



आंध्र प्रदेश केंद्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF ANDHRA PRADESH
JNTU Road, Chinmaya Nagar, Ananthapuramu-515002

Dated, 22nd February, 2023

**TENDER FOR RUNNING OF KITCHEN/MESS AT CENTRAL
UNIVERSITY OF ANDHRA PRADESH CRIT CAMPUS –II**

Tender Enquiry No : CUAP/Procure/HKS/65



TENDER DOCUMENT

Central University of Andhra Pradesh, Ananthapuramu is inviting Sealed Tenders from Agencies/Caterers/Firms having the relevant experiences of providing the services for running the Hostel 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: 10th March, 2023**
Technical bids will be opened on the next day at CUAP by the duly constituted committee. After evaluation of technical bids, financial bids of the successful bidders will be opened on a later date.
3. **Earnest Money:** Refundable Earnest Money Deposit (EMD) of **Rs. 20,000/-** (Rupees twenty Thousand) only through Demand Draft/Banker's Cheque only in favour of Registrar, Central University of Andhra Pradesh, payable at Ananthapuramu must accompany with the Tender. EMD of unsuccessful bidders shall be returned after finalization of the contract without any interest. EMD of the successful bidder(s) will be released after submission of Security Deposit. Tenders not accompanied by EMD as prescribed above will be summarily rejected. MSE & MSME exempted on production of certificate.

Security Deposit: Security Deposit is to be submitted only by selected bidder(s), 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 & 1 Boys' Hostel	Rs. 2,00,000/-

Security Deposit shall be made only through Demand Draft/ Banker's Cheque only in favour of Registrar, Central University of Andhra Pradesh, payable at Ananthapuramu, and shall be valid till one month after the contract period.

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 contractor should have a valid trading license and a branch office in Ananthapuramu 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. Firm possessing the FSSAI Certificate shall obtain Registration Certificate from SFSSA.
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 Institute's website only. Prospective bidders are advised to check the Institute'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 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/
Authority CUAP



TERMS AND CONDITIONS:

1. The Contractor(s) 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 Contractor 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 contractor. 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 Contractor 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 Local 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.
4. The mess contractor should have an office in **Ananthapuramu** with one official representative who should be available 24x7 over telephone. The Contractor is required to employ a Mess Manager to liaise between the students and the Hostel Authorities.
5. **Girls Hostel mess workers must be female** and all mess workers shall not be below the age of **18(eighteen) years.** The contractor and his workers must behave in appropriate manner with hostel residents in all the hostels.
6. **One month notice** is required on either side for the termination of the contract service if such a condition arises during the contract period.
7. The Contractor shall quote the samples for different items and rate of each meal as per tables given below : approx. students in hostel are 350 – 500 and actual number of students may vary for different Academic Session)

S/N	Description	Amount (Rs.)	
		In figures	In words
1.	Breakfast		
2.	Rate per day-per student for Morning Meal		
3.	Rate per day-per student for Evening Meal		

8. 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.
9. 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.



10. Cooking medium should be branded oil or ghee. Substandard material & other oil /ghee must not be used.
11. Contractor is required to provide uniform to the mess. It is to be ensured that whenever the mess workers are on duty they should be in uniform, at all times.
12. 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 10% of monthly bill as decided by hostel committee).
13. Mess workers and cook 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 contractor has to replace him immediately without fail.
14. 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.
15. No Mess off will be given to individual student under normal circumstances. Mess off would only be given if a student is not keeping 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 Contractor accordingly. In such cases, mess-off shall be given only if the hosteller is away for a minimum of 10 (ten) days.
16. Contractor shall provide light food to the sick student/s during his/their sickness period and no extra charge will be paid for the same.
17. The mess utensils are to be cleaned with hot water using detergent powder/soap after every meal.
18. The payment/calculation of mess bill would be on actual days of operation of the mess and actual number of students served.
19. All the items to be served in the mess shall be prepared preferably in the mess kitchen.
20. The contractor is required to maintain the details of all his employees/mess workers. This information along with their photographs shall be submitted to the Warden.
21. Liability/responsibility in case of any accident causing injury/death to mess worker/s or any of his staff shall be borne by the contractor. The University shall not be responsible by any means in such cases.
22. Contractor 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 contractor as decided by the University/Warden for such incidence/s.



23. The contractor shall not employ any mess worker whose track record is not good. He should not have involved in any crime / offence / police case.
24. Storage / consumption of any alcoholic drink / liquor are strictly prohibited. The contractor shall not serve any of such substance / drink in mess / hostel. Smoking, consuming gutkha, tobacco etc. is also prohibited in hostel premises.
25. The contractor has to follow all labour laws / government laws in regard of employing the mess workers. The contractor shall be solely responsible for any dispute / violation of labour laws / government laws.
26. The contractor 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 Warden.
27. Electricity charge shall be paid by the contractor.
28. Decision of the University will be final and binding to the contractor in case of any dispute arising out with respect to the terms and conditions of this contract.
29. Contractor 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.
30. Any dispute arising out of this contract will fall under the jurisdiction of the High Court of Andhra Pradesh only.
31. Any shortages of mess worker for more than one day will invite a fine of Rs. 2000/- per day.
32. Timings of the meals should be adhered very strictly:

Breakfast	:	7:30.00 am – 9:00 am
Lunch	:	1:00pm – 2:30pm
Evening Meal	:	8:00pm – 9:30pm

33. The Contractor shall have to make arrangement for crockery, utensils, burners, LPG and other essentials to set up the kitchen.
34. 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 Contractor 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 Contractor for such loss or damage.
35. **Terms of Payment:** Monthly payment to the contractor will be made by the University in one installment after the submission of actual mess bill by the contractor and its verification by the concerned Warden. The Contractor shall submit monthly mess bill to respective Wardens before the 5th day of every month. 100% payment will be made within 10 (ten) days from the date of submission of the verified bill by the Wardens.
36. The Contractor shall collect the guest charges directly from the students/guests who are not registered for meals in the respective hostel, if any duly permitted by the Warden. The University will not be responsible for any losses to the Contractor incurred from non-payment of these charges.
37. The maintenance of safety, health and hygienic conditions in and around the dining and kitchen and all utensils will be the responsibility of the Contractor. No maintenance cost shall be provided by the University. Suggestions and instructions of the Wardens and Hostel Local Committees regarding cleanliness have to be strictly followed and the expenditure towards this is to be borne by the Contractor.



38. The University authority reserves the right to inspect the kitchen and mess at any time. If it is found that the Contractor 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.
39. **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 referred 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.
40. **Termination of Default:** Default is said to have occurred
- (a) If the Contractor fails to deliver any or all of the services specified in the Work Order/ Tender document.
 - (b) If the Contractor 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 Contractor shall be liable to compensate University for any extra expenditure involved towards goods obtained and services rendered.
41. **Termination of Contract:** One month's notice is required on either side for the termination of the contract, if such a condition arises during the contract period. However, the University may call upon the Contractor to continue till the end of the Academic Session in which the notice is received. The opinion of the Hostel Local Committee and respective Wardens will be final so far as the food quality / mess management is concerned.
42. **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/
Authority CUAP



ANNEXURE-I

Documents to be attached with the Technical Bid (first envelope)

1. Proof of ownership / partnership etc.
2. Proof of address, telephone and fax numbers
3. Copy of food license issued by the State Food Safety and Standards Authority.
4. Copy of valid labour license (if applicable)
5. Copy of Income Tax Account (PAN)
6. Copy of Provident Fund Registration (if applicable)
7. Copy of ESIC Registration (if applicable)
8. Copy of Trading License (if applicable)
9. **Experience Certificates** to be supported by copies of work orders/ agreements/ contracts from Government and Non Government organizations, Autonomous Institutes, Educational Institutions, Public Sector Undertakings and Private Sector where you have provided similar mess facility.
10. **Earnest money deposit (EMD)** through Demand Draft/ Banker's Cheque in favour of the Registrar, Central University of Andhra Pradesh payable at Ananthapuramu.
(i) **EMD= INR 20,000/-**
11. A separate sheet as mentioned under N.B in Annexure -4
12. **Labour detail submission:** A sheet describing mess staffs along with number of staffs to be appointed for each work.

Signature with Seal:.....

Name of Contractor/ Firm:.....

Address:.....

Phone/Mobile No.....

Email.....

Date.....



ANNEXURE II -A

SAMPLE MESS MENU
Weekly Menu and Mess Timings

Breakfast : 7:30.00 am – 9:00 am
Lunch : 1:00pm – 2:30pm
Evening Meal : 8:00pm – 9:30pm

Day	Breakfast	Lunch	Dinner
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Note: Any change of minor nature in the menu without affecting the cost to the contractor will be incorporated in the menu on the recommendations of the Warden and Hostel Local Committee.



ANNEXURE II -B

Central University of Andhra Pradesh
Transit Campus-II (CRIT)
Ananthapuramu

DAYS	BREAKFAST	LUNCH	DINNER
MONDAY	IDLY-4 CHUTNEY, SAMBER TEA/MILK (100ml)	RICE DAL,RASAM, LEAF CURRY BUTTER MILK (100ml)	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)	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)	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)	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)	CHAPATI-2 RICE, MILKMAKERS ALLOO CURRY BUTTER MILK (100ml)
SATURDAY	UPAMA PAPPULA PODI TEA/MILK (100ml)	RICE DAL, LEAF CURRY, RASAM BUTTER MILK (100ml)	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	7:30 TO 9:00AM	1:00 TO 2:30 PM	8:00 TO 9:30PM



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 of the contractor.
3. 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 contractor will be made after certification by Warden of concerned hostels.
6. 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 **10th March, 2023 till 5:00 PM** either by Registered or Speed post along with Demand Draft (Tender Fee) of **INR 500/-** (Non refundable) in favor of the Registrar, Central University of Andhra Pradesh, payable at Ananthapuramu.
8. Postal or courier delay will not be considered and the Tender received late will be rejected.
9. **EMD of INR 20,000/- (Refundable)** to be enclosed, in the form of D.D/Bankers Cheque 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 CUAP.
11. No escalation in respect of materials, labour, freight etc will be allowed in any shape.
12. The mess contractor 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.
13. The bids shall be submitted in two parts, viz.
 - i) **Technical bid**
 - ii) **Financial bid.**
16. Technical bid should contain filled up Annexure-I of the enquiry indicating papers regarding registration of proprietorship/ownership as mess/ canteen contractor, Bio-data of the firm, Balance sheet for the last 3 years and minimum annual turnover of the firm should be 10 (Ten) lakh in the last two Financial Years, clearance from Sales tax/VAT, Photocopy of IT PAN card, and Proof of work experience. The **EMD of INR 20,000.00** in the form of Demand Draft/Banker's Cheque in favour of Registrar, Central University of Andhra Pradesh payable at Ananthapuramu should also be kept in 'Technical Bid. All these should be kept in an envelope super scribed '**Technical Bid for Mess Service**'.
17. Financial bid should contain filled up Annexure II of the enquiry indicating the taxes, if any, for the items stated therein. Envelope should be named as 'Financial Bid for Mess service'
18. The above two bids must be signed & sealed by the bidder and should be kept in a separate big envelope super-scribed '**Bid for providing Mess Services at CUAP Hostels**' vide Tender No....
19. A bidder who submits more than one bid shall be disqualified.

Sd/-

Authority CUAP

