and the terms & conditions relating to this tender and agree to abide by the same.

In case of selection of my / our firm for providing Canteen Service at IUST Campus, I will execute an agreement with the IUST within period as may be prescribed by the University and shall also be bound by all such terms and conditions laid therein, which might be subsequently incorporated in the agreement to be signed by us.

For & on behalf of M/s _____

(Authorized Signatory)

Name: _____

Authorised Stamp: _____

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Menu and rate list of eatables to be served at Rumi Canteen

| S. No. | Item | Rate |
|--------|---|----------|
| 01 | Chicken Roll (75 grm) 06 chicken pieces in roll | Rs. 50/- |
| 02 | Bread Slice(3 pc) | Rs. 10/- |
| 03 | Boiled Eggs (two) | Rs. 15/- |
| 04 | Hil puff | Rs. 8/- |
| 05 | Fruit/ Plain cake (per piece) per Cake 5 pieces | Rs. 12/- |
| 06 | Chicken Pattie | Rs. 35/- |
| 07 | Veg Pattie | Rs. 20/- |
| 08 | Butter toast with Butter 10 grams (2 slices) | Rs. 20/- |
| 09 | Burger Veg | Rs. 30/- |
| 10 | Samosa/ Mathi | Rs. 10/- |
| 11 | Bread pakoda | Rs. 10/- |
| 12 | Corn Flakes (200 grm milk) | Rs. 40/- |
| 13 | Curd (200 grm) | Rs. 20/- |
| 14 | Sweet corn (250 grm) | Rs. 35/- |
| 15 | Chicken Sandwich | Rs. 40/- |
| 16 | Veg. Sandwich | Rs. 25/- |
| 17 | Lipton Tea (150 ml) | Rs. 10/- |
| 18 | Coffee (125ml) | Rs. 15/- |
| 19 | Green Tea (125 ml) | Rs. 10/- |
| 20 | Iced Tea (250 ml) | Rs. 20/- |
| 21 | Cold coffee (250 ml) | Rs. 25/- |
| 22 | Maggi | Rs. 20/- |