

**QUOTATION NOTICE (CANTEEN CONTRACT) 2024 – 2025
FOR PROVIDING **CANTEEN CONTRACT**
IN TWO CANTEENS OF THE FACULTY OF FAMILY AND
COMMUNITY SCIENCES**



FACULTY OF FAMILY & COMMUNITY SCIENCES
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
VADODARA – 390002

FFCSc No.

Date: 30/07/2024

**QUOTATION NOTICE (CANTEEN CONTRACT) 2024 – 2025 FOR PROVIDING CANTEEN CONTRACT
IN TWO CANTEENS OF THE FACULTY OF FAMILY AND COMMUNITY SCIENCES**

In the sealed envelope Super Subscribed Quotations are invited for awarding Canteen contract for two canteens for Faculty of Family and Community Sciences (Canteen 1: Faculty Premises & Canteen 2: IFT Premises) for the year 2024-2025. Kindly mention clearly on the envelope, the canteen for which you are applying, and separate applications to be submitted if applying for both the canteens.

The blank quotation forms can be downloaded or collected from Faculty office on all working days (except 2nd & 4th Saturday, Sunday and Holidays) from date of advertisement to 16-08-2024 during 12:00 hours to 14:30 hours.

The duly filled quotation should be submitted by Regd. Post/Speed Post/Courier in TWO Bids (i) Technical Bid & (ii) Financial Bid, **but not by hand delivery ON OR BEFORE 12:00 PM, 17-08-2024 during office hours** 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 Family and Community Sciences, The M. S. University of Baroda”. **Quotations submitted without E.M.D. shall be rejected.** The quotations received after last date will not be considered. Faculty of Family and Community Sciences 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 17-08-2024 (**Time: 2.00 p.m.**) at The Faculty Office, Faculty of Family and Community Sciences 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 CanteenContract, Faculty of Family and Community Sciences Canteen 1: Faculty Premises Canteen 2: IFT Premises	11 Months	500/- (Five Hundred)	5,000/- (Five Thousand)



FACULTY OF FAMILY & COMMUNITY SCIENCES
THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
VADODARA – 390002

FORM NO:

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 :
 - (i) 2019 – 2020
 - (ii) 2020 – 2021
 - (iii) 2021 – 2022
 - (iv) 2022 – 2023
 - (v) 2023 – 2024
 9. DETAILS OF CONTRACTS ENTERED IN LAST : (ANNEXURE – 1)
FIVE YEARS ALONG WITH COMPLETION
CERTIFICATE AND PERFORMANCE
CERTIFICATE OF THE CLIENT / DEPARTMENT
-

10. DETAILS OF WORKS ON HAND : (ANNEXURE – 2)
(ALONG WITH PERFORMANCE CERTIFICATE
OF THE CLIENT / DEPARTMENT)
11. INCOME TAX CLERANCE 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. GIVE BRIEF DETAILS REGARDING ANY DISPUTE LEADING TO POLICE CASE/COURTCASE
/ ARBITRATION WITH THE CLIENT.
19. REFERENCE OF TWO REPUTED PERSONS :
(NAME, ADDRESS & MOBILE NO.)
 - 1.
 - 2.

Place & Date

Signature of Applicant with Seal

TECHNICAL BID

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

FINANCIAL BID

ANNEXURE - 4

* Name of Contractor: _____

* Name of Agency: _____

**Quotations of Rates for awarding Canteen contract at
Faculty of Family and Community Sciences**

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.	Sevusal	1 Plate(100gms)		
13.	Batata Pauva	1 Plate(100gms)		
14.	Bhajia (Potato & Onion)	1 Plate(100gms)		
15.	Idli Sambhar with chatni	2 Nos.6" (100 gm)		
16.	Sada dosa with chatni	1 No.(Big Size)-12"		
17.	Masala Dosa with Chatni	1 No.(Big Size)-12"		
18.	Vada Sambhar	2 No.(100gms)		
19.	Puri Bhaji	5 Nos. Puri- 3" (100gms Bhaji)		
20.	Pav Bhaji	1 Plate with 2 buns		
21.	Pulao/Fried Rice	1 Plate		
22.	Chhole Puri	2 Nos. Puri- 6" (150gms chole)		
23.	Bread Omlet	1 Plate		
24.	Dairy Products as per MRP (Attached Separate Menu Card)	As per MRP		
25.	All Ice Cream items of Different Reputed Brand (Attached Separate Menu Card)	MRP		
26.	Vegetable Puff	1 Nos.		
27.	Bread Butter	2 Slices		
28.	Cheese Sandwich	Two Slice		

29.	Veg Sandwich	Two Slice With Butter		
30.	Veg. Grill Sandwich	Two Slice		
31.	Vada Pav	One		
32.	Pizza	6 '' with Vegetables & Cheese		
33.	Burger	One		
34.	Noodles Hakka	Half/Full		
35.	Rice Varieties	Half/Full		
36.	Aloo Paratha (Stuffed)	one		
37.	Thepla with Pickle	2 Nos.		
38.	Sprouted Bhel	1 Plate		
39.	Sprouted Cutlet with Chatni	2 Nos. (100Gms.)		
40.	Sabudana Khichdi	1 Plate		
41.	Sabudana Vada	2 Nos.		

Date:

Place:

Signature with Stamp

General Terms and Conditions

1. The last date of submission of the bid is 17-08-2024 up to 12.00pm in official sealed envelopes marked with bid details as per following:

Envelop No.1 (Technical Bid)

- Details of the firm including PAN/TAN and formation details, Food license copy
- Details of turnover of last 5 years
- Income Tax clearance certificate
- Annexure 1, About the details of contract in last FIVE years. Attach completion certificate and performance certificate and necessary proof
- Annexure 2, About the present work on hand with necessary proof
- Annexure 3 About the list of workers with necessary documents
- Special terms and conditions on Rs 300 stamp paper

Envelop No.2 (Financial bid)

- Financial bid should be duly signed/stamped on each page as per Annexure 4
- Envelop No.1 should be clearly mentioned as “**Envelop 1 with Technical bid**”, Envelop No.2 should be clearly mentioned as “**Envelop 2 with Financial bid**”
- Envelop 1 & 2 should be put on a bigger envelop & this bigger envelop should be mentioned as “**Quotation for Canteen Contract 2024-2025**”.

Please note that ALL documents must be signed and stamped appropriately.

2. The possession of the premises where the canteen is located shall remain with Dean, Faculty of Family and Community Sciences, 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.
 3. The premises provided shall be utilized by for the students, official visitors of Faculty of Family and Community Sciences, 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.
-

4. The contractor shall have to give employment to the employees after verifying the antecedents and subjects to submitting their medical fitness certificate to concerned Dean. That the contractors pay the wages etc., to his employee as per Govt. rules.
5. The contractor shall be fully responsible for maintaining discipline, peace and good behavior, dealing / appearance of his employees 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 required under labor laws in this context.
6. The contractor shall be responsible to enroll his employees and pay the contributions as required by ESI. The employers' State Insurance Act 1948 shall be displayed prominently in the premises.
7. The price list as approved by the committee shall be displayed prominently in the premises.
8. The contractor shall collect the charges directly from the consumer, or a person who places the order. The Dean, Faculty of Family and Community Sciences, The Maharaja Sayajirao University of Baroda is not responsible for any dues or arrears of any consumer of the canteen and other services.
9. The contractor or his responsible representative shall remain present personally during normal working hours.
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/ Food and Drug Laboratory etc. and shall be solely responsible for all irregularities in this concern. Submit above necessary documents in Envelop 1.**
12. The contractor shall be responsible to keep record and pay all types of taxes such as Service Tax / Sales Tax etc.
13. The contractor shall take care that no illegal person/s or anti-social element/s trespassers enter the premises allocated. In case of any such event, the contractor has to immediately inform the concerned Dean and OSD Security and Vigilance in writing.
14. The contractor shall take reasonably good care hygiene of premise allocated, 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 his or his employees conduct. Dean, Faculty of Family and Community Sciences, 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 Dean, Faculty of Family and Community Sciences, 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 Dean, Faculty of Family and Community Sciences.

17. The contractor can terminate his contract by giving one-month notice.
18. It is categorically made clear that the Dean, Faculty of Family and Community Sciences, 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 as stated.
19. Neither the contractor nor his representatives nor his employees shall stay in the allocated premises during night or after official working hours to use premises without prior approval of the Dean, Faculty of Family and Community Sciences.
20. Neither the contractor nor his representative shall keep any pets or cattle in the premises.
21. 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 Dean, Faculty of Family and Community Sciences, The University shall be the sole judge in this matter.
22. 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 shall automatically lead to the termination of contract with immediate effect. The Dean, Faculty of Family and Community Sciences, The Maharaja Sayajirao University shall be the sole judge in this matter.
23. The validity of your quotation should be remain for 90 days.
24. No price escalation shall be considered during contract and extended contract period without prior approval from Dean, Faculty of Family and Community Sciences.
25. The contract may be extended by the Dean, Faculty of Family and Community Sciences, if required.
26. 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.
27. The quotations of person with real blood relative serving in University shall not be eligible for the contract.
28. The quotation of the contractor shall not be considered if he brings in any political or any influence from any source to get decision in his favor.
29. 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 condition in his favor.
30. The contractor shall not carry out any addition alteration in the premise allocated to them.
31. The contractor shall have to take the possession of the premise from the Dean, Faculty of Family and Community Sciences, and hand over the same required in as it is conditions.
32. The Security Deposit shall be released by the Dean, Faculty of Family and Community Sciences

after three months on completion of contract subject to deducting any due relating with the damage and other dues.

33. If contractor leaves the premises without informing and locking the premises then the Dean, Faculty of Family and Community Sciences or / and the committee shall break & open the lock to avoid inconvenience to students and staff. In circumstances Security Deposit shall be forfeited.
34. The Dean, Faculty of Family and Community Sciences 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 places 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.
35. The Maharaja Sayajirao University of Baroda i.e. The Dean, Faculty of Family and Community Sciences or the committee have right to inspect the quality/quantity of food and services and enforcement of terms and conditions by the contractor.
36. In case of dead lock, the decision of the Dean, Faculty of Family and Community Sciences, shall be final and binding to all.
37. The Dean, Faculty of Family and Community Sciences, shall be responsible for the enforcement of all terms and conditions related to this contract.
38. The contractor shall see that the bearers and his employees are properly dressed in apron with their identity card with photograph authenticated by the concerned Dean.
39. The contractor shall see that the bearers and his employees are properly trained in serving the official customers.
40. The contractor shall give the names of the bearers and the employees engaged to the concerned Dean and if any change is made subsequently, it shall be intimated to the concerned Dean immediately.
41. The student's/staff complaint if any shall have to be promptly attended to from time to time.
42. In case of breach of any of terms and conditions the security deposit placed with the Faculty of Family and Community Sciences shall be forfeited.
43. The contractor shall have to enter into the agreement with the University regarding license deed before operating the services.
44. The contractor shall have to deposit keys of premises after locking with the Dean, Faculty of Family and Community Sciences.
45. The contractor shall not receive any kind donation / sponsorship of equipment / furniture / cooler/refrigerator /oven etc. without prior approval of the Dean, Faculty of Family and Community Sciences and will not place advertisement of any kind without prior approval of the Dean, Faculty of Family and Community Sciences.
46. The contract is for the period of 11 Months.

47. The Canteen Committee formed by Dean, Faculty of Family and Community Sciences has right to finalized the quotation of Canteen contract and not liable to give explanation to other contractors.
48. Contractors should not prepare any items in Faculty of Family and Community Sciences Canteen for the contract/ order taken by him for outside of faculty premises.
49. The contractor shall have to follow the Instructions / take Permissions of the Dean, Faculty of Family and Community Sciences regarding running canteen during vacation period.
50. **The Quotations will be opened on date 17-08-2024 (Time:2.00 p.m.) in The Faculty Office, Faculty of Family and Community Sciences in presence of Contractors or their duly authorized representatives who submitted Quotations in time and fulfilled all conditions. The bidder is requested to remain present as per above timing.**
51. Contractors are supposed to go through all these general terms and conditions and special terms and conditions in detail before quoting rates.
52. **They have to sign all documents related Technical and Financial Bid with seal including each and every page of General terms and condition and Special terms and conditions else the bid is liable to be rejected.**
53. **They may also visit site and survey the business available before quoting rates. The contractors may contact Dean, in case of any confusion or misunderstanding.**

(Sealed and Signed document to be submitted on Rs 300 Stamp paper)

Special Terms and Conditions for running Canteen at Faculty of Family and Community Sciences

1. Under any circumstances Sub contracting/Subletting shall not be allowed.
2. The Contractor shall deposit Rs 10,000/- (Rupees Ten Thousand only) 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 is not complied with.
3. The contractor shall have to pay Rs.3,000/- (Rupees Three Thousand only) per month as a rent to Dean, Faculty of Family and Community Sciences.
4. All the charges due shall have to be paid to A/c section of the Faculty of Family and Community Sciences between 11.00 am to 2.00pm.
5. The canteen room with the attached dining place with the facility of running water shall be provided by The Faculty of Family and Community Sciences.
6. The canteen facilities shall be available on all working days from 8.00 AM to 6.00 PM and under special instruction, the canteen facilities made available by the contractor for longer hours also. In no circumstances and without prior permission, of the Dean, Faculty of Family and Community Sciences the canteen shall remain open after and before above said timings.
7. 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 material required for preparing tea, coffee, light refreshments and mini meals.
8. The contractor shall himself have to arrange for all the utensils, crockery and material for tea, coffee, light refreshment and mini meals.
9. All the items, materials required for making Tea, Coffee, light refreshments and mini meals including fast-foods items shall be kept inside the hygiene 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. All items served by the contractor should be freshly cooked / prepared. **Any case of food adulteration shall be sole responsibility of the contractor.**
11. Carbonated (Cold Drinks) and Alcoholic beverages are prohibited items which shall not be allowed for sale or consumption in Faculty of Family and Community Sciences.
12. The contractor shall have to pay monthly Electric charges as per consumption of units shown in canteen meter on basis of MGVCL rates.
13. All the charges due shall have to be paid to the Dean, Faculty of Family and Community Sciences.
14. The contractor shall not serve other items except approved as per the quotation or by the Dean, Faculty of Family and Community Sciences at later stage on written demand/request of students/staff.
15. Attach your copy of license given by Baroda Municipal Corporation and other authorities, like Health Department/Drug Lab. Etc.
16. Attach your copy of GST registration certificate along with your quotation.
17. The contractor or his employees should be allowed to enter in the different Departments of Faculty of Family and Community Sciences only for serving Food / Beverages.
18. Dean, Faculty of Family and Community Sciences has right to terminate the canteen contract at any stage without prior notice or any reason.
19. **The contractor has to obey the provisions of all labour laws, if any injury took place in Faculty premises to any of your workman, then you are liable to provide treatment/compensation to concern workman and this office is not liable on such occasion. The Contractor shall ensure and maintain insurance policy against the liability for accident or injury to his workman and copy of latest policy & receipt of premiums paid for the above matter will be given to the A/c section in Faculty.**

20. If any dispute arises then The Dean, Faculty of Family and Community Sciences will take final decision after hearing the grievances.
21. Junk food items should not be served by the contractors as per UGC directives otherwise action will be taken by the Faculty.
22. The contractor has to duly signed all this terms & conditions on undertaking of Rs. 300/- stamp paper.
- 23. If the item id not mentioned in the list (New Item), the contractor has to validate the quantity and rate through Dean, Faculty of Family and Community Sciences before introducing the item.**

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