



आंध्रप्रदेश केंद्रीय विश्वविद्यालय ఆంధ్రప్రదేశ్ కేంద్రీయ విశ్వవిద్యాలయం
CENTRAL UNIVERSITY OF ANDHRA PRADESH
(Established by an act of Parliament in 2019)

Dated, 28th May, 2024

**TENDER FOR RUNNING OF KITCHEN/MESS AT CENTRAL
UNIVERSITY OF ANDHRA PRADESH AT JANTHALURU**

Tender Enquiry No: CUAP/Estt./2024-25/Kitchen-Mess/16



TENDER DOCUMENT

CENTRAL UNIVERSITY OF ANDHRA PRADESH, ANANTHAPURAMU IS INVITING SEALED TENDERS FROM THOSE AGENCIES/CATERERS/FIRMS ARE HAVING THE RELEVANT EXPERIENCES OF PROVIDING THE KITCHEN/MESS SERVICES IN THE CENTRAL UNIVERSITIES / CENTRAL GOVT. INSTITUTES / ORGANIZATIONS / STATE GOVT. INSTITUTES / ORGANIZATIONS ONLY FOR RUNNING THE KITCHEN / MESS TO STUDENTS ON A FIXED COST BASIS PER STUDENT PER MONTH RESIDING IN DIFFERENT HOSTELS OF THE UNIVERSITY.

INSTRUCTIONS TO BIDDERS:

1. Bids received beyond the last date will not be considered.
2. **Last Date of Submission: 15th June, 2024**
Technical bids will be opened on the next day at the CUAP by the duly constituted committee. After evaluation of technical bids, financial bids of the successful bidders will be opened on a later date decided by the authority of the CUAP.
3. **EARNEST MONEY DEPOSIT:** Refundable Earnest Money Deposit (EMD) of **Rs. 50,000/-** (Rupees fifty Thousand) only through Demand Draft only in favour of Registrar, Central University of Andhra Pradesh, payable at Ananthapuramu must be accompany with the Tender. EMD of unsuccessful bidders shall be returned after finalization of the contract without any interest. EMD of the successful bidder will be released after submission of Security Deposit. Tenders not accompanied by EMD as prescribed above will be summarily rejected and shall not be accepted. Submission of EMD for MSE & MSME exempted on production of certificate.

SECURITY DEPOSIT: Security Deposit is to be submitted only by selected bidder, as given below:

Sl. No.	Name of the work	Security Deposit
1.	PROVIDING MESS FACILITY MAINTAINING THE KITCHEN AND DINING AREA IN 1 GIRLS' HOSTEL & 2 BOYS' HOSTELS.	Rs. 5,00,000/-

Security Deposit shall be made only through Demand Draft only in favour of Registrar, Central University of Andhra Pradesh, payable at Ananthapuramu, and shall be returned only after contract period subject to recovery if any from bidder.

4. Quoted rates must be valid for at least one year from the date of commencement of the contract.
5. Tentative menu along with brands of ingredients that shall be served, are mentioned at **Annexure-II A & B.**
6. Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter / overwrite / make cutting in the tender.
7. All documents listed in **Annexure -I** along with signed and stamped tender document should be enclosed.
8. All documents submitted should be self- attested with seal of the bidder.
9. Bidders must unconditionally accept all **Terms and Conditions** stipulated in the tender document and all pages of the bid including all enclosures should be numbered and must be duly filled in and signed and stamped by the authorized representative.
10. Bidders are advised to visit the hostels to inspect the facilities at site.
11. **TDS:** Taxes as applicable on date will be deducted from the bills, unless valid documents are submitted along with the tender.
12. **Trading License:** The mess Bidder should have a valid trading license with one official representative at Ananthapuramu who should be available 24x7 over telephone.



13. **Food License:** The Bidders may enclose a copy of food license issued by the Food Safety and Standards Authority of India (FSSAI) or the State Food Safety & Standard Authority (SFSSA) along with the Technical Bid.
14. Conditional tenders not acceptable: All the terms and conditions mentioned herein must be strictly adhered to by all the bidding Agencies. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Conditions mentioned in the tender bids submitted by vendors will not be binding on Central University of Andhra Pradesh (CUAP). The University reserves the right to reject any /all tenders without assigning reasons thereof.
15. At any time prior to the date of submission of bid, CUAP may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment/ corrigendum. Any such amendment/ corrigendum will be duly notified every now and then through the University's website only. Prospective bidders are advised to check the University's website every now and then for any amendment/ corrigendum. In order to provide reasonable time to take the amendments into account in preparing the bid, CUAP may extend the time and date of submission of bids.
16. The acceptance of the tender will rest solely with the Authority of the CUAP, who, in the interest of the Institute, is not bound to accept the lowest tender and reserves the right to reject or partially accept any or all the tenders received without assigning any reasons.

Sd/
Assistant Registrar (Admin.)

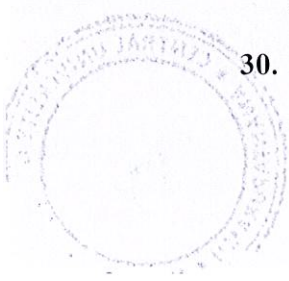


TERMS AND CONDITIONS:

1. The bidder will be finalized based on his/her experience, contracts executed earlier, capacity to prepare food of all regions, managerial abilities and other relevant factors as considered appropriate by the tender committee. The bidder is required to note that health, hygienic safety and satisfaction of the hostellers are the prime concern of the Institute authorities.
2. The **Contract Period** is initially for 1(one) year, which may be extended for one more year depending upon the performance of the bidder. It may also be further extended under the same terms and conditions or with such amendments as may be mutually agreed to, and also subject to the necessary approval of the competent authority. The entire period of the contract shall, however, not exceed three years.
3. The Bidders should have a registered office in Ananthapuramu/Bangaluru/Hyderabad. However, preference will be given to those bidders who have office at Ananthapuramu subject to qualifying in Technical & Financial Bids
4. The bidder shall make **arrangements for collection, storage and disposal of kitchen waste, waste food, etc. at his/her own cost.** Any haphazard throwing, dumping and storage of waste reported by the Warden and Hostel Advisory Committees shall be considered a violation of the contract and shall invite penalty of **Rs. 5,000/-** (Rupees Five Thousand only) for the first violation and **Rs. 10,000/-** (Rupees Ten Thousand only) for the second and third violations. Further violations will attract a review of the contract by the University authorities and may even lead to termination of the contract.
5. Cleaning and Mopping of Kitchen/Mess, Dinning and surrounding areas will be maintained by the Bidder only for which the university will not pay any extra cost.
6. After award of the contract, the bidder must have an office in Ananthapuramu with one official representative who should be available 24x7 over telephone. The bidder is required to employ a Mess Manager to liaise between the students and the Hostel Authorities.
7. **Girls Hostel Mess Workers must be Female** and all mess workers shall not be below the age of **18 (eighteen) years.** The Bidder and his workers must behave in appropriate manner with hostel residents in all the hostels.
8. **Three months' notice** is required from bidder side for the termination of the contract service if such a condition arises during the contract period failing which Security Deposit shall be forfeited.
9. If the mess management is not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, the University is empowered to terminate the contract with a short notice of one week.
10. Food/any other item should not be served inside the room of hostel residents unless in exceptional cases or ill health on directives of Warden.
11. Cooking medium should be branded oil or ghee. Substandard material & other oil /ghee must not be used.
12. Bidder is required to provide uniform to the mess workers. It is to be ensured that whenever the mess workers are on duty they should be in uniform, at all times.
13. Hygiene, overall cleanliness of surrounding, kitchen and the food, raw materials, ingredients etc. should be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of **COOKED FOOD** shall not be stored / preserved / re-served after meals. Not following warden's suggestions / instructions in above matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same (up to 5% or higher from monthly bill as decided by hostel committee).



14. Mess workers and cooks should be healthy and medically fit. They are required to have a regular check up with the institute Medical Officer once in every quarter. If any mess worker is found medically unfit, he may not be given permission to continue his duties and mess Bidder has to replace him immediately without fail.
15. Kitchen/Mess Supervisor should have educational qualification in Hotel Management (i.e. Graduate or Post Graduate). The workers having knowledge/experience in Hotel Management will be given preference.
16. Kitchen/Mess Supervisor/Workers should have a good knowledge of handling of modern Kitchen equipment.
17. Sample menu (**Annexure-II A&B**) is attached with this document. Menu can be changed, to suit the availability of seasonal vegetables and their market supply.
18. No Mess off will be given to individual student under normal circumstances. Mess off would only be given if a student is not feeling well and admitted in hospital/ going for academic /sports activity deputed by the University and he submits the application through Warden 7 days before leaving or any other reason deemed fit by Warden. In case a hosteller takes leave for personal reasons, the Warden will decide and inform the Bidder accordingly. In such cases, mess-off shall be given only if the hosteller is away for a minimum of 10 (ten) days.
19. Bidder shall provide light food to the sick student/s during his/their sickness period and no extra charge will be paid for the same.
20. The mess utensils are to be cleaned with hot water using detergent powder/soap after every meal.
21. The payment/calculation of mess bill would be on actual days of operation of the mess and actual number of students served.
22. All the items to be served in the mess shall be prepared in the mess kitchen area.
23. The Bidder is required to maintain the details of all his employees/mess workers. This information along with their photographs shall be submitted to the Warden.
24. Liability/responsibility in case of any accident causing injury/death to mess worker/s or any of his staff shall be borne by the Bidder. The University shall not be responsible by any means in such cases.
25. Bidder shall be solely responsible in case of incidence/s of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment of the hostel residents. In addition, penalty may be imposed on the Bidder as decided by the University/Hostel Advisory Committee for such incidence/s.
26. The Bidder shall not employ any mess worker whose track record is not good. He should not have involved in any crime / offence / police case.
27. Storage / consumption of any alcoholic drink / liquor are strictly prohibited. The Bidder shall not serve any of such substance / drink in mess / hostel. Smoking, consuming gutkha, tobacco etc. is also prohibited in hostel premises.
28. The Bidder has to follow all labour laws / government laws in regard of employing the mess workers. The Bidder shall be solely responsible for any dispute / violation of labour laws / government laws.
29. The Bidder shall be fully responsible for appropriate behavior of the mess workers. If it is found that any worker has misbehaved with any of the hostel residents / hostel staff, he has to take action as suggested by the Hostel Advisory Committee.
30. **Electricity Charges and Water Charges shall be paid by the Bidder only as per meter reading & applicable rates.**



31. Decision of the University will be final and binding to the Bidder in case of any dispute arising out with respect to the terms and conditions of this contract.
32. Bidder shall enter into an agreement for execution of this contract as per prevalent rules and regulations of Government of India and shall bear full cost for the same.
33. Any dispute arising out of this contract will fall under the jurisdiction of the High Court of Andhra Pradesh only.
34. Any shortages of mess worker for more than one day will invite a fine of Rs. 2000/- per day.
35. Timings of the meals should be adhered very strictly:

Breakfast	:	7:15.00 AM – 8:30 AM
Lunch	:	1:00 PM – 2:30 PM
Snacks	:	5:00 PM – 6:00 PM
Evening Meal	:	7:30 PM – 9:00 PM

36. The Bidder shall have to make arrangement for crockery, utensils, burners, LPG and other essentials to set up the kitchen.
37. The university will provide the minimum the kitchen equipment facilities.
38. All furniture and equipment provided by the University will be formally handed over to the University for any defect(s) with these items immediately. The Bidder will be liable to pay the University for loss or damage of any item due to negligence or mishandling by his/her staff. The University reserves the right to fix the amount payable by the Bidder for such loss or damage.
39. **Terms of Payment:** Monthly payment to the Bidder will be made by the University in one installment after the submission of actual invoice by the Bidder and its verification by the concerned Warden. The Bidder shall submit monthly invoice to respective Wardens before the 5th day of every month. 100% payment will be made within 5 (five) days from the date of submission of the verified bill by the Wardens subject to deduction of applicable Taxes.
40. The Bidder shall collect the guest charges directly from the students/guests who are not registered for meals in the respective hostel. The University will not be responsible for any losses to the Bidder incurred from non-payment of these charges.
41. The maintenance of safety, health and hygienic conditions in and around the dining and kitchen and all utensils will be the responsibility of the Bidder. No maintenance cost shall be provided by the University. Suggestions and instructions of the Wardens and Hostel Advisory Committees regarding cleanliness have to be strictly followed and the expenditure towards this is to be borne by the Bidder.
42. The University authority reserves the right to inspect the Kitchen/Mess and Dinning areas at any time. If it is found that the Bidder has not maintained cleanliness and hygiene of the areas, it shall be considered a violation of the contract and shall invite penalty of **Rs. 5,000/-** (Rupees Five Thousand only) for the first violation and **Rs. 10,000/-** (Rupees Ten Thousand only) for the second and third violations. Further violations will attract a review of the contract by the Institute Authorities and may even lead to termination of the contract.
43. **Force Majeure:** If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned, that party shall be under no obligation to perform the agreement under order after notice of 15 days from the date of such an event in writing to the other party, and the events refereed to are as follows:
 - (a) Any law, statute or ordinance, order action or regulations of the Government of India.
 - (b) Any kind of natural disaster, and
 - (c) Strikes, acts of the public enemy, war, insurrections, riots, lockouts, sabotage.



44. Termination of Default: Default is said to have occurred

(a) If the Bidder fails to deliver any or all of the services specified in the Work Order/ Tender document.

(b) If the Bidder fails to perform any other obligation(s) under the Contract.

Under the above circumstances, CUAP may terminate the contract in whole or in part and forfeit the Security Deposit. In addition to the above, University may at its discretion also enter into contract with another party and the defaulting Bidder shall be liable to compensate University for any extra expenditure involved towards goods obtained and services rendered.

45. Termination of Contract: Three months' notice is required from bidder side for the termination of the contract, if such a condition arises during the contract period. However, the University may call upon the Bidder to continue till the end of the Academic Session in which the notice is received. The opinion of the Hostel Advisory Committee and respective Wardens will be final so far as the food quality / mess management is concerned. However, the CUAP may terminate the contract giving a notice period of one (1) month in case of non-compliance of contract.

46. Applicable Law:

(a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in A.P/ India only.

(b) Any dispute arising out of this purchase shall be referred to the Authority, CUAP and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Authority of the University. The decision of such Arbitrator shall be final and binding on both the parties.

Sd/-

Assistant Registrar (Admin.)



ANNEXURE-I

DOCUMENTS TO BE ATTACHED WITH THE TECHNICAL BID (FIRST ENVELOPE)

1. Bidder details should be enclosed along with Bank Account.
2. Proof of ownership / partnership etc.
3. Proof of address, telephone and fax numbers.
4. Copy of food license issued by the State Food Safety and Standards Authority or Food Safety and Standards Authority of India (FSSAI).
5. Copy of valid labour license.
6. Copy of Income Tax Account (PAN) & GST Number.
7. The bidder should have an average annual turnover of Rs.50 lakhs in each Financial Year i.e. 23-24, 2022-23 & 2021-22 and should be in profit.
8. Copy of Provident Fund Registration.
9. Copy of ESIC Registration.
10. Copy of Trading License.
11. **Experience Certificates** to be supported by copies of work orders/ agreements/ contracts from CENTRAL UNIVERSITIES/CENTRAL GOVT. INSTITUTES/ORGANIZATIONS/STATE GOVT. INSTITUTES/ORGANIZATIONS of provided similar Kitchen/Mess facility at least in two such organizations/institutes during recent past three years.
12. The Bidder should have an experience to provide the Kitchen/Mess Service for a capacity between 1000 – 2000 students. (Certificate of work order to be enclosed).
13. Bidder should not be blacklisted by any such organization (Certificate to be enclosed on letter head with seal and signature).
14. Earnest money deposit (EMD) amount of **Rs.50,000/-** through Demand Draft in favour of the Registrar, Central University of Andhra Pradesh payable at Ananthapuramu.
15. **Labour detail submission:** A sheet describing mess staffs along with number of staffs to be appointed for each work.
16. All other documents as specified in this tender.

Signature with Seal:.....

Name of Bidder/ Firm:.....

Address:.....

Phone/Mobile No.....

Email.....

Date.....



ANNEXURE II -A

SAMPLE MESS MENU
Weekly Menu and Mess Timings

Breakfast : 7:15.00 AM – 8:30 AM
Lunch : 1:00 PM – 2:30 PM
Evening Snacks : 5:00 PM – 6:00 PM
Dinner : 7:30 PM – 9:00 PM

Days	Breakfast	Lunch	Snacks	Dinner
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Note: 1. Any change of minor nature in the menu without affecting the cost to the Bidder will be incorporated in the menu on the recommendations of the Warden and Hostel Advisory Committee once in semester.



ANNEXURE II -B

Central University of Andhra Pradesh Janthaluru Ananthapuramu

Days	Breakfast	Lunch	Snacks	Dinner
Monday	IDLY-4 CHUTNEY, SAMBER TEA/MILK (100ml)	RICE DAL, RASAM, LEAF CURRY, BUTTER MILK (100ml)	Noodles	CHAPATI-2 ALOO KURMA, LEMON RICE, BUTTER MILK (100ml)
Tuesday	BREAD-4 EGG-1 BANANA-1 KETCHUP-1 TEA/MILK (100ml)	RICE DAL, LADIES FINGER CURRY, PACHI PULUGU, BUTTER MILK (100 ml)	Pakoda/Pakora	CHAPATI - 2 RICE, SAMBER, PICKLE, BUTTER MILK (100ml)
Wednesday	PURI-3 SAGU W-1 (CHOLA) W-2 (BOMBAY SAGU) W-3 (KURMA) W-4 (ALOO PALLAM) TEA/MILK (100ml)	RICE SAMBER, PAPAD-1 CHUTNEY, BUTTER MILK (100ml)	Samosa	CHAPATI-2 MIXED VEGETABLE CURRY, PUDINA RICE (OR) PULIHORA RICE, BUTTER MILK (100ml)
Thursday	UTTAPAM-2 CHUTNEY TEA/MILK (100ml)	PALAV, NUNE VANKAYA, BUTTER MILK (100 ml)	Mirchi/Banana Bajji	CHAPATI-2 RICE SAMBER, CHUTNEY, BUTTER MILK (100ml)
Friday	VEG IDLY-4 CHUTNEY RED CHUTNEY TEA/MIL (100ml)	RICE DAL, RASAM, CABBAGE CURRY, BUTTER MILK (100ml)	Bread Bajji	CHAPATI-2 RICE, MILKMAKERS , ALLOO CURRY, BUTTER MILK (100ml)
Saturday	UPAMA PAPPULA PODI TEA/MILK (100ml)	RICE DAL, LEAF CURRY, RASAM, BUTTER MILK (100ml)	Vadalu/ Punugulu	CHAPATI-2 BISMILLA BATH, VADIYALU, BUTTER MILK (100ml)
Sunday	DOSA-2 RED CHUTNEY CHUTNEY TEA/MILK (100ml)	PALAV, TAMATO GRAVEY, BUTTER MILK (100ml)	-	CHAPATI-2 RICE, TAMATO CHUTNEY, MAJJIGA PULUSU, BUTTER MILK (100 ml)
TIMING'S	7:30AM to 9:00AM	1:00PM to 2:30 PM	5:00PM to 6:00PM	8:00PM to 9:30PM

Note: Non-Veg food will not be allowed to cook or serve inside the Mess/Kitchen area except the Eggs which will be included from time to time as per the instruction of warden on demand of students.



The Bidder shall quote the samples for different items and rate of each meal as per tables given below: approx. students in hostel are 500 – 700 and actual number of students may vary for different Academic Session from time to time).

TABLE-1

S/ N	Description	Amount (Rs.)		GST
		In figures	In words	
1.	Rate per day - per student Breakfast			
2.	Rate per day - per student for Lunch (Meal)			
3.	Rate per day - per student evening Snacks			
4.	Rate per day - per student for Dinner (Meal)			
5.	Rate per cup – Tea (any time)			

OTHER TERMS & CONDITIONS:

1. The rates quoted should be inclusive of all taxes, and these taxes should be shown separately.
2. TDS as applicable on date will be deducted from the monthly bill (invoice) of the Bidder.
3. The CUAP reserves the absolute right to accept or reject any or all the tenders on whole or in part without assigning any reason thereof.
4. Mess service should be provided at the hostels of CUAP without any extra charge.
5. Terms of Payment: Actual bill is to be submitted in the office in every month. Monthly payment to the Bidder will be made after certification by Warden of concerned hostels.
6. The CUAP reserves the right to reject the service if found defective or not of the desired quality. Decision of the University will be final for any such case.
7. Tender documents can be download from the institute website www.cuap.ac.in and should be submitted to the office of the undersigned on or before **15th June, 2024 till 5:00 PM** either by Registered/Speed post/courier along with Demand Draft (Tender Fee) of **INR 500/-** (Non-refundable) in favor of the Registrar, Central University of Andhra Pradesh, payable at Ananthapuramu failing which quotation shall be rejected.
8. Postal or courier delay will not be considered and the Tender received late will be rejected.
9. **EMD of Rs.50,000/- (Refundable)** to be enclosed, in the form of D.D drawn in favour of Registrar, Central University of Andhra Pradesh payable at Ananthapuramu.
10. EMD may be forfeited in case of non-completion/part completion/delayed completion of services unless permitted in writing by the CUAP.
11. No escalation in respect of materials, labour, freight etc will be allowed in any shape.
12. The mess Bidder has to provide their own catering van to transport breakfast/lunch/dinner from the hostels to the academic block and from one hostel to the other wherever required.
13. The bids shall be submitted in two parts, viz.
 - i) **Technical bid**
 - ii) **Financial bid.**
16. **Technical Bid** should contain filled up as per **Annexure-I**. The **EMD of INR 50,000.00** in the form of Demand Draft in favour of Registrar, Central University of Andhra Pradesh payable at Ananthapuramu should also be kept along with Technical Bid. All these documents should be kept in an envelope superscribed '**Technical Bid for Kitchen/Mess Service**'.
17. **Financial Bid** should be filled up as per **Table -1** in accordance with **Annexure II (A&B)** of the enquiry indicating the taxes, if any, for the items stated therein and should be kept separately in an envelope '**Financial Bid for Kitchen/Mess Service**'.
18. **Technical and Financial Bids** must be signed and sealed by the bidders and should be kept in a separate big envelop superscribing '**Bid for providing Kitchen/Mess Service at CUAP Hostels**' vide Tender No. dated, and will be submitted to **Assistant Registrar (Admin.), JNTU Incubation Centre, Central University of Andhra Pradesh, JNTU Road Chinmaya Nagar, Ananthapuramu, Andhra Pradesh – 515002 on or before 15th June, 2024** only through Speed Post/Registered Post/Courier. Postal delay and quotations received after last date will not be accepted.
19. A bidder who submits more than one quotation and quotation without required documents shall be disqualified.

Sd/-
Assistant Registrar (Admin.)

