

**EXPRESSION OF INTEREST FOR RUNNING CANTEEN IN UNIVERSITY  
CAMPUS**



**EOI No.16/2018-19**

**Date of Issue: 25.10.2018  
Date of closing: 09.11.2018**

**(To be submitted up to 3:00 PM on or before 09.11.2018)**

**Central University of Tamil Nadu  
Neelakudi Campus,  
Thiruvarur – 610 005**

## **Invitation for Expression of Interest**

The Expression of Interest (EoI) is hereby invited on behalf of the Registrar Central University of Tamil Nadu (CUTN), Thiruvarur from the Self Help Groups (or) Students registered with Entrepreneurship Cell of University & Colleges for award of contract for running Canteen inside the University Campus, Thiruvarur.

Interested bidders can download the documents and submit their offers in the format duly filled and signed with required enclosures and documents. The EoI is to be submitted in a sealed envelope superscribed “**EoI for Running of Canteen at Central University of Tamil Nadu Campus, Thiruvarur**” addressed to the Registrar, Central University of Tamil Nadu, Neelakudi Campus, Thiruvarur 610 005.

### **INSTRUCTION TO BIDDERS /TERMS & CONDITIONS / ELIGIBILITY CONDITIONS:**

Interested bidder should note the following:

1. This EoI invitation document is not a Tender or Request for Proposal in any form and would not be binding on Central University of Tamil Nadu in any manner whatsoever.
2. The bidders will have to make a presentation before a duly constituted committee, showcasing their experience in running canteen, range of foods/products/items sold and existing facilities at other educational institutions, residential campus, etc. Based on the presentation, the committee will decide to consider for the award of contract.
3. Central University of Tamil Nadu prefers to open a Canteen with facilities including food, coffee, beverages etc.
4. Central University of Tamil Nadu reserves the right to cancel the EoI invitation as a whole or in part without assigning any reason whatsoever.
5. The Bidders are encouraged to conduct their own independent survey, assessment, analysis and check the reliability, accuracy, feasibility and completeness before submission of their interest/ proposal.
6. Central University of Tamil Nadu reserves the right to update, amend and supplement the information given in this document at its sole discretion before the last date and time of submission of the interest/proposal.
7. Bidders should submit their response as per formats provided at **Annexure-I**. The EOI, not conforming to the instructions or prescribed formats will be rejected.

8. Bidders should equip their self with all the permits, License etc. required for the operation of the Canteen.
9. Bidder should adhere to all the safety guidelines and norms in running the Canteen.
10. Bidder will be responsible for cleaning and regular upkeep of the premises.
11. The contract term will be initially for 1 (one) year and same may be extended on satisfactory performance. On expiry of contract term, the bidder shall vacate the premises immediately. However, the existing operator may Bid fresh if not prohibited otherwise due to unsatisfactory performance.
12. No liquor/smoking items shall be provided/ served in the Canteen. The bidder should ensure that no such provisions are brought from outside.
13. The selected bidder will have to sign an Agreement with the Central University of Tamil Nadu before operation of the Canteen.
14. Registrar, Central University of Tamil Nadu reserves the right to call limited/short listed or all parties for making a presentation, based on their experience and technical submission made in the EoI. Mere fulfillment of EoI criteria does not entail the parties to be called for making a presentation.
15. In support of the credential submitted by the parties, Central University of Tamil Nadu reserves the right to solicit information from the organizations by telephonic verification / personal visits / in writing.
16. Date and time of making presentation (only for the qualified / short listed parties based on the EoI) will be announced / communicated later to qualified / shortlisted parties.
17. **SCOPE OF WORK:**

The different facilities and services intended by the authority and to be provided by the bidder are mentioned below.

- a) Preparation of List of Food Items/Recipe/Menu and approval of rates from the Central University of Tamil Nadu before introducing it.
  - b) Deployment of adequate manpower, materials, consumables etc. to run the Canteen smoothly.
  - c) Procure necessary permits, licenses from the concerned authorities required for running a Canteen.
18. Sub-leasing of the Canteen after award of work/Agreement will not be permitted.
  19. The Bidder/Contractor will be required to consult Central University of Tamil Nadu authorities before advertising anything related to the Canteen in the print media.

20. **Eligibility Criteria** :

- a. The bidder should have a minimum 12 months experience as on the date of tender opening in running catering services in the name of Self Help Groups (or) students registered with Entrepreneurship Cell of University & Colleges.
  - b. The bidder should have been operating in the Hospitality sector for a minimum of one year (Hospitality would include experience in the service industry that includes lodging, dining/ Restaurant, event management, theme parks, hotel management and catering). Prior experience in the Govt. Sector/ educational institutions of national and international repute in hospitality shall be preferred.
  - c. The bidder should have registration with Registered with any of the food courts / Dining Facilities (FSSAI)
21. Food Hygiene Inspections: The Canteen Committee of CUTN or any other officer designated by the University may check/inspect the quality/quantity, standards of food, preparation, service, health, hygiene etc. from time to time. They may take appropriate action as deemed fit which shall be binding on the Food Chain Vendor/Contractor/Caterer and reject such preparations, which are not considered wholesome or hygienic without any compensation.
22. While submitting the Expression of Interest for the Canteen (on the letter head of firm according to the format at Annexure – I), the Bidder must submit the details along with all required supporting documents showing their experience, registration etc. without which the bid will not be considered.
23. The EOI must be submitted / reach in the office of the Registrar, Central University of Tamil Nadu latest by **09.11.2018 upto 3.00 PM**. The EOI received after last date and time will not be entertained.
24. The EOI Proposal will be opened on **09.11.2018 at 5.00 PM**.

**Registrar**  
**Central University of Tamil Nadu**

**Proforma for Expression of Interest for Canteen**

- I. Details about the Bidder :
  - (a) Name of the Bidder / Organisation:
  - (b) Present address with contact number:
  - (c) Key Contact Person (name, designation, address, contact no., email id)
- II. Type of the Organization/ Entity (with supporting documents):
- III. Registration details of the organization/ entity (with supporting documents, registration certificate, etc.) confirming to eligibility criteria.
- IV. Particulars of registration with various Government Bodies (Attach copy)
- V. Food Quality Certification obtained from any of the food courts / Dining Facilities. (FSSAI Registration No.)
- VI. Proof of experience (Attach copy) :
- VII. Brief description about the organization/ entity, organization structure and type of business:

I/We hereby submit the Expression of Interest for running the Canteen at Central University of Tamil Nadu, Thiruvarur. We undertake to agree to all terms and conditions of the Expression of Interest. It is certified that our firm fulfills the eligibility criteria mentioned by the University in EOI. The undersigned is authorized to submit the expression of interest on behalf of the firm/company. Supporting documents of all the above information are also attached.

**Date:**

**Signature:**

**Name of Authorized Signatory:**

**Seal of the firm / company :**