**Tender Notice No. 3960 /CET Date: 17/11/2016**

**TENDER DOCUMENTS**

**FOR**

**ALLOTMENT OF ROOMS FOR RUNNING SHOPS (07 NOS.)**

**AT**

**STUDENT ACTIVITY CENTRE (SAC) IN THE PREMISES OF**

**COLLEGE OG ENGINEERING AND TECHNOLOGY (CET), GHATIKIA, BHUBANESWAR**



**COLLEGE OF ENGINEERING AND TECHNOLOGY**

**(A Constituent College of Biju Patnik University of Technology)**

**Techno Campus, Ghatikia. Bhubaneswar**

**Bhubaneswar – 751029**

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1. **INVITATION OF TENDER:**

**College of Engineering & Technology, Bhubaneswar** invites sealed tender under two bid systems i.e. Technical and Financial Bid from the registered, experienced and well-established Companies/Firms/ Agencies/Persons for running various types shops(07 nos.) on contract basis at Student Activity Centre inside the College premises initially for a period of one year with effect from the date of award of contract unless extended further by mutual consent of the Competent Authority and the service provider on the terms and conditions mentioned in the tender document or unless terminated in accordance with the terms and conditions mentioned herein.

1. **Schedule and Particulars of Tender :**

**(a) First date of availability of Bidding Document in the website : 18.11.2016**

 **(b) Last date and time for submission of bids : 15.12.2016 upto 1.00 P.M**

**(d) Time and date of opening of “Tender (Technical bid )” : 15.12.2016 at 3.00 p.m.**

**(e) Opening of “Financial Bids” :** will be notified to the short listed Technical bidders

**(f) Place of opening of bids : Office of Principal**

 **College of Engineering & Technology,**

 **Techno-Campus,Ghatikia, Bhubaneswar-751029**

**(f) Address for correspondence: Principal**

 **College of Engineering & Technology**

 **Techno-Campus, Ghatikia,**

 **Bhubaneswar-751029**

**(g) Contact Person for any clarification:Dr. R K Mallik, Asso. Professor(Mech Engg.) &**

 **PIC Canteen**

**(h) Tender Document fee :** Bid documents are to be downloaded from the College website i.e. [www.cet.edu.in](http://www.cet.edu.in) , Rs.1000/- towards tender document fee shall be submitted along with “ Technical Bid” in the form of Demand draft or Pay order drawn **in any Nationalised Bank** in favor of “**Principal, CET, Bhubaneswar payable at Bhubaneswar”.** This tender fee is **NON-REFUNDABLE. Any tender submitted without the requisite fee will be rejected summarily.**

**(i) Earnest Money Deposit:** The **Earnest Money Deposit (EMD) of 50,000/- (Rupees Fifty Thousand Only) for shops bids and** (which are refundable without interest) shall accompany the bid in the form of Demand Draft/Pay Order **in any Nationalised Bank** in favor of “**Principal, CET, Bhubaneswar payable at Bhubaneswar”. Any tender submitted without EMD will be rejected summarily.**

**(j) Scope of Work**

This tender is intended for assigning contract to the interested Companies/ Firms/ Agencies/ Persons having well experience in the relevant field for running shops of various types at the Student Activity Centres in premises of CET, Techno-campus, Ghatikia , Bhubaneswar.

**3.0) GENERAL ELIGIBILITY and TECHNICAL REQUIREMENTS TO
 PARTICIPATE IN TENDER.**

Only those bidders who fulfill the following eligibility criteria may submit their bids:-

1. Bidders may be a Proprietary firm/ Partnership firm/ Limited Company and should be registered with the relevant office of the competent Authority under State/Central Govt. and should have obtained necessary license/permission to run shops. A copy of relevant certificate should be enclosed.
2. The tenderer should have minimum **three** year experience of running canteen/shops or rendering similar services in Govt. organizations/educational institutes/PSUs etc, (copies documentary evidence in support of this during each of the last three years should be enclosed).
3. Should have minimum turnover of Rs. 2.00 Lacks per year during each of the last three years (copies of annual account of the three year should be enclosed).
4. There should be no case (either criminal or litigation) pending with the police against the Proprietor/Firm/Partner or the Company (Service Provider) and the man-power engaged by them /their employees. The tenderer should not have been blacklisted by any government organization or agency and has not indulged in any malpractice. Documentary evidence in the form of an affidavit from 1st class Magistrate is to be submitted.
5. The Bidder should have an office in proximity of Bhubaneswar.
6. The bidders are required to submit the photocopy of the following documents (duly attested by the Gazetted Officer ) along with the Technical bid :-

a) Certificate of Registration of firms or Partnership.

b) Proof of office address (telephone bill, electricity bill etc.)

c) Valid Trade license in relevant field (issued by Competent Authority of State/Central Govt.)

d) Details of Bank Account of the firm (Name of Bank, Name of branch, Account No., Type of a/c). The bank accounts should be at least 3 (three) years old. A cancelled cheque of the account of the firm to be enclosed.

e) VAT/Sale tax Registration Certificate and Tin Number.

f) PAN/TAN Card.

g) Service Tax Registration Number.

h) Annual Turnover Certificate of last 3 (three) duly certified by the Chartered Accountants.

i) IT Return and Audited Balance Sheet of the last 3 years.

j) Not blacklisted certificate as mentioned earlier in the form of an affidavit .

k) An Undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender.

4.0**) General Instructions to Bidders**

1. **Definitions and interpretations:**

In the contract (as hereinafter defined) the following definitions, words and expressions shall have meaning hereby assigned to them except where the contract otherwise requires.

* 1. College/Institute means the College of Engineering and Technology (BPUT), Bhubaneswar through its Principal or his representative.
	2. Principal means the Head of the College of Engineering and Technology, Bhubaneswar.
	3. PIC, Canteen means the Professor assigned as in charge to supervise all activities related to running of Canteens and various shops inside the premises of College of Engineering and Technology, Bhubaneswar and report to the “College Shops/Canteen Committee” who directs and administers the contract.
	4. “College Shop/Canteen Committee” shall mean a Committee that would normally comprise of Principal as Chairman, PIC of different committees, Faculty, non teaching representatives, students representatives as members. The committee is constituted by the Principal from time to time to supervise and for over all control of the management of the canteens/shops.
	5. Contractor means the person(s) , firms or companies whose tender has been accepted by the college.
1. **Assignment & Subletting:**
2. The contractor shall not assign the contract or any part thereof or any benefit or interest therein or there under without written consent of the Institute. The whole of the charge included in the contract shall be executed by the Contractor. He/ She shall be responsible for the acts, defaults and neglects of servants, or workmen, as fully as if they were the acts or defaults of the contractor.
3. The shops area (inside and outside) should not be used for any other purpose except for running the canteen and that the walls and surroundings of the canteen should not be used for display of wall posters, writings etc. The minor maintenance (below Rs.10000.00) will be the responsibility of the allottee whereas the major repair (above Rs. 10000.00) will be done by CET on request of shop owner.
4. The Contractor should not transfer the management to any other individual or agency. The owner/ manage of the shop should be present at the premises and supervise the day-to-day affairs of the shandops shall not give scope for any complaints either from students/staff or customers.
5. In case of any defaults or negligence under such contract the canteen & shop committee may suggest to the Principal to impose fine or penalty against the contractor. Such penalties shall be as follows. After receipt of 1st complaint Rs.500/-, on receipt of 2nd complaint Rs.750/-, on receipt of 3rd complaint Rs.1000/-, penalties may be imposed on the contractor for any such lapses and unhygienic conditions prevailing inside the Canteen or substandard raw materials used in cooking or the workers improperly dressed or their conduct uncalled for or the items being sold in the Canteen do not have proper acceptance of the canteen committee or aesthetic sense is not prevailing.
6. If it is found that if three such fines do not have any effect in abiding by the terms and conditions mentioned in the contract. The contract may be terminated finally after serving fifteen days notice by the Principal to the Contractor. The notice during the period of probation will be only one week.
7. f) Under such conditions the Contractor is liable to vacate the Canteen Premises within fifteen days/ seven days as the case may be from the date of the notice received by him.
8. **Scope of Contract**
9. The contract comprises the necessary arrangement of all raw materials required for preparation of items mentioned in the menu for fast food , and serving the prepared articles to customers in case of fast food shops and provision of all materials and serving of articles in case of other shops. This will also include transportation, cost of materials and labour. The contractor shall make his own arrangement for safe storage of materials and accommodation for his staff etc. No employees of the contractor shall be allowed to reside in canteen premises.
10. The contractor shall maintain the working hours of Canteen as laid down by the Canteen Committee.
11. The contractor shall maintain **FULL HYGIENIC CONDITIONS** in shops, in storage, preparation and servicing of eatables and in keeping the floor, furniture, utensils, crockery, cutlery neat and clean, such as to maintain the standards and aesthetic values of the shop area in the Canteen. Contractor should make arrangements for storage/display the items in hygiene condition.
12. The bearers for servicing in shops will have to be provided uniforms by the contractor during working hours and they will be required to wear the uniforms during working hours which is a must.
13. The contractor shall carry out the work in accordance with this contract and with directives of Canteen & shop Committee and to the satisfaction of the Principal. The shops Committee from time to time may issue the further instructions, detailed directions and explanations which are hereafter collectively referred to as Canteen Committee’s instructions in regard to
14. The Canteen & Shop Committee members shall have every right to inspect the shop without any notice and can seal the shop(s) in case of violation of terms and conditions.
15. The shops should be run during the timings from 8.30 A.M. to 9.30 P.M. The college shall however, reserves the right to revise the timings.
16. The canteen Committee has right to terminate the lease by giving one month’s notice if it feels necessary to do so. In such case, the lessee shall forego the lease amount.
17. The decision of the Principal of the college with regard to any matter pertaining to Central Canteen will be final.
18. The Canteen Contractor shall pay the cost of damage, if any, caused to the premises, fixture, fittings etc., during the period of contract.
19. The above Canteen Committee shall conduct inspection of canteen in all respects including installation, stores, Kitchen, preparation and supply of food items, hygienic conditions etc., at regular intervals.
20. The Canteen Committee may also authorize any other person to inspect the central canteen.
21. The contract will be in force from the date of leasing the shop and expire on completion of contract period and no notice by college is necessary and the allottee shall leave the shop(s) premises with his employees immediately after completion of the specified date and shall not re-enter. However, this condition does not apply if the lease period is terminated before the completion of the contract period.
22. **The allottee will be required to pay license fee as to be approved for different type shops towards monthly rent. Electric charges will be charged as per actual unit consumption through a meter to be installed in the shop.**
23. Utensils and cooking gas required for cooking, and other crockery and cutlery shall have to be arranged by the contractor.
24. The lessee should execute an agreement bond in the prescribed proforma on **non-Judicial stamp paper worth Rs.100-00.**
25. The Canteen Committee itself shall fix the rates for each item that are to be served at the different type shops and the lessee shall have to serve those items only at the rates and the quantum fixed. A menu chart accordingly should be displayed at the every shop. The rates approved will not be revised during the tender/lease period without prior permission of canteen committee.
26. Good quality oil like sunflower oil and spices only to be used for cooking purpose in fast food shops..
27. **Contract Documents**

The several documents forming the contract are to be taken mutually explanatory of one another and in case of ambiguities or discrepancies the same shall be explained and clarified by the Institute who shall thereupon issue to the contractor their interpretation and direction in what manner the work is to be carried out.

1. **Removal of Workmen**

The contractor shall employ in running the canteen only such persons as are careful, skilled and experienced in their trades. No child labour will be employed by the Contractor in the canteen and the Institute shall be at liberty to object to and require the Contractor to remove from canteen any person employed by contractor in running the canteen who in the opinion of the college misconducts himself or is incompetent or negligent, in the proper performance of his duties and such persons shall not again be employed in the canteen without the specific permission of the Canteen Committee.

1. **Compliance of Statutory liabilities**
2. Minimum Wages: The contractor shall ensure that wages paid to his employees confirm to the provisions of the Minimum Wages Act.
3. The contractor shall be totally responsible for all statutory liabilities including those relating to Weights and Measures and Prevention of Food Adulteration.
4. The person/ persons whose tender may be accepted (hereafter called the contractor) shall have to deposit Rs. 100000/- Security Money with the Institute which shall be refunded after expiry of the contract.
5. **Action when whole of the Security Deposit is Forfeited**

In a case in which under no clause(s) of this contract the contractor shall have rendered himself liable to pay compensation amounting to the whole of his Security Deposit, the Principal shall have power to adopt the following course as he may deem best suited to the Institute. To rescind the contract (of which decision, notice in writing to the contractor under his own hand be conclusive evidence) in which case the security deposit of the contractor shall stands forfeited and be absolutely at the disposal of the Institute.

1. **Settlement of dispute:**

All disputes related to canteen lease, rent, electric bill, management, maintaining hygiene and abiding rules and regulation framed by canteen committee shall be settled within the college by college authority (Principal).

**5.0) INSTRUCTIONS FOR SUBMISSION OF TENDER :**

All the Tenders shall be prepared and submitted in accordance with the instructions as follows. **Any proposal which is not submitted in accordance with these instructions will be summarily rejected without any communication in this regard.**

(i) The bid shall be submitted in two separate sealed envelopes. The first envelope shall be super scribed as “Prequalification Bid for Canteen” and shall contain the information regarding eligibility criteria in the prescribed formats and mandatory enclosures as given in **Annexure I** and the second envelope super scribed as “Financial Bid” shall contain price bid in the format given in **Annexure II.**

Both these envelopes and the covering letter accompanying the tender document (including all the Annexures), duly signed on each page with seal by the authorized representative of the bidder, should be enclosed in a bigger third envelope, which shall be super scribed “**Bid for Allotment of shops at SAC Building in the Premises of CET, Ghatikia, Bhubaneswar ”** and should reach at the following address through Registered Post/Speed Post/Courier on or before the expiry of the prescribed time limit. No hand delivery will be accepted.

**Principal**

**College of Engineering & Technology**

**Techno-Campus, Ghatikia,**

**Bhubaneswar-751029**

(ii) No tender will be considered which is not as per the printed/typed form. The bidders should ensure that each page of the tender is signed by the person authorized to sign the tender document, affixing the seal of the Bidder.

(iii) All entries in the tender forms should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No corrections including overwriting or striking out will be permitted in the Financial Bid. In such cases, the tender shall be summarily rejected.

(iv) If any bidder is found to have business or family relationship with any employee of this College , his bid will be rejected.

(v) No modification or substitution of the submitted bids shall be allowed.

(vi) The Bids shall be opened on the scheduled date and time at **Office of Principal**

**College of Engineering & Technology, Techno-Campus,Ghatikia, Bhubaneswar-751029**  in the presence of the representatives of the bidders, if any, who are present on the spot at that time. No separate intimation shall be sent to bidders for the same.

(vii) The bidders are required to enclose photocopies of the supporting documents, self-certified by the authorized representative of the bidder.

(viii) A bid submitted without the T**ender fees and EMD and incomplete or conditional bids** shall not be considered and the same will be rejected.

(ix) Tenders will not be accepted after the prescribed time and date as set out in the Tender Notice or subsequent extensions, if any, notified by the office.

(x) CET is not held responsible for any delay, loss or non-receipt of the bid sent by post/courier. Bid submitted through Fax or Email/ hand delivery shall not be accepted.

(xi) Interested parties may submit their tender after inspection of the SAC Building in the premises of CET at the above location. The inspection of the Shop/canteen premises can be made between 11.00 A.M. and 4.00 P.M. on all working days from the date of issue of notification till the date of closure of tender.

(xii) There should be no cutting/overwriting in the Tenders/Quotations.

(xiii) The Principal , CET, Bhubaneswar reserves the right to accept or reject any Tender / Quotation in full or in part in case of incomplete quotations and also without assigning any reason thereof. In case of any dispute, decision of the will be final and binding.

**6.0) Specific Terms and Conditions**

1. The Shops will run on contract basis within the Student Activity Center (SAC).
2. Selection for the allotment shops will be strictly on the Tender basis and the qualifying party will be allowed to go for the contract. Interested parties to run the shop have to be quote monthly license fee (rent) considering the prescribed rate chart and other terms and conditions. The tender will be decided on the basis of highest price offered for a particular shop by a single party.
3. The contract is to be executed between Principal, CET (here-in-after called as 1st Party) and qualified bidders (here-in-after called as 2nd Party) on the Terms and Conditions mentioned in this bid documents. The agreement will be made for a period one year (first 3 month being the probation period) and extendable for period of three years on satisfactory performance after which the authority (Principal, CET) reserves the right to go for fresh tender or extend the term as the case may be.
4. Essence of this contract is to provide timely and better service to the students and staff. A committee, authorized by the Principal, CET will check the hygiene and other performance of the shop owners. If any defect is notified by the Committee, the same will be communicated to them and if no visible rectification is noticed, the agreement will be cancelled with one month notice and the allot tee will be evicted from the campus.
5. If any allottee is found selling goods at unreasonable and high price, he will be called for justification and if he fails to submit the justification his allotment will be cancelled. However, in such case, rent deposited by him will be returned after deducting the next due up to the date of vacation.
6. Subletting of rooms is strictly prohibited. The allotted persons will be required to produce VAT, Sale tax registration certificates, Service Tax registration and PAN Card in their name along with bid failing which the submission bids will summarily rejected.
7. Security money of **Rs. 50,000.00** (Rupees Fifty thousand only) should be deposited by the 2nd party in shape of demand draft drawn in favour of Principal, CET payable at Bhubaneswar, prior to signature in contract papers. Security money is refundable subjected to withdrawal of the contract with at least one month prior written notice served by either party.
8. The 1st party shall provide room(s) in good condition. However, electricity charges water charges are to be borne by the 2nd party as per actual consumption and energy meter reading of that unit. In case a shop without or non function energy meter, the electricity bill will be charged based on load calculated.
9. The 2nd party is to keep the shop(s) and it’s surrounding in good condition and does routine minor maintenance of the internal structure. Major maintenance will be taken care of by the 1st party.
10. The 2nd party is to provide good quality product and hygienic food as mutually agreed upon by both the parties.
11. Canteen/shop Committee appointed by the 1st party shall finalize the menu and subsidized price for each menu time to time . In case of deviation (if any) found at any point of time, it would be the responsibility of the committee to settle the matter through amicable discussion between both the parties.
12. The 2nd party should ensure that the staff on duty should be under his control and would be sufficiently trained to maintain good discipline within the Students Activity Centre (SAC). In case of any difficulty, the matter should be reported to the 1st party in written form. The 2nd party does not possess any authority to take the law into his hands without informing the 1st party.
13. The earnest money of the successful tenderer will be liable to be forfeited as liquidated damages in the event of any evasion, refusal or delay on his part in signing the agreement. The earnest money of the tenderer who intimates the withdrawal of his/ her tender in breach of conditions of contract and who evades or refuses to sign the contract bond on acceptance of his/ her tender within a period of its validity will also be liable to forfeiture.
14. The tender will remain valid for 30 days from the date of opening. The contractor submitting a tender and / or after depositing earnest money shall be deemed to have undertaking to keep tender open for acceptance for the full period of 30 days and will have no right to withdraw the same before expiry of the said period. In case, intimation of its acceptance is issued to the contractor at the later date, he/ she is competent to refuse.
15. Unless a person, whose tender is accepted, have to sign the contract within 10 days after he/she is required to do so, failing which the earnest money deposited by him will be liable to forfeiture and the acceptance of his/ her tender may be withdrawn.
16. The successful bidders are required to deposit the license fee(rent) for one year as security deposit before the date stipulated by the Principal, CET for taking over the allotted premises. Rent will be charged on the date of taking over possession and monthly rent shall be paid by the allot tee before 10th of successive month regularly. The allot tee must take possession of room within 15 days from the date of agreement and start operating; otherwise the agreement will be cancelled.
17. CET authority will provide rooms in good condition with water supply facilities to the SAC premises. Any interior decoration may be done by allot tee with due permission from the Principal at his own cost without any liability to CET. Separate sub-meter for each room will be provided. The electricity bill will be borne by the respective allot tee as per CESU tariff (Commercial).
18. The minor maintenance (below Rs.10000.00) will be the responsibility of the allottee whereas the major repair (above Rs. 10000.00) will be done by CET on request of shop owner.
19. The allot tee cannot close the shop without prior permission of PIC, Canteen.
20. The college reserves the right to reject any or all tender application and cancel the tender at any time without assigning any reason.

**7.0) Details of size**

|  |  |  |  |
| --- | --- | --- | --- |
| **Particular of Shops/ Restaurant /****Canteens / Booth etc.** | **Carpet Area in** **Sq. Ft.** | **Minimum Rent** | **Security Amount to be deposited by successful bidder** |
| Shop No. 1 | Food Corner-I | 150Sq. Ft. | Rs.6,500/- | Rs.50,000/- |
| Shop No. 2 | Food Corner-II | 150 Sq. Ft. | Rs.6,500/- | Rs.50,000/- |
| Shop No. 3 | Snacks and Bakery | 120 Sq. Ft. | Rs.3,500/- | Rs.50,000/- |
| Shop No. 4 | Medicine shop | 120 Sq. Ft. | Rs.3,500/- | Rs.50,000/- |
| Shop No. 5 | Office and General Stationary  | 150 Sq. Ft. | Rs.3,000/- | Rs.50,000/- |
| Shop No. 6 | Xerox and Laminations | 150 Sq. Ft. | Rs.3,000/- | Rs.50,000/- |
| Shop No. 7 | Tea and coffee stall | 50 Sq. Ft. | Rs.2,000/- | Rs.50,000/- |

**DECLARATION**

1. I declare that I will abide by the terms and conditions stated in the tender document.
2. I will also abide by the conditions that may be stipulated from time to time by the Canteen Committee or the authority of the College of Engineering and Technology (BPUT), Bhubaneswar during the period of lease.
3. I will be held responsible for any damage caused to the college property and that I will abide by the decision of University that may be taken under such situations. All disputes relating to management of canteen/shops or lease of the canteen/shops shall be settled with College authority only.

SIGNATUR OF TENDERER

Date:

Name of Tenderer ---------------------------------------------------

Full Address: ----------------------------------------------------------

-------------------------------------------------

Pin Code No. ---------------------------------------------------------

Mobile No. -------------------------------------------------------------

**Annexure-I**

**APPLICATION FOR TECHNICAL BID**

**(For running canteen in** CET,Ghatikia, Bhubaneswar)

1. Name of Firm :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Details of Cost of Bid Documents : DD No.\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_drawn on Bank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Details of Earnest Money Deposit : DD No.\_\_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_drawn on Bank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Name of Proprietor / Partner/ Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Full Address of Registered : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone No. :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax No. :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail Address :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Full address of Operating/ Branch Office (if any) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone No. :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Name & Telephone no. of :

Authorized Officer/Person

for liaisoning.

8. Banker of the Service Provider :

(Attach certified copy of statement of

A/c for the last Three years)

Telephone Number of Banker :

9. Photocopies of mandatory documents attached : -

|  |  |  |  |
| --- | --- | --- | --- |
|  **SL** | **DOCUMENTS NEED TO BE SUBMITTED** | **WHETHER SUBMITTED****(WRITE YES/NO)** | **REf. PAGE****NUMBER** |
|  | Certificate of Registration of firms or Partnership. |  |  |
|  | Proof of office address (telephone bill, electricity bill etc.) |  |  |
|  | Trade license |  |  |
|  | PAN Card |  |  |
|  | Service Tax Registration Number. |  |  |
|  | VAT/Sale tax Registration Number. |  |  |
|  | Details of Bank Account of the firm (Name of Bank, Name of branch, Account No., Type of a/c). The bank accounts should be at least 3 (three) years old. A cancelled cheque of the account of the firm to be enclosed. |  |  |
|  | Annual Turnover Certificate of last 3 (three) F.Y duly certified by the Chartered Accountants |  |  |
|  | IT Return and Audited Balance Sheet of the last 3 years. |  |  |
|  | Existence of agency for not less than 3 (three) years in the field. |  |  |
|  | Non-relation certificate with the employees of CET,Bhubaneswar. |  |  |
|  | Not blacklisted certificate as mentioned earlier in the form of affidavit. |  |  |
|  | An Undertaking by the agency for Acceptance & Compliance of all terms & conditions mentioned in this tender above which should be clearly mentioned that the Agency will be fully liable for all Statutory Obligation to the Principal Employer for all obligation during and after the period of Contract. |  |  |
|  | Documentary evidence in support of providing satisfactory service from all existing clients of current period. |  |  |

**10.** Prince list of items –

1. **List of menu and prescribed rate chart (Fast Food)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Fast Food** |  |  |
| **Sl. No.** | **Item** | **Quantity**  | **Rate** |
| 1. | Mix Chowmin (Veg.) | 250 Gms. (1 Plate) | Rs 20/- |
| 2. | Mix Chowmin (Non Veg.) | 250 Gms. (1 Plate) | Rs 35/- |
| 3. | Chilli Chicken | 300 Gms. (1 Plate) | Rs 60/- |
| 4. | Chicken pakoda | 250 Gms. (1 Plate) | Rs 50/- |
| 5. | Paneer pakoda | 150 Gms. (1 Plate) | Rs 40/- |
| 6 | Roll (Plain) | 01 No. | Rs 20/- |
| 7 | Roll (Egg) | 01 No. | Rs 30/- |
| 8 | Roll (Egg Chicken) | 01 No. | Rs 35/- |
| 9 | Roll (Chicken) | 01 No. | Rs 30/- |
| 10. | Biriyani (Mutton) | 250 Gms. (1 Plate) | Rs 80/- |
| 11 | Biriyani (Chicken) | 250 Gms. (1 Plate) | Rs 60/- |
| 12 | Fried Rice | 250 Gms. (1 Plate) | Rs 25/- |
| 13 | Soup (Veg.) | 250 Gms. (1 Plate) | Rs 20/- |
| 14 | Soup (Non Veg.) | 250 Gms. (1 Plate) | Rs 30/- |

1. **Office and General store/ Snacks & Bakery**

The prescribed rate chart is as per the MRP/ considering any discount if any on MRP of the items which is to be finalized by the Canteen & Shop committee.

1. **Xerox and Laminations**

|  |  |
| --- | --- |
| **Number of pages**  | **Price per page (in INR)** |
| 1-10 pages (Xerox) | Rs 1.00  |
| 11-50 pages (do) | Rs 0.70 |
| 51-100 or more number of pages | Rs 0.60 |

1. **Tea & Coffee Stall**

Tea- (100ml) – Rs 5.00

Coffee- (100ml) – Rs 8.00

The price for any other varieties of tea such as lemon tea, green tea, black tea will be fixed by the Canteen/Shop committee.

**ANNEXURE-II**

**Price Bid**

* License fee per month:---------------------

I undertake to serve the items mentioned above at the above rate duly maintaining the quantum indicated therein. Branded oil and spices only to be used for the preparation of meals and other food items. Any other menu (if any) will be priced as per the actual market price and will be approved by the canteen committee.

(\*)The weight given does not include the weight of Daal/chutney/Sambar/ Curry/Curd Chutney.

Date: SIGNATURE OF APPLICANT

Name :

Address:

**DECLARATION**

1. I declare that I will abide by the terms and conditions stated in the tender document.
2. I will also abide by the conditions that may be stipulated from time to time by the Canteen Committee or the authority of the College of Engineering and Technology (BPUT), Bhubaneswar during the period of lease.
3. I will be held responsible for any damage caused to the college property and that I will abide by the decision of college that may be taken under such situations. All disputes relating to management of canteen/shops or lease of the canteen/shops shall be settled with College authority only.

SIGNATUR OF TENDERER

Date:

Name of Tenderer ---------------------------------------------------

Full Address: ----------------------------------------------------------

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Pin Code No. ---------------------------------------------------------

Mobile No. -------------------------------------------------------------