

**Office of the Dean Student Welfare**  
**G. B. Pant University of Agri. & Tech. Pantnagar**  
**Distt. Udham Singh Nagar, PIN-263145 (Uttarakhand)**

**NOTICE FOR INVITING SHORT TERM TENDER**

No. DSW/FS/223

Dated: June 22 , 2016

Sealed tenders are invited in single bid system from the reputed firms/agencies/ for installation and commissioning of automatic tea / coffee / soup vending machine on contract basis in the Hostels, Colleges, Library and CCF (approximately 30 machines) at **G. B. Pant University of Agri. & Tech. Pantnagar for one year** with effect from date of award of contract. Interested firms / agencies are required to submit tenders for the same. **Last date for submission of Tenders is 07/07/2016 up to 05:00 PM.**

The reputed firms/agencies that fulfill the following **criteria** shall be eligible to apply:

- (i) The firm/agency should have a minimum of 3 year experience in running and maintaining automatic tea / coffee and juice vending machine at cafeteria/canteen for at least 300 people in institution/University/MNC/Industrial units/Govt. organizations.
- (ii) The applicant should have sufficient number of trained and experienced employees on his pay roll for the proper execution of the contract.
- (iii) The firm/agency should have PAN No. and Service Tax No.
- (iv) The firm/agency should have commercial tax registration No. & should produce latest VAT clearance certificate.
- (v) The firm/agency should have a valid **food license certificate** from competent authority applicable for Uttarakhand.

The Tender form along with terms and Conditions can be downloaded from our website: **www.gbpuat.ac.in**. The tender form should be accompanied with Demand Draft of Rs 1000/- + 13.5% VAT = Rs. 1135.00 (as per Govt. rule) in favour of “**Comptroller, G.B.Pant University of Agri. & Tech., Pantnagar**” payable at SBI/PNB/UBI/UCO bank, Pantnagar towards tender form cost (non-refundable).

The last date for receipt of tender form is **07/07/2016 upto 5:00 P.M.** Earnest money Rs 100000/- (Rupees one lakh only) in the form of Demand Draft in favour of “**Comptroller, G.B.Pant University of Agri. & Tech., Pantnagar**” payable at SBI/PNB/UBI/UCO bank, Pantnagar shall be submitted along with the tender documents.

**The firm/agency will have to submit the tender in two separate envelopes:**

- (i) Envelope containing Demand Drafts with respect to tender form cost and Earnest Money superscripted with respect to its contents

**All the envelopes shall be duly sealed and shall be placed in a large envelope which shall be superscripted with name of work and its content.**

The bids shall be dropped in a sealed tender box upto **5.00 P.M. on 07/07/2016 in the Office of the Dean Student Welfare**. The tender shall be opened at **4.00 P.M. on 09/07/2016** in the **office of the Store Purchase Officer**. The bids shall be opened subsequently in respect of those bidders whose 'Earnest Money' shall be found in order in the presence of bidders or their authorized representatives, who may like to attend.

The **Bids** should be accompanied by a detailed report on the manner in which the operation of vending machine proposed to be run including procurement of raw material, storage, monitoring and waste disposal etc.

**THE UNIVERSITY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY TENDER WITHOUT ASSIGNING ANY REASON THEREOF.**

**Note:**

- i) The detailed terms & conditions are attached, herewith.**
- ii) Each page of the tender document is to be signed by authorized representative of firm /agency with date and stamp.**
- iii) Late, incomplete and conditional tenders will be rejected.**

**Dean Student Welfare**

**Technical and Financial Bid**  
**Tender for installation and running automatic tea / coffee and soups vending machine in the Colleges, Hostels, Library and CCF on contract basis at G. B. Pant University of Agri. & Tech. Pantnagar for one year with effect from academic session 2016-17 (July / August, 2016)**

1. Name and address of the service provider with  
Phone No. and E-Mail ID, if any :
2. Food License No. : Valid upto:
3. Satisfactory Work Experience (Provide  
all supporting documents) :
4. PAN No. :
5. Service Tax No :
6. Commercial tax registration No. :
7. VAT clearance certificate attached : Yes/No
8. EPF registration No. and date :
9. Character certificate from First Class Magistrate /  
District Magistrate concerned which should  
not be older than 06 months. :
10. CA Audited annual turnover for the last 3 years :  
(Minimum turnover Rs. **25.00 lacs** per annum)
11. Any other information :

“I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I also understand that if at any stage, the information is found to be false, incorrect or misleading, the work/contracts, if awarded shall be terminated forthwith without assigning any reason and my firm shall be permanently debarred from rendering any service to the University.

(Authorized signatory of the firm)  
Sign and seal with date

Note: Furnish a copy of authentic support of the particulars given in Sl. No.2 to 10.

## BILL OF QUANTITY

- A. Acceptable Make of vending machine : Nescafe / Coke/ Bru/other reputed brand**  
**B. Service provider has to install the vending machine at their own cost.**  
C. Service provider should provide rates for Token to operate vending machine to obtain following items.

| S.No. | Items     | Quantity                | Rate quoted (Rs.) |          |
|-------|-----------|-------------------------|-------------------|----------|
|       |           |                         | In figures        | In words |
| 1     | Tea       | 150ml<br>Per<br>serving |                   |          |
| 2     | Coffee    |                         |                   |          |
| 3     | Lemon tea |                         |                   |          |
| 4     | Soup      |                         |                   |          |

Note:

1. The above rates should be all inclusive (cost of procurement of raw material of designated brand only, filling and cleaning of machine and surrounding area, sale of token alongwith disposable glasses **including the wages for caretaker**).
2. The University shall provide electricity points to the Service provider for the exclusive purpose of running the vending machine free of cost.
3. The service provider shall not be allowed to sale any other food items.
4. **A permit fee of Rs. 200/- per machine per month will be charged by the University in yearly advance.**

(Authorized signatory of the firm)  
Sign and seal with date

## **Terms & Conditions and Requirements for running Cafeteria in hostels at G. B. Pant University of Agri. & Tech. Pantnagar.**

### **Scope of work:**

The 'service provider' is to provide the following services:

- a) Installation of vending machines at their own cost and commissioning at specified places.
- b) Managing sale of token, timely refilling of machines and quality control of raw material.
- c) Cleaning of machine, surrounding area on the tables and serving accessories.
- d) Security of the machine, utensils and other items related to commissioning of vending machine.
- e) Proper maintenance of the machine
- f) Deployment and supervision of required man power for the above mentioned tasks.

### **Award & termination of contract**

- a) The contract shall be normally for a total period of 1(one) year and extendable for two years on yearly basis on the recommendation of the food committee subject to satisfactory execution of the contract and approval of competent authority of the University.
- b) The contract may be terminated without giving any reason by either party by giving three months' prior notice to the other party.

### **Rate of payment**

No payment will be made to the service provider by the university. However, service provider will earn through sale of token on the lowest quoted rates. Approximately, 4000 to 5000 servings per month will be expected for a hostel having a capacity of 150 inmates. The actual servings may vary depending on the hostel and its local conditions. However the number of serving will be even more in common places like library and CCF.

### **General conditions**

1. The required furniture and electric point shall be provided by the hostel / college administration. The service provider is expected to use them and maintain these in good condition.
2. The service provider shall not be allowed to use electricity for any other purpose except for the machine.
3. Service provider has to install vending machine at their own cost and risk. University will not be responsible for the security of vending machine.
4. The service provider shall not be allowed to sale any other food items.
5. The service provider shall ensure the sufficient manpower for cleaning of machine and surrounding area on the table, timely refilling of the machine with quality mixture and sale of token.
6. The service provider shall insure the identity of man power deployed for the refilling, cleaning and care taking of the vending machine as well as sale of tokens. Proper authorization must be taken from the security department of the University before deploying any person for the purpose.
7. The quality of the refilling mixture shall be checked from time to time by Wardens and University authority and any deviation in quality of refilling material shall attract Rs. 5000 penalty which may be imposed by the Warden / University authority.

8. The rates stipulated in the contract will hold good for the agreement period, which shall be for one year, extendable on the same terms and conditions at the sole discretion of the university. Further extensions shall be considered based on the performance and review.
9. Authenticated experience certificates, testimonials and proof of satisfactory service, quality of food should be submitted along with the tender.
10. The Service provider shall not assign, sublet or part with the possession of the premises and properties of the University therein or any part thereof under any circumstances.
11. The Service provider shall vacate the leased premises and hand over the all fixtures, furniture etc. which are university's property in good condition at the termination of the contract as per inventory list handed over to him for the contract period.
12. The Service provider shall deposit performance security of Rs. 2 lakhs as interest free deposit in the form of Bank draft / FDR/Bank Guarantee in favour of "**Comptroller, G.B. Pant University of Agri. & Tech., Pantnagar**" payable at SBI / PNB /UBI/ UCO bank, Pantnagar with the university which shall be refunded after the satisfactory completion of the agreement after adjusting applicable deductions, if any.
13. Employment of child laborer is totally prohibited. It is the responsibility of the Service provider to comply with all rules, regulations, and provisions of Government Labour Department including obtaining necessary labour license.
14. The employees of the Service provider should be properly dressed in any prescribed uniform.
15. The Service provider 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.
16. Smoking and consumption/distribution of Alcohol/intoxicants is strictly prohibited.
17. The Service provider is solely responsible for the payment of minimum wages for their employees as per of the Government norms and deductions towards E.P.F. etc. as per rule. The records of duty hours and pay structure should be maintained as per govt. rules.
18. The decision of the University is final in awarding the contract.
19. The University reserves the right to review and modify the terms and conditions periodically.
20. In case of any difficulty / dispute, the matter shall be referred to Vice-Chancellor, G.B. Pant University of Agric. and Tech., Pantnagar, who will be sole arbitrator and his decision shall be final and binding on both the parties.
21. In case of any legal dispute, it will be under the jurisdiction of District Udham Singh Nagar (Uttarakhand).
22. Before award of the work / contract, the service provider will have to execute a bond as per University/Govt. Rules.

**Dean Student welfare**