



Faculty of Law

The Maharaja Sayajirao University of Baroda
(Accredited Grade A+ by NAAC)

Sir Pratapsinhrao Gaekwad Parisar, Fatehgunj, Vadodara - 390 002, INDIA
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www.msubaroda.ac.in

Reference No.: Law/194

Date: 27/07/2026

QUOTATION NOTICE (CANTEEN CONTRACT) A.Y. 2026-2027

Quotations are invited for awarding Canteen contract for the year A.Y. 2026-2027 at Faculty of Law in a sealed envelope clearly Super Subscribed on the envelop as "Quotation for Canteen Contract 2026-27"

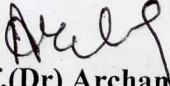
The blank quotation forms can be collected from Account Officer of Faculty office on payment of Rs. 500/- by cash on all working days (except 2nd & 4th Saturday, Sunday and Holidays) from date of advertisement to 06-08-2026 during 11:00 hours to 14:00 hours.

The duly filled quotation should be submitted by Regd. Post/Speed Post/Courier **but not by hand delivery ON OR BEFORE 14-08-2026 by 5 pm** to Faculty office (except 2nd & 4th Saturday, Sunday and Holidays) along with Earnest Money Deposit (E.M.D.) in form of the D.D. drawn in favour of "Dean, Faculty of Law, The Maharaja Sayajirao University of Baroda". **Quotations submitted without E.M.D. shall be rejected.** The quotations received after last date will not be considered. Faculty of Law reserves the right to reject any one or all quotations without assigning any reasons whatsoever. The accepting authority at its discretion will give preference to any of the quotations bearing the same rates.

The Quotations will be opened on date **17-08-2026 (Time: 12.00 noon)** at Conference Room of Faculty of Law in presence of Contractors who submitted Quotations in time and fulfilled all conditions.

Contractor should Quote the rates in the financial bid as per Annexure - 4.

Name of the work	Time limit	Fees of Blank Quotation (in Rupees)	E.M.D. (in Rupees)
Quotation at unit rate for Canteen Contract, Faculty of Law	11 Months	500/-(FIVE HUNDRED)	4,000/-(FOUR THOUSAND)


Prof. (Dr) Archana Gadekar

Dean

Faculty of Law

The Maharaja Sayajirao University of Baroda

C.C. for favour of display on the Notice Board.

1. Deans of all faculties, Heads of institutions and Principals of the Colleges.
2. Canteen Contractors/ photocopying (Xerox) counter contractor as per list provided by the University.
3. Faculty of Law-Notice Board
4. Faculty Students Coordinator, Faculty of Law.
5. The Registrar, The Maharaja Sayajirao University of Baroda
6. The University Engineer, The Maharaja Sayajirao University of Baroda
7. Canteen Quotation file 2026-2027



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Reference No.: Law/

Date: 27th July 2026

FORM NO:

TECHNICAL BID

**Quotations for awarding contract for Canteen Service
(Strike off, which is not applicable, do not keep blank)**

1. NAME OF FIRM :
2. NAME OF CONTRACTOR :
3. ADDRESS :
4. PHONE NUMBER :
(O) (R)
(M)
5. FAX NUMBER :
6. QUALIFICATION OF PROPRIETOR / OWNER OF THE FIRM :
7. FORMATION OF FIRM
(ENCLOSURE RELEVANT DOCUMENTS)
8. TURN OVER OF LAST FIVE YEARS :
 - 1) 2021 – 2022
 - 2) 2022- 2023
 - 3) 2023- 2024
 - 4) 2024-2025
 - 5) 2025-2026
9. DETAILS OF CONTRACTS ENTERED IN LAST : (ANNEXURE – 1)
FIVE YEARS ALONGWITH COMPLETION CERTIFICATE AND
PERFORMANCE CERTIFICATE OF THE CLIENT / DEPARTMENT

10. DETAILS OF WORKS ON HAND : (ANNEXURE – 2)
(ALONGWITH PERFORMANCE CERTIFICATE OF THE CLIENT /
DEPARTMENT)
11. INCOME TAX CLEARANCE CERTIFICATE: (ATTACH LAST FIVE YEARS
I.T. RETURNS)
12. PAN No. (ATTACH XEROXCOPY OF PAN CARD) :
13. TAN No. (TAX DEDUCTION AND
COLLECTION NO.) :(IF APPLICABLE)
14. GST/SERVICE TAX (IF APPLICABLE) NO.:
15. LIST OF WORKERS : AS PER ANNEXURE – 3
16. RATE QUOTED : AS PER ANNEXURE - 4
17. RELEVANT LICENCE NUMBER : ATTACH PHOTOCOPY OF
LICENCE
18. REFERENCE OF TWO REPUTED PERSONS :

(NAME, ADDRESS & MOBILE NO.)

1.

2.

Place & Date

Signature of Applicant with Seal

ANNEXURE – 1

DETAILS OF CONTRACTS ENTERED IN LAST FIVE YEARS

(ALONGWITH COMPLETION CERTIFICATE AND PERFORMANCE CERTIFICATE OF THE CLIENT / DEPARTMENT)

* Name of Contractor:_____ * Name of Agency:_____

Sr. No.	Name of Firm (where contract was taken)	Address & Phone No.	Name of Person of firm whom you reported	Period of Contract	
				From	To

Date:

Place:

Sign

ANNEXURE – 2

DETAILS OF WORKS ON HAND

(ALONGWITH COMPLETION CERTIFICATE AND PERFORMANCE CERTIFICATE
OF THE CLIENT / DEPARTMENT)

* Name of Contractor:_____ * Name of Agency:_____

Sr. No.	Name / Type and Place of Work	Approx. Cost of Work	Name of Department/ Client/ Owner with Address & Phone number	Period of Contract

Date:

Place:

Sign

ANNEXURE – 3

LIST OF WORKERS

* Name of Contractor:_____ * Name of Agency:_____

Sr. No.	Name of Workers	Designation	Working Since

Date:

Place:

Sign

ANNEXURE – 4 (FINANCIAL BID)

* Name of Contractor: _____

* Name of Agency: _____

**Quotations of Rates for awarding Canteen contract
at Faculty of Law**

Sr. No.	Items	Quantity	Rates Offered by the Contractor (in Rupees)	Remarks
1	Tea	Half 60 (ml)		
2	Tea	Full (120 ml)		
3	Coffee	Half 60 (ml)		
4	Coffee	Full (120 ml)		
5	Samosa with Chatni	2 Nos.(100gms)		
6	Pettis with Chatni	2 Nos.(100gms)		
7	Kachori with Chatni	2 Nos.(100gms)		
8	Batatawada with Chatni	2 Nos.(100gms)		
9	Cutlets with Chatni	2 Nos.(100gms)		
10	Dalwada	1 Plate(100gms)		
11	Upma	1 Plate(100gms)		
12	Kajuwada	2 Nos.(100gms)		
13	Sevusal	1 Plate(100gms)		
14	Batatapauva	1 Plate(100gms)		
15	Bhajia	1 Plate(100gms)		
16	Idli Sambhar with chatni	2 Nos.6'' (100 gm)		
17	Sada dosa with chatni	1 No.(Big Size)-12''		
18	Masala Dosa with Chatni	1 No.(Big Size)-12''		
19	Vada Sambhar	2 No.(100gms)		

20	Puri Bhaji	5 Nos.Puri- 6”(100gms Bhaji)		
21	Pav Bhaji	1 Plate		
22	Pulao/Fried Rice	1 Plate		
23	Chhole Puri	1 Plate		
24	Dairy Products as per MRP(Attached Separate Menu Card)	As per MRP		
25	Bakery Items (Attached Separate Menu Card)	As per MRP		
26	Other Items (Attached Separate Menu Card)	Attached Menu		
27	All Soft Drinks of Different Reputed Brand(Attached Separate Menu Card)	MRP		
28	All Instant Hot Tea items of Different Reputed Brand(Attached Separate Menu Card)	----		
29	All Instant Hot Coffee items of Different Reputed Brand(Attached Separate Menu Card)	-----		
30	All Ice Cream items of Different Reputed Brand(Attached Separate Menu Card)	MRP		
31	Puff	1 Nos.		
32	Veg Sandwich	Two Slice With Butter		
33	Cheese Sandwich	Two Slice		

34	Grill Sandwich	Two Slice		
35	Vada Pav	One		
36	Pizza	One with Cheese		
37	Burger	One		
38	Maggi	One		
39	Noodles Hakka	Half/Full		
40	Rice Varieties	Half/Full		
41	Paratha(Stuffed)	One -8"		
42	Chana chat/mix sprout chat	One		
43	Thepla	Two – 8"		
44	Masala Oats	One plate		
45	Jowar Idli With Chutney	Two pieces		
46	Ragi Idli With chutney	Two pieces		
47	Sabudana Khichdi	One plate (150 gms)		

***Ceiling rate is the maximum rate decided by the competent authority of the University**

Date:

Place:

Signature with Stamp

General Terms and Conditions

1. The possession of the premises where the canteen is located shall remain with The Maharaja Sayajirao University of Baroda. Needless to say that the property where the canteen is located belongs to The Maharaja Sayajirao University of Baroda.
2. The premises provided shall be utilized by for the students, official visitors at The Maharaja Sayajirao University of Baroda and the staff of the Maharaja Sayajirao University of Baroda. It shall not be used for any purpose other than this.
3. The contractor shall have to give employment to the employees after verifying the antecedents and subject to submitting their medical fitness certificate to the Dean Faculty of Law, The Maharaja Sayajirao University of Baroda.
4. The contractor shall be fully responsible for maintaining discipline, peace and good behavior/ dealings/appearance of his employees in the canteen. He shall have to maintain the employment record as required under labour laws in this context.
5. The contractor shall be responsible to enroll his employees and pay the contributions as required by ESI.(The Employees' State Insurance Act 1948)
6. The price list as approved by the Committee, shall be displayed prominently in the premises.
7. The contractor shall collect the charges directly from the consumer, or a person who places the order. The Maharaja Sayajirao University of Baroda is not responsible for any dues or arrears of any consumer of the Canteen and other services. The items provided in the official meeting shall be paid by verification of the bill and after the due procedure is completed by the Dean, Faculty of Law, The Maharaja Sayajirao University of Baroda.
8. The contractor or his responsible representative shall remain present personally during normal working hours and otherwise on all occasions mentioned in aforesaid clause.
9. The contractor shall not be allowed to sublet the work to other agency.
10. It is stated that the contractor shall have to obtain the necessary license and permit from the municipal authorities and other authorities like Health Department/ BSNL/ Drug Laboratory etc. and shall be sole responsible for all the irregularities in this concern.
11. The contractor shall be responsible to keep record of any pay and all type of taxes such as service tax/ sales tax / GST etc.
12. The contractor shall take care that no illegal persons or antisocial elements trespasses the premises allocated. In case of any such event, the contractor has to immediately inform the Dean, Faculty of Law, The Maharaja Sayajirao University of Baroda and Dean, Security and Vigilance in writing.
13. The contractor shall regularly pay the Gas bill, Electricity bill or any other bill due to him and show the receipt to the Dean, Faculty of Law, The Maharaja Sayajirao University of Baroda or authorized representative of The Maharaja Sayajirao University of Baroda and obtain endorsement, failing which, the same shall be deducted from the deposit or in case if the deposit is not sufficient to satisfy the bill amount, the action shall be solely decided by The Maharaja Sayajirao University of Baroda. The said action also includes the termination of contract.
14. The contractor shall take reasonably good care of premises allocated, furniture, cooking vessels and accessories etc. He shall indemnify all the loses and damages to movable and immovable property of The Maharaja Sayajirao University of Baroda on his account due to his or his employees conduct. The Maharaja Sayajirao University of Baroda shall be sole judge on this account.

15. The contractor shall vacate the premises and hand over the peaceful and vacant possession, when The Maharaja Sayajirao University of Baroda so demands, arising out of situation calling to such action of which University shall be sole judge.
16. This contract terminates automatically on the last day of its tenure unless extended. The contractor shall hand over the charge of premises with all the property therein to the DEAN, Faculty of Law, The Maharaja Sayajirao University of Baroda.
17. The contractor can terminate his contract by giving one-month notice.
18. It is categorically made clear that The Maharaja Sayajirao University of Baroda shall be at liberty to terminate contract with immediate effect in case of breach of any terms and conditions stated above.
19. The contractor can keep a telephone for his private use during his contract period. The telephone charges have to be borne by him.
20. Neither the contractor nor his representative nor his employees shall stay in the allocated premises during the night or after official working hours to use premises.
21. Neither the contractor nor his representatives shall keep any pets or cattle's in the premises.
22. The contractor shall not involve in any illegal activities that harm the interests, reputation, status and image of the University. In case of his involvement in any such activity shall automatically lead to the termination of contract with immediate effect. The University shall be the sole judge in this matter.
23. The contractor shall keep fire extinguishers in premises allocated.
24. The contractor shall not involve himself directly or indirectly in the student politics of University. This is also applicable to his representatives and employees. In case of involvement in any such activity, it shall automatically lead to the termination of contract with immediate effect. The University shall be the sole judge in this matter.
25. There is electricity supply to the Canteen and hence, the contractor shall have to pay the Electricity charges on actual consumption.
26. Validity period of this offer is 90 days from the last date of receiving quotations.
27. No price escalation shall be considered during contract and extended contract period.
28. The contract can be extended by the DEAN, Faculty of Law, The Maharaja Sayajirao University of Baroda for three months, if required.
29. The quotations with incomplete, false and misleading information will be rejected and if work is awarded then the contract shall be terminated, if such matter is known after the work is awarded.
30. The quotation of person with real blood relative serving in University shall not be eligible for the contract.
31. The quotation of the contractor shall not be considered if he brings in any political or any influence from any source to get a decision in his favour.
32. The contract shall be terminated with immediate effect if contractor brings in any political or any influence from any source to ease down terms and conditions in his favour.
33. The contractor shall not carry out any addition alteration in the premises allocated to them.
34. The contractor shall have to take the possession of the premises from DEAN, Faculty of Law, The Maharaja Sayajirao University of Baroda and hand over the same when required in as it is condition.
35. The S.D. shall be released by the DEAN, Faculty of Law, The Maharaja Sayajirao University of Baroda.
36. If contractor leaves the premises or locks the premises without informing DEAN, Faculty of Law, The Maharaja Sayajirao University of Baroda, then the Canteen Committee of the Faculty shall break open the lock in present of Panch to avoid inconvenience to students and staff.

37. The University Authority is not bound to award the contract at places shown in the tender form. In view of unavoidable circumstances the proposal of work at particular place may be cancelled or may be awarded at some other place/ location within the campus if contractor is ready to operate from that changed place/ location contract.
38. The Maharaja Sayajirao University of Baroda i.e. DEAN, Faculty of Law, The Maharaja Sayajirao University of Baroda have right to inspect the quality/ quantity of food and services and enforcement of terms and conditions by the contractor.
39. In case of any dispute/complaint the matter shall be referred to the DEAN, Faculty of Law, The Maharaja Sayajirao University of Baroda.
40. In case of deadlock, the decision of the Vice-Chancellor shall be final and binding to all.
41. DEAN, Faculty of Law, The Maharaja Sayajirao University of Baroda shall be responsible for the enforcement of all terms and conditions related to this contract.
42. The contractor shall see that the bearers and his employees are properly dressed in apron with their identity card with photograph authenticated by the DEAN, Faculty of Law, The Maharaja Sayajirao University of Baroda.
43. The contractor shall see that the bearers and his employees are properly trained in serving the official customers.
44. The Contractor shall give the names of the bearers and the employees engaged to the DEAN, Faculty of Law, The Maharaja Sayajirao University of Baroda and if any change is made subsequently, it shall be intimated to the DEAN, Faculty of Law, The Maharaja Sayajirao University of Baroda immediately.
45. Students' complaints if any, shall have to be promptly attended to from time to time.
46. In case of breach of any of the terms and conditions the security deposit placed with the University shall be forfeited.
47. The contractor shall have to enter into the agreement with the University regarding license deed before operating the services.
48. The contractor shall have to deposit keys of premises after locking with the DEAN, Faculty of Law, The Maharaja Sayajirao University of Baroda.
49. The contractor shall not receive any kind of donation/Sponsorship of equipments/furniture/cooler/refrigerator/ oven etc. without prior approval of the DEAN, Faculty of Law, The Maharaja Sayajirao University of Baroda.
50. Contractors are supposed to go through all these general terms and conditions and special terms and conditions in detail before quoting rates. They may also visit site and survey the business available before quoting rates. The contractors may contact the DEAN, Faculty of Law, The Maharaja Sayajirao University of Baroda, in case of any confusion or misunderstanding.

Special Terms and Conditions for running Canteen at Faculty of Law.

1. The contractor shall deposit Rs. 15,000/- as a Security Deposit for whole the period till the contract exists. The said deposit shall be forfeited, if any of the terms and conditions are not complied with.
2. The Canteen room with the attached dining Place with the facility of running Water shall be provided by The Maharaja Sayajirao University of Baroda.
3. The canteen facilities shall be available on all working days from 8.00 A.M. to 8.00. P.M. and upon special instructions, the canteen facilities shall be made available by the contractor for

longer hours also. In no circumstances and without prior permission, the canteen shall remain open after and before above said timings.

4. The contractor is permitted to use kitchen for storing preparing tea, coffee, light refreshments and mini meals including fast food items. He is permitted to use kitchen for storing utensils and other materials required for preparing tea, coffee, light refreshments and mini meals including fast food items and storing non-alcoholic cold drinks only.
5. The contractor shall himself have to arrange for all the utensils, crockery and material for tea, coffee, light refreshments and mini meals including fast food items.
6. The furniture for Canteen shall, provided by the The Maharaja Sayajirao University of Baroda if available otherwise contractor shall have to manage for the same.
7. Tea, coffee, light refreshments and mini meals including fast food items shall be ordinarily served in canteen but contractor will have to arrange to serve the same in any part of premises if required.
8. All the items, materials required for making tea, coffee, light refreshments and mini meals including fast food items shall be kept inside the hygienic space and covered properly and to be protected from flies, insects or any other contaminations. **Hygiene is of paramount importance. All utensils, cooking vessels and appliances shall be kept neat and hygienically clean.**
9. The edibles shall not be served unless freshly cooked. Any case of food adulteration shall be sole responsibility of the contractor.
10. It is stated that no alcoholic and prohibited items shall be kept in canteen premise or served in The Maharaja Sayajirao University of Baroda premises.
11. The contractor shall have to pay water charges at Rs. 250/- per month.
12. All the charges due shall have to be paid to the concerned the DEAN, Faculty of Law, The Maharaja Sayajirao University of Baroda.
13. The contractor shall not serve other items except approved as per quotation or by the DEAN, Faculty of Law, The Maharaja Sayajirao University of Baroda at later stage on demand/ request of students/staff.
14. The Contractor shall quote the rates of all items inclusive of all taxes (i.e.GST etc.)
15. The Contract should have to pay all applicable taxes for are premises of canteen.

★ Gas connection is not presently available in the Canteen.

Sign _____
DEAN, Faculty of Law
The Maharaja Sayajirao University of Baroda.

I have read each and every word of the above said terms and conditions with full presence of the mind and assure to abide by it.

Signature of Applicant with Seal

Gen/Quotation of Contracts