



तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुडी/ Neelakudi, तिरुवारूर/Thiruvarur- 610 005.

☎ : 04366-277359 / email: purchase@cutn.ac.in;

Tender No.2023-24/28

Date of Issue: 26.03.2024

Date of closing: 15.04.2024

Empanelment of Vendors for Supply of Grocery Items, Fresh Meat & Egg, Vegetables, Fruit and Dairy Products to the Guest House, Central University of Tamil Nadu, Thiruvarur

Central University of Tamil Nadu invites an open offer for “Empanelment of Vendors for supply of Grocery items, fresh Meat and Egg, Vegetables, Fruits and Dairy Product to the Guest House of Central University of Tamil Nadu, Thiruvarur.

Vendor may apply for any/all category of the items as mentioned below:

Category of Items

The following are the category of items for which vendor registration/enrollment is called for. A bidder can apply for registration/enrollment for supply more than one category of items, if he possess valid licenses/registration for that category.

1. Rice
2. Oil
3. Groceries
4. Vegetable & Fruit
5. Fresh Meat and Egg
6. Milk & Milk Products

Interested bidders are requested to submit the application in a sealed cover on **before 15.04.2024 at 3.00pm**. Mere submission of application does not guarantee acceptance by CUTN for enrollment/empanelment/registration.

The applications will be scrutinized by this University. Communication will be sent to the successful vendors who have been accepted by the University for their enrollment/empanelment/registration. The registered vendors need to participate regularly in the monthly / yearly tenders.

CUTN has the right to accept or reject any application without assigning reason whatsoever. The decision of this University is final and binding in this regard.

1. Eligibility Criteria

- a) The Bidder must have its Registered Office in Thiruvarur or adjacent districts. Proof of address must be enclosed in support of his claim with Technical Bid.
- b) The Bidder must possess GST Registration Certificate. A copy is to be enclosed with Technical Bid.

- c) The Bidder must possess PAN Card. A copy is to be enclosed with Technical Bid.
- d) The Bidder must possess relevant Trade License. A copy is to be enclosed with Technical Bid.

Period of Empanelment: The validity of empanelment will be for one year from the date the date of issuance of empanelment letter. The same may be further extended for a period of one year depending on performance of the empanelled product.

Schedule of Requirement:

A tentative schedule of monthly requirements of Grocery Items are provided in ANNEXURE-I of this document. Actual requirements may be different to that in ANNEXURE-I.

2. GENERAL TERMS AND CONDITIONS

- a. Tender should be submitted in a sealed cover, super scribed the Tender Enquiry No, Date and Description on the top of the cover and addressed to the Registrar, Central University of Tamil Nadu, Neelakudi, Thiruvarur – 610005 well in advance before the tender submission date as indicated in the tender enquiry.
- b. Tender should be sent by Registered Post / Speed Post / Courier.
- c. **The successful tenderer shall report at 08.00 AM and complete the delivery of grocery at the Guest House on the schedule date before 12.00 Noon.**
- d. **The empanelled bidders should provide quote for every month at fixed rate for the items mentioned at Annexure –I for the Rice, Oils, Groceries, Vegetables, Fruits and Dairy Products to be supplied. The rate should include transport, handling, packing, gunny bag cost, profit margin and all taxes etc. inclusive of free delivery of items at Guest House, CUTN. The rates quoted for brand specified items should not be more than the MRP at any cost.**
- e. Purchase orders will be issued on monthly basis or as per requirement and the vendor shall ensure delivery of materials within the specified delivery date (maximum 3 days from the date of placement of each purchase order). **Purchase order will be issued based on the lowest rate quoted by the suppliers on need basis.**
- f. **The delivery is to be made at Guest House, CUTN. The quantity to be delivered to the Guest House will be informed at the time of ordering in the Proforma Purchase Order, Delivery should be made as per PPO any excess materials brought inside the Stores will not be returned at any cost.**

- g. The successful tenderer shall also arrange his own transport, Manpower for delivery of the items. The vehicle should have all the statutory documents including pollution clearance certificate. Weighing will be done in the premises of Guest House, CUTN using the weighing balance of Guest House. Type of weighing for any particular supply will be decided by the Officer In-Charges (Guest House). The supplier shall unload the entire quantity for weighing and after weighing keep the items inside the Store room. This only completes the process of delivering the supply of grocery at Guest House.
- h. It shall be the responsibility of the successful tenderer to weigh/count the items properly and count the bundles also before loading at their end for supply to Guest House, CUTN.. Delivery challan / Credit bill in triplicate should accompany the supply.
- i. The supply should be made in standard jute gunny / food grade plastic packing/ Tin only.
- j. Items not conforming to the standards of “Prevention of Food Adulteration Rules 1955” and quality/brand specifications mentioned against each item will be rejected outright. In case of any other defective in supply, the full quantity is to be replaced by the successful tenderer immediately and then only the rejected stocks will be returned.
- k. In case of failure in supplying the grocery as well as replacement in time, difference including transport & handling charges if any in the price procured by CUTN in the open market to meet the urgent requirements of such occasions, shall be recovered from the pending bills of the successful tenderer.
- l. **PAYMENT TERMS:** Normally payment against consolidated monthly bills submitted by the supplier will be made within 45 days through the RTGS/NEFT directly to the vendor’s bank account for the supply made by the supplier to Guest House at the discretion of CUTN
- m. Payment will be made against net weight only. Weight of packing materials viz., Gunny bag, Tin, Carton box, Plastic bags etc., shall not be included for payment purpose even if the rate quoted is as per Kilogram basis. All the packing materials as referred above in which deliveries are made will be retained by CUTN on acceptance of items delivered in such containers.
- n. Net weight of **gunny bags** that are normally used are reckoned as follows for the purpose of weight calculation. 1 Kg, 0.75 Kg, 0.50 Kg and 0.25 kg.
- o. Where any deviation is made in supply against the traditionally understood gross weight of the item supplied, the vendor shall mention such deviation in the delivery challan to enable the office personnel to take cognizance of such deviation, ascertain the facts and allow payments accordingly.

- p. Any other container belonging to the vendor and deemed to be returned shall be entered at the security gate to enable the security personnel witness the outward movement of such containers from the Guest House premises of CUTN.
- q. The decision of University in awarding the contract is final and University reserves the right to reject any or all tenders without assigning any reasons.
- r. Price quoted will be valid for the respective month or period for which tender is called for.
- s. Late offer after the submission date and time will be rejected.
- t. The rate shall be quoted only for the brand specified or quality specified against each items and for the unit of measurement specified for each item. Rates which do not comply with these conditions will not be considered.
- u. Separate intimation and tender formats will be sent to the tenderers who have been registered/enrolled by this University for this purpose.
- v. **Submission of Application for Registration/ Enrollment:**
Please sign on all the papers and enclose it along with your application. Application for registration/enrollment should be submitted in your official Letter head (the model format enclosed) in a cover, super scribed the EOI No, Date and Description on the top of the cover and addressed to the Registrar, Central University of Tamil Nadu, Neelakudi, Thiruvarur – 610 005 well in advance before the tender submission date as indicated in the tender enquiry.
- w. LIQUIDATED DAMAGE CLAUSE The schedules of delivery as per Purchase Orders are to be strictly adhered to. In case there is delay in the delivery, the vendor shall be liable to pay liquidated damages @ 1% of the total value of the purchase order per day during which the delivery of such goods is delayed. Any variation in statutory levies and taxes within the contractual delivery period shall be borne by the Indian Statistical Institute. Beyond the delivery period, the upward variation of levies and taxes shall be borne by the vendor.
- x. ARBITRATION CLAUSE In the event of any dispute or difference arising out of or in connection with the tender, the same shall be settled amicably by mutual consultation. If such resolution is not possible then the unresolved disputes or differences shall be referred to Arbitration as per the Indian Arbitration and Conciliation Act, 1996. It shall be subject to Kolkata (Calcutta) Jurisdiction only.
- y. The Institute reserves the right to cancel the tender at any time without assigning any reasons whatsoever thereof. While rejecting/recalling tenders, the authority must record clear, logical reasons for any such action on the file

APPLICATION FOR VENDOR REGISTRATION/ENROLLMENT

To
The Registrar,
Central University of Tamil Nadu,
Thiruvarur – 610 005

Sir,

Sub: Application for Registering as Vendor for Supply of various items for Guest House,
CUTN- reg.

Ref: Tender No.2023-24/28

Dated:

I/we wish to register/enroll as vendor for the supply of the following category of items to the Guest House, Central University of Tamil Nadu, Thiruvarur:

Sl.No	Particulars	
1	Name of the Shop/Firm	
2	Address of the Shop/Firm (Proof Should be enclosed)	
3	GST No.	
4	PAN No.	
5.	CATEGORY(S) FOR WHICH APPLIED	
6	Whether the firm has any experience in this field to any Govt Organization.	
	If yes, provide the details	
	If yes, category of items supplied	
7	Any other information	

We have gone through entire content of your “**Tender for Empanelment of Vendors supply of Rice, Oil, Groceries, Fresh Meat and Egg, Vegetables, Fruit and Dairy Products**” under ref Tender No.2023-24/28 **Dated: 26.03.2024** and I/we accept to abide by the terms & conditions mentioned in it fully. Kindly register/enroll ourselves into your vendor list.

Date:

Signature with Seal

NOTE: The application for vendor registering/enrolling should be submitted in your official letter head in the above format.

Grocery Items

1. Rice

S.No	Particulars	Required Quantity
1	Rice – Boiled aashrivaad	312kg
2	Rice -idly Adukku malli	156kg
3	Rice - Raw	26kg
4	Rice – Basmati India gate classic	10kg
5	Rice – Seeraga samba	60kg

2. Oil

S.No	Particulars	Required Quantity
1.	Oil - Refind fortune	120lit
2.	Oil-gingelly Chakrapani	15lit
3.	Oil – Vanaspati Dalda	10kg
4.	Oil –Cocount	10lit
5.	Oil-Mustard	2lit
6.	Oil – GheeUdhayakrishna	10lit

3. Grocery Items

S.No	Particulars	Required Quantity
1.	Sugar	50kg
2.	Coffee - Bru	5kg
3.	Tea powder - Chakra gold hotel special	10kg
4.	Flour – Atta aashrivaad	30kg
5.	Flour – Maida Naga	10kg
6.	Flour- Gram Naga	10kg
7.	Flour – Rice Naga	5kg
8.	Flour- Corn	5kg
9.	Rava – Plain Naga	15kg
10.	Rava – Wheat Naga	5kg
11.	Vermichilly – Plain Anil	50pkt
12.	Vermichilly- Ragi Anil	10pkt
13.	Vermichilly	5kg
14.	Sago-	1kg
15.	Food colour Bush	5pkt
16.	Dal –Toor Udhaiyam	50kg
17.	Dal- Moong Udhaiyam	50kg
18.	Dal- Bengalgram Udhaiyam	25kg
19.	Dal – Urad Udhaiyam	75kg
20.	Dal- Friedgram Udhaiyam	10kg
21.	Dal- Channa	20kg
22.	Dal- Green moondal	5kg
23.	Dal- Green peas	10kg
24.	Dal-mysore	2kg
25.	Dal- Field beans	3kg

26.	Dal – Rajma	2kg
27.	Dal – Black Urad	2kg
28.	Asafetida LG	5kg
29.	Spice – Mustard	5kg
30.	Spice- Pepper	5kg
31.	Spice- Cumin	5kg
32.	Spice- Fenugreek	2kg
33.	Spice- Cinnamon	1kg
34.	Spice – Fennel	5kg
35.	Spice- Garlic	20kg
36.	Spice- Poppy seeds	3kg
37.	Spice-Kalpaci	1kg
38.	Spice- Star anise	1kg
39.	Spice- Nutmeg	1kg
40.	Spice – Cardamom	2kg
41.	Spice- Cloves	2kg
42.	Spice- Methee	1kg
43.	Spice- Bay leaf	1/2kg
44.	Red chilly	5kg
45.	Vathal	If Required
46.	Manathakkali Vathal	1kg
47.	Tamarind	10kg
48.	Pickle – Mango Aachi	5kg
49.	Pickle – Lemon Aachi	3kg
50.	Vinigar- KTR	10No's
51.	Pickle Garlic Aachi	5kg
52.	Milmekkar	5kg
53.	Noodles	1kg
54.	Kuzhal Vagagam	10kg
55.	Pasta	If Required
56.	Cheese	If Required
57.	Cream	If Required
58.	Honey	If Required
59.	Jam	If Required
60.	Bread	If Required
61.	Milk maid	If Required
62.	Tooty Fruity	If Required
63.	Oats	If Required
64.	Corn Flakes	If Required
65.	Choco Flakes	If Required
66.	Gelatin	If Required
67.	Sweet Gova	If Required
68.	Masala – Turmeric Cycle	3kg
69.	Masala – Chili powder sakthi	5kg
70.	Masala- Pepper sakthi	2kg
71.	Masala - Garam masala sakthi	3kg
72.	Chaat masala everest	1kg
73.	Masala- Coriander sakthi	8kg
74.	Masala-Chicken sakthi	2kg
75.	Masala-Mutton aachi	1kg

76.	Masala-Samber sakthi	5kg
77.	Masala-Kulambu aachi	8kg
78.	Masala- Jeera sakthi	2kg
79.	Sauce – Tomato Maggi	10No's
80.	Sauce – Chilly	2No's
81.	Sauce - Soya	2 No's
82.	Crystal salt	10kg
83.	Mass powder-MTR	1kg
84.	Pappad –Plain Popular	10 Pkt
85.	Paapad – Masala	5kg
86.	Nuts- Peanuts	10kg
87.	Nuts-Cashewnut	5kg
88.	Nuts- Raisins	2kg
89.	Seeds- Coriander	2kg
90.	Seeds- Melon	1kg
91.	Jaggery	3kg
92.	Salt- Tata	10kg
93.	Rose water KTR	10 No's
94.	Karupatti	
95.	Cotton Seed	
96.	Food Container	5 No's
97.	Cover (Carry Bag)	5kg
98.	Water Cup	20No's
99.	Tea Cup	25No's
100.	Paper Plate	25No's
101.	Silver Foil	1No
102.	Cling Wrap	1No
103.	Sweet Sombu	If Required
104.	Dates	If Required
105.	Gulab Jmoon Mix	If Required
106.	Hand Glouse	If Required
107.	Chef Cap	If Required
108.	Tea Stainer	2No's
109.	Kaada Thuni	3Meter
110.	Bio- Plate (Pakku Mattai)	500No's
111.	Tissues paper	25Pkt
112.	Potato Chips	If Required
113.	Paper Roll- Big	2No's
114.	Vim powder	20kg
115.	Steel brash	10No's
116.	Scrub pad	10No's
117.	Vim Bar	35No's
118.	Sesame	100gms
119.	Waste Cloth	15No's
120.	Belching Powder	2Kg
121.	Biryani Masala	1kg
122.	Gas Lighter	2no's
123.	Rice Seva	10pkt
124.	Dhonnai	20No's
125.	Wooden Spoon	10No's
126.	Filter Coffee	If Required

127.	Sweet corn Tin	If Required
128.	Fresh sweet corn	If Required
129.	Thalippu Vadagam	5kg
130.	Biscuits	If Required
131.	Toothpick	If Required
132.	Salted Pista	If Required
133.	Salted Badam	If Required

4. Fresh Meat and Egg

S.No	Particulars	Required Quantity
Poultry:-		
1	Chicken	5kg
2	Chicken Boneless	5kg
3	Kaadai	10 Pieces
4	Nattu kozhi	5kg
Sea food:-		
5	Venjaram fish	3kg
6	Pomfert fish	3kg
7	Sankara Fish	3kg
8	Tervally or paarai Fish	3kg
9	Nattu viral fish	3kg
10	Nattu Kendai fish	3kg
11	Crab	3kg
12	Prawn	3kg
13	Sardine or mathi Fish	3kg
Red Meat:-		
14	Mutton	5kg
15	Mutton boneless	2kg
Other:-		
16	Egg	150No's

5. List of Vegetables & Fruits

S.No	Particulars	Required Quantity	S.No	Particulars	Required Quantity
1	Onion	150kg	27	Pumpkin	10kg
2	Shallot onion	50kg	28	Cabbage	30kg
3	Tomato	150kg	29	Raw Banana	100No's
4	Green Chilly	10kg	30	Potato	50kg
5	Ginger	10kg	31	Mushroom	15 No's
6	Garlic	5kg	32	Capsicum	5kg
7	Corriander leaves	15kg	33	Cucumber	10kg
8	Curry leaves	15kg	35	White pumpkin	20kg
9	Mint leaves	5kg	36	Lemon	25No's
10	Coconut	150 No's	37	Yam	10kg
11	Drumstick	10kg	38	Spinach	40 bunch
13	Carrot	20kg	39	Kovvaikai	10kg
14	Beans	20kg	40	Kothavarangai	10kg
15	Radish	25kg	41	Apple	5kg
16	Avarakkai	10kg	42	Banana	75 No's
17	Cauliflower	50 No's	43	Orange	5kg
18	Chow chow	10kg	44	Guava	3kg
19	Ladies finger	25kg	45	Pomegranate	5kg
20	Brinjal	20kg	46	Water melon	10kg
21	Snake gourd	25kg	47	Musk melon	5kg
22	Bottle gourd	20kg	48	Sweet Lime	2kg
23	Bitter gourd	10kg	49	Pineapple	3kg
24	Ridge gourd	15kg	50	Grapes	1kg
25	Vaalai poo	25 No's	51	Papaya	5kg
26	Banana peppers	25 No's	52.	Seasonal fruits	2kg

6. Milk and Dairy products

S.No	Particulars	Required Quantity
1	Standard Milk	150lit
2	Full Cream Milk	150lit
3	Butter	3kg
4	Ice Cream	75No's
5	Curd	5kg
6	Idly Batter	10kg
7	Panneer	10kg
8	Water bottle 1lit(Kinley)	75No's
9	Water bottle 300ml	500 No's