



Tender No. RGNAU/5151/1/ADMIN

**TENDER DOCUMENT  
FOR PROVIDING HOSTEL MESS AND CANTEEN SERVICES**

S. No.	Particulars	Details
1	Name of the job	For providing Hostel Mess and Canteen Services.
2	Date of Issue of Tender Document	06 July 2020
3	Last Date and time for submission of Tender	27 July 2020 by 1700 hrs
4	Date and time for Pre-bid meeting	14 July 2020 at 1500 hrs
5	Date and time for opening of Technical Bids	28 July 2020 at 1500 hrs
6	Date and time for opening of Financial Bids	29 July 2020 at 1500 hrs
7	Date for commencement of contract	01 August 2020
8	Tender Fee	Rs. 2,000/- (Non-Refundable)
9	Earnest Money Deposit (EMD)	Rs. 1,00,000/- (Refundable)
10	Period of contract	1 year (Extendable for similar or lesser period based on University's requirements and the performance of agency)
11	Name of the contact person at RGNAU for tender related enquiry	Mrs. Garima Singh, Registrar Contact Person on behalf of Registrar: Mr. Sohan Lal, Mobile: +91-9871254174 Mr. K.R. Abhilash, Mobile: +91-8826986395 (10.00 AM to 5.00 PM) Monday to Friday



**1. Introduction:**

- 1.1 The **Rajiv Gandhi National Aviation University** ('RGNAU' or the 'University') has been established by an Act of Parliament called the Rajiv Gandhi National Aviation University Act, 2013 at Fursatganj, Amethi, Uttar Pradesh. It comes under the administrative control of the Ministry of Civil Aviation.
- 1.2 The objective of RGNAU is to facilitate and promote teaching, training and research in aviation. The University has been envisioned as a premier institution of higher learning aimed at providing highly qualified professionals, researchers and thinkers to the aviation industry in India and abroad.
- 1.3 The RGNAU Act 2013 empowers the University to award diplomas, degrees, and post-graduate degrees in the field of aviation. Collaborations with leading international universities and institutions are being explored with an aim to provide global knowledge customized to Indian requirements.
- 1.4 The agency shall be awarded the work should run a Hostel Mess & Canteen "**as is where is basis**" with the space and facilities provided by the University in the Campus at Fursatganj Amethi.

**2. Eligibility Criteria:**

- 2.1 A tenderer will be eligible for tendering only if the agency satisfies the eligibility criteria given below:

The tenderer should be an Income tax assesses (latest Income Tax return should be enclosed).

OR

The tenderer should have Tax Index Number (TIN) issued from commercial tax department of the Government (A copy of the Registration Certificate should be enclosed).

- 2.2 **Work Experience:** The tenderer should have at least 3 years' experience in running a hostel mess or canteen in a University (Central/State)/ Autonomous Institutions where the institution must have residential hostel. **Documentary evidence, such as an experience certificate, issued from the concerned educational institute/University, should be furnished.**
- 2.3 Presently, the tenderer should have running/ongoing contract of hostel mess or canteen for a capacity of 150 nos. approx. students in a University (Central/State) /Autonomous Institutions having residential hostel. Documentary evidence such as experience certificate must explicitly mention the no. of students served.
- 2.4 The bidders should have worked in educational institution/University having residential hostel/guest house who have annual turnover of Rs. 1.00 Crore or more per annum. The bidders should provide separate Balance Sheet, certified by chartered Accountant for the last three years having Rs. 1.00 Crore or more per annum.
- 2.5 **Financial Standing:** To prove financial capability to undertake the tender, the tenderer should furnish banker's Certificate (in original) as per Appendix-5.  
Credit Facility for an amount not less than Rs. 20.00 lakhs and not more than 3 months older from date of advertisement of tender.

OR

The Tenderer can furnish a Solvency Certificate from any nationalized/ scheduled bank for Rs. 20.00 lakhs.

- 2.6 Employees of Rajiv Gandhi National Aviation University or their family members are



not eligible to participate in the Tender. For this purpose, the family includes spouse and children (Undertaking to be furnished in this regard as per Appendix 6).

### 3. GENERAL TERMS AND CONDITIONS FOR THE AWARD OF CONTRACT

- 3.1 The tenderers are requested to go through the instructions, terms and conditions and specifications given in the tender. Failure to furnish all required information in every aspect will be at the tenderer's risk and may result in the rejection of the tender.
- 3.2 To enclose duly filled up check list as per Appendix-7
- 3.3 The tenderer seeking any clarification on the tender may request the Office of the Registrar, Rajiv Gandhi National Aviation University by e mail or may contact +91-9871254174, +91-9540947017, +91-8826986395 between office hours 10:00 am to 06:00 pm.
- 3.4 The University reserves the right to amend the tender in full or any part thereof. Amendment to the Tender will be uploaded on the website of the University and it will be the sole responsibility of the tenderer to verify the amendments if any and get the amended documents before the submission of the tender.
- 3.5 The Tender document is not transferable.
- 3.6 There shall be no repetition of vegetables in Lunch and Dinner and also on the subsequent days. (Menu of the vegetable shall be determined by the Hostel Mess & Canteen Management Committee of the university in consultation with the caterer with a provision to change as per need.)
- 3.7 The meals provided in Breakfast, Lunch and Dinner shall be **unlimited**.
- 3.8 Initially the contract will be awarded for a period of 12 months from the date of signing the agreement. The Hostel Mess & Canteen Management Committee will assess the performance of the agency before completion of tenure. After reviewing, if the performance of the agency is found to be satisfactory, the contract may be considered for renewal for next year with mutual consent.
- 3.9 If at any stage the involvement of the Contractor is found, in any, uncalled for activity, inside or outside the premises of the University, which may bring disrepute to the University, the contract is liable to be terminated by the Competent Authority by giving one month's notice.
- 3.10 University reserves the right to accept or reject the tender without assigning any reason whatsoever. The contract may be terminated after giving one-month notice by the University. In case Contractor wants to terminate the contract, they have to give minimum two months' notice.
- 3.11 Contractor will be required to deposit **Rs. 5.00 lakh (Rs. Five lakh) only in form of Demand Draft/Bank Guarantee as security deposit** for Hostel Mess and Canteen Services.
- 3.12 The premises of the Hostel Mess and Canteen Services will be used for the purpose for which the allotment will be made and not for any other purpose without the written permission of the Competent Authority.
- 3.13 No person with any adverse police record will be allowed to work in the Hostel Mess.
- 3.14 Required safety measures are to be observed by the Contractor themselves. He should install the required numbers of fire extinguisher etc. at appropriate places to prevent fire hazard.
- 3.15 Mess bill only be raised against the actual enrolled students.
- 3.16 Any change like timing of operation, rate of items and any addition of item(s) to be included in the Hostel Mess and Canteen Services in future will require the prior permission of the University.
- 3.17 The tenderer should have license under Food Adulteration Act 1955.



- 3.18 The Contractor will ensure and comply with the provisions of various municipal and other Rules/Regulations/Laws of the Government in respect of wages and other benefits to their employees.
- 3.19 The University shall not be the party in case any dispute takes place between the Contractor and their employees.
- 3.20 Dispute, if any, between the Contractor and the University shall be subject to the Raebareli jurisdiction.
- 3.21 Menu may change as per discussion with the Hostel Mess and Canteen committee with vendor. Hostel Mess & Canteen committee will evaluate the quality of food and the materials used for preparation of the food and will have the right to impose suitable fine/penalty in case of unsatisfactory service.
- 3.22 The quoted price for food and other services should be **excluding of all taxes** like GST etc.
- 3.23 Maintenance cost including electricity bill, water charges etc. for the premises under the control of vendor such as kitchen, store, etc. shall be paid by the agency for mess.
- 3.24 The workers employed by the agency shall wear uniform and name-badge, which will be provided by the agency itself. This should be implemented within 15 days from the date of signing the agreement. These workers are not employees of the university and shall not have any claims whatsoever on the university and shall not act detrimental to the interest of the university.
- 3.25 The agency should maintain a complaint register inside the canteen and should be produced on demand by any of the user. Non-production of this will be taken seriously by the university and suitable penalty shall be imposed as determined by the competent authority.
- 3.26 The agency should also produce the copy of the complaint register duly verified by mess committee in charge along with the bills submitted for the payment to the university.

#### **4. Hygiene Criteria:**

- 4.1 The food served by the caterer has to be prepared in clean and hygienic and safe conditions as per the menu and healthy sanitary methods.
- 4.2 Caterer should wash and maintain dining hall, hand-wash area, dish wash area etc. in highly clean conditions, caterer should also provide hand sanitizer and hand wash.
- 4.3 The caterer should collect the garbage from the kitchen, dining-hall, dish-wash area and dispose of the same every morning. The surrounding should be kept clean and hygienic by the caterer.
- 4.4 The caterer should maintain high quality of hygiene, sanitation and safety in the kitchen and dining hall. All the surrounding area of the mess premises should be cleaned and washed daily by the caterer.
- 4.5 After every meal (breakfast, lunch and dinner) all the plates, glasses, spoons and other cutlery are to be cleaned in soap solution and hot water and dried and kept ready for the next meal by the caterer. The caterer must use cleaning material of high quality.
- 4.6 Mess workers should be strictly asked to make the use of hand gloves, aprons, cooking hats etc.
- 4.7 Dining hall and kitchen should be washed with water and soap solution and mopped after every meal by the caterer.
- 4.8 Water cooler and purifier should be cleaned and maintained properly by the caterer.
- 4.9 All the utensils, dinner set and other equipment's required in the mess should be arranged by the caterer and replaced if missing/damaged in the kitchen.
- 4.10 The caterer should provide sufficient number of fly catchers in the mess premises.



4.11 Non maintenance of above criteria shall result in penalty to be imposed on the vendor as follows: -

(a) **Penalty for Poor Food quality - Rs. 5000/- on each occasion**

(b) **Penalty for Hygiene/cleanliness - Rs. 2500/- on each occasion**

**If poor quality of food has been found three times in a month, in such conditions the awarded contract shall be terminated and their security deposit shall be forfeited.**

## **5. Earnest money deposit (EMD)**

5.1 The tenderer should furnish Earnest Money Deposit (EMD) for a value of **Rs. 1,00,000/- (Rs. One lakh only)** for mess and canteen may be along with the tender by way of Demand Draft / Bankers Cheque obtained from any Nationalized /Scheduled Bank and drawn in favor of **“Rajiv Gandhi National Aviation University” payable at Raebareli.**

5.2 Any tender without the EMD will be considered as Non- responsive and will be summarily rejected.

5.3 The tender inviting authority will arrange to refund the EMD to the un-successful tenderers after publishing the successful tenderer within a reasonable time. No interest will be paid on the EMD.

5.4 The EMD of the successful agency is liable to be forfeited if the agency fails to start the mess as per the date scheduled in the agreement with the university. The tenderer on becoming successful fails to furnish the required security deposit or sign the agreement within the stipulated time.

## **6. Contract requirement:**

6.1 While quoting the rent, the tenderer should consider all applicable taxes such as GST and duties on purchases and any other applicable taxes and duties levied by the State and Central Government or any other authority. University shall not be responsible for any change in the tax rate during the contract.

## **7. Submission of Tender:**

7.1 The tender document duly filled in, signed on all pages shall be submitted in sealed cover to the Registrar, RGNAU at his/her office **upto 17.00 hrs. on 27 July, 2020** as per the procedure laid down herein. The tender can be submitted by registered/speed post on all workings days till the above closing date.

7.2 The university will not be held responsible for any delay in the receipt of the Bank Draft or any delay in the receipt of the document by the tenderer including loss of the document in transit or delay in obtaining any document/ certificate or on any other account. No extension of the date and time for the submission of the documents will be given for any such delay.

7.3 The university may extend the last date for submission of tender by issuing an amendment. In such case all the rights and obligations of the university and the tenderers previously subject to the original due date for submission will be then subject to the new date for submission.

7.4 Any tender received by the university after the last date and time will not be considered and will be returned to the tenderer.

## **8. Procedure for Submission of Tender**

8.1 Tenderers are advised to go through the tender documents and understand all the provisions and stipulations contained therein before submitting the tender.



- 8.2 The tenders shall be submitted as per the procedures and requirements stipulated therein.
- 8.3 This tender is based on **TWO-BID SYSTEM** i.e. Technical Bid and Financial Bid. Therefore, the tender shall be submitted in two parts viz., Cover-A and Cover-B. Each part shall be placed in an independent sealed envelope and each part shall be super scribed as follows:

**Cover 'A'**  
**"TECHNICAL BID COVER"**

**Name of work:** *"Tender for Hostel Mess & Canteen Services at of Rajiv Gandhi National Aviation University, Fursatganj, Amethi"*

**Cover 'B'**  
**"PRICE BID"**

**Name of work:** *"Tender for Hostel Mess & Canteen services at office of the Registrar at Rajiv Gandhi National Aviation University, Fursatganj, Amethi"*

- 8.4 The Tenderer should attach valid Labour licenses issued by State/Central Government.
- 8.5 The Women entrepreneurs are encouraged to apply for the Girls Hostel Mess and shall be preferred.
- 8.6 The contents of each of the two covers shall be as described in the subsequent clauses. For all other references, these covers will be referred to briefly as: **"Technical Bid cover"** and **"Price Bid Cover"**.
- 8.7 Both the covers i.e. Cover-A and Cover-B, shall be placed inside an outer cover and shall be super scribed as follows:  
**"TENDER OF HOSTEL MESS & CANTEEN SERVICES IN RAJIV GANDHI NATIONAL AVIATION UNIVERSITY" & TENDER NUMBER.**
- 8.8 The sealed tender envelope shall be addressed to **"THE REGISTRAR, RAJIV GANDHI NATIONAL AVIATION UNIVERSITY, (RGNAU), Fursatganj, Amethi.** The Tender envelope shall contain clearly the name and address of the Tenderer prominently, with Phone Number, email ID and Postal address.
- 8.9 The technical bid cover shall contain a "check list" as per **Appendix - 7.** In addition to check list any document or certificates etc., mentioned anywhere in the tender document shall also be part of the technical tender requirements as a proof of experiences, Turnover, Registration no., GST No., PAN No. Labour License of the State/Central Govt.
- 8.10 Financial Bid (Price Bid 'Cover"- B) shall contain the duly filled in and signed Financial Bid as per **Appendix-3.**
- 8.11 **Signing the Tender:**  
"The tender shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. All pages of the tender shall be signed by the person or persons signing the tender. The Tenderer shall enclose a certified copy of the power of attorney authorizing the signatory or signatories to sign the tender document. This certification shall be from the Managing Director or the Legal manager or any other authorized person of the firm".
- 8.12 The tender shall contain no alteration or additions, except those Tenderer has to comply as per the instructions issued by the University. In case it is absolutely



necessary to make corrections in the errors made by the tenders, in which case such corrections shall be signed by the person or person's signing the tender.

- 8.13 All the pages in the tender document should be signed by the tenderer after properly filling all details.

**9. Compliance/ Confirmation:**

- 9.1 The Tenderer should give an undertaking with reference to the Application Form for running the Canteen in University and should also give undertaking cum declaration regarding confirming and comply with various terms and conditions in **Appendix-4** "letter of Tender cum declaration" and **Appendix-7** "Check List"

**10. Tender Opening:**

- 10.1 Tender will be opened in the presence of the Tenderers or their authorized representative who choose to be present and the tender scrutiny committee at 03:00 pm on 28 July, 2020. The representative of tenderer who attend the tender opening must produce their identification proof and authorization letter from the companies/tenderer.

- 10.2 Cover-A containing "Technical Bid" shall be opened first.

- 10.3 On opening the tender, the details such as name of the tenderer, address, EMD details, etc., will be read out.

- 10.4 Tenders found without the EMD or with an invalid EMD or insufficient EMD, will be summarily rejected. Unopened tenders will be returned to such tenderers.

- 10.5 On verifying the EMD, the Technical bids will be examined to decide their service suitability for the said work. Tenderers whose Technical bids are not found acceptable will be advised of the same and their sealed covers containing the respective Financial Bids will not be opened. Their EMD will also be returned to them.

- 10.6 Financial bids of only those bidders whose technical bids are qualified, will be opened in the presence of the Tenderers or their authorized representative.

**10.7 Process to be Confidential**

- I. Information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of contract shall not be disclosed to tenderers or any other persons not officially concerned with such process until the award to the successful tenderer has been announced.

**10.8 Criteria for Technical Evaluation (Evaluation of Technical Bid)**

- I. The University will determine whether the tenderer has fulfilled all the tender conditions as stipulated in the tender document and whether the tender is substantially responsive or not.
- II. Tenderers who have not fulfilled the tender conditions shall be a non- responsive tenderer and will not be taken up for further evaluation and Price bid opening.
- III. To assist the examination, evaluation and comparison of tenders, the University may at its discretion, ask any tenderer for clarification on his tender. The request for clarification and the response shall be in writing or by fax but no change in the substance of the tender shall be sought, offered or permitted.
- IV. When a Tender fails to be responsive, it will be rejected by the University and may not subsequently be made responsive by correction or addition/withdrawal of the non-conforming deviation or reservation.

**10.9 Price Bid Opening:**

- I. The University will then proceed with opening of Cover-B, i.e., "Price Bid Cover" of those



tenderers whose technical bid has been found substantially responsive. The opening of the "Price Bid Cover" will be done in the presence of those tenderers or their representatives who choose to be present. The University will inform such tenderers in advance about the acceptance of their technical tender and the date and time of opening of the "Price Bid Cover".

II. On opening of the "Price Bid", the amount as quoted by the Tenderers will be read out.

#### 10.10 Criteria for Price Bid Evaluation:

I. In price bid evaluation the following procedures will be adopted:

- (a) The selection of agency will be based on the rates quoted for "Price Bid for food for 30 days per student excluding taxes" in Appendix-3 of Schedule-B.
- (b) In case of discrepancies, the quoted price in word will be valid for evaluation of price bids.

### 11. AWARD OF TENDER

- 11.1 The University has the right to accept any tender and to reject any or all tenders without assigning any reason.
- 11.2 Notwithstanding anything said herein, the University reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders, at any time prior to the award of tender, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers on the grounds for the University's action.
- 11.3 In case of tie in price bids etc. the competent authority will have all the right to offer Mess/canteen service to any successful or qualified vendor.
- 11.4 Competent authority reserves the right to allocate number of mess qualified vendors.

### 12. NOTIFICATION OF AWARD

- 12.1 The tenderer whose tender has been accepted will be notified by the University.
- 12.2 Notification of award shall constitute the formation of contract and EMD will be treated as Security Deposit, till Security Deposit is furnished in accordance with the provisions of clause- 13 of this tender document.
- 12.3 Upon furnishing the security deposit by the successful tenderer or tenderers and upon Signing the Agreement, the EMD shall be returned to the unsuccessful tenderer within reasonable time period.

### 13. SECURITY DEPOSIT

- 13.1 The successful bidder has to furnish security Deposit of **RS. 5,00,00/- (Rupees Five Lakh only)** for mess and canteen in form of Demand Draft obtained from any nationalized / Scheduled bank and drawn in favour of " Rajiv Gandhi National Aviation University, Payable at Raebareli.

**Security Deposit to be furnished within 10 days of issue of letter of Acceptance and signing the Contract/Agreement.**

- 13.2 If the successful bidder fails to remit the security deposit within the above said period, the Earnest Money Deposit paid by him shall be forfeited and his tender shall be held void and the University shall continue the process with other responsive tenderers as per the General Terms and conditions of the contract. The University also reserves the right to take any other action as deemed necessary against such tenderer.
- 13.3 No Interest will be paid on the Security Deposit mentioned in Clause.13.1 above.





#### **14. SIGNING THE AGREEMENT**

- 14.1 The successful tenderer shall furnish the required security deposit and execute an agreement (Three copies) on a non-judicial stamp paper to the value of Rs. 100/- (embodying the terms and conditions of the tender within 15 days from the date of acceptance of the agreement.
- 14.2 If the agreement mentioned in Clause 14.1 above is not executed in the prescribed period, the Earnest Money Deposit and Security Deposit of the tenderer are liable to be forfeited.
- 14.3 The successful tenderer, if fails to execute the agreement within the stipulated period, he will also be liable for all damages arising there from such default including the cost of conducting fresh tenders and the increase in rates if any, in the subsequent tender and shall compensate for all losses sustained by the Government/University in this regard.

#### **15. TERMINATION OF CONTRACT**

##### **15.1 Termination for Default:**

- I. The University may, without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of 30 days, sent to the Hostel Mess/Canteen Contractor, terminate the contract in whole or in part.
- II. If the Hostel Mess/Canteen Contractor fails to perform any of the obligation(s) under the contract; or (ii) if the Hostel Mess/Canteen Contractor, in the judgment of the University, has engaged in fraudulent and corrupt practices in competing for or in executing the contract.
- III. In the event, the University terminates the contract in whole or in part, the University may entrust the contract of operating/running canteen to other persons/contractors in such manner and at such rate as deemed appropriate and they shall be liable to the University for loss of revenue Suffered by the University in this process. However, the Hostel Mess/Canteen Contractor shall continue the performance of the contract to the extent not terminated.

##### **15.2 Termination for Convenience:**

The University may give a written notice, with a notice period of 30 days sent to the Hostel Mess/Canteen Contractor, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the University convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

#### **16. Special Conditions**

- 16.1 Adducing reasons like strikes, non-availability of raw material etc. shall not be entertained.

Non-fulfillment of the contract on any grounds will result in forfeiture of part or whole of Security Deposit /Earnest money deposit amount. The University also reserves the right to debar such tenderer/ Canteen Contractor from future tenders. Besides this the tenderer will also be liable or all damages arising from such default including the cost of conducting fresh tenders and the increase in rates in the subsequent tender and shall compensate for all losses sustained by the university in this regard. liquidated demurrage charges may also be levied in case of non-performance or poor performance of the contract i.e. goods of FPO, FSSAI, AGMARK etc for maintenance of good quality of food to the students or beneficiaries.

- 16.2 If the Tenderer fails to provide catering services within the stipulated time and



substantial quality, the University shall be at liberty to make alternate arrangement for catering services, from any other source including from any other tenderer who might have quoted lower rate/L1 bidder, at the risk and cost of the Canteen Contractor and in such case the University has every right to recover the cost and impose penalty, besides taking any other action.

**17. Visit to Tenderers' Clients:**

- 17.1 Complete details of clients of the tenderers must be enclosed with the Technical bid. Clients' addresses, name(s) of contact person(s) with phone numbers must be listed in the enclosure. The university reserves the right to carry out surprise visits to establishments/mess/dining facilities/Hostel Mess/Canteen serviced currently by the tenderers and their reports will form valuable input for the short-listing process. The Hostel Mess and Canteen Committee of the University shall supervise the quality of goods.

**18. Alternative Proposals:**

- 18.1 Tenderers shall submit offers that strictly comply with the requirements of the Tender Document. Any alternatives or modifications shall render the respective Tenderers invalid. Offers with conditional rebate will become automatically invalid.

**19. Validity of Offer:**

- 19.1 Tenderers shall agree to keep the tender open for sixty (60) days from the due date of submission thereof and not make any modifications in the stated terms and conditions.
- 19.2 In exceptional circumstances, prior to expiry of the initial time limit as indicated in 19.1 above, the tender inviting authority may request the Tenderer to extend the period of validity for a specified additional period. The request and the Tenderers responses shall be made in writing or by e mail. A tenderer may refuse the request without forfeiting his Earnest Money Deposit. A tenderer agreeing to the request will not be permitted to modify his tender. However, he shall extend the validity of the Earnest Money Deposit for the period of the extension.

**20. Disputes and Jurisdiction:**

Any legal disputes arising out of any breach of contract pertaining to this tender process shall be settled in the courts of competent jurisdiction located within Raebareli.

**21. Schedules:**

- 21.1 The Tender schedule highlights the important service conditions to be strictly abided by all tenderers.
- 21.2 **Schedule A** refers to the terms and conditions for lease of canteen in Rajiv Gandhi National Aviation University, RGNAU, Fursatganj Amethi.
- 21.3 **Schedule B** refers to the scope of work.

It is mandatory that all tenderer must sign and submit these Schedules along with the tender.

**22. Acknowledgement:**

**It is hereby acknowledged that I have gone through the entire tender document and various conditions mentioned hereunder and we agree to abide by them.**

Date:  
Place:

Signature

Tenderer Official seal and address



## Schedule A-

The Rajiv Gandhi National Aviation University has fixed menu, quantity etc. as mentioned Appendix -1 of Schedule B of tender document. The tenderer has to quote for each item on the menu and rates on which the items to be supplied will be decided as mutually agreed upon.

1. The tenderer should quote their price as under:
  - a. **The overall successful agency has to accept the highest rent quoted by other technically qualified bidders.**
  - b. **For Canteen/Hostel mess (Boys and Girls), lowest bidding should not be less than Rs. 3900/- per month excluding taxes, per students. (to maintain standard quality of food).**
2. The contractor will not be allowed to change or fix the rate as mentioned in the fixed menu during the contract period of one year.
3. It is mandatory on the part of the contractor to serve each item of menu at the rates and quantity as given in the Schedule.
4. The canteen will be running initially for a period of one year and can be extended on the satisfactory performance on mutual consent for further similar or lesser period based on University's requirements. A review would be done on competition of every 6 months and based on that the extension would be considered.
5. Hostel Mess/Canteen facilities (Kitchen, dining hall, open space etc.) at hostel Campus are provide by the University on as is whereas basis.
6. University shall provide the following:
  - a. Water for cooking, washing and cleaning.
  - b. Drinking water
  - c. Electricity for exclusive purpose of running the dining facilities
  - d. The caterer should adopt better conservancy measures as water is ELIXIR of human life and no wastage is allowed.
  - e. Electricity should not be used to other than cooking purposes and at any point of time no electric stoves should be allowed for cooking and that should be based on Gas system. The electricity charges shall be levied by the University through meter system or fixed system.
7. Procurement of the items, raw materials required for performing the contract is the responsibility of the caterer with the approval of the University Hostel Mess & Canteen committee. Indicative list of the items to be procured is as below;
  - a. First/Good quality of vegetables, fruits, provisions, dairy products/meat etc. **In case of non-compliance of the above, a penalty of Rs. 1000.00 will be imposed on caterer.**
  - b. Caterer shall use only branded raw materials and best quality items for preparing the food. Brands of products will be decided by the Hostel Mess Canteen Committee of the University. **In case of non-compliance of the above, a penalty of Rs. 1000.00 will be imposed on caterer.**
  - c. The caterer should be solely responsible for the arrangements of gas refills and their safety and supply of milk from its own resources of good quality.
  - d. The caterer shall provide catering services as given in the menu annexed to the agreement. The cost includes fuel cost, procurement of provisions and vegetables of good quality and other items. Further, the cost of these raw materials shall be inclusive of loading and unloading, transportation, storage at kitchen premises, statutory taxes, duties and all other levies (existing and which may be imposed from time to time) for which no additional cost is payable or reimbursable by the University.
  - e. The caterer shall make his own arrangement for procuring utensils/plates,



- glasses & cutlery. etc.
- f.* Caterers should not use any artificial colour, preservatives and other harmful chemical additives' (say, for example, mono- sodium glutamate) in any of the dishes or even store them in the canteen premises. **In case of non-compliance of the above, a penalty of Rs. 5000.00 will be imposed on caterer. (Note: the above list is indicative and not exhaustive).**
8. The premises of the Hostel Mess/canteen should be kept clean and tidy on daily basis and the contractor shall be fully responsible for the maintenance of hygiene as per the standards required by the Municipal/Health Department.
  9. Responsibility and safeguard of the University canteen property shall be with contractor. Damage to the University Hostel Mess/canteen property will be recovered from security deposit of contractor.
  10. RGNAU shall not provide any additional facilities other than available in the Mess/canteen.
  11. The Hostel Mess/canteen premises (inside and outside) should not be used for any other purposes except for running the Mess/canteen.
  12. The contractor should not transfer/ sublet the management to any other individual or agency. The agency or its authorized representative of the Mess/canteen should be present at the premises and supervise the day to day affairs of running of canteen and shall not give scope for any complaints either from students/ staff or customers.
  13. The Mess/canteen should be run in **the name of the University Mess/canteen and other name should not be used.** The walls and surroundings of the canteen should not be used for paintings/ advertisement. Stay of unauthorized persons beyond Mess/canteen hours or indulging in anti-social activities shall be viewed seriously and proper action will be initiated in such cases.
  14. The authorized RGNAU officials shall have every right to inspect the canteen/hostel mess without any notice and take appropriate action.
  15. The contractor should not cater items which are not approved. As per state Govt. guidelines, cigarettes, pan & Gutka, liquor etc., are strictly **prohibited.** NO-TOBACCO ZONE in and 100 meters away from University gate." **In case of non-compliance of the above, a penalty of Rs. 500.00 will be imposed on caterer.**
  16. In case of violation of terms & conditions the University may take appropriate action and /or terminate the agreement, including the forfeiture of Security Deposit.
  17. Mess will be closed during Summer Vacation, Mid-Semester Break and Winter Vacation as per notified by the University time to time.
  18. The Mess/canteen should run during the timings as will be declared by the Hostel Mess & Canteen Management Committee of University.
  19. The University shall have the right to terminate the contract by giving one months' notice. In case Contractor wants to terminate the contract, they have to give minimum two months' notice.
  20. Authenticated certificates, testimonials and proof of experience should be produced along with the tender and registration of firms etc of the Govt. of Uttar Pradesh. The Minimum wages as per Govt. and **EPF, ESI and Labour License of the currency of contracts (Current Principal Employer/s for the period 2019-20)** documents etc should be given along with technical bids. All statutory compliances of the current principal employer and list of PF documents be submitted in the technical bids.
  21. The caterer shall vacate the provided premises and hand over all fixtures, furniture etc. which are University property in good condition at the termination of the contract.
  22. The caterer shall not make or permit any construction or structural alternation or additional fittings inside the premises or the work place without prior written approval of the competent authority.
  23. Staff strength in each category of Cooks, helpers should be optimum and of sound health and finalized in consultation with Hostel Mess & Canteen Management committee of the University.



24. Employment of child laborers (below 18 years) is totally prohibited. It is responsibility of the caterer to comply with all formalities of Labour office including obtaining necessary **labour license of the Govt. of Uttar Pradesh of the current works. In case of non-compliance of the above, penalty as per government norms will be imposed on caterer.**
25. The employees of the caterer should wear proper uniform. **In case of non-compliance of the above, a penalty of Rs. 500.00 will be imposed on caterer.**
26. The caterer shall be responsible for the proper conduct and behavior of the employees engaged. The employees cannot reside in the place of work except to the extent necessary for their duty in respect of the functioning of the dining facility.
27. The Caterer should ensure that all the employees are free from communicable diseases. Medical certificates to this effect should be made available for inspection by the authorities.
28. All expenses related to the functioning of the employees like EPF/ESI engaged by the caterer shall be in the scope of the Caterer. Proof for remittance of salary shall be provided to the University Administration.
29. The caterer shall maintain the record of duty hours and pay structure should be maintained as per rules for inspection by authorized Personnel of University for meeting other statutory and non-statutory benefits/ obligations.
30. Turnover during the last 3 years along with balance sheets and P& L accounts need to be submitted.
31. The University reserves the right to review and modify the terms and conditions periodically.
32. The items of food served will be checked by the quality committee constituted by the Hostel Mess & Canteen Management Committee of the University. Such quality audit may be a test audit or random audit. In case of dispute on quality between caterer and the quality committee, Registrar of the University will be the sole arbitrator and His/ her decision shall be final and binding on both the parties. Since the service includes food and eatable. PFA Rules 1955 is binding on the caterer and registered in the state of Uttar Pradesh at appropriate authorities.
33. Any other relevant matter for better functioning of Hostel Mess & canteen will be included at the later date.
34. The agreement should be signed by a person or persons duly authorized to sign on behalf your organization. A certified copy of the power of attorney authorizing the signatory or signatories to sign the agreement/documents.

Signature of the Tenderer  
Office Seal & address.



## SCHEDULE - B

Office of the Registrar, Rajiv Gandhi National Aviation University

### Scope of work:

1. The tender for Canteen Services in Rajiv Gandhi National Aviation University, Fursatganj, Amethi - 229302. Hostel Mess are without accommodation charges but electricity, water charges etc. shall be taken.
2. Rajiv Gandhi National Aviation University, Amethi reserves the right to assign any one or more of the Hostel Mess or Canteen based on availability/requirement.
3. The tenderer shall visit these facilities and ascertain the available infrastructure before submitting the Tender. Any additional requirements, necessary for efficient services must be provided by the contractor without any extra charges.

### Appendix 1

#### List of Items (Menu): For Canteen Services

To be served at the rates at which they are to be served and the quantum that should be maintained.

#### Rates proposed including GST to be charged for the items served.

S.No	Items	Quantity	Measure	Rate Offered
	<b>BEVERAGE</b>			Rs.
1.	Hot coffee	150 ml	Per Cup	
2.	Tea regular	150 ml	Per Cup	
3.	Shake	200 ml	Per Glass	
4.	Lassi	200 ml	Per Glass	
	<b>MACHINE BASED</b>			
5.	Cold Coffee	150 ml	Per cup	
6.	Tea Lemon/Green	150 ml	Per cup	
7.	Tea Special	150 ml	Per cup	
8.	Standard cold Drink All Brand available in the Market			
9.	Mineral Water (Standard)	1litre	Per Bottle	
	<b>SNACKS &amp; LUNCH</b>			
10.	Samosa (Potato)	120 grams each	per piece	
11.	Kachori	120 grams each	per piece	
12.	Pastry	100 grams	Per Plate/1 piece	



13.	Gulab Jamun	50-70 grams each	Per Plate/2 pieces	
14.	Chole Bhature		Per Plate/2 pieces	
15.	Lunch (Roti & Rice, Dal & Sabji, Veg Salad, Papad Achar etc)		Roti, Rice & Dal unlimited	
16.	Bread Pakoda (2 piece)	100 grams each	Per Plate/2pieces	
17.	Masala Dosa each with Sambar	175 grams	Per Plate	
18.	Plain (sada) Dosa with Sambar	150 grams	Per Plate/2 pieces	
19.	Uttappam with chutney	120 gram	Per Plate	
20.	Vada (2 piece) each with Sambar	120 grams each	Per Plate	
21.	Veg. Cutlet (2 piece) with sauce	100 grams each	Per Plate	
22.	Veg. Sandwich (Two Slice of Bread with sliced Fresh Vegetables and spread)		Per Plate	
23.	Cheese Sandwiches (Two		Per Plate	
24.	Bread and Butter (Two Slice of Bread with Butter spread)		Per Plate	
25.	Bread and Jam (Two Slice of Bread with Jam spread)		Per Plate	
26.	Bread Piece (three Slice of Bread Roasted in oil or ghee)		Per Plate	
27.	Veg. Burger (Two Slice of Bun with veg fillings, sliced Fresh Vegetables and Lettuce)		Per Plate	
28.	Pizza	Medium size	Per piece	
29.	Idli (3 pieces) with sambar& chutney	150 grams	Per Plate	
30.	Dhokla	100 grams	Per Plate	
31.	Upma with chutney	200 grams	Per Plate	
32.	Poori (5) with Sabji	200 grams	Per plate	



33.	Pav Bhaji (2 pieces of pav)		Per Plate	
34.	Veg. Biryani with curry	200 grams	Per Plate	
35.	Rajma Chawal	200 grams	Per Plate	
36.	Seasonal Vegetable curry		Per Plate	
37.	Puri Aloo (3 Nos.)		Per Plate	
38.	Ice Cream			
39.	Yoghurt			
40.	Flavored Milk			
41.	Juices (Tetra Pack)			
42.	Chicken Biryani	250 gm	Per Plate	
43.	Chicken Curry (3 pieces)	150 gm	Per Plate	
44.	Vegetable Fried rice	250 gram	Per Plate	
45.	Jeera rice	250 gram	Per Plate	
46.	Paneer Curry/Masala	200 gram	Per Plate	
47.	Roti Plain		Per piece	
48.	Roti (Butter)		Per piece	
49.	Tandoori roti (plain)		Per piece	
50.	Tandoori roti (Butter)		Per piece	
51.	Butter Nan	200 gram	Per piece	
52.	Stuff Paratha	200 gram	Per piece	
53.	Dal fry (Tur Dal)	200 gram	Per Plate	
54.	Aloo Gobi Masala	200 gram	Per Plate	
55.	Dum Aloo	200 gram	Per Plate	
56.	Egg Omlette (2 eggs)		Per Plate	
57.	Egg Omlette (1 eggs)		Per Plate	
58.	Fish Curry	200 gram	Per Plate	
59.	Fish Fry	200 gram	Per plate	
60.	Dahi-Chura	200+100 gm	Per plate	
61.	Poha	100 gm	Per plate	
62.	Jalebi	100 gm	Per plate	
63.	Biscuit			
64.	Cake			
65.	Monthly Mess Charges <b>(should not be quoted less than Rs. 3900/- per month excluding taxes)</b>	(Breakfast, Lunch, evening snacks and Dinner)	Per student	





**Note:**

1. The above rates will be applicable for the entire contract period mentioned in the document.
2. The tender should cater to any minor modifications in the menu items as requested by the students and approved by the Hostel Mess & Canteen Management Committee of the University without any additional cost.
3. The Tender should also include additional items in the menu as decided by the University. Price for such items will be decided based on the price of similar items on the existing menu list
4. Tenderer should also abide by the decision of the University and terms and conditions mentioned in the schedules.

Signature of the Tenderer with seal

**(In all the above pages also, the Signature of the tenderer with seal should be incorporated)**



**List of Menu for Mess Services. Price Bid (A)**

**MESS CHARGES** (as per the menu attached)

BREAKFAST	Rs
LUNCH	Rs.
DINNER	Rs.
EVENING SNACKS WITH TEA/COFFEE	Rs.
Monthly Rate	Rs.

**MENU DETAILS**

**SAMPLE HOSTEL MESS MENU (STANDARD THALI MEAL)**

DAY	BREAKFAST	LUNCH	SNACKS	DINNER
<b>MONDAY</b>	1. IDLI SAMBAR CHUTNEY 2. BREAD BUTTER / JAM 3. TEA / COFFEE	1. RAJMA MASALA 2. BHINDI MASALA 3. PLAIN RICE 4. CURD 5. SALAD 6. PICKLE	1. SAMOSA 2. TEA / COFFEE 3. CHUTNEY	1. STUFF DUM ALOO 2. KAALI MASOOR DAAL 3. JEERA RICE 4. BUTTER CHAPATI 5. SALAAD 6. PICKLE
<b>TUESDAY</b>	1. ALOO PARATHA 2. BREAD BUTTER / JAM 3. TEA / COFFEE	1. ALOO SOYABIN/ ALOO SHIMLA MIRCH 2. WHITE MUTTER 3. RICE 4. BUTTER MILK 5. BUTTER/PLAIN CHAPATI 6. SALAD 7. PICKLE	1. CUTLET 2. TEA / COFFEE 3. CHUTNEY	1. LOKI CHANA 2. MIX DAAL 3. RICE 4. BUTTER/PLAIN CHAPATI 5. KHEER 6. SALAAD 7. PICKLE
<b>WEDNESDAY</b>	1. MOONG DAAL CHILLA / JAVE 2. BREAD BUTTER/JAM 3. TEA / COFFEE	1. DRY CHOLE 2. BUTTER/ PLAIN CHAPATI/MASALA POORI 3. BUNDI RAITA 4. PAPAD 5. SALAD 6. PICKLE	1. MAGGIE 2. TEA / COFFEE	1. MUTTER PANEER 2. BUTTER/PLAIN CHAPATI 3. DAL 4. RICE 5. SALAAD 6. PICKLE
<b>THRUSDAY</b>	1. UTTAPAM /SAMBAR CHUTNEY 2. BREAD BUTTER / JAM 3. TEA / COFFEE	1. ALOO BEANS / SEASONAL VEGETABLE 2. KAALA CHANA MASALA 3. PLAIN RICE 4. BUTTER CHAPATI	1. DRY MANCHURIAN 2. TEA / COFFEE	1. ALOO SHIMLA MIRCH 2. DAL FRY 3. RICE 4. BUTTER/PLAIN CHAPATI



		5. SALAD 6. PICKLE 7. CURD		5. SALAD 6. PICKLE
<b>FRIDAY</b>	1. UPMA 2. BREAD BUTTER / JAM 3. TEA / COFFEE 4. Sprouts	1. GREEN VEGETABLE 2. KADI 3. VEG RAITA 4. BUTTER/PLAIN CHAPATI 5. RICE 6. SALAD 7. PICKLE	1. VEG SANDWICH 2. TEA / COFFEE	1. DOSA 2. COCONUT CHUTNEY 3. SAMBAR 4. PLAIN RICE
<b>SATURDAY</b>	1. PANEER PARATHA 2. BREAD BUTTER / JAM 3. TEA / COFFEE	1. ALOO PALAK 2. DAAL FRY 3. BUTTER MILK 4. BUTTER/PLAIN CHAPATI 5. RICE 6. SALAD 7. PICKLE	1. KACHAUDI + CHUTNEY 2. TEA / COFFEE	1. ALOO TAMATO SABZI 2. KHICHADI 3. JEERA RICE 4. BUNDI 5. PLAIN PARATHA 6. SALAD 7. PICKLE
<b>SUNDAY</b>	1. POORI + ALOO SABJI 2. BREAD BUTTER / JAM 3. TEA / COFFEE	1. KADDU CHANA/ DRY ALOO GOBHI 2. DAAL FRY 3. BUTTER/PLAIN CHAPATI 4. RICE 5. CURD 6. SALAD 7. PICKLE	1. DAHI BHALLE 2. TEA / COFFEE	1. PALAK PANEER /CHICKEN GRAVY 2. DAAL FRY 3. JEERA RICE 4. MOONG DAAL HALWA 5. BUTTER ROTI 6. SALAD 7. PICKLE

- **Note: The meal served in Lunch and Dinner shall be unlimited.**



## Appendix 2

### TECHNICAL BID

TENDER FOR RUNNING THE HOSTEL MESS & CANTEEN FACILITIES AT RGNAU, FURSATGANJ, AMETHI

1	Name and address of the caterer with phone no. and e-mail ID, if any.	:	
2.	Registration Number and date of registration of company/cooperative/agency/SHG/Society, if any (Certificate to this effect should be enclosed)	:	
3.	Year of Establishment	:	
4.	Type of Organization: (Whether Proprietorship, Partnership, Private Ltd. Company or Co-operative body etc. In case the applicant is a non-individual, Certified copy of a Partnership deed/Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case should be enclosed)	:	
5.	Enclose Performance certificates from previous clients with contact no. separately in respect of services rendered/catering for 3 years before tender opening date.	:	
6.	No. of Food courts/Dinning facilities Run in Academic Institutes/Students Mess * (Providing All supporting documents)	:	
7.	Whether Quality Certification obtained for Any of the Food Courts/Dining Facilities (Providing All supporting documents)	:	
8.	Bidders Solvency (Capital Employed) (Rs. In Lakhs)	:	



9.	Annual Turnover (Rs. In Lakhs) for the years 2016-17, 2017-18 & 2018-19. Financial statements showing turnover duly certified by a Chartered Accountant should be furnished.	:	
10.	PAN Number (Duly verified photocopy to be enclosed)	:	
12.	GST Regn. No. (Number & photocopy of certificate to be given)	:	
13.	Shops and Establishments Act registration No. of the competent Authority (Photocopy to be furnished)	:	
14.	No. of Employees (As on date of tender advt.)	:	
15.	Labour License, EPF, ESI of the current works to be provided	:	
16.	Any other Information	:	

\* List to be enclosed with full address and phone numbers.

Further it is certified that I/We will abide by the technical and commercial terms and conditions of the Tender and also other rules and regulations of the Rajiv Gandhi National Aviation University.

Signature of the Tenderer with seal



Appendix 3

Financial Bid

Format for Financial Bid (to be typed in the letterhead of the firm)

To  
The Registrar,  
Rajiv Gandhi National  
Aviation University(RGNAU),  
Fursatganj, Amethi - 229302

Dear Sir

**Sub: Hostel Mess & Canteen Services** in response to your advertisement for " **Hostel Mess & Canteen services in Rajiv Gandhi National Aviation University, Amethi.**" we submit herewith our Financial bid.

Name of the Canteen/Hostel Mess	Rajiv Gandhi National Aviation University Fursatganj, Amethi
Tender Number & Dated	
Rent for Food cooking area (880 sq. ft)/per Month for Canteen/Hostel Mess (including all taxes): Rent for Dining area (1976 sq. ft.)/per Month for Canteen/Hostel Mess (including all taxes). <b>Note : Presently one canteen running.</b>	Rs..... (Rupees.....) Rs..... (Rupees.....)
Price Bid for food for 30 days per student excluding taxes*.	Rs .....(Rupees.....)

\* The selection of agency will be based on these rates.

Date:

Signature of the Tenderer with seal



**Appendix 4**

**Tender for Canteen/Hostel mess in Rajiv Gandhi National Aviation  
University**

**LETTER OF TENDER CUM DECLARATION**

To  
The Registrar,  
Rajiv Gandhi National  
Aviation University  
Fursatganj, Amethi-229302

Sir/Madam,

Sub: Tender for canteen/hostel mess in Rajiv Gandhi National Aviation University, Fursatganj, Amethi for the year 2020 – 2021 and Self-Declaration

1. I/ We, the undersigned do hereby tender and undertake to provide catering services in Rajiv Gandhi National Aviation University, Fursatganj Amethi as described or intimated in the various schedules hereto annexed and the specifications thereto (which have been produced to and carefully examined by us) in strict accordance with and subject to the terms, provisions and conditions set forth or mentioned in the said schedules, specifications and appendices.
2. I / We have gone through the instructions in the tender and carefully read all the conditions of tender and agree to abide by all the conditions mentioned.
3. I / We hereby state that I/we have submitted Rs. 1,00,000/- (Rupees One lakh only) for Hostel mess and canteen services in the form of Demand Draft/Bankers Cheque No. Dated:.....drawn on Bank Branch, in favor of Rajiv Gandhi National Aviation University as Earnest Money Deposit and agree to have it forfeited to the Rajiv Gandhi National Aviation University in case of my / our failure to undertake the contract for the items accepted by the University.
4. I/ We hereby certify that the rent amount quoted in this tender is final and I/ We will not come forward for any revision or alteration in rent amount quoted subsequently due to hike in prices or any other reasons. However, I / We are aware of the right of the University to negotiate with the tenderer quoted highest evaluated rent amount.
5. I / We confirm that our Tender is in conformity with the technical specifications and commercial terms & conditions as stipulated in the Tender Document and without any deviations whatsoever. I am / We are aware that our Tender is liable for disqualification in the event of technical and commercial deviations observed by the University at a later date during the process of evaluation of our Tender.
6. In response to the Tender No .....as a Proprietor / partner/Director of..... I/we hereby declare that our Agency/Bidder's name .....is having unblemished past record and has not been declared ineligible for corrupt & fraudulent practices indefinitely or for a particular period of time.
7. I / We further declare that the information and documents furnished in the Tender submitted by us are correct and genuine. I am / we are aware of the University's right to forfeit the Earnest Money Deposit and / or Security Deposit and blacklisting me / us if, any information furnished by us proved to be false at the time of inspection and not complying with the tender conditions.
8. I/We state that I/We have not been blacklisted or debarred from participating tenders by the Central/State Government of Uttar Pradesh agencies or autonomous bodies or Universities / institutions.
9. In the event of my / our tender becoming successful, I / We undertake and agree to forward to the Registrar, Rajiv Gandhi National Aviation University in 60 days, after



the notification of the acceptance of this Tender has been received by us, the Security Deposit as demanded in the form and manner required as security for the due fulfillment of our Contract.

10. We undertake and agree that we will not withdraw this Tender during the period that will be required for intimation of acceptance or non-acceptance as stipulated in the Tender document. If I / we do so withdraw, I / we shall forfeit the Earnest Money Deposit **Rs. 1,00,000.00 (One Lakh Rupees)** to Rajiv Gandhi National Aviation University. I/ we agree to execute at our cost the Agreement in 60 days after the notification of the acceptance of our Tender has been received by us. In the event of our failing to make the Security Deposit or to execute the Agreement in the said manner, the Earnest Money Deposit accompanying this Tender shall be forfeited to the Rajiv Gandhi National Aviation University and this concluded Contract shall in such case be considered as having been cancelled or terminated and I / we agree to be liable, irrespective of the forfeiture aforesaid for all damages, losses, costs, charges and expenses arising from or by reason of such failure and arrangements.

As witness our hand this ..... day of ..... of 2020.

Signature of the Tenderer  
Name & Address: Company Seal





## Appendix 5

### TENDER FOR UNIVERSITY CANTEEN OF RAJIV GANDHI NATIONAL AVIATION UNIVERSITY

#### BANK CERTIFICATE REGARDING CREDIT FACILITY

This is to certify that Mr./Mrs. or M/s..... is a reputed person / company with a good financial standing. If the contract is given for running the

Hostel Mess/Canteen in the **Rajiv Gandhi National Aviation University** .....  
(TenderRef. No )

**For**

*the* above person / firm, we will be able to provide overdraft/credit facility to them for  
Rs. /- (Rupees only)  
to meet their working capital requirement for executing the above contract.

Date:

Place:

Signature and Designation of the Authorized Officer.

Name and Address of the Bank.



## **Appendix 6**

### **Declaration about family members working in Rajiv Gandhi National Aviation University;**

I/WE .....do hereby certify that neither myself nor any of my family members (as defined in tender conditions) are employees of the Rajiv Gandhi National Aviation University.

I/We are aware that in event of wrong declaration tender submitted by me is liable to be rejected summarily.

Tenderer:

Name:



## Appendix 7

### Check List:

1	Income Tax Assessment Certificates furnished/ITR	Yes / No
2	Tax Index Number furnished/PAN	Yes / No
3	Work Experience of successfully completing at least one hostel mess/canteen contract from an educational institute/University. Provided Completion certificate.	Yes / No
4	Tender Fee Rs. 2000/- furnished	Yes / No
5	Earnest Money Deposit (EMD) for Rs. 100000/- furnished for Hostel mess & canteen services	Yes / No
6	Turnover and Balance Sheets/P & L A/c etc. certified by the Chartered Accountant	Yes/No
7	Registration No of the Firm/Organization/etc.	Yes/No
8	a)PAN No, b) GST No., c) Valid Labour License documents of current contracts	Yes/No
9	Technical bid enclosed in a separate cover	Yes / No
10	Financial Bid enclosed in a separate cover	Yes / No
11	Whether all schedules and all tender papers are signed.	Yes /No
12	Letter of Tender cum declaration as per Appendix furnished	Yes / No
13	Bankers certificate regarding Credit Facility/ Solvency certificate.	Yes / No
14	Declaration about the family members not working in Rajiv Gandhi National Aviation University furnished.	Yes / No

Signature of the Tenderer  
Name & Address: Company Seal