

# RAJA MAN SINGH TOMAR MUSIC & ART UNIVERSITY GWALIOR (M.P)

DATE: - 12-12-2022

## TENDER NOTICE

### Tender For University Canteen

Sealed tenders addressed to the Registrar, Raja Man Singh Tomar music & art university MP, Gwalior – 474002 invited from eligible contractors for running the University Canteen by speed post or registered post. Prescribed tender form containing Terms & Conditions is available on the university website [www.rmtmusicandartsuniversity.com](http://www.rmtmusicandartsuniversity.com)

Tender should be submitted in **(Financial Bid)**. The envelope should be super scribed as “Tender for Canteen Service, (Financial Bid)”.

The cost of the Tender Form is Rs.500/-. Blank tender form can be obtained from the Registrar office up to 21.12.2022 till 5:00pm on payment of Rs.500/- in the form of DD or can be downloaded from [www.rmtmusicandartsuniversity.com](http://www.rmtmusicandartsuniversity.com) and in case of downloaded tender form, a bank draft of Rs.500/- must be enclosed. The last date of submission of tender form shall be 23.12.2022 5:00pm. No tender form shall be accepted after the last date and scheduled time. The DD should be drawn in favor of “Registrar RAJA MAN SINGH TOMAR MUSIC & ART UNIVERSITY GWALIOR”, payable at Gwalior.

#### **The contractor must submit:-**

- a. Declaration form on firm’s letter head duly signed.
- b. A DD of Rs.500/-
- c. The term and conditions form duly signed by the tenderer on each page.
- d. List of Quoted rates for the items to be served, duly signed on each page.

The undersigned reserves the right to accept or reject any or all Tenders without assigning the reasons thereof.

**Format To Be Submitted By The Contractor On Letter Head**

**Tender for providing the Canteen services in Raja Man Singh Tomar music & art university MP, Gwalior**

**Last Date for submission of tender: 23.12.2022 (up to 5:00pm)**

**PARTICULAR**

1 Name of the Firm	:	..... .....
2 Address	:	..... ..... ..... .....
3 Phone No. (Mobile/ Landline)	:	..... .....
4 Experience (in years) of Catering. (Certificate to be enclosed)	:	..... ..... .....
5 Registration No.	:	..... .....
6 PAN No.	:	..... .....
7 DD / Pay Order No., Date & Drawee Bank	:	..... .....

**DECLARATION :-**

I hereby declare that:

1. All the particulars subscribed by me are true to the best of my knowledge.
2. All the terms & conditions of this tender document are acceptable to me & I shall abide by the same in case the tender is awarded to me.

**Signature of Contractor  
with Stamp and Date**

## **Terms and Conditions for submitting the tenders for providing Canteen Services**

1. It may be noted that the lowest quoted rates of a tenderer do not entitle him to claim the said contract. The final decision shall be taken after the contractor is interviewed and the presentation is assessed by the committee and he is finally recommended.
2. The contractor shall abide by all the prevailing laws for running of canteen/cafeteria and shall do all the necessary formalities of obtaining licenses / permission etc. on his own. The college shall not take any responsibility for any legal provisions not met by the contractor & on account of this the contractor shall solely be responsible.
3. The contractor shall ensure that applicable labour laws.
4. The contractor shall have to execute an appropriate agreement with the University on a non-judicial stamp of Rs.100/- accepting all terms and conditions.
5. The contractor shall be required to pay Rs.1000/- towards water and electricity charges every month. This amount shall be deposited by 10<sup>th</sup> of every month.
6. The contractor shall keep the canteen area (in and around) neat and tidy.
7. The kitchen of the canteen shall be maintained with best of hygiene standard
8. The contractor shall take all precautions to maintain quality of food. In no case he shall sell stale / old stuff / preparations.
9. The contractor must not use / store any hazardous chemical / dangerous element / banned or expired products in the canteen which may pose threat to the health and safety of the people.
10. The contractor shall use the good quality branded cooking medium and should ensure that only standard material / ingredients for cooking and serving are used. No local / sub-standard material / ingredients shall be allowed. The contractor is advised to quote the rates of food items keeping in view the cost factor of the ingredients / material which shall be of good quality.
11. The contractor shall not use the canteen/ university premises for residential purpose for self or his staff & none of the employees of the contractor shall be allowed to stay in the university premises during night / holidays etc.
12. The contractor shall not sublet the contract to any vendor further. Similarly, no part of the menu / items agreed upon shall be sublet to any other party. Subletting in any form shall not be allowed.
13. The contractor shall provide the list of the workers along with their identification & residential proof, who are working in the canteen.
  - (a) Any change in the staff shall be reported immediately and relevant proof of identification shall have to be submitted again. The contractor shall solely be responsible for the conduct / behavior of the staff employed by him in the college canteen and shall solely be responsible for any mis-happening or undesirable incidence on account of the conduct / behavior of the staff engaged by the contractor.
  - (b) A list of staff working in canteen shall be forwarded to the police station concerned.
  - (c) The staff of the contractor shall abide by the instructions issued by the college authorities from time to time and their movement in the college shall be restricted.
14. The contractor shall ensure to keep all his belongings under lock and key. The contractor shall be solely responsible for any loss, damage theft etc. occurring in canteen and no compensation of any kind shall be made by the University.

15. The contractor shall have to ensure that the canteen staff employed by him wears full dress with proper gloves, head cover, apron etc. The contractor shall have to take all the measures to maintain good hygiene during the preparations and serving.

16. (a) The approved rates of the food items as accepted by the college shall not be increased by the contractor without prior permission of the college. Similarly, no other item shall be sold by the contractor outside the approved list, without permission of the college.

(b) The contractor shall display the rates of items, as approved upon by the University at prominent places of canteen & staff room.

(c) The contractor shall display the menu every day on the notice board of the Canteen.

17. The contractor shall have to make his own arrangements to remove / dispose-off garbage and shall not use college premises for dumping of the garbage. The contractor has to ensure that the garbage is not scattered here and there and shall have to arrange proper dustbins. The garbage of these dustbins shall be properly disposed-off by the contractor outside the college.

18. The contractor shall have to provide "Complaint and Suggestion Book" and the same shall be made available to anyone who desires to record any complaint or suggestion. The same shall be submitted to the principal's office for inspection every month.

19. The contractor shall not close the canteen without prior permission from the University. The canteen shall remain open on Saturdays/Sundays/ Vacations/Holidays as per the requirement of the University.

20. The contract may be terminated by giving one month's notice from either side. However, if it has been found/reported that there has been a gross misconduct, negligence, non-compliance of orders requiring immediate action, the Registrar shall have the rights to revoke the contract immediately without any notice.

21. After the termination / expiry of the contract, all the belongings of the college should be handed over to the college, including those items for which the University has undergone a separate agreement.

22. The contractor shall have to ensure that the agreement made by the University with any other party shall be enforceable upon him also. He shall have to ensure that no competitive product is being sold in the canteen for which the University has undertaken separate & exclusive tie up.

23. There shall be an observation period of 03 months from the date of award of contract during which the work and conduct of the contractor shall be observed & assessed. Further, extensions shall depend on the satisfactory performance of the canteen contractor.

24. The members of Canteen Committee / Registrar / FC /Exam controller / one assistant professor / any other staff as deputed by the vice chancellor can inspect the canteen any time to check the quality of food preparation, hygiene conditions, staff conduct etc.

25. Any loss to the property of the College caused by the contractor shall be borne by the contractor.

26. In case of any dispute, the matter shall be resolved amicably. However, if the matters still remain unresolved, the same shall be resolved by an arbitrator the vice chancellor of the university. The decision of which shall be final & binding to both the parties.

27. Any dispute is subject to the Jurisdiction of Courts situated in Gwalior M.P

## Annexure – B

### FINANCIAL BID

RAJA MAN SINGH TOMAR MUSIC & ART UNIVERSITY GWALIOR (M.P)

## TENDER FORM

S.no	Items	Weight / Measure	Rate Offered
1.	Hot Coffee	Per cup (150 ML)	
2.	Cold Coffee	Per Cup (200 ML)	
3.	Tea	Per cup (150 ML)	
4.	Lemon Tea	Per Glass (200ML)	

### Machine Based ( in Standard Size/Quantity)

5.	Coffee	Per cup	
6.	Cold Drink	As per College tie up	
7.	Tea	Per cup	
8.	Standard cold Drink	As per College tie up	
9.	Mineral Water (Standard)	Per Bottle	

### Snacks ( In Standard Size/Quantity)

10.	Samosa	Per Piece	
11.	Pastry	Per Piece	
12.	Burger	Per Piece	
13.	Bread Roll	Per Piece	
14.	Bread Pakoda	Per Piece	
15.	Upma	Per Plate	
16.	Utpam	Per Plate	
17.	Masala Dosa with Samber	Per Plate	
18.	Plain (sada) Dosa with samber	Per Plate	
19.	Idli (2 piece) with samber	Per Plate	
20.	Vada (2 piece) with samber	Per Plate	

21.	Veg. Cutlet (2 piece)	Per Plate	
22.	Macroni	Per Plate	
23.	Manchurian	Per Plate	
24.	Momos	Per Plate	
25.	Gol Gappe	Per Piece	
26.	Dahi Bhalla	Per Plate	
27.	Pasta	Per Plate	
28.	Aloo Bonda	Per Piece	
29.	Kachori	Per Plate	
30.	Aloo Puri	Per Plate	
31.	Gulab Jamun	Per Piece	
32.	Chhole Bhature	Per Plate	
33.	Chhole	Per Plate	
34.	Veg. Sandwiche	Per Piece	
35.	Aloo Tikki	Per Plate	
36.	Cheese Sandwiche	Per Piece	
37.	Toast with Butter	Per Plate	
38.	Bread slice	Per Piece	
39.	Veg. Chowmin (Full)	Per Plate	