

**OFFICE OF THE UNIVERSITY ENGINEER  
PATNA UNIVERSITY, PATNA  
NOTICE INVITING TENDER**

TENDER NO.: 01/2020-21

DATE: 16/09/2020

**NOTICE INVITING TENDER FOR EMPANELMENT OF AGENCY FOR RUNNING OF CANTEEN IN THE PREMISES OF PATNA UNIVERSITY HEAD QUARTER & RUNNING OF KITCHEN IN PATNA UNIVERSITY GUEST HOUSE, PATNA UNIVERSITY, PATNA - 800 005**

Designation of officer inviting tender	University Engineer, Patna University, Patna				
Last date of issue of Tender Paper with Time and place	Office of The University Engineer, Patna University, Patna upto 5.00 pm on 12 /10/2020				
Place, Time & Date of Pre-Bid Meeting for selection of Testing Menu (Compulsory)	Office of The Registrar, Patna University, Patna upto 3.00 pm on 10/10/2020				
Place, Time & Date of receiving of Tender Paper	Office of The University Engineer, Patna University, Patna upto 2.00 pm on 13/10/2020				
Place, Time & Date of opening of Tender	Office of The Registrar, Patna University, Patna at 2.30 pm on 14/10/2020				
Place, Time & Date of Testing of selected menu (Compulsory)	Canteen Campus, Patna University/Guest House, Patna University, Patna at 3.00 pm on 14/10/2020				
Sr. No.	Description of Work	Earnest Money Deposit (EMD)	Security Deposit at the time of agreement (SD)	Cost of tender paper	Validity of Tender
1	Empanelment of agency for running of canteen in the premises of Patna University Head Quarter Patna University, Patna 800 005	5,000/-	25,000/-	500/-	Six Months
2	Empanelment of agency for running of Kitchen in Patna University Guest House, Patna University, Patna 800 005	2,500/-	15,000/-	500/-	Six Months

**Note:-**

1. Tender Bids should be placed in a properly sealed envelope addressed to **“The University Engineer, Patna University, Patna - 800 005”**.
3. Earnest money is to be deposited in the shape of D.D./ Banker’s cheque in favour of “University Engineer, Patna University, Patna”.
5. Cost of Tender Paper (Nun refundable) to be deposited through D.D in favor of “University Engineer, Patna University, Patna”.
6. **The tender documents can also be downloaded from the website [www.patnauniversity.ac.in](http://www.patnauniversity.ac.in) from intending tenders and will be submitted with cost of tender in the form of demand draft in favour of “The University Engineer, Patna University, Patna”.** Tender submitted without cost of tender in the form of demand draft will be summarily rejected and the last date for downloading the tender document from the website is one day prior to the last day of receipt of tender. Accordingly the draft towards the tender fee shall be dated one day prior to the last date of receipt of tender.
8. **Any changes w.r.t. this tender will be notified through website [www.patnauniversity.ac.in](http://www.patnauniversity.ac.in) only.**
9. At the time of opening of tender only participant tenderer or his single authorized representative with authority letter will be allowed to present.

Sd/-  
UNIVERSITY ENGINEER  
PATNA UNIVERSITY, PATNA

Date: 16/09/2020

Memo No.: 117/UE

Copy to: All Members, Member Secretary and Chairman of the Canteen Committee (1. Registrar, Patna University, Patna-Chairman, 2. Incharge Guest House, Patna University, Patna-Member Secretary, 3. Finance Officer, Patna University, Patna-Member, 4. University Engineer, Patna University, Patna-Member, 5. Dean Students’ Welfare, Patna University, Patna- Member) are requested to present in scheduled place, date and time.

Memo No.: 118/UE

Date: 16/09/2020

Copy to: 1. Pro Vice Chancellor, Patna University, Patna, 2. Financial Advisor, Patna University, Patna, 3. Budget and Accounts Officer, Patna University, Patna, 4. Personal Assistant to the Vice Chancellor, Patna University, Patna for information, 5. In charge, P.U.C.C., P.U., Patna: for upload of NIT on the website ([www.patnauniversity.ac.in](http://www.patnauniversity.ac.in)). Approval of the same has been taken in concerned file.

Sd/-  
University Engineer  
Patna University, Patna



## **TENDER DOCUMENT FOR**

- (1) EMPANELMENT OF AGENCY FOR RUNNING OF CANTEEN IN THE PREMISES OF PATNA UNIVERSITY HEAD QUARTER, AND  
OR**
- (2) EMPANELMENT OF AGENCY FOR RUNNING OF KITCHEN AT PATNA UNIVERSITY GUEST HOUSE, PATNA UNIVERSITY, PATNA 800 005**

**(September 2020)**

**TENDER DOCUMENT FOR**

**(1) EMPANELMENT OF AGENCY FOR RUNNING OF CANTEEN IN THE PREMISES OF PATNA UNIVERSITY HEAD QUARTER**

**OR**

**(2) EMPANELMENT OF AGENCY FOR RUNNING OF KITCHEN AT PATNA UNIVERSITY GUEST HOUSE, PATNA UNIVERSITY, PATNA 800 005**

*To be returned duly completed by the tenderer*

To

The University Engineer,  
Works Department,  
Patna University,  
Patna 800 005

Sir,

In response to your advertisement in "website of Patna University, Patna" and "Notice Board of Works Department, Patna University, Patna" (1) regarding empanelment of agency for running of canteen in the premises of Patna University Head Quarter or (2) empanelment of agency for running of Kitchen at Patna University Guest House, Patna University, Patna 800 005, I offer to run the canteen.

The demand draft of Rupees Five hundred only (₹ 500/-only) for (1) empanelment of agency for running of canteen in the premises of Patna University Head Quarter or Rupees Five hundred only (₹ 500/-only) for (2) empanelment of agency for running of Kitchen at Patna University Guest House, Patna University, Patna 800 005 favoring "The University Engineer, Patna University, Patna" payable at Patna on account of tender document cost along with the terms and condition duly signed and scheduled rates/ the items on the prescribed Performa are enclosed.

My experience in the trade for years for which certificates are enclosed.

Yours faithfully,

Sign. \_\_\_\_\_

Name & Address of the Firm with Seal \_\_\_\_\_

Encl :-

## TERM & CONDITIONS FOR

**EMPANELMENT OF AGENCY FOR RUNNING OF CANTEEN IN THE PREMISES OF  
PATNA UNIVERSITY HEAD QUARTER, PATNA UNIVERSITY, PATNA 800 005**

**OR**

**EMPANELMENT OF AGENCY FOR RUNNING OF KITCHEN AT PATNA UNIVERSITY  
GUEST HOUSE, PATNA UNIVERSITY, PATNA 800 005**

1. That the authorized food licensee holder shall run the Canteen for the benefit and use of the employees, students and Guest of the Patna University, Patna in the aforesaid premises.
2. That the licensee shall bear all the expenses for running the said canteen and the licensor shall not in any manner be liable to reimburse the expenses so incurred.
3. That the licensee shall keep the canteen open and render all the necessary services, sale of eatables, tea etc. from 9:00 AM to 5:00 PM for Running of Canteen in the Premises of Patna University Head Quarter and 7:00 A.M. to 10:00 P.M. for Running of Kitchen at Patna University Guest House on all normal working days and on Sunday and other holidays, if so desired by the licensor
4. That the licensee shall serve the supply for sale of articles as mentioned in the schedule of items or any other articles which may be decided subsequently by the officer authorized by Patna University, Patna at the rates specified by the canteen committee to the licensee.
5. That the furniture, i.e. chairs, tables and electrical equipment's shall be provided by the office of the licensor free of charge to the licensee, which will be returned to licensor in Guest House good condition at the time of vacation or premises at the expiry/termination of the contract. For Canteen premises the same will be provided by licensee. If any loss is found to any inventory the licensee shall make good of such loss best the same shall also be recovered from the Security Deposit.
6. LPG cost shall be met by the contractor.
7. That the licensee shall deposit a sum of Rs. 25,000/- for Running of Canteen in the Premises of Patna University Head Quarter and Rs. 15,000/- for Running of Kitchen at Patna University Guest House as interest free Security Deposit in the shape of DD/NSC/3 years TD which will be refunded on the expiry of the contract.
8. That the licensee shall run the canteen on lease and license basis. In event of the services rendered by licensee being found unsatisfactory by the licensor, the contract is liable to be terminated after one month notice and the same be formal. **Also for running of canteen at P.U. H/Q and running kitchen at Guest House the licensee has to quote the rent of premises in schedule of rate. The same will be reviewed after six month and accordingly rent will be revised.**
9. That the licensee shall not sublet the premises of canteen for any purpose to anyone else nor shall transfer its rights to any other person's.
10. That licensee shall keep the premises neat and clean.
11. The licensee shall charge for the various items of refreshment, snacks etc. at the rates quoted in the schedule annexed and as approved by the canteen committee or the licensor. The licensee will charge the same approved rates from the employees, students and Guest of Patna University, Patna.
12. Rates list must be displayed by licensee at proper place in Bold Letters.
13. That the licensee shall not be entitled to use the accommodation allotted by the licensor for any purpose or business other than running a canteen.

14. That the licensee shall not use the name of the P.U. canteen in the business dealings with other persons or traders with whom he may have business relations for procuring various articles of the canteen.
15. The licensor shall not be responsible for liabilities of licensee if any/whatsoever incurred by the licensee for running and maintaining the canteen.
16. This contract, if awarded, will be valid for a period of one year from the date of award and the same can be extended further on mutual consent as per the discretion of the P.U. administration.
17. Water, Electricity and furniture will be provided free of cost at Guest House. However, no heater for cooking purposes or otherwise will be allowed to be used. For canteen licensor should have to take their own electric connection.
18. Earnest money of Rs. 5,000/-only for Empanelment of agency for Running of Canteen in the Premises of Patna University Head Quarter and Rs. 2,500/- for Empanelment of agency Running of Kitchen at Patna University Guest House along with the tender form duly signed and completed should be deposited through demand draft/Banker's Cheque in favour of "The University Engineer, Patna University, Patna, payable at Patna.
19. The tender without earnest money will not be accepted.
20. The earnest money of unsuccessful tenderer will be refunded in due course of time without any interest.
21. If required under the rules, Possession of valid license under Food Adulteration Act 1954 and MOD Act 1957 may be submitted along with tender form or undertaking to obtain the same within three months may be furnished. The responsibility for the same shall be totally on the part of the licensee.
22. The tender documents will be submitted in the office of The University Engineer, Patna University, Patna up to **13/10/2020** and on upto 2:00 PM. The tender will be opened in the presence of the tenderers or their representatives who which to be present at **14/10/2020** at 2.30 PM in the office of the Registrar, Patna University, Patna in presence of Canteen Committee of the Patna University, Patna.
23. In case is declared a government holiday, the tender will be opened on the next working day at the same time and venue.
24. **Selection will be done on the basis of best performance report of testing of selected items of menu, costs, experience, turnover and any other performance as decided in pre bid meeting.**
25. Empanelment of three lowest bidder will be done and the work will be awarded to agency with lowest rate and satisfactory/quality report of the committee.
26. If any complaint found during functioning of Canteen/Kitchen regarding quality of items of menu then the work will be allotted to second lowest agency within the notice of 30 days.
27. A penalty of Rs. 200/- will be imposed on the licensee for each day of closing of canteen. If canteen remains closed for a week continuously, this agreement is liable to be cancelled and the licensee shall be required to vacate the premises within 48 hours as per directions of P.U. authorities.
28. The licensee will vacate the canteen and hand over the possession of the premises on the expiry of this contract. If canteen is closed due to any reason under the order of P.U. administration, then licensee will have to vacate the premises within 48 hours after receiving the notice thereof. If licensee fails to vacate the canteen premises on stipulated date or on direction then damage charges for the overstay at the rate of Rs. 500/- per day will be

recovered from licensee out of the security money. If security deposit is insufficient to recover damage charges then the same will be recovered through the court of law.

29. Security Money of the licensee will be forfeited in case of breach of any conditions stipulated herein.
30. For any dispute regarding quality/service and rates, the decision of P.U. authority shall be final and binding to the licensee.
31. The terms and conditions mentioned herein shall be considered as a part of the agreement to be executed by the agency.
32. The licensee shall be required to sign an agreement on the non-judicial stamp paper of Rs. 1000/- mentioning therein the terms and conditions of the contract. The expenses on this account will be borne by him/her.
33. The P.U. authority will not be bound to award a contract to the lowest bidder considering the cost factor.
34. The decision of The P.U. authority shall be final.
35. The contractor shall supply his two passport size photographs and one attested photocopy of the voter identity card or other proof of residential address.
36. The P.U. will not be responsible for any injury or loss of life of personnel's deputed by the contractor which may take place in course of their employment.
37. In case, the contractor to whom the contract is awarded, fails to accept the offer, P.U. shall have the right to forfeit the earnest money deposited by the contractor and any loss occurred due to the non execution of the contract can also be recovered from the contractor as decided by the P.U. authority. No correspondence in this regard will be entertained.
38. The quotation would be valid for a period of six months subsequent to the date on which tender box is opened.
39. If any personnel engaged by the licensee is found indulged/indulging in illegal and intolerable activities is to be handed over to the police or any other administrative action as deemed to be fit against the licensee will be taken including termination of the contract with immediate effect.
40. No child labour shall be deployed.
41. The P.U. reserves the right to accept or reject any or all tenders without assigning any reasons thereof.
42. P.U. shall not be responsible for any credit amount due from the canteen contractor to any person(s) in respect of food stuffs supplied/ or otherwise. Credit sales, if any, affected by the Contractor will be at his own risk and responsibility and P.U. will not be in any way responsible for the recovery of such arrears in these transactions.

**(Signature of the tenderer with seal/stamp)**

### **UNDERTAKING**

I have carefully gone through the contents of the tender document and I undertake to abide myself by all the terms and conditions set forth.

Sign. \_\_\_\_\_  
Name \_\_\_\_\_

Address with (with Seal/Stamp) \_\_\_\_\_

## PART-A SCHEDULE RATE OF ITEMS

### For Patna University Canteen and Kitchen of Guest House

S. No.	ITEMS	QUANTITY	RATE
1	Tea (150 ML)	One CUP	
2	Tea	Half Set	
3	Coffee (150 ML)	One Cup	
4	Coffee	Half Set	
5	Cold Drink/Mineral Water		Not exceeding the printed MRP.
6	BREAD PAKORA (Bread Size- Big Britannia)	Per Piece	
7	Palak Pakora	100 Gms	
8	Gobhi Pakora	100 Gms	
9	PANEER PAKORA(4"X3"Size)	Per Piece.	
10	SAMOSA (50 Gm.)	Per Piece	
11	Sambar Vada	Per Plate	
12	IDLI With SAMBAR	2 Piece.	
13	Omlette	01 Eggs.	
14	Omlette	02 Eggs	
15	Butter Slice (Big Britannia Size).	Per Piece	
16	BUTTER TOAST (10gms.Butter)	Per Piece	
17	Rice With Dal	Full Plate	
18	Rice With Dal	Half Plate	
19	VEGETABLE (Subzi)	Full Plate	
20	VEGETABLE (Subzi)	Half Plate	
21	Pulse (Dal)	Full Plate	
22	Pulse (Dal)	Half Plate	
23	Chapati (Roti)	Per Chapati	
24	Veg. THALI (Dal, Vegetable, Rice, Raita, Three Chapatti)		
25	Chola Bhatura (2bhatura)	Per Plate	
26	BASEN LADDU (40 Gms,) or similar quality	Per Piece	
27	Packed Snacks, Biscuit, etc. of acceptable reputed brands.	Per Piece	Not exceeding the printed MRP.
28	Fish	2 pieces	
29	Mutton	2 pieces	
30	Chicken	2 pieces	
31	Veg Sandwich	2 pieces	
32	Non Sandwich	2 pieces	
33	Snacks Packet (Two sweet, Two Namkin, Biscuit/Waffers)	Each	
34	Veg Lunch Packet (One Panner Sabji, One Seasonal Veg, One Sweet, Rice, Dal, Salad, Two Butter Roti)	Each	
35	Non Veg Packet (2 Pcs Chicken, One Seasonal Veg, One Sweet, Rice, Dal, Salad, Two Butter Roti)	Each	
36	Veg Buffet Lunch (Unlimited)- Poori,	Each	



	Pulav, Paneer Sabji, Seasonal Veg, Dal Tadka, Raita, One Sweet, Papad, Salad, Achar		
37	Non Veg Buffet Lunch (Unlimited)- Poori(Stuff), Chicken Curry, Fish Fry, Dal tadka, Paneer, Sabji, Pulau, Sweet, Papad, Pickle, Raita and Ice Cream	Each	

**For Lunch/Snacks Pkt supplied in various meeting in Patna University, Patna**

S. N.	ITEMS	QUANTITY	Rate ₹ per pkt
38	Small Pizza-1pcs, Veg Sandwich, ½ (2 Slice), Kaju Fired-20 gm, Kalakand-1pc, Ras Kadam-1pc	1 pkt	
39	Veg Sandwich-1/2 (2 slice), Veg cutlet-1pc, Dhokla-1 pc, Besan Gajak-1 pc, Gulab Jamun-1 pc	1 pkt	
40	Veg Pakora-2 pc, Panir Pakora- 1 pc, Ras Kadam-1 pc, Besan Gajak- 1pc	1 pkt	
41	Samosa-1 pc, Veg Cutlet- 1pc, Gulab Jamun- 1pc, Kaju Barfi-1pc	1 pkt	
42	Mini Pizza- 1pc, Panir Pakora- 1 pcs, Veg Petis- 1pcs, Kaju Fried-20 gm, Kaju Barfi- 1 pcs, Ras Kadam-1pc, Vanilla Patis- 1pc	1 pkt	
43	Poha-100 gm, Chana Ghugani-100 gm, Sweets- 1pc	1 pkt	
44	Fruit Platter( Applete, Grapes, Banana & Seasonal Fruits)	1 pkt	

**MENU FOR GUEST HOUSE ONLY**

<b>(a) Breakfast, Time: 7:30 AM to 9:30 AM</b>				
S. N.	Day	ITEMS	QUANTITY	Rate ₹
1	Tuesday & Thursday	Paratja/Alu Paratha-2 nos, Dahi, Picle	Each	
2	Monday & Friday	Puri-5, Sabzi, Jalebi-2	Each	
3	Wednesday & Saturday	Chola Bhatura, Sweets	Each	
4	Daily	Roti-4, Sabzi, Dahi	Each	
<b>(b) Lunch Menu- Time-1:00 P.M. to 3:00 P.M.</b>				
S. N.	ITEMS		QUANTITY	Rate ₹
1	Veg Lunch Packet (One Panner Sabji, One Seasonal Veg, One Sweet, Rice, Dal, Salad, Two Butter Roti)		Each	
2	Non Veg Packet (2 Pcs Chicken, One Seasonal Veg, One Sweet, Rice, Dal, Salad, Two Butter Roti)		Each	
3	Veg Buffet Lunch (Unlimited)- Poori, Pulav, Paneer Sabji, Seasonal Veg, Dal Tadka, Raita, One Sweet, Papad, Salad, Achar		Each	
4	Non Veg Buffet Lunch (Unlimited)- Poori(Stuff), Chicken Curry, Fish Fry, Dal tadka, Paneer, Sabji, Pulau, Sweet, Papad, Pickle, Raita and Ice Cream		Each	
<b>(c) Lunch Menu- Time-8:00 P.M. to 10:00 P.M.</b>				
S. N.	ITEMS		QUANTITY	Rate ₹
1	Veg Packet (One Panner Sabji, One Seasonal Veg, One Sweet, Rice, Dal, Salad, Two Butter Roti)		Each	
2	Non Veg Packet (2 Pcs Chicken, One Seasonal Veg, One Sweet, Rice, Dal, Salad, Two Butter Roti)		Each	
3	Veg Buffet Lunch (Unlimited)- Poori, Pulav, Paneer Sabji, Seasonal Veg, Dal Tadka, Raita, One Sweet, Papad, Salad, Achar		Each	
4	Non Veg Buffet Lunch (Unlimited)- Poori(Stuff), Chicken Curry, Fish Fry, Dal tadka, Paneer, Sabji, Pulau, Sweet, Papad, Pickle, Raita and Ice Cream		Each	

## **PART-B RATE QUOTE FOR MONTHLY RENT**

S. N.	Description of Item	Area	Rent in Rupees per month
1	Monthly Rent of premises(For PU Head Quarter)	500 sft	
2	Monthly Rent of premises(For PU Guest House)	Kitchen and Dinning Space only	

**Note :-**

1. Only reputed cooking material should be used in consultation with the canteen committee of the University.
2. The Licensee will keep the items hygienically neat and clean wrapped in see through fresh bags.

Sign. \_\_\_\_\_

Name \_\_\_\_\_

Address with (with Seal/Stamp) \_\_\_\_\_