



## FACULTY OF SCIENCE

The Maharaja Sayajirao University of Baroda

Lokmanya Tilak Road, Vadodara-390 002 (Guj.) INDIA Tel.Ph :+91-265-795329



Ref. No. FS/1665

Date: - 16-02-2023

### Tender Notice

The sealed subscribed quotations are invited for awarding contract for running – canteen services at the Faculty of Science for the year 2023-2024, for 11 months from the date of contract and further It can be extended for 11 months with the same terms and conditions. The blank quotation forms will be issued by the office of the Dean, Faculty of Science from Dt. 16-02-2023 to 06-03-2023.

The blank quotation forms will be issued on payment of Rs. 1000/- by cash during 11.30am to 4.00 pm on all working days (Excluding 2<sup>nd</sup> & 4<sup>th</sup> Saturday, Sunday & Holiday) till 06-03-2023 and last date of submission of quotation is 06-03-2023 up to 3.00 p.m. Quotation will be opened on Dt.06-03-2023 at 5:00 pm in Dean's office. The party will remain the present at the time of opening the Quotation. Earnest money deposit (EMD) will be accepted in form of DD in favour of "Chairman, Student Common Room Committee, Faculty of Science. The Maharaja Sayajirao University of Baroda".

The quotations submitted without EMD shall be rejected. The quotations received after last date will not be considered. The Faculty of Science, The Maharaja Sayajirao University reserves the right to reject any one or all quotations without assigning any reasons whatever. The accepting authority at its discretion may give preference to any one of the quotations bearing the same rates.

	Fees of quotation form	Period	EMD Rs.	Security Deposit Rs.
1. Quotation at unit rate for running – Canteen services in the Faculty of Science	1000/-	11 Month	5000/-	20,000/-

(Prof. Haribhai Kataria)

Dean

Faculty of Science

COMPUTER CENTRE  
The M.S. UNIVERSITY OF BARODA.  
DATE 16/2/2023  
INWARD No. 155

C.C to: -

- 1) P.S. to Vice – Chancellor, The Maharaja Sayajirao University of Baroda, Vadodara.
- 2) The Registrar, The Maharaja Sayajirao University of Baroda, Vadodara.
- 3) University Head office Notice Board, Notice Board
- 4) All Deans of the faculties/ Heads of the Institutions / Principals of the Colleges.... Display on Notice Board.
- 5) Notification file.
- 6) The Director, Computer Centre – Uploading in the University Website.



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Telephone \_\_\_\_\_

Vadodara -390002

Faculty of \_\_\_\_\_

Date: \_\_\_\_\_

No. \_\_\_\_\_

Quotations for Awarding contract for services such as Canteens.

1. NAME OF FIRM:
2. ADDRESS:
3. PHONE NUMBER: (O) \_\_\_\_\_ (R) \_\_\_\_\_ (M) \_\_\_\_\_
4. FAX NUMBER:
5. QUALIFICATION OF PROPRIETOR\OWNER OF THE FIRM
6. FORMATION OF FIRM
7. TURN OVER OF LAST FIVE YEARS
8. DETAILS OF CONTRACTS ENTERED IN LAST FIVE YEARS ALONGWITH COMPLETION CERTIFICATE AND PERFORMANCE CERTIFICATE OF THE CLIENT \DEPARTMENT: AS PER ANNEXURE-1
9. DETAILS OF WORKS ON HAND: AS PER ANNEXURE-2
10. INCOME TAX CLEARANCE CERTIFICATE (ATTACH LAST YEARS I.T. CLEARANCE CERTIFICATE)
11. LIST OF EMPLOYEES: AS PER ANNEXURE-3
12. LIST OF WORKERS: AS PER ANNEXURE-4
13. RELEVANT LICENCE NUMBER: ATTACH COPY OF LICENCE  
GST REGISTRATION NO: ATTACH COPY
14. GIVE BRIEF DETAILS REGARDING ANY DISPUTE LEADING TO POLICE CASE\COURT\CASE \ARBITRATION WITH THE CLIENT.
15. REFERENCE OF TWO REPUTED PERSONS:

PLACE AND DATE

SIGNATURE OF APPLICANT WITH SEAL





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### QUOTATIONS FOR AWARDDING CONTRACT FOR CANTEEN AT FACULTY OF SCIENCE

SR NO	ITEMS	QUANTITY	RATES	REMARKS IF ANY
1	TEA	HALF (60ML)		
2	TEA	FULL (120ML)		
3	COFFEE	HALF (60ML)		
4	COFFEE	FULL (120ML)		
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	KAJU WADA	2 NOS. (100GMS)		
13	SEV USAL	1 PLATE (100GMS)		
14	BATATA PAUVA	1 PLATE (100GMS)		
15	BHAJIA	1 PLATE (100GMS)		
16	IDLI SAMBHAR WITH CHATNI	2 NOS.6" (100GMS)		
17	MASALA DOSA WITH CHATNI	1 NOS. (100GMS)-12"		
18	SADA DOSA WITH CHATNI	1 NO. (BIG SIZE)-12"		
19	VADA SAMBHAR	2 NOS. (100GMS)		
20	PURI BHAI	5 NOS.PURI-6" (100GMS BHAI)		
21	PAV BHAI	ONE PLATE		
22	PULAO/FRIED RICE	ONE PLATE		
23	CHHOLE PURI	ONE PLATE		
24	BREAD OMLET	ONE PLATE		
25	DAIRY PRODUCTS AS PER MRP (ATTACH SEPARATE MENU CARD)			
26	BAKERY ITEMS (ATTACH SEPARATE MENU CARD)			
27	OTHER ITEMS (ATTACH SEPARATE MENU CARD)			
28	PIZZA (ATTACH SEPARATE MENU CARD)			
29	BURGER (ATTACH SEPARATE MENU CARD)			
30	ALL SOFT DRINKS OF DIFFERENT REPUTED BRAND (ATTACH SEPARATE MENU CARD)			
31	ALL INSTANT HOT TEA ITEMS OF DIFFERENT REPUTED BRAND (ATTACH SEPARATE MENU CARD)			
32	ALL INSTANT HOT COFFEE ITEMS OF DIFFERENT REPUTED BRAND (ATTACH SEPARATE MENU CARD)			
33	ALL ICE CREAM ITEMS OF DIFFERENT REPUTED BRAND (ATTACH SEPARATE MENU CARD)			
34	RENT OF SCIENCE CANTEEN PER MONTH OFFERED (Minimum Rs.20,000.00)			



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### ANNEXURE – 1 DETAILS OF CONTRACTS

SR NO.	YEAR WITH DURATI ON	NAME TYPE OF WORK	COST OF WORK	NAME OF CLIENT\ DEPARTMENT WITH ADDRESS	WHETHER WORK COMPLETED IN TIME

### ANNEXURE – 2 DETAILS OF WORKS ON HAND

SR. NO.	NAME \TYPE AND PLACE OF WORK	APPROX COST OF WORK	NAME OF DEPARTMENT \CLIENT\ OWNER WITH ADDRESS	PERIOD OF CONTRACT

### ANNEXURE – 3 DETAILS OF EMPLOYEES

SR. NO.	NAME OF EMPLOYEE	DESIGNATION	QUALIFICATION	DATE SINCE EMPLOYED IN THE FIRM

### LIST OF WORKERS

SR NO.	NAME OF WORKERS	DESIGNATION	WORKERS SINCE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			





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### 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 employee after verifying the antecedent and subject to submitting their medical fitness certificate to concerned Dean/Head of Institution/Principal of College/Chief Warden.
4. The Contractor shall be fully responsible for maintaining discipline, peace and good behaviour / dealings / appearance of this employee in the canteen. He shall have to pay wages as notified by the government / authorities from time to time. He shall have to maintain the employment record as required under labour laws in this context.
5. The contractor shall be responsible to enroll this employee and pay the contributions as required by ESI. The employers' State Insurance Act 1948.
6. The price list as approved & provided 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 on the official meeting shall be paid, by verification of the bill and after the due procedure is completed by concerned Dean / Head of the institution / Principal of college / Chief Warden.
8. The contractor or his responsible representative shall remain present personally during normal working hours and otherwise on all occasion mentioned in aforesaid clause.
9. **COVID 19 guidelines has to be strictly followed in the premises of the canteen, failing which the contract can be automatically terminated.**
10. **The contractor shall not be allowed to sublet the work to other agency.**
11. 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 / Fair BSNL / Drugs Laboratory etc. and shall be sole responsible for all the irregularities in this concern.
12. The contractor shall be responsible to keep record and pay all type of taxes such as services tax / sales tax etc. / or any other types in force or new introduced.
13. The contractor shall take care that no illegal persons or antisocial elements trespasses premises allocated. In case of any such event, the contractor has to immediately inform the concerned Dean / Head of Institution / Principal of College / Chief Warden and OSD Security and Vigilance in writing.
14. **The contractor shall regularly pay the gas bill, Electricity bill or any other bill due to him and show the receipt to the concerned Dean/Head of institution / Principal of college / Chief Warden or authorized representative of The Maharaja Sayajirao University of Baroda and obtain endorsement, failing which the same shall be conducted 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 action also includes the termination of contract.**
15. The contract shall take responsible good care of premises allocated by keeping the premises around not a clean and also furniture cooking vessels and accessories etc. he shall indemnify all the losses and damages to movable and immovable property of The Maharaja Sayajirao University of Baroda on his account due to this or his employees' conduct The Maharaja Sayajirao University of Baroda shall be sole judge on this account.





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16. The contract shall vacate 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.
17. A period of 2 months extension & authorize this contract terminates automatically on the last day of its tenure unless extended. The contractor shall hand over the charges of premises will all the property their in to concerned Dean/ Head of Institution / Principal of college / Chief Warden.
18. The contractor can terminate his contract by given one/two-month notices.
19. 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.
20. The contractor can keep a telephone for his private use during his contract period. The telephone charges have to be borne by him.
21. Neither the contractor nor his representative nor his employees shall stay in the allocation premises during the night or after official working hours to use premises.
22. Neither the contractor nor his representatives shall keep any pets or cattle's in the premises.
23. 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 activities shall automatically lead to the termination of contract with immediate effect. The university shall be the sole judge in this matter.
24. The contract shall be keep fire extinguishers in premises allocated.
25. The contract shall not involve himself directly, or indirectly in the student politics of university. This also applicable to his representative and employees. In case of involvement in any such activities shall automatically lead to the termination of contract with immediate effect. The university shall be the sole judge in this matter.
26. The University i.e. concerned Dean / Head of institution / Principal of college / Chief Warden shall arrange for separate electric connection from G.E.B. and in case of difficulty and if the authorized representative of the University or the committee or the concerned Dean / Head of Institution / Principal of college / Chief Warden is convinced then the University shall arrange for the electricity supply for which the contract shall have to pay on actual consumption.
27. Validity period of this offer is 90 days from the last date of receiving quotations.
28. 5% price escalation shall be considered during contract and extended contract period to maintain the quotation of period.
29. The contract can be extended by the competent Authority of the University for three months if required.
30. The quotations with incomplete, false and misleading information will be rejected and if work is awarded then the contract shell be terminated if such matter is known after the work is awarded.
31. The quotation of person with real blood relative serving in university shall be not be eligible for the contract.
32. The quotation of the contractor shall not be considered if he brings in any political or any influence from any sources to get a decision 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 position of the premises from concerned Dean/Head of Institution / Principal of college / Chief Warden and hand over the same when required in as it is condition.
35. The S.D. shall be released by the concerned Dean / Head of Institution / Principal of college / Chief Warden. only after clearance of all dues.
36. If the contractor leaves the premises without informing and looking the premises the concerned Dean / Head of Institution / Principal of College / Chief Warden Committee shall break open the lock in presence of Panch to avoid inconvenience to students and staff and legal action will be initiated.





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37. Due to any unavoidable circumstances if, the premises has to be changed, the contractor is bound to do so at the instruction of Dean / Head of Institution / Principal of college / Chief Warden.
38. The Maharaja Sayajirao University of Baroda i.e. concerned Dean / Head of Institution / Principal of college / Chief warden have right to inspect the quality / quantity of food and services and enforcement of terms and conditions by the contractor any time.
39. In case of dispute / complaint the matter shall be referred to the concerned Dean / Head of Institution /Principal of Collage / Chief Warden.
40. In case of dead lock the decision of the Vice Chancellor shall be final and binding to all.
41. The concerned Dean/Head of Institution / Principal of College / Chief Warden shall be responsible for the enforcement of all terms and conditions related to this contract.
42. The contractor shall be that the bearers and his employees are property dressed in apron with their identity card with photograph authorized by the concerned Dean / Head of Institution Principal of College / Chief Warden.
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 concerned Dean / Head of Institution / Principal of College / Chief Warden and if any change is made subsequently, it shall be intimated to the concerned Dean / Head of Institution / Principal of College / Chief Warden immediately.
45. The students' complaint 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 in to the arrangement with the University regarding the license deed before operating the services.
48. The contractor shall have to deposit keys of premises after looking with the concerned Dean / Head of Institution / Principal of College / Chief Warden.
49. The concerned shall not receive any kind of donation / sponsorship equipments / furniture / cooler / refrigerator / oven etc. without prior approval of the concerned Dean / Head of Institution / Principal of College / Chief Warden.
50. Drop box for suggestions/ complaint should keep at the counter.
51. No non-veg items shall be cooked or served in the canteen campus premises except for egg (considered as veg).
52. Canteen ambience should be maintained in all possible ways.
53. 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 quotating rates. The contractors may contact Dean / Head of Institution / Principal of College / Chief Warden, in case of any confusion or misunderstanding.
54. Contractor will have to pay the Rent before 10<sup>th</sup> day of every month.

Sign.

Dean / Head of Institution / Principal of College / Chief Warden.

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

Signature of Applicant with Seal



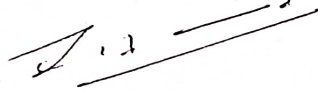
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**Special terms and conditions for running Canteens at different places in the University campus.**

- 1 The contractor shall deposit Rs.20,000.00 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 Maharaja Sayajirao University of Baroda shall provide the teen room with the attached dining place with the facility of running water.
- 3 The canteen facilities should be made available on all working days from 7.00 a.m. to 7.00 p.m. and under special instructions the canteen facilities shall be made available by the contractor for longer hours also. In on circumstances and without prior permission of Dean the canteen shall remain open after and before above said timings.
- 4 The contractor is permitted to use kitchen for and strong and preparing tea, coffee, light refreshment 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 refreshment and 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 refreshment and mini meals including fast food items.
- 6 The Maharaja Sayajirao University of Baroda shall provide the furniture for canteen if available otherwise contractor shall have to manage for the same.
- 7 The tea, coffee, cold drinks, light refreshment 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 At no given time the utensils and serving plates, spoons etc. should be mixed while serving in respect to vegetarian food and egg items only (which is concerned as vegetarian).
- 9 All the items materials required for making tea, coffee, light refreshment and mini meals including fast food item 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.
- 10 The edibles shall not be served unless freshly cooked. Any case of food adulteration shall be sole responsibility of the contractor.
- 11 It is stated that no alcoholic and prohibited items shall be keep in canteen premises or served in The Maharaja Sayajirao University of Baroda premises.
- 12 The contractor shall have to pay water charges at Rs. 250.00 per month.
- 13 You will have to pay Electric charges for the Electricity used by you as per prevailing commercial rates of MGVL.
- 14 You will have to pay Rs. 20,000/- per month as Rent. (On or before 10 days of every month.)
- 15 All the charges due shall have to be paid to the concerned Dean / Head of Institution / Principal of College / Chief Warden.
- 16 The contractor shall not serve other except approved as per the quotation or by the concerned Dean / Head of Institution / Principal of College / Chief Warden at letter stage on demand / request of students / staff.

  
Sign.

Dean / Head of Institution / Principal of College / Chief Warden.

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

Signature of Applicant with Seal