**TENDER DOCUMENT**

**FOR PROVIDING HOSTEL MESS/CANTEEN SERVICES AT**

**AMITY UNIVERSITY CHHATTISGARH**

**(2022)**

**SCOPE OF BID**

Amity University Chhattisgarh (AUC) has a hostel canteen in the campus. It caters to the requirement of nearly 700 persons including students, faculty and staff. The canteen also serves tea/coffee /cold drinks, snacks, high tea, lunch/dinner etc. in various official programmes, and functions organized by the University from time to time. In addition, people visiting AUC campus in connection with various academic activities of the University also avail these services.

Sealed quotations under single-bid system are invited by the Registrar on behalf of the University from reputed firms/persons/hotels etc. for running of Hostel Mess and Canteen at Amity University Chhattisgarh, Raipur premises as detailed below:-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Tender No.** | **Name of Work** | **Tender Document Cost**  **(in Rs)** | **EMD**  **(in Rs)** | **Last Date of Submission of Bids** | **Date of Opening of Bid** | **Duration of Contract** |
| AUC/ADM/HMC/2022 | Running of hostel Mess and Canteen in the University premises. | 1500/-  (Inclusive of GST) | 50,000/- (Fifty Thousand only) for Mess and Canteen | 25th July, 2022 - up to 10.00 AM | 26th July., 2022 at  11.00 AM | One year (renewal on yearly basis on satisfactory performance within a period of 1 year)  The contract may be extended by a further term of 1-year only provided the annual appraisal is satisfactory. |

1. **The bid is to be submitted for the canteen as follows:-**

Hostel Complex Mess/Canteen

1. **Date & Time of purchase of Tender Documents:-**

From **19/07/2022 to 24/07/2022** during office hours from 10.00 a.m. to 04.00 p.m.

1. **Tender Document for providing Mess/Canteen Services at AUC:-**

Tender Document can be purchased from the Accounts Office at Amity University Chhattisgarh, Manth (Kharora), Raipur (C.G.) on payment of Rs. 1,500/- (Rupees One thousand five hundred only) (inclusive of GST) through **DD** drawn in favor of **Amity University Chhattisgarh,** payable at **Raipur.** Alternately Tender Document can be had in soft copy requested over e-mail (aknigam@rpr.amity.edu) or be downloaded from our website (www.amity.edu/raipur) and the same shall be submitted along with the requisite cost of Rs.1,500/-. Please note that the tender cost (Rs.1,500/-) is **NON-REFUNDABLE**.

1. The Contract for award of Canteen Services through this Tender shall come into force with effect from **15th Aug. 2022.**
2. All the participants shall submit the EMD amount of Rs.50,000/- through a DD by **along with the Bid,** drawn in favor of **Amity University Chhattisgarh,** payable at **Raipur.** The Bid will liable to be cancelled without the EMD.
3. **Last date & time for submission of duly filled–in Bids:**

**25th July, 2022** – **up to 04.00 p.m**

Duly filled–in tender document superscribed with “*Tender for Providing Mess/Canteen Facilities”* and addressed to “The Registrar, Amity University Chhattisgarh”, complete in all respects, including all the Annexures (Annexures I – V) and Checklist of Documents, to be submitted with the Office of the Registrar in a sealed cover. Incomplete Bid in any respect shall be rejected and the Bid cost of Rs.1,500/- will be forfeited. However, the EMD shall be refunded within fifteen days of the day on which bid is opened, without any interest.

1. **Date & Time of Opening of Bids:**

**26th July, 2022** **at** **11.00 AM**

1. **Venue for Opening Bids:**

**Registrar’s Office, Amity University Chhattisgarh**

**Manth (Kharora), Raipur (C.G.)**

All the vendors/bidders (or their representatives with a valid authorization letter) are requested to be present during the opening of bids. The AUC management will carry out the process of opening of bids even if no vendor or representative is present, on the prescribed date and time.

1. **GUIDELINES FOR SUBMISSION OF TENDER**

The bids are to be submitted as under-

1. Sealed Financial Bid placed in a separate envelop super–scribed: “BID FOR PROVIDING MESS/CANTEEN SERVICES AT AUC CAMPUS”
2. The above mentioned sealed envelope should bear the name and complete postal address of the bidder. Sealed envelope containing the Bid should be addressed to the Registrar, Amity University Chhattisgarh, Village: Manth (Kharora), State Highway 9, Baloda Bazar Road, Raipur- 493225 and should reach the Registrar’s Office on or before **04.00 p.m. of 25th July, 2022.**
3. **OPENING OF BIDS**
4. The Bids will be opened on **26th July, 2022** at **11.00 AM** at the Registrar’s office, AUC in the presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).
5. The decision of the University in this regard will be final and only such bidders who are found eligible as per evaluation criteria prescribed by the University will be intimated.
6. EMD of the unsuccessful bidders will be returned, without interest, within a period of fifteen days from the date of award of contract to the successful bidder.
7. **EVALUATION OF BIDS**

The bids shall be evaluated by the Evaluation Committee on a range of parameters including experience, clientele base, feedback etc. The successful bidder will be evaluated on a range of parameters where price per capita shall not be the only determining factor.

All decisions pertaining to Tender and Contract processes and procedures as taken by the Amity University Chhattisgarh, shall be final and binding on all concerned.

Signature of the Contractor

Place:

Date:

Name & Address of the Applicant:

**CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Particulars** | | | **Status of Submission** | **Remarks** |
| 1. | Filled-in bid form duly signed on each page along with all supporting documents | | |  |  |
| 1.a. | Terms & Conditions-Annexure-I | |  |  |
| 1.b. | Letter of Transmittal Annexure-II | |  |  |
| 1.c. | Company Profile, Annexure-III | |  |  |
| 1.d. | Details of the Bidder, Annexure-IV | |  |  |
| 1.e. | List of Clients, Annexure-V | |  |  |
| 2. | Demand Draft for Rs. 1500/- towards the cost of bid form | | |  |  |
| 3. | Demand Draft for Rs. 50,000/- towards EMD | | |  |  |
| 4. | Photocopies of statutory and other relevant documents | | |  |  |
| 4.a. | | Copy of Company Registration |  |  |
|  | 4.b. | | FSSAI License |  |  |
|  | 4.c. | | EPF Registration |  |  |
|  | 4.d. | | ESI Registration |  |  |
|  | 4.e. | | GST Registration |  |  |
|  | 4.f. | | PAN |  |  |
|  | 4.g. | | TAN |  |  |
| 5. | Any other document in support of your claim | | |  |  |

Sign & Seal of the Authorized Signatory

Name of the Signatory

Place:

Date:

**ANNEXURE - II**

**LETTER OF TRANSMITTAL**

From : (Name & Complete Postal Addresss of the Applicant)

|  |  |
| --- | --- |
| **To:**  The Registrar  Amity University Chhattisgarh  Vill.: Manth (Kharora); State Highway-9  Baloda Bazar Road  Raipur (C.G.)  493225 |  |

Sir,

**SUBJECT**:- **SUBMISSION OF PREQUALIFICATION APPLICATION FOR THE CATERING SERVICES AT HOSTEL CANTEEN, AUC**

Having examined the details given in invitation for prequalification and prequalification document for the above work, we, hereby submit the prequalification documents along with our application for the bid.

* + 1. We hereby certify that all the statements made and information supplied in the enclosed forms to and accompanying statements are true and correct.
    2. We have furnished all information and details necessary for prequalification and have no further pertinent information to supply.
    3. We also authorize Registrar to approach individuals, employers, firms and corporation and to visit the works completed by us in the past or are in progress at present, to verify our competence and general reputation.
    4. We submit the documents / certificates in support of our suitability for the said bid as per the Checklist attached.

Encl:

Date of submission: Signature of Applicant

**ANNEXURE - III**

**COMPANY/FIRM PROFILE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Description** | | | | | | **Particulars** | | | | | | | | | | |
| 1 | Name of the Firm | | | | | : |  | | | | | | | | | | |
| 2 | Complete Registered Address | | | | | : |  | | | | | | | | | | |
| 3 | Phone No. | | : | |  | | | | | 4 | | | Mobile No. | : | |  | |
| 5 | E-mail ID of the Firm | | | | | : |  | | | | | | | | | | |
| 6 | Web-site of the Firm | | | | | : |  | | | | | | | | | | |
| 7 | Legal Status  (Tick **√** as applicable) | | | | | : | Individual | | | | | Proprietary Firm | | | | | Partnership Firm |
| Ltd. Company | | | | | Corporation | | | | | Others |
| 8 | Date of Commencement of | | | | | : | 1. Business | | | | | | | | 1. Firm | | |
| 9 | Name of the Contact Person | | | | | : |  | | | | | | | | | | |
| 10 | Designation | | | | | : |  | | | | | | | | | | |
|  | Address of the Contact Person | | | | | : |  | | | | | | | | | | |
| 11.a | Mob. No. | : | |  | | | |  | 11.b. | | Alternate No. | | | **:** | |  | |
| 12 | E-mail ID of Contact Person | | | | | : |  | | | | | | | | | | |
| 13 | Statutory Details | | | | | : | (Photocopy to be attached) | | | | | | | | | | |
| 13.a | Registration No. & Date of the Firm | | | | | : |  | | | | | | | | | | |
| 13.b | PAN | | | | | : |  | | | | | | | | | | |
| 13.c | EPF Registration No. | | | | | : |  | | | | | | | | | | |
| 13.d | ESI Registration No. | | | | | : |  | | | | | | | | | | |
| 13.e | Service Tax No. | | | | | : |  | | | | | | | | | | |
| 13.f | GST No. | | | | | : |  | | | | | | | | | | |
| 13.g | TIN | | | | | : |  | | | | | | | | | | |
| 13.h | TAN | | | | | : |  | | | | | | | | | | |
| 13.i | FSSAI Registration | | | | | : |  | | | | | | | | | | |
| 13.j | Registration details with Dept. of Labor Welfare | | | | | : |  | | | | | | | | | | |
| 14 | List of Clients | | | | | : | Format Attached. The information provided will facilitate evaluation of your Bid | | | | | | | | | | |

**ANNEXURE - IV**

**Details of the Bidder/Contractor**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Description** | | | | | **Particulars** | | | | | | |
| 1 | Name of the Bidder  (Proprietor/Director/CEO) | | | : | |  | | | | | | |
| 2 | Name of the Company | | | : | |  | | | | | | |
| 3 | Complete Postal Address | | | : | |  | | | | | | |
| 4.a. | Phone No.(O) | : | STD Code Phone No. | | | | | | 4.b. | Phone No.(R) | : | STD Code Phone No. |
| 5.a | Mob. No. | : |  | | | | |  | 5.b. | Alternate No. | **:** |  |
| 6 | E-mail ID | : |  | | | | | | | | | |
| 7 | Name of Authorized Representative | | | | **:** | |  | | | | | |
| 8 | Address of Representative | | | | **:** | |  | | | | | |
| 9 | Representative Mobile No. | | | | **:** | |  | | | | | |
| 10 | Representative E-mail ID | | | | **:** | |  | | | | | |

|  |  |
| --- | --- |
| **Specimen Signature**  **Representative** | **Attested by**  **Proprietor / MD/ CEO** |
|  |  |

Date:

Place Signature of the Contractor

**ANNEXURE - V**

Name & Address of the Applicant:

**LIST OF CLIENTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Name of the organization with complete address** | **Name & designation of the Contact person with Tel/Mobile No(s)** | **Date from which the contract was awarded** | **Total duration of the contract** | **No. of person deployed / served by your firm** |
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You may please attach additional sheets if needed.

Sign & Seal of the Authorized Signatory

Name of the Signatory