

BID DOCUMENT
Open Competitive Bid (OCB)
(E-Procurement)

For

**Providing Canteen & Food Court
Services at Krishna University**



Krishna University :: Machilipatnam
Website: www.kru.ac.in

Tender

Providing Canteen & Food Court Services at Krishna University, Rudravaram, Machilipatnam.

Bid Calling date	11-08-2025
Bid Document Fee	Rs.5000/- (Rupees five thousand only)
Bid document downloading start date	12-08-2025
Bid document downloading end date	28-08-2025 at 05:00 PM
Bid online submission closing date	28-08-2025 at 05:30 PM
Last date and time for submission of hard copies	31-08-2025 12:00 PM
Opening date and time of Prequalification Bid	31-08-2025 02:00 PM
Financial Bid opening date and time	31-08-2025 03:00 PM
Contact Person	+91 9542487999

Note: The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the help desk of M/s.VUPADHI (<https://tender.apecurement.gov.in>) at their e-mail address: contact@vupadhi.com, Phone: 9542487999.

CLARIFICATIONS:

- i. Queries if any can be made through e-mail only on registrarku@gmail.com on or before 19-08-2025. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in following format on the official letter head of the company.

S.No	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query
------	---------------------------	-------------------------	------------------------------	-------

- ii. The addendum/corrigendum if any shall be published on Krishna University website i.e. www.kru.ac.in as well as on e-procurement platform <https://tender.apecurement.gov.in>.
- iii. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/ amendments made by Krishna University, Machilipatnam.

Sd/-

REGISTRAR

Section-I

INVITATION FOR BIDS

Ref. No.: KRU/Canteen/Tender/2025

Date:11-08-2025

Subject: Tender for Providing Canteen & Food Court Services at Krishna University, Rudravaram, Machilipatnam.

Sir/Madam,

- 1) Bids are invited on the e-procurement platform from reputed food contractors/hotels/suppliers/Societies to run the Canteen & Food court at University on contract basis. The details of bidding conditions and other terms can be downloaded from the electronic procurement platform and the bidders have to register on the e procurement market place of **Government of Andhra Pradesh i.e. <https://tender.approcurement.gov.in>**.
- 2) The participating bidders will have to pay nonrefundable tender processing fee of Rs. **5000/- (Rupees Five Thousand only)** through online to the The Registrar, Krishna University, State Bank of India (SBI) account no. 30467889969 KRU Branch, Machilipatnam, IFSC code SBIN0021828.
- 3) Further the bidders shall furnish the **EMD amount of Rs. 50,000/- (Rupees Fifty Thousand only)** through online at AP E-Procurement portal only.
- 4) The bidder should have experience of satisfactorily running canteen(s)/ hostel(s) continuously for last three years in reputed educational institutes/Government Sector/similar organizations.
- 4) The bidder should possess license as per Food Safety and Standards Act, 2006 (Attested copies of FSSAI License to be attached **for last three years**). **Please ensure that the copies of annexure of the FSSAI License showing the details of "Items of food manufactured handled" is also attached.**
- 5) The bidder's performance/experience, as per format at **(Annexure-III)** for each work completed in last three years and in hand should be certified by a responsible person from the certifying organization.
- 6) **VALIDITY:** The quotations should be valid for at least 120 days.
- 7) The University reserves the right to cancel the tender without assigning any reason at any Stage.

- 8) Any tender that is received after due date will not be accepted. The University is not responsible for any postal delay.
- 9) The bidders need to scan and upload the required documents as per the **Check list given**. Such uploaded documents pertaining to the bid need to be attached to the tender while submitting the bids online. The Self attested copies of all these uploaded documents of the bid, signed undertaking of tenderer should be submitted offline to The Registrar, Krishna University, Machilipatnam by **31-08-2025**. Krishna University will consider only the bids submitted through online.

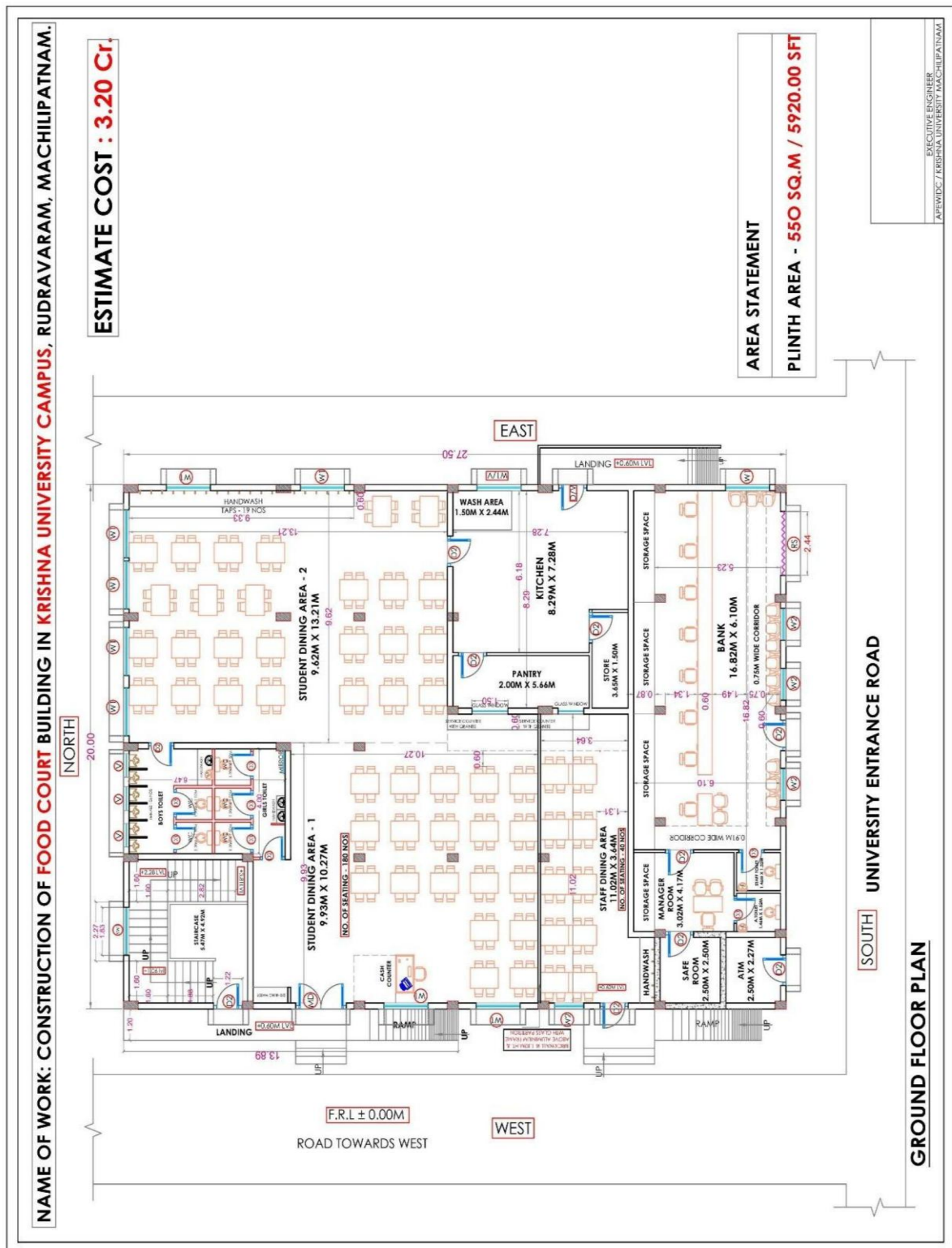
NOTE:

After uploading the documents, the copies of the uploaded the bid documents along with original online receipts in respect of EMD and Tender Processing fee have to be submitted. Physical submission of bids will not be entertained.

For any clarification and further details on the above tender please contact
Telephone No: +91 9542487999

Sd/-
REGISTRAR

FOOD COURT PLAN:



Sd/-
REGISTRAR

SECTION-III

TENDER SCHEDULE

1. PREAMBLE:

The Registrar, Krishna University (KRU), Machilipatnam invites tenders for providing canteen & food court services as mentioned in tender notice to the Krishna University located at Rudravaram, Machilipatnam (Krishna District) through e-procurement platform.

2. SCOPE OF WORK

- i. Institute intends to run this Canteen & food court and has approximately 2000 persons on its rolls, which include students, faculty, staff and guests visiting the institute.
- ii. The list of Items to be served in the Canteen & food court (subject to modifications as per the seasons / occasion etc.) is given in **(Annexure – IV)**.
 - The timings for serving shall be 8.00 am in the morning to 10.00 pm in the evening.
 - The timings and the working days of Canteen & food court services will be regulated by the Institute.
 - Menu items as per **(Annexure-IV)** and as decided by the Institute from time to time shall be followed.
- iii. Although, the Institute shall provide the following facilities, however, their maintenance and upkeep will be ensured by the Contractor to the satisfaction of the competent authority of the Institute or body responsible to keep check on such issues.
 - A Kitchen with serving counter and office(s)/store room(s) etc. having an area of approximately 650 Sq.ft.
 - Customer seating area of approximately 3180 Sq.ft. (*Including toilet area*)
 - Lights, fans and electricity supply (Electricity bill to be paid by the Contractor as per actual).
- iv. The following arrangements will be made by the Contractor:
 - Furniture for the seating arrangement for itself & customers (*for minimum 100 customers in the beginning and for full capacity within one year*).
 - Refrigeration facilities.
 - Cooking and serving utensils.
 - Cooking gas and cooking range.
 - Crockery etc.
 - Adequate work force.
 - Any other facility needed to ensure smooth functioning of the canteen & food court

(Note - In case of any additional requirement to run the Canteen smoothly, the same will be arranged by the contractor at his own expenses).

3. Tender Processing fee and EARNEST MONEY DEPOSIT / SECURITY DEPOSIT:

- 3.1 The tender should be accompanied by the **tender processing fee of Rs.5000/- (Rupees Five Thousand only) through online** to the University account no. 30467889969 (SBI) and **EMD of Rs. 50,000/- (Rupees Fifty Thousand only)** at AP e-Procurement Portal. Bids without tender processing fee and EMD will be rejected.
- 3.2 Forfeiture of the EMD will be made in the following events:
- 3.2.1 Withdrawal of bid during the bid validity period.
- 3.2.2 In case of successful bidder, if the bidder fails to sign the contract in stipulated time.

4. ELIGIBILITY CRITERIA

- 4.1 The bidder should have experience of satisfactorily running canteen(s)/ hostel(s) continuously for last three years in reputed educational institutes/Government Sector/similar organizations.

Experience of having continuously run the catering & food court services/similar establishments during the last three years as on the last date of tender submission as per following:

- At least one similar running/completed work having not less than 100 persons on its dining strength continuously for last three years.
- 4.2 The bidder should possess license as per Food Safety and Standards Act, 2006 (Attested copies of FSSAI License to be attached **for last three years**). **Please ensure that the copies of annexure of the FSSAI License showing the details of "Items of food manufactured handled" is also attached.**
- 4.3 The bidder's average annual financial turnover (gross) in catering services/similar establishments during the last two financial years should not be less than Rs. 15.0 Lacs. **Please submit documentary evidence like audited balance sheets, Profit & loss accounts and Income tax Assessment Completion Certificates etc. for last three financial years. All financial documents submitted must be audited and stamped by an authorized Chartered Accountant/Company Secretary.**

- 4.4 The bidder's performance/experience, as per format at **(Annexure-III)** for each work completed in last three years and in hand should be certified by a responsible person from the certifying organization.
- 4.5 Bidder should be a Registered Vendor under GST Act with the relevant authorities and shall furnish the copies of GST registration document, PAN and TAN copies along with the bid document.
- 4.6 An undertaking (self-certificate) that the agency/company hasn't been blacklisted by a Central / State Government institution and there has been no litigation history with any government department on account of similar services and the same should be uploaded/submitted as per the format given in tender document.
- 4.7 The successful bidder should have to supply FSSAI Certified products only.

5. INSTRUCTIONS TO BIDDERS

- 5.1 Tenders with over writings, alterations etc., will not be admitted unless they are attested by the bidder. Where there is a discrepancy between the amount (Rupees) in figures and words, the price, which is least of the two, will prevail.
- 5.2 Bid should be strictly in conformity with the Terms and Conditions mentioned in the Tender Document.
- 5.3. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of Krishna University- Machilipatnam as well as E-procurement Website (www.kru.ac.in and <http://tender.apcprocurement.gov.in>). In order to provide reasonable time to take the amendment into account in preparing their bid, tender inviting authority may or may not, at his discretion, extend the date and time for submission of tenders.
- 5.4 Bidders are expected to examine all the terms and conditions mentioned in the tender schedule and prepare their proposals accordingly. Failure to provide all requisite information will be at the bidders' own risk and may result in the rejection of the tender.
- 5.5. The bidders are advised to visit the site after taking prior approval between 10 am to 4.30 pm on all working days and examine the campus and its surroundings and obtain for themselves on their own responsibility, all information that may be necessary for preparing the bid. The cost of visiting the site shall be at bidder's own expense.

- 5.6. At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment. **The Institute may at its own discretion extend the last date for the receipt of bids.**
- 5.7 In the event of the Bidder/Supplier's failure to supply the products/food items of acceptable quality or the services; as per the contract the University reserves the right to cancel the contract at any time. In such cases, EMD will be not be returned and necessary action will be initiated against the bidder as deemed fit.
- 5.8 All assertions made in connection with the tender are to be supported / substantiated by relevant documents. The Registrar, Krishna University-Machilipatnam reserves the right to verify the credentials of the bidder as per the eligibility criteria.
- 5.11 The Registrar, Krishna University-Machilipatnam will notify the bidder whose tender has been accepted.
- 5.12 Bidders may note that if the date of tender opening given in this Tender Document is declared to be a gazette holiday, the tender shall be opened on the next working day at the same timing.
- 5.13 In case any doubt arises on interpretation or otherwise of any point in this tender document, Registrar, Krishna University, Machilipatnam shall be referred for clarification.
- 5.14 Eligible Tender will be considered for the award of the contract. If after awarding the contract, the Vendor /Supplier fails to supply the order the vendor/supplier will be blacklisted in addition to recourse against the vendor/supplier. No grievance will be entertained on this regard.
- 5.15 The Tenderer must sign and affix their Seal in every page of the Tender Document and the complete Signed Tender Documents must be submitted online.
- 6. Right of acceptance:** Krishna University, Machilipatnam reserve the right to accept or reject any or all tenders /quotations without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation or any tender.

7. METHOD OF SUBMISSION:

Bids shall be submitted online on <http://tender.apecprocurement.gov.in> Platform.

- 7.1. The participating bidders in the tender should register themselves on e-procurement platform in the website <http://tender.apecurement.gov.in>
- 7.2. Bidders can login to e-procurement platform in secure mode only by signing with the Digital certificates.
- 7.3. The bidders who are desirous of participating in e- procurement shall submit their bid as per the standard formats available at the e-market place.
- 7.4. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/ authenticity.
- 7.5. The bidders should scan and upload the respective documents as per the check list.
- 7.6 After uploading the documents, the copies of the uploaded bid documents along with the receipts in respect of Tender processing fee and EMD are to be submitted by the bidder to "the Registrar, Krishna University, Rudravaram, Machilipatnam" by 31-08-2025, 12:00 PM.
- 7.7 Failure to furnish any of the uploaded documents, certificates will be entitled in rejection of the bid. The Krishna University, Machilipatnam shall not hold any risk on account of postal delay. Similarly, if any of the Certificates, documents, etc., furnished by the Bidder are found to be false/ fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the EMD will be forfeited.
- 7.8. Krishna University-Machilipatnam will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.
- 7.9. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation.
- 7.10. The hard copies of all the uploaded documents should be self attested with seal.
- 7.11. The rates should be quoted online only.

8. EVALUATION PROCEDURE:

- 8.1 The bids will be opened on **31-08-2025** by The Registrar, Krishna University-Machilipatnam or by his/her authorized representatives.

8.2 The rejection of the bidder will be based on the failure to meet eligibility requirements.

8.3 Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against the Krishna University-Machilipatnam. No further correspondence will be entertained regarding the disqualification.

8.4 The Registrar, Krishna University-Machilipatnam reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The Registrar, Krishna University-Machilipatnam also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Registrar, Krishna University-Machilipatnam is final and binding.

9. VALIDITY OF THE TENDER/BID

The Tender shall remain valid for a period of 120 days from the date of opening of price bid.

10. AGREEMENT PROCESS

- i. The contractor shall immediately execute an Agreement in the prescribed form at his/her cost, for the due fulfillment of the contract. A Sample agreement form will be supplied to the successful tender in due course along with the orders, accepting his/her tender.
- ii. The contractor shall deposit a Bank Guarantee for Rs.1,50,000/- (Rupees one lakh fifty thousand only) at the time of entering into agreement.

Sd/-
REGISTRAR

GENERAL TERMS & CONDITIONS

1. The Financial bid must contain the various unit rates for the items listed in the tender document for supply:
 - a. The price bid should contain charges of the items for sale and supply only, there would not be any service charges. Only Vegetarian dishes and Egg preparations are permitted, there should not be any mix up of kitchenware in the preparation of Egg and the vegetarian items.
 - b. Service charges could only be included for outside catering to the meetings conducted in different offices in the campus and for the guests staying in the University Guest Houses.
 - c. The rates of items should be 20% less than the prevailing local rates as some infrastructure facilities are provided at concessional tariffs and some at free of cost, by the University Authorities.
 - d. The contractor should pay at the following amount to the canteen towards Rent for the building:

S.No	Location of the canteen	Rent per Month Rs.
1	KRU Canteen, in University Food Court Building	33,500/-

- e. The rent payable will be enhanced @ 5% for every two years.
2. The Contractor should pay an amount of Rs. 50,000/- (Rupees fifty thousand only) towards Earnest Money Deposit (EMD) along with his application for tender and the same will be refunded, if the tender is not approved.
3. The Contract for running the canteens in the University would be given for a period of **three years** with conditions as stipulated by the University.
4. The Contractors shall at, all times, during the continuance of this contract, be responsible for the due fulfillment and observing of all conditions mentioned in this document, and in case of any infringement of ,or neglect or failure, on the part of the contractor or any other person employed by him or any disinterest in the business or fulfillment of any other conditions by the contractor or his men, are observed, the contractor shall be held responsible for damages and his deposit will be forfeited.
5. The University at any time shall have the right to terminate the contract without assigning any reason, giving three months notice and similarly the contractor should give three months notice in writing if he desires to close the canteen/food court.

6. The contractor should run the canteen/food court from 08.00 AM to 10.30 PM.
7. The contractor should run the canteen/food court and supply vegetarian dishes and egg based preparations only. The contractor should take prior approval of the University Authorities for the supply of items other than the items mentioned in the contract.
8. Water will be supplied free of cost only up to maximum limit of 10,000 gallons per month depending on the need and the excess will be charged at Rs.100/- (Rupees one hundred only) per 1000 gallons. The contractor has to fix water meter at his own cost. If the meter is not fixed or not in working condition extra charges will be made @ Rs.250/- per day, if, for some reason, water supply is not received from the University, the contractor has to make his own arrangements at his cost, for obtaining the required quantity of water.
9. The Electricity Charges will be paid by the contractor for the electricity consumed by him as per the bill sent by the Executive Engineer (Electrical) every month, at the rates prevailing. Normal lighting and fans will be provided by the University wherever applicable and if any additional fans and lights are required, these should be provided by the contractor at his cost after obtaining permission from the Competent Authority. Maintenance cost of Fans and Lights should be borne by the contractor.
10. The contractor has to make his own arrangements for equipping the canteen inclusive of furniture fixtures.
11. The Contractor shall be bound to keep the premises neat, clean and tidy at all times in accordance with the bye-laws of the Municipal Corporation/Regulatory Authority.
12. Canteen premises and storage units may be inspected by the committee constituted by the competent authority of the Institute at any time for checking hygiene, cleanliness and quality of eatables etc.
13. The contractor should take appropriate and adequate measures for scientific disposal of waste from kitchens and from serving areas, to avoid environmental pollution, otherwise, Rs.250/- per day shall be collected from the contractor as FINE. Waste management techniques/methods to be adopted in and around canteen to prevent air and water pollution and also use of single use plastic is banned in the campus and it is to be strictly adhere.
14. It is the sole responsibility of the Contractor for disposal of all waste materials (like food waste, vegetable waste etc.) generated in the Canteen. The Contractor shall provide adequate number of dustbins (for

Bio Degradable Waste and non-Bio Degradable Waste) for cleanliness in their areas of operation. Contractor shall be responsible for emptying/disposal of the Dust Bins in the common bigger garbage box.

15. The contractor should provide fully treated clean and cool drinking water. The milk and other articles of food shall not be allowed to be exposed to dust and flies, but should be stored in proper and in neat cupboards to protect from Cockroaches etc., Insecticides should be sprayed so as to prevent flies and other insects but not on food stuffs electronic impact impellers to be installed in sufficient number.
16. The contractor should provide a separate proper washing places for cleaning dishes, cups etc., used in the business.
17. All washed plates, cups, etc., should be immersed in boiling water for two minutes before their use.
18. All the persons employed as staff in the Canteen should appear before the Government Physician or University prescribed Physician for medical examination before employment and at any time they are suspected to be suffering from any disease, the contractor is responsible to arrange for alternative staff in his place. Dining rooms or Kitchen rooms or Verandahs should not be used as sleeping areas for these employed or by any other persons and for all persons maintain some uniform for identification in the campus.
19. The contractor shall not employ any unhealthy person or any other person suffering from any contagious or infectious disease on the premises in any capacity until they are certified fit for the duty by the Government Physician or University prescribed Physician.
20. The Contractor should not engage CHILD labour, if he engages he will be solely responsible under Child Labour Prohibition Acts.
21. No portion of dining rooms shall be utilized for preparation of dishes. All cooking will take place in the regular kitchen as specified by the University.
22. The staff of the canteen should wear clean white apron, a white cap, gloves up to elbows and a good quality mask while they are on duty as approved by the Authorities.
23. The contractor shall not put up, nor shall allow any person to put up any "PAN SHOP" or any other items other than permitted by the University, inside of the Food Court, near or at the entrance of the Canteen or nearby premises without approval of Executive Council. Nor shall they allow Cigars, Pan, Gutka, Jarda or cigarettes to be sold anywhere in the campus.

- 24.The contractor should use Commercial L.P. Gas only as per the Gas Company and Government norms.
- 25.The Contractor shall not make any additions or alterations in the premises without the prior permission of the competent authority.
- 26.The Contractor shall not be allowed to open multiple shop outlets or to put up any serving counter in the seating area.
- 27.The University will attend to the maintenance of the building such as periodical painting and distempering once in 3 years and annual painting with white cement of the building and other repairs. If any alterations and improvements are to be done extra rent will be charges as applicable. The upkeep of the building, cleanliness of the building and surroundings rests with contractor and the contractor should paint the kitchens with white cement once in Six months.
- 28.The successful contractor is required to have the following licenses / registration and other mandatory licenses (as applicable), for running of the canteen.
- a) Valid labour License number
 - b) EPF Code number
 - c) Service Tax Registration
29. The Contract would be for a duration of three years (this period will start from the date of signing of the agreement). The rental charges shall be enhanced @ at least by 5% after two years. The allottee shall ensure to start operation of the canteen services within 30 days from the date of issuance of allotment letter.
- 30.The contractor should display clearly the names of each items with approved rates at the entrance of the Food Court.
- 31.The contractor should also serve food and snacks to the University Guests, at call and also to all other Visitors staying in the Guest Houses/university Hostels, in the event the contractor is different from the present contractor, as and when asked to with the stipulated conditions.
32. The Contractor shall be responsible for fulfilling the requirement of all the statutory liability pertaining to various Labour Laws and must be registered with EPF, ESI or any other Government regulating agencies (as applicable) in respect of the workers assigned to duty at Institute.
- 33.The Contractor has to give his Mobile Number and other Telephone number for emergency contact.
- 34.The Institute will not be responsible for any type of compensation, if any canteen worker is injured while on duty or any other reason arises because of Canteen activities. Personal Insurance of each worker has to be borne by the Contractor.

35. In case of failure or breach of any term and condition of the contract, the Institute shall have
- a) The authority to rescind the contract and
 - b) The right to forfeit the bank guarantee.
36. The Contractor and his staff will make their own residential arrangement outside the premises of the Institute.
37. If the canteen remains closed without information, it may be declared as vacant and bank guarantee may be forfeited.
38. The Contractor shall not encroach upon the rights of the other licensees running their business in the Institute.
39. The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract. Subcontracting will lead to immediate termination of contract.
40. In case of failure to adhere to the terms and conditions by the Contractor, the Institute shall have the authority to lock the premises and/or take the possession of the premises.
41. All disputes shall be referred to the Registrar, Krishna University, Machilipatnam, who shall be the sole Arbitrator & his decision shall be final & binding.
42. The contractor must ensure that the following stipulations are duly met in running the canteen.
- a. Utmost cleanliness and Hygiene shall be observed in the various processes of preparing articles of food. No inferior or rotten or damaged articles of adulterated food stuffs should be used in the preparations of articles intended for human consumption.
 - b. Any spoiled or unwholesome articles if detected by the Sanitary Inspectors of the University will be seized and destroyed after obtaining orders of the Government Physician or University prescribed Physician and no damage will be awarded to the contractor.
 - c. A complaint and suggestions book should always be kept with a copy of the terms and conditions of the contract at the seat of the contractor or his clerk or Manager to enable the customers from University to note their complaint and suggestions therein.
 - d. The contractor should provide doormats of proper size made of galvanized wire coil at each entrance of the dining hall or rooms.

- e. Every night after the closure for the day, at around 10.30 P.M. the canteen should be washed and cleaned.
 - f. The washbasins with taps should be provided in the dining hall for the use of customers.
 - g. The staff of the canteen may be provided with a separate cloak room to change their clothes when they take up their work.
 - h. Smoking in the dining hall and premises is strictly prohibited.
 - i. Rest rooms available for both Boys and Girls in the canteen to be maintained always Cleanliness and Hygiene 08.00 AM to 10.30 PM and kept Odor free by using with quality sanitized Odonizers.
- 43.This tendering process can be terminated at any stage (even without giving contract to any of the applicants) without assigning any reason.
- 44.Dispute, if any, shall be subject to the jurisdictions of Machilipatnam courts only.

Sd/-
REGISTRAR

Penalties for violation of rules, terms and conditions

Failure to supply food in terms of quality, quantity and as per the menu indicated will attract penalty. For not adhering to contractual conditions, Institute shall be free to impose monetary fine as deemed fit on the Contractor. If any fines are imposed the same shall be deposited by the Contractor to the Institute. The Contractor may be fined in case of violation of the following:

1. If the Contractor fails to pay rental fee and other charges by the due date, he/she shall have to pay a penalty of 2% per month of the monthly rental fee for the overdue period.
2. Vegetables used should be fresh and of good quality. If vegetables kept for use are found to be rotten or of poor quality, then a fine of Rs. 1,000/- for each occasion will be imposed.
3. Each complaint of unclean utensils would lead to a fine of Rs. 500/- on the Contractor.
4. If poor quality raw material is used for preparation of food items, a penalty of Rs.1,000/- for each occasion will be imposed.
5. Oil once used should not be reused. If reuse of oil is noticed, penalty of Rs. 500/ - for each occasion would be levied.
6. If it is found that food items are not cooked properly or if quality of any item served is not up to the mark (decided by Committee) the fine of Rs 1000/- would be imposed on the contractor.
7. If there is any deviation in the approved menu, a fine of Rs. 1,000/- for each occasion will be imposed.
8. Change in the menu without permission of the Institute would result in a fine of Rs.500/-.
9. In case eatables are sold by the Licensee after the expiry date as mentioned by the manufacturer, a penalty of Rs. 500/- will be imposed for each default.
10. Contactor should not use the canteen to supply food items to outside parties. Any such case arises a penalty Rs 10,000/- and termination notice shall be issued by the University.

Sd/-
REGISTRAR

Bidder Information

PHOTO

1.	Name of the Contractor/Hotel/Society	
2	Year of Establishment	
3	Complete Postal Address	
4	Name & Designation of Authorized Person	
5	Phone No.	
6	Fax No.	
7	Email.	
8	Nature of the Firm (Proprietary/Partnership/etc.,)	
9	Bank Account Details	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
10	PAN No. and TAN No.	
11	GST No.	
12	Total No. of Branch Offices in Andhra Pradesh	
13	Tender Processing Fee (Non Refundable)	Amount Rs. : Transaction No.: Transaction Date: Bank & Branch :
14	EMD	Amount Rs. : Transaction No.: Transaction Date: Bank & Branch :
15	Details of certificates enclosed	

Signature of the Bidder with date

Stamp

Annexure-I

UNDERTAKING BY THE APPLICANT

(To be submitted on the letterhead of the company / firm)

To
The Registrar
Krishna University
Machilipatnam

Sir/Madam,

I/we have carefully studied all the terms & conditions of FSSAI and shall abide by it.

I/We shall supply the items of requisite quality.

I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

Date: (Dated Signature of the Tenderer with stamp of
firm)

Place:

Annexure II

SELF ATTESTED COPY

(To be submitted on the letterhead of the company / firm)

I/We (Name) _____

Contractor/Firm/individual _____do hereby
solemnly affirm and declare that the individual/firm are not black listed by any
Govt./Semi Govt. /Public Sector/ Corporation/office or any other entity.

DEPONENT

DATE & TIME

THE ADDRESS _____

VERIFICATION

Verified that the content of above affidavit is true and correct to the best
of my/our knowledge and belief. No part of it is false and nothing has been kept
concealed therefrom.

DEPONENT

DATE & TIME

Annexure-III

FORMAT FOR PERFORMANCE CERTIFICATION REFERRED **(To be submitted on Organizations letterhead)**

(Please furnish the information for each individual work from the employer for whom the work was/being executed)

1. Name of the Contract/ Establishment & Location:

2. Name & Designation of the contact person with Tele/ Mobile No:

3. Agreement No. (if applicable):

4. Scope of Contract/Establishment:

5. Contract Cost:

6. Period (from-to):

7. No. of persons deployed by your firm

8. Dining strength (No. of persons):

9. Performance Report:

i. Quality of Food – Excellent/Very Good/Good/Fair

ii. Quality of Service - Excellent/Very Good/Good/Fair

iii. Overall Performance - Excellent/Very Good/Good/Fair

10. Compliance of all Statutory Requirements – Yes/No:

(Seal of the Organization)

(Signature with date of the
Authorized representative of the
Organisation)

Annexure – IV
Financial Bid
Format for Financial Bid

(To be submitted on the letterhead of the company / firm)

Sl. No	Name of the Item	Quantity	Rate in	
			Figures	Rate in words
GENERAL DRINKS				
1	COFFEE	150ML		
2	TEA	150ML		
3	BRU COFFEE	150ML		
4	MILK (BOOST/HORLICKS ETC)	150ML		
GENERAL TIFFIN				
5	IDLY (2NOS)	70G (Each)		
6	PLAIN DOSA	120 Grams		
7	RAVVA DOSA	120 Grams		
8	MASALA DOSA	150 Grams		
9	ONION DOSA	150 Grams		
10	PLAIN PESARATTU	120 Grams		
11	ONION PESARATTU	150 Grams		
12	ALLAM PESARATTU	150 Grams		
13	OMLET PLAIN (TWO EGGS)	100 Grams		
14	OMLET MIXTURE (2 EGGS)	150 Grams		
15	PLAIN UTTAPAM	150 Grams		
16	ONION UTTAPAM	150 Grams		
17	ALLAM UTTAPAM	150 Grams		
18	CHAPATHI WITH CURRY	200 Grams		
19	POORI(2NOS.&POTATOCURRY)	150 Grams		
20	PAROTA WITH CURRY	150 Grams		
21	UPMA	150 Grams		
22	ONION BATH	150 Grams		
23	VADA (2NOS)	150 Grams		
24	MYSORE VADA (2NOS)	150 Grams		
25	BONDA (2NOS)	150 Grams		
26	BAJJI (4NOS)	150 Grams		
27	MIXTURE	100 Grams		
28	PAKODA ONION	100 Grams		
29	PAKODA CASHEW NUT	100 Grams		
30	SAMOSA (2NOS)	150 Grams		
31	PUFFS	150 Grams		
32	CUTLETS(2NOS)	150 Grams		
33	VEGETABLE PALAV	250 Grams		
34	SAMBAR BATH	250Grams		
35	CURD BATH	250 Grams		
36	CAKES	50 Grams		
37	OSMANIA BISCUITS (SWEET)	50 Grams		
38	OSMANIA BISCUITS (SALT)	50 Grams		
39	SWEET (ORDINARY)	50 Grams		
40	SWEET (KOVA)	50 Grams		
41	COOL DRINK	250 ml		
41	FULL MEALS	Unlimited		

43	MINI MEALS	Plate		
44	Noodles (plane)	150 Grams		
45	Noodles (Vegetable)	200 Grams		
46	Veg. Pattie (Aloo)	1 Piece		
47	Veg. Pettie (Paneer)	1 Piece		
48	Grilled Toast Sandwich (whole wheat Branded Bread)	2 Slice		
49	Bread Butter (whole wheat Branded Bread)	2 Slice		
50	Veg Burger (Plain with vegetables)	1 Piece		
51	Veg Burger (Noodle Burger with noodles + Vegetables)	1 Piece		
52	Veg Burger (Cheese Burger with cheese + Vegetables)	1 Piece		
53	Paw Bhaji	Two paw + Bhaji		
54	Fried Rice (Basmati Rice)	250 Grams		
55	Kichadi	250 Grams		

Rates are to be quoted item-wise otherwise bid will be treated as unresponsive.

Signature of the Bidder :

Name and Designation :

Business Address :

.....

.....

Place :

Date :

Seal of the Bidder's Firm

Check List
(Tenderer may use separate sheet wherever required)

S.No	Details of the Firm/Bidder	Page .No
1	Tender Processing Fee (Online Receipt for Rs.5000/-)	
2	EMD (Receipt for Rs.50,000/-)	
3	Financial Bid	
4	Name of the Firm and Firm Registration Certificate (If available)	
5	License from Food Safety & Standards Authority of India (FSSAI)	
5	State clearly whether it is sole proprietor or partnership firm or a company or a Government Department or a Public Sector Organization. Bidders relevant documents should be submitted as per law (if any)	
6	Performance Certificates from previous contract awarded organizations	
7	Annual IT returns for the last two financial years	
8	GST Registration Certificate; copy to be submitted	
9	Permanent Account Number (PAN); copy to be submitted	
10	Bidder Information	
11	Self Declaration	
12	Whether each page of Tender/Bid and its annexure have been signed and stamped (YES / NO)	
13	Any other important information in the Tender Document	

Note:

Page number/serial number may be given to each and every page of Tender Documents and documents attached. Mention Page number, wherever the copy (ies) of the document(s) is kept.

In case of non-fulfillment of any of the above information/document(s), the Tender will be summarily rejected without giving any notice.

Date: (Signature of the Tenderer with stamp of firm)

Place: