



**ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY
AWANTIPORA, KASHMIR.**

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 canteen service providers for running of Rumi Library Canteen in the University Campus. The tenderer should have at least two years of experience in running a canteen / cafeteria. A detailed tender document can be collected from the office of the Estates on all working days (Monday – Friday) between 10:00 am to 04:30 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 Estates by or before 17-04-2023 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/-
**Deputy Registrar
Estates**

No: IUST/Tender / Canteen-Rumi Library/23/72

Dated: 24-03-2023



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 of Rumi Library Canteen from reputed Companies / Vendors / Agencies.

The following is the necessary information:

S. No.	Particulars	Details
1	Name	Rumi Library Canteen in the Ground Floor of Rumi Library Islamic University of Science and Technology
2	Period of Contract	One year (further extendable by 1 year, based upon the feedback received from Students / Faculty/Staff)
3	Cost of document	Rs. 500/- in the form of Demand Draft in favour of Finance Officer , Islamic University of Science and Technology, payable at Awantipora (non-refundable)
4	Earnest Money Deposit (EMD)	Rs. 5,000/- in the form of CDR in favour of Finance Officer , Islamic University of Science and Technology (refundable)
5	Security Deposit (For successful Bidder only)	CDR/FDR @ 40000/- only pledged to Finance Officer, Islamic University of Science and Technology (to be submitted by successful bidder within 03 working days from the date of Opening of Tenders)
6	Document Download Start Date	24-03-2023
7	Last Date for Submission of Documents	17-04-2023
8	Address /Date / Time of Opening of Tender	Bids shall be opened in the office of the Registrar, IUST on 19-04-2023 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 for the said purpose).

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

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 (02) year of experience in running Canteen / mess services and should be a profit-making firm / canteen service provider. The Average Turnover of the consecutive two (02) financial years / two (02) year must not be less than Rs. 05 Lakhs. The same should be support by a certificate from Chartered Accountant.
- c. The financial statement for the last two (02) financial years shall be supported by Balance Sheet, Profit & Loss Account duly authenticated by a Chartered Accountant, copies whereof to be enclosed.
- d. Turnover Certificate from Chartered Accountant (CA).
- e. FSSAI Certificate (copy) as a registered canteen service provider
- f. Copies of Registration for GST and the Govt. Labour Department

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- g. Income Tax Return for the last two years along with a copy of PAN card of the Firm.
- h. GST return for the financial year (2020-2021 to 2021 to 2022)
- i. DD of Rs 500 in favour of Finance Officer, Islamic University of Science and Technology, payable at Awantipora (Non-refundable)
- j. CDR/FDR of Rs. 5,000/- in favour of Finance Officer, Islamic University of Science and Technology, Awantipora (refundable)
- k. An affidavit with undertaking that the firm has not been blacklisted for any reasons by any Govt. agency
- l. 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 for running the canteen facility. University shall provide only the space for the same on the rental basis.
 - c. Rent quoted should be covered with transparent tape and put in a separate sealed 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 Estates, 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 canteen service provider / Firm / Agency having sound professional expertise for providing Canteen Services in Universities, Colleges / Offices or similar environment.

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2. Before submission of Tender document, the tenderers, in their own interest, are advised to visit the site to assess it and its surrounding and satisfy themselves in respect of the site conditions as 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 shall remain valid for one year. In case the contract is extended for another year, the rent shall remain the same.
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 process with regard to the award of the contract 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 canteen service provider shall make arrangements for maintaining hygiene and cleanliness with regard to storage and cooking of food and service in the canteen premises. He / she shall ensure that the kitchen / dining areas are kept clean and tidy.
9. The canteen service provider 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. In case, the canteen service provider is found doing so, the contract shall be cancelled and the decision of the University in this regard shall be final and binding on the canteen service provider.
10. It shall be the responsibility of the canteen service provider to constantly maintain the quality and preparation of the food in accordance with the menu.

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11. The canteen service provider shall observe proper working hours as may be notified by the Canteen Committee from time to time including the summer / winter breaks.
12. The canteen service provider 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.
13. It shall be the responsibility of canteen service provider to maintain and upkeep all the machinery and other equipments 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 Chairperson Canteen Committee / University Engineer for requisite repairs. However, in case any damage to the civil / plumbing / electrical / furniture and fixture etc., if found, to be on the part of canteen service provider or its workforce then a suitable penalty for the repair / replacement shall be paid by the canteen service provider.
14. 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 canteen service provider on each such occasion on the recommendation of Canteen Committee, IUST. In case of continuous defect or deficiency in the service by the canteen service provider, the University may also terminate the Contract.
15. 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.
16. 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.
17. IUST reserves the right to terminate the contract on one month's notice if the performance is not satisfactory. The canteen service provider can also terminate the contract by giving three months' notice and clearing all dues, if he / she are not willing to continue the contract.
18. There will be a regular feedback from students /faculty/ staff.
19. Only standard equipment shall be allowed for cooking purposes.

20. The canteen service provider shall engage well behaved and experienced staff for working in the Canteen and the canteen service provider shall be responsible for their work, behaviour and conduct. If at any time, the work / behaviour of any such employed staff of the canteen service provider is found to be unsatisfactory, the canteen service provider 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.
21. The canteen service provider 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 canteen service provider 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 and antecedent certificate from their respective Police Stations for all the persons engaged by the canteen service provider.
 - d) Certificate specifying the age of the worker not less than 18 years.
22. The canteen service provider 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 residence for the workers.
23. List of employees along with their photographs should be displayed in the Canteen.
24. The canteen service provider or his / her employees should not indulge in any act which may be prejudicial to the interests of the University.
25. The canteen service provider shall not construct, raise or modify any structure, temporary or permanent in or around the Canteens, without the prior written permission of the University.
26. The contract granted in favour of the successful canteen service provider 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 canteen service provider for a period mentioned herein above and subject to the performance / observance of the other conditions as may be communicated to the canteen service provider by the University. The licensed space shall always remain under actual control and possession of the University.

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27. The canteen service provider shall be responsible for strict compliance with all applicable laws, rules and regulations of the Government.
28. The canteen service provider shall obtain adequate insurance policy in respect of workforce engaged by him/her towards meeting the liability of compensation arising out of injury / disability / death etc. at work place.
29. 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 canteen service provider.
30. Facilities to be provided by IUST for running the canteen services:
 - i) Canteen with structure
 - ii) Water.
 - iii) Metred Electricity.
31. That no right, much less a legal right shall vest in the canteen service provider's workers to claim / have employment or otherwise seek absorption in IUST nor the canteen service provider'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 shall remain the employees of the agency / canteen service provider and this will be the responsibility of the agency / canteen service provider to make it clear to their workers before deputing them for canteen work at IUST.
32. None of the workers of the canteen service provider shall enter into any kind of private work within the IUST Campus.
33. If, in the execution of their work, any infraction / breach / infringement of any law, rules / byelaws for the time being in force, takes place, canteen service provider shall indemnify the University and hold the University harmless against the consequences of any or 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 canteen service provider to the full extent in respect of all such claims / awards etc.
34. The canteen service provider shall advice 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.

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35. On expiry of the contract, the canteen service provider shall vacate the premises of the University immediately and handover the charge of premises etc. peacefully to the officer nominated by the Canteen Committee.
36. If any question or dispute arises with regard to the interpretation or violation of any of the terms and condition of this contract, the matter shall 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.
37. Notwithstanding any provision in this contract, if the canteen service provider 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.
38. 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.
39. The canteen service provider shall 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 shall be at liberty to terminate the contract immediately. Testing of raw materials as desired by FSSAI should be done on regular basis and proper record of the said should be maintained.
40. The food shall be cooked, stored and served under hygienic conditions. The canteen service provider 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.
41. The canteen service provider 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.
42. 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.
43. The canteens shall function on all working days including Saturday and Sunday and shall not be allowed to be closed on any day for any reasons whatsoever.

44. The canteen service provider shall strictly adhere in accordance with the Menu / rate provided by the University Authority.
45. Proper drinking water facility shall be provided within the canteen premises (no plastic water bottles shall be allowed).
46. Menu along with the rate should be clearly displayed in the canteen.
47. Based on the demand of students /faculty/ staff, if new item is to be included in the menu the same along with rate shall be approved by the Canteen Committee.

FINANCIAL BID FOR RUMI LIBRARY CANTEEN

NAME OF THE TENDERER:

Registrar,
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 I/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
shall execute an agreement with IUST within a 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)

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Name: _____

Authorised Stamp: _____

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

S. No.	Item	Rate
01	Chicken Roll (75 grm) 06 chicken pieces in roll	Rs. 90/-
02	Bread Slice(3 pc)	Rs. 10/-
03	Boiled Eggs (two)	Rs. 18/-
04	Fruit/ Plain cake (per piece) per Cake 5 pieces	Rs. 12/-
05	Chicken Pattie	Rs. 30/-
06	Veg Pattie	Rs. 20/-
07	Butter toast with Butter 10 grams (2 slices)	Rs. 20/-
08	Burger Veg	Rs. 45/-
09	Samosa/ Mathi	Rs. 10/-
10	Bread pakoda	Rs. 10/-
11	Curd (200 grm)	Rs. 20/-
12	Sweet corn (250 grm)	Rs. 45/-
13	Chicken Sandwich	Rs. 40/-
14	Veg. Sandwich	Rs. 30/-
15	Lipton Tea (150 ml)	Rs. 10/-
16	Coffee (125ml)	Rs. 20/-
17	Green Tea (125 ml)	Rs. 10/-
18	Iced Tea (250 ml)	Rs. 20/-
19	Cold coffee (250 ml)	Rs. 30/-
20	Maggi	Rs. 20/-