



MAHARAJA BIR BIKRAM UNIVERSITY

Agartala, P.O:- College Tilla, Pin:-799004 , West Tripura.

No.F.32(6)/MBBU/Tender/2018/3913

January 04, 2019.

PRESS NOTICE INVITING QUOTATIONS

On behalf of MBB University sealed quotations are hereby invited from Registered/ Licensed/Authorized, experienced and reputed Firms/Agencies/Suppliers/Dealers having experience in similar nature of works for MBB University, Agartala. The interested Firms/Agencies/ Suppliers/Dealers fulfilling the criteria may submit their offer:

Sl No	Description of Work	Ref. No.	Cost of quotation papers (Rs)	Estimated Cost (Rs)	Earnest Money Deposit (EMD) (Rs)	Last Date of receipt of quotation
1	Supply & installation of Computer Hardware & Software	No.F.16(24)/MBBU/COE/Tender/2018/3897-99 Dated, January 04 ,2019	500/-	20,90,000/-	20,900/-	On or Before
2	MBB University Canteen Services	No.F.32(2)/MBBU/Tender/ Canteen & Catering Services/2018/3900-01 Dated, January 04 ,2019	1,000/-	---	25,000/-	24-01-2019

The quotation papers should be downloaded and submitted with Cost of quotation papers (Non-refundable) and EMD (Refundable) separately in the form of Demand Drafts (DD) in favour of Drawing and Disbursing Officer (DDO), MBB University payable at Agartala from any Nationalized Bank. Detailed notices with terms & conditions can be seen and downloaded from MBB University website www.mbbuniversity.ac.in. The university reserves the right to purchase or hire partly or not to purchase or hire any item. The above date may change due to unavoidable circumstances.

(Dr. Sumanta Chakrabarti)
Registrar

o/c
04/01/19
Asst. Registrar

**MAHARAJA BIR BIKRAM UNIVERSITY**

P.O: Agartala College-799 004

Dial :(0381) 251 2250, 251 2252, 251 2254

Email: mbbuniversityagt@gmail.com

No.F.32(2)/MBBU/Tender/Canteen & Catering Services/2018/ 3900-01 January 04, 2019.

NOTICE INVITING QUOTATION

On behalf of the Maharaja Bir Bikram University sealed quotations are hereby invited from Registered/Licensed, experienced and reputed Firms/Contractors/ Canteen/ Catering operators having experience in operation and management of Canteen services at Educational Institutions /Government Departments /Government Undertakings/ Universities to run **M.B.B University Canteen** at Maharaja Bir Bikram University campus, College Tilla, Agartala.

Interested Firms/Contractors/Canteen/Catering Operators can send/ submit their quotations to the office of the undersigned on or before **January 24, 2019** during office hours (*except holidays*) and to be opened on the next day in presence of authorised person of the Firm/Contractor/Canteen/Catering operator, if possible.

MBB University reserves the right to extend the date or cancel the quotation process or accept or reject any/all quotations. Details of notice with terms and conditions can be seen and downloaded from the Maharaja Bir Bikram University website: **www.mbbuniversity.ac.in**.

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09/01/2019
(Dr. Sunanta Chakrabarti)

Registrar

Maharaja Bir Bikram University
Agartala, Tripura.**Copy to:**

- (1) The Vice Chancellor, MBB University, Agartala.
- (2) DDO, MBB University, Agartala.

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Asst. Registrar
Shruti
09/01/19

Notice Inviting Quotation [NIQ] for
Operation and Management of MBB University Canteen
at Maharaja Bir Bikram University, Agartala

I N D E X

SL No	PARTICULARS	PAGE NO
1	Instruction to the quotationers	03
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*Certified that this Notice Inviting quotation contains
18 (Eighteen) pages numbered from 01 to 18;*

Name of Work	:	Operation and management of MBB University Canteen
Earnest Money Deposit (EMD)	:	Rs 25,000/- (Rs Twenty five thousand)only
Cost of quotation papers	:	Rs 1,000/- (Rs One thousand) only
Last Date of receipt of quotation	:	January 24, 2019.

*Note: Quotationer should submit Cost of quotation papers (Non-refundable) and EMD (Refundable) separately in the form of Demand Drafts (DD) in favour of **Drawing and Disbursing Officer (DDO)**, MBB University payable at Agartala from any Nationalized Bank.*

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Full Signature of quotationer(s)
With Date & Seal

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Registrar

Instructions To The Quotationers:

(1) The Quotation should be submitted in sealed envelopes super scribed with:

Quotation For **"Operation & Management of MBB University Canteen"**.

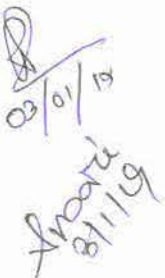
Vide Quotation Ref. No: _____ Dated: ___/___/2019

- (2) Quotation received late, not in properly sealed cover, received telegraphically and conditional or not complete in all respects will be rejected. University reserves the right to reject all or any quotation without assigning any reason thereof. Quotation papers are non transferable. The MBB University shall not be held responsible for loss and non-receipt of quotation by post.
- (3) Cost of quotation papers is neither transferable nor refundable.
- (5) Please go through the quotation papers carefully to understand the documents required to be submitted as part of the quotation. The numbers of documents including the names and contents of each of the documents that needs to be submitted. Any deviations from these may lead to rejection of the offer. The Firms/Contractors/Canteen/Catering operators should take into account any corrigendum published on the notice of inviting quotation before submitting their quotations.
- (7) The offer should contain the best competitive rates without any compromise on the quality of the eatables to be served.
- (8) The quotationer has to quote for all items given in Annexure-II; else it will be treated as incomplete quotation and is liable to be rejected.
- (9) The date of opening of the quotations may, however, be changed, if any required, at the discretion of the authority, however same will be notified to the quotationers.
- (10) The rates should be quoted both in figures and words and legibly written without any over-writings.
- (11) Hard copies of quotation will not be entertained except Cost of quotation papers & Earnest Money Deposit (EMD).
- (12) Quotations are to be sent/ Submitted in sealed covers addressed to:

To
The Registrar
Maharaja Bir Bikram University
College Tilla, Agartala-799004
West Tripura.

Full Signature of quotationer(s)
With Date & Seal


Registrar


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TERMS AND CONDITIONS:

Quotationers should strictly adhere to the following terms & conditions before filling the quotation forms:

- (1) The Firm/Contractor/Canteen/Catering Operator (later being called as a Contractor) must have its office at Agartala.
- (2) Should have at least **3 (three) years of relevant experience** of running canteen with standard facilities in an Educational Institute / R&D organization (Government or Semi-Government Organization)/ Govt. Departments / Public Sector Undertakings etc.
- (3) The intending Firm/Contractor/Canteen/Catering operator should have a minimum turnover of **Rs 10.00 Lakhs** (Rupees Ten lakhs) only per annum or more during the last 3 (three) financial years.
- (4) The Firm/Contractor/Canteen/Catering operator shall be **financially sound**.
- (5) The Firm/Contractor/Canteen/Catering operator should have valid **Trade License** as covered under the definition of **Food Business Operator, Firm Registration / Dealership Certificate, GST Registration Certificate** and **PAN/TAN**, Labour License etc. from appropriate authorities to run the business. The Firm/Contractor/Canteen/Catering operators shall obtain certificate / License from concerned authority like Govt. of Tripura / Municipal Corporation of Agartala for running the Canteen in Office/University premises. **They should have valid Commercial LPG / TNGCL Gas connection.** (Self-attested copies of the relevant documents are to be submitted along with the quotation).
- (6) Should possess **EPF & ESI** Registration and other applicable Statutory Registration. (Attach Photocopies).
- (7) The Firm/Contractor/Canteen/Catering operator should strictly observe all the rules and regulations, Bye-laws and also directions issued from time to time by the Central and State Government, local and other authorities and should obtain necessary license including Food Safety and Standards Act (**FSSAI**), **2006**, if any, required for running the canteen.
- (8) The Firm/Contractor/Canteen/Catering operator shall discharge all obligations in respect of his / her / their workmen as enumerated in labour enactments like **Factories Act, Industrial Disputes Act, EPF Act, ESI Act, Payment of Bonus Act, Payment of Wages Act, Contract Labour (Regulation and Abolition) Act, Employee Compensation Act, etc. and shall be solely responsible for compliance of all the provisions in such enactments.** The persons engaged for work in the canteen, whether casual or otherwise, shall have no lien or claim whatsoever on the University. The University shall not be involved in any dispute or claims that may arise between the Firm/Contractor/Canteen/Catering operator and those engaged by him / her / them to work in the canteen and to those who are the customers in the canteen.
- (9) Income Tax, Service tax or any other statutory tax of State/Central Govt. local Municipal body, **if applicable**, shall be paid by/recovered from the Firm/ Contractor/ Canteen/Catering operator.
- (10) The offer should be submitted in the format given in **Annexure-I, II, III and IV.** Quotationer should attach necessary supporting documents (self-attested copies) as

Full Signature of quotationer(s)
With Date & Seal

Registrar


proof in respect of each of the eligibility conditions mentioned in this document. In order to facilitate scrutiny of the offers, the prospective quotationers are requested to furnish other relevant documents in support of their credibility to participate in the Quotation.

- (11) Sealed quotation in the prescribed format, complete in all respects duly accompanied by **Cost of quotation papers** (Non-refundable) of Rs 1,000/- (Rupees One thousand only) and **Earnest Money Deposit** i.e. **EMD** (Refundable) of Rs. 25,000/- (Rupees Twenty five thousand) only in the form of Demand Drafts (DD) in favour of Drawing and Disbursing Officer (**DDO**), **MBB University payable** at **Agartala** from any Nationalized Bank shall be submitted separately along with the sealed quotation. **The quotations received without Earnest Money Deposit and Cost of quotation papers shall be rejected.**
- (12) The successful quotationer who would be awarded the work is to deposit Performance Security of **Rs 1,00,000/-** (Rupees One lakh) only or the amount fixed by the MBB University at the time of signing of the agreement.
- (13) The said Deposit money shall be kept with the University and it shall be refundable (without interest) upon completion of agreement after adjusting any dues, if pending. However, if during the agreement, the Firm/ Contractor /Canteen/ Catering operator withdraws his services and / or fails to discharge his services according to terms & conditions of the agreement and up to the satisfaction of the University, the said Security Deposit shall be forfeited in full.
- (14) The contract will be initially for a period of **1 (one) year**. However, it may be extended based on satisfactory performance of the Firm/Contractor/Canteen /Catering operators on mutual agreement after the expiry of the tenure on the same terms & conditions for further period.
- (15) The intending Firm/Contractor/Canteen/Catering operator should have **proven track record of running canteens and maintaining similar types of services in a large reputed institution/organization**. The Firm/Contractor/ Canteen/ Catering operators should be able and self-sufficient for: -
 - (i) On-site cooking and serving.
 - (ii) Providing ready to eat multi-cuisine food, snacks and beverages to students, research scholars, faculty, staff, visitors throughout the weekdays and on Saturdays' & Sundays' primarily for scholars.
- (16) In case of any dispute arising out of the interpretation of the terms and conditions of the contract, the decision of the MBB University Authority shall be final and binding.
- (17) The Canteen shall be kept open on all working days throughout the duration of the agreement. **The timings shall be from 9.30 a.m. to 5.30 p.m.** The Firm/ Contractor /Canteen/Catering operator may be asked to provide minimal services beyond working hours.
- (18) The Firm/Contractor/Canteen/Catering operator may be asked to open the Canteen on Sunday(s) and gazetted holiday(s) as per the requirements of the University and the Firm/Contractor/Canteen/Catering operators may also be asked to close the Canteen temporarily even on working day(s).

Full Signature of quotationer(s)
With Date & Seal

Registrar

- (19) The Firm/Contractor/Canteen/Catering operator shall maintain punctuality in providing the services.
- (20) The Firm/Contractor/Canteen/Catering operator shall be required to make special arrangement for Breakfast/ Lunch/ Dinner for the University, extracurricular activities and /or other activities organized by the University, as and when required by the University.
- (21) **The rates of each item as approved by the University shall be applicable during the period of agreement.** The Firm/Contractor/Canteen/Catering operators shall display approved Rates list and menu conspicuously in outside the Canteen premises. **No rates will be revised without the approval of the University authority.**
- (22) It shall be the Firm/Contractor/Canteen/Catering operator responsibility to collect all dues from its customers and the University shall have no responsibility in whatsoever manner in this regard.
- (23) The Firm/Contractor/Canteen/Catering operators shall not charge rates more than the approved rates for each item. Contractor shall not sell items on credit, if he/she/they sell, then it will be at his own risk.
- (24) All materials used by the Firm/Contractor/Canteen/Catering operator for preparation of food items, eatables, beverages, etc. shall be fresh and of wholesome quality.
- (25) Any shortage of fresh water should be informed at the earliest. But shortage of water/non availability of water will not relieve the Firm/Contractor/Canteen/Catering operators from the liability to run the University canteen.
- (26) The Registrar, MBB University shall have the right to reject any or all of the food items and beverages etc. which in the opinion of the University are not of standard quality. The Firm/Contractor/Canteen/Catering Operator will immediately make good any loss of items rejected, which may arise on this account. **Sub-standard items are to be destroyed immediately.**
- (27) The Firm/Contractor/Canteen/Catering operators shall be responsible for all costs and /or damages claimed by the consumers due to ill effects of food items, beverages etc. served in the University Canteen.
- (28) The Firm/Contractor/Canteen/Catering operator shall fulfil all the obligations arising out of the contract himself and shall not enter into any **sub-contract** for running the University Canteen in any manner whatsoever. Violation of this clause shall constitute sufficient grounds for the annulment of the award and forfeiture of Security Deposit in full.
- (29) The University shall provide space for Kitchen, Water and Electricity connection, **Payment in this regard to be borne by the Firm/Contractor/Canteen/Catering operators.** The Firm/Contractor/Canteen/Catering operator will have to arrange all articles, furniture and fitment of **Electric Sub Meter** to be used in the Canteen. The Firm/Contractor/Canteen/Catering operators shall not make any changes in the existing structure/space. The access to the space allotted to the Contractor will be as per the conditions and in the mode as prescribed and regulated by the University from time to time. The University reserves the right to inspect the premises allotted to the Firm/Contractor/Canteen/Catering operators at any time.


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- (30) The Firm/Contractor/Canteen/Catering operator has to ensure that Canteen Premises is used only for the purpose of running the Canteen services by himself/herself and / or his/her/their staff and not for any other purpose, whatsoever. Violation of this clause shall constitute sufficient grounds for the annulment of the award and forfeiture of Security Deposit in full.
- (31) The Firm/Contractor/Canteen/Catering operator shall ensure that the University Canteen premises are not used to provide catering service for commercial purposes outside the University campus.
- (32) The Firm/Contractor/Canteen/Catering operator shall arrange for all equipment's like Refrigerator, Juice Machine Boilers, Utensils, Crockery, adequate number of Chairs, Tables, Furniture, Almirahs / Racks, LED TV and items of similar nature of good quality at his own cost. Firm/Contractor/ Canteen/Catering operator shall maintain the said items in a proper and hygienic conditions for due discharge of obligations in respect of running of University canteen. The University will not be **responsible** for **any loss or damage** done or caused to its stock/materials, etc., on account of theft or any other reason, whatsoever.
- (33) The Firm/Contractor/Canteen/Catering operator shall be responsible for maintenance and up keep/cleanliness of canteen premises (including furniture, fixtures, cup-plates, dishes, drinking glasses and other equipment's) and its surroundings to the satisfaction of the University at his own cost and expenses. He/ She/They shall also be responsible for the safe and hygienic disposal of the canteen waste (both solid and liquid) at a designated place in consultation with **Agartala Municipal Corporation (AMC)** daily in order to prevent bed smell flies etc.
- (34) The Firm/Contractor/Canteen/Catering operator shall be responsible to spray the room freshener regularly inside the Canteen to maintain hygienic conditions properly. It is the responsibility of the Contractor to see that the drainage lines are properly cleaned to see that the premises are hygienic. If it is found that due to negligence any drain is choked or foul stinking smell is detected, a heavy **penalty will be levied** as decided by the University Authority at each instance of such occurrences.
- (35) The Firm/Contractor/Canteen/Catering operator shall be fully responsible for replacements or repairs of the space made available to him in case of any breakage or loss and / or damage to them arising out of negligent handling by him/her/any of his workers'/employees'.
- (36) The Firm/Contractor/Canteen/Catering operator shall observe and abide by all **fire safety and security regulations** of the concerned local authorities (Agartala Municipal Corporation) and /or of the University.
- (37) The Firm/Contractor/Canteen/Catering operator shall comply with any other instruction issued to him/her/them by the University from time to time related to running the University Canteen.
- (38) The Firm/Contractor/Canteen/Catering operator or his/her/their staff will not indulge himself /herself/themselves in selling / serving of any **Tobacco Product, Alcohol or any other intoxicating product of any form**. Violation of this clause shall constitute sufficient grounds for the annulment of the award and forfeiture of Security Deposit in full.
- (39) The Firm/Contractor/Canteen/Catering operator shall allow and facilitate the higher Authorities to inspect canteen related to hygiene or otherwise - premises.

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arrangements for preparation and service of food items etc. He/she/they shall follow directions given by the Registrar, MBB University for smooth running of the canteen.

- (40) If **applicable**, Firm/ Contractor/ Canteen/Catering operator shall be responsible to pay to his/her/their employees, the minimum wages and / or other statutory payments like bonus /EPF/ESIC etc. as per the relevant laws / Acts, as amended from **Labour Deptt., Govt. of Tripura time to time.**
- (41) The Firm/Contractor/Canteen/Catering operators shall employ only such persons are declared medically fit, as certified by the Govt. hospital in Tripura. **No such worker/employee will be engage under the age of 18 years.** Documentary evidence will be provided by the Firm/Contractor/Canteen/Catering operator.
- (42) The MBB University shall **never be treated** as the **employer of these** employees/workers and shall not be concerned with the terms and conditions of their employment.
- (43) The Firm/Contractor/Canteen/Catering operator shall also be fully responsible for payment of any compensation etc. **in case of any injury / casualty or mishap** to any of his/her/their workers during Canteen working hours.
- (44) The successful Firm/Contractor/Canteen/Catering operator shall also be liable to pay any fees, taxes, etc., levied by the local and other authorities. Firm/ Contractor/ Canteen/Catering operator should **renew the license** for running the University canteen from the appropriate (Govt.) authorities and the Valid License should be exhibited in the canteen premises during the entire contract period for inspection by the competent authority.
- (45) The Firm/Contractor/Canteen/Catering operator shall ensure that only authorized employees/workers remain in the premises beyond normal working hours / night with specific approval of University Authorities. He shall be required to withdraw all other unauthorized workers from the concerned premises immediately upon receipt of complaint.
- (46) The Firm/Contractor/Canteen/Catering operator shall provide **complete list of workers** he/she/ they engage(s) along with their residential address, **photographic identity** (Voter ID/ Aadhar Card/ PAN Card/ Driving License etc.), police verification report, profile of the health status of the employees and other details to the University.
- (47) The Firm/Contractor/Canteen/Catering operator shall provide employees with proper uniforms & identity cards and workers shall at all times be neatly and properly dressed in uniforms and shall wear identity cards provided to them.
- (48) In case any of the employees of the Firm/Contractor/Canteen/Catering operator indulges in any act of indiscipline, misbehaviour or slogan, shouting or indulges in violent act(s) or abets others in doing so, at the University premises then such employee shall be subjected to the discipline of the University. The Firm/ Contractor/ Canteen/Catering operators shall also be required to fully indemnify the University from any loss, damage or consequence arising out of his/her/their acts, deeds, misdeeds or conducts.
- (49) The Firm/Contractor/Canteen/Catering operator shall ensure that none of his staff is involved in any illegal activity such as sale / **supply of drugs** and other prohibited items.

- (50) The Firm/Contractor/Canteen/Catering operator shall at all times keep the University effectively indemnified against all actions, suits, proceedings, costs, damages, charges, claims and demands in any way arising due to anything done or omitted to be done by the staff of Firm/Contractor/Canteen/Catering operator.
- (51) The Firm/Contractor/Canteen/Catering operator shall be wholly responsible for payment of any and all taxes including, but not limited to **Sales Tax / Service Tax / GST, duties, Cess under various Acts**, Rules, Orders and Notifications etc. issued and as amended from time to time by the Central or State Governments or any local authority or body. The University shall not be liable to pay such taxes, rates, duties etc., whether existing or which may accrue in future for the period of contract.
- (52) **The Firm/Contractor/Canteen/Catering operator shall obtain license under the Contract Labour Law, as applicable, from time to time and all other requisite licenses at his own cost from the** appropriate authorities. He /she/they shall comply with the terms and conditions of the license(s) and all other relevant and necessary provisions of the **Contract Labour Act** and the rules framed there under and all such other provisions of laws in any enactment or otherwise laid down by any authority from time to time, it being clearly understood and agreed upon that the entire responsibility for compliance thereof shall always be of the Firm/Contractor /Canteen /Catering operators.
- (53) The university reserves the right to alter the qualifying requirements or stop/disqualify/ discontinue without assigning any reason to any quotationers.
- (54) The undersigned reserves the right to **close the contract** at any time with **two (2)** month's notice. In case of any difference of opinion or dispute arising between the two parties, the decision of the MBB University shall be final and binding upon both the parties. If the Firm/Contractor/Canteen/Catering operator wants to withdraw the canteen services he/she/they will also have to give a notice of **two (2)** months.
- (55) In the event of the Firm/Contractor/Canteen/Catering operators committing a breach of any of the terms and conditions of this Agreement, the University shall be entitled to either impose a penalty of Rs. 2,000/- (Two thousand) per violation or close this Agreement immediately without notice and without assigning any reasons thereof and shall have the right to forfeit the Security Deposit in full.
- (56) The University can also close the agreement immediately on the occurrence of any event which, in the exclusive opinion of the University, necessitates the termination of this agreement forthwith with or without forfeiture of Security Deposit.
- (57) The Quotationer should submit their offer without any conditions / counter conditions anywhere in the quotation document. **Conditional quotations, if any, shall be summarily rejected.**
- (58) On expiry / termination of the tenure of the agreement **No Dues Certificate** must be submitted to the authority of the MBB University.
- (59) On the **expiry / termination of this agreement**, the Firm /Contractor/ Canteen/ Catering operators shall stop functioning and hand over the vacant possession of the


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canteen premises peacefully together with furniture, fixtures and equipment's etc., if any, as provided by the University in good condition to the University. His/her/their occupation of the premises after such termination will be deemed to be that of a trespasser and he/she/they shall be liable to pay damages.

- (60) Any amendment to this agreement shall not be valid and binding on the parties, unless it is made in writing and signed by both the parties.
- (61) **The University Canteen committee will scrutinize the quotations to determine whether the quotation is substantially responsive to the requirements of the University.** For the purpose of clarity of this clause, a substantially responsive quotation is one which inter-alia conforms to all the terms of qualification criteria, conditions of the quotation documents without any deviation or reservation. **All non-responsive quotations shall be rejected.**
- (62) Only such quotations, as determined to be substantially responsive to the qualification criteria and other requirements of the quotation documents, will be shortlisted. **Other non-responsive quotations will be rejected.** The decision of the Committee in this regard shall be final, conclusive and binding.
- (63) The University may ask quotationer individually for clarification of their quotation for evaluation and comparison of quotation.
- (64) Criterion for qualification of quotation will be made only after considering the technical part with respect to **relevant experience, financial capability, resource availability, previous performance and reputation of the firm/contractor/canteen/catering operator.** Lowest rate will not be sole criteria. **The decision of MBB University Committee in this respect shall be the final.**
- (65) **Quotationer will be shortlisted after evaluation of technical part. Therefore, technically incapable quotationer's financial offer shall not be consider for further course of evaluation.**
- (66) It is not binding on the Committee to accept the lowest or any quotation and reserves the right to accept any quotation or to reject any quotation or all quotations without assigning any reason whatsoever.
- (67) The successful quotationer may be informed telephonically and over mail about his/her/their selection and may be asked to appear before the university authority for scrutiny of the original documents and if any additional document is required for the satisfaction of the authority. If he/she/they fails to appear before the university authority on the time and date fixed or fails to produce any original document, his/her/their quotation will be rejected forfeiting entire Security Deposit/ Earnest Money Deposit (EMD).
- (68) The quotations submitted for the work shall remain **valid** for acceptance for a minimum period of **180 (One hundred eighty) days after the deadline date specified in the quotation document.**
- (69) If any Firm/Contractor/Canteen/Catering operator withdraws his quotation within the validity period then the university shall, without prejudice to any other right or remedy, be at liberty to forfeit the EMD absolutely.

- (70) All pages of this quotation document should be duly signed by the authorized signatory as a token of **acceptance of all the terms and conditions by the quotationer**. Any other document submitted by the Firm/ Contractor/Canteen/ Catering operator should also be signed by the authorized signatory.
- (71) **JURISDICTION:** The enforcement of the terms of the contract as well as all the transactions entered by the Firm/Contractor/Canteen/Catering operators with the University shall be deemed to have been taken place within the jurisdiction of High Court of Tripura and any cause of action arising to the due performance or breach of contract by either of the parties hitherto shall be deemed to have arisen within the jurisdiction of Agartala notwithstanding the residence or place of business of the contractor.
- (72) **ARBITRATION:** Notwithstanding anything contained in any document under this contract, all disputes and claims whatsoever, arising out of this contract between the parties shall be referred to a sole Arbitrator who shall be nominated and appointed by the MBB University and the Arbitrator's decision shall be final and binding. The place of Arbitration will be Agartala and venue will be the MBB University, P.O- Agartala College-799004. The language of the arbitration proceedings and that of all documents and communications between the parties shall be English.


(Dr. Sumanta Chakrabarti)
Registrar
Maharaja Bir Bikram University
Agartala, Tripura.


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CHECK LIST:

Sl No.	Particulars	Submit Yes/No
1)	Trade License as covered under the definition of food business	
3)	Firm Registration Certificate (Self attested Photocopy)	
4)	GST Registration Certificate (Self attested Photocopy)	
5)	PAN/TAN Card (Self attested Photocopy)	
7)	Self attested copies of EPF and ESI Registration	
8)	Financial Solvency Certificate (FSC) obtained from any nationalised bank	
9)	Contract labour engagement Registration from concern authority/Contract Labour (R & A) Act, 1970 (Canteen/Catering Service)/ Minimum Wages Act & Payment of Wages Act (Labour License)	
10)	Audited balance sheets for last (03) three financial years (2015-16, 2016-17 & 2017-18).	
11)	Certificate of Income Tax clearance to be furnished for the last 03 (Three) financial years (2015-16, 2016-17 & 2017-18).	
12)	Experience certificate of latest 03 (Three) years in any reputed organizations/Educational institutions/ Government organizations /Semi Government organizations/Public Sector Undertakings/Universities etc. (Attach self attested copies)	

- 13) Cost of quotation papers :
 (Rs _____) Draft No : _____
 Amount : _____
 Date : _____
- 14) Details of EMD :
 (Rs _____) Draft No. : _____
 Amount : _____
 Date : _____

Enclosure:

- (1) Experience certificate from all the organization.
- (2) Copy of the work order/agreement of all the organization.

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Full Signature of quotationer(s)
 With Date & Seal


 Registrar

ANNEXURE –I

Profile of the Firm/Contractor/Canteen/Catering Operator

(To be submitted on Firm/Contractor/Canteen/Catering operator letter head only)

- 1) Name of the Firm/Contractor/Canteen/Catering Operator :
- 2) Full Address Firm/Contractor/Canteen/Catering Operator :
- 3) Year of Establishment and years of experience :
- The quotationer Should have at least 3(three) years of relevant experience of running canteen with standard facilities in an Educational Institution/R&D organization State/Central Government Department/University/Public Sector Undertaking; (attach self attested copies)* :
- 4) Name of the contact person of Firm/ Contractor/ Canteen/ Catering operator: :
- 5) Address, Phone No/Fax, E-mail Id of the Contact Person :
- 6) (a) **Firm Registration**/License No (Attach self attested copy) :
- (b) **Valid Trade license** No. its validity and issuing Authority :
- (Attach self attested copy)*
- (c) **Valid Labour license** No its validity and issuing authority :
- (Attach self attested copy)*
- 7) (a) **Valid EPF** No (Attach self attested copy) :
- (b) **Valid ESI** No (Attach self attested copy) :
- 8) (a) **GST Registration No** *(Attach self attested copy)* :
- (b) **PAN/TAN No** *(Attach self attested copy)* :

9. Annual turnover in the last 3 (three) financial years (**Copies of financial statement for the last three years duly certified by a chartered account firm to be enclosed**)

Financial Year	Amount (In Rupees)
2015-2016	
2016-2017	
2017-2018	

(The quotationer should have an annual turnover of minimum of Rs. 10.00 lakhs during the previous 3 years to qualify for consideration of his quotation.)

Full Signature of quotationer(s)
With Date & Seal

Registrar

03/07/19
Smaru
31/1/19

(Handwritten Signature)
Registrar

10. Details of Past Contracts and Present Contracts undertaken. (A separate sheet may be attached for details. Also attach documentary proof thereof.)

Sl. No.	Details of Past Contracts (Executed)	Period	Name of the Institution/ Organisation	Category of the Institution/ Organization (State/Central Govt. Organisation/State/Central Govt. Departments / Public Sector Undertakings/ Educational Institutions)

Sl. No.	Details of Present Contracts (In Hand)	Period	Name of the Institution/ Organisation	Category of the Institution/Organization (Govt. Organisation / State/Central Govt. Departments/Public Sector Undertakings/Educational Institutions)

11. Financial Solvency Certificate (FSC) obtained from any Nationalized Bank
(Amount to be mentioned) : _____

12. Details of Manpower Resources available: _____

Full Signature and Seal of the Authorized Signatory

Date:

Place:

23/01/19
Amriti
31/1/19

Full Signature of quotationer(s)
With Date & Seal

Amriti
Registrar

ANNEXURE-II

LIST OF FOOD ITEMS WITH RATE

(To be submitted on Firm/Contractor/Canteen/Catering operator Letter Head only)

(Rates are to be provided against each item in Rupees)

Sl No	Name of Food Items	Rate of Food Items (Rs)	
		(In Figure)	(In Words)
1)	Tea (Per Cup) 100 ml.		
2)	Hot Coffee (Per Cup) 150 ml.		
3)	Tea (Tea Bags) 100 ml.		
5)	Mineral Water Half (1/2) & One (1) Ltr. (Branded Quality)		
6)	Samosa (Per Piece 100 gm)		
7)	Kachori (Per Piece 50 gm)		
8)	Veg Chop (Per piece 100 gm)		
9)	Non-Veg (Chicken Chop 100 gm)		
10)	4 Poories/Paratha/Rotis with Vegetable/Chana (150 gm)		
11)	Vegetable Sandwich (Big Size)		
12)	Boiled Egg (1 piece)		
13)	Egg Roll (Single Egg)		
14)	Egg Roll (Double Egg)		
15)	Bread with Butter (2 Slice)		
16)	Bread with Jam (2 Slice)		
17)	Toasted Bread (2 Slice)		
18)	Chow mine (Full plate) 300 gm. (Veg.)		
19)	Chow mine (Full plate) 300 gm. (Chicken)		
20)	Chow mine (Half plate) 150 gm. (Veg.)		
21)	Chow mine (Half plate) 150 gm. (Chicken)		
22)	Omlete (1 egg)		

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Awaru
31/1/19

Full Signature of quotationer(s)
With Date & Seal

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Registrar

23)	Omlete (2 egg)		
24)	Spring Roll (150 gm).		
25)	Noodles per (1) pkt.		
26)	Vegetable Rolls (150 gm).		
27)	Lunch Thali (Veg) available between 1:00 p.m. to 3:00 p.m. (i) 1 Kadi/ Dal/ Rajma (ii) 1 Dry Vegetable (iii) Rice (iv) 2 Puris/ 2 Rotis (v) 1Curd (1 cup 100 ml) (vi) With Pickle and Salad (vii) Papad.		
28)	Lunch Thali (Non-Veg) available between 1:00p.m. to 3:00 p.m. (i) 1 Kadi/Dal/Rajma (ii) 1 Fish/ Egg/ Chicken item (iii) Rice (iv) 2 Puris/2 Rotis (v) 1Curd (1 cup 100 ml) (vi) With Pickle and Salad (vii) Papad .		
Total (in figure and words)			

Note: (Any **other item** not mentioned here, if required by the University are to be included by the contractor with the prior approval and at the rates approved by the Registrar, MBB University).

Full Signature and Seal of the Authorized Signatory

Date:

Place:

N.B: The quotationer has to quote for all items given in Annexure-II; else it will be treated as incomplete offer and is liable to be rejected.

3/01/19
Anwaru
31119

Full Signature of quotationer(s)
With Date & Seal

Anwaru
Registrar

ANNEXURE-III

DECLARATION

I /we have gone through carefully all the terms and conditions of this document and solemnly declare that I / we will abide by any penal action such as disqualification or black listing or termination of contract or any other action deemed fit, taken by the University against me/us, if it is found that the statements, documents, certificates produced by us are false / fabricated.

I /we hereby declare that, I /we have not been **black listed /debarred/ suspended** by any Department/ Institution/ Organisation in Tripura or in any other state of India due to any reason, what so ever.

I/we do hereby declare that, I/we have personally gone through the Notice inviting Quotation Ref. No: _____

Dated, ___/___/2019, and understood all the clauses, instructions and having been fully satisfied, I have quoted the rates in the Annexure-II. This is further to certify that I have suppressed no facts which could debar me from participating in the selection process. If it is revealed by the university authority that any fact is suppressed by me, or anything furnished appears to be false or incorrect, university authority shall have the right to reject my quotation at any stage along with other penalty including forfeiture of Earnest Money/ Security Money to be decided by the university authority.

Further, I/we do affirm that all the terms and conditions of the notice of inviting quotation are unconditionally accepted by me. I will have no objection, if any additional term and condition, mutually accepted, is included in the agreement.

Full Signature and Seal of the Authorized Signatory

Date:

Place:

Note: Enclose affidavit on Rs 100/- Non Judicial stamp paper.

03/01/19
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31/1/19

Full Signature of quotationer(s)
With Date & Seal

Anwari
Registrar

ANNEXURE-IV

**CERTIFICATE
OF ETHICAL PRACTICES**

I/We assure the University that neither I/we nor any of my /our workers will do any act(s), which are improper/ illegal during the execution of the contract awarded to me/us.

Neither I/we nor anybody on my/our behalf will indulge in any corrupt activities/ practices in my/our dealing with MBB University.

I/We will have no conflict of interest in any of my/our work/contract at MBB University.

I/We will keep the University Canteen and its surroundings hygienic, neat & clean and there should not be any complain from the valued users.

I/We will maintain the sanctity of Vegetarian food and will keep non-vegetarian food separately.

Full Signature and Seal of the Authorized Signatory

Place:

Date:

Note: Self-Declaration is required by authorized signatory on letter head.

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Amarti
3/1/19

Full Signature of quotationer(s)
With Date & Seal


Registrar