

Central University of Tamil Nadu

Neelakudi Campus

Thiruvarur-610 005



NOTICE INVITING ONLINE TENDER FOR CATERING SERVICE IN HOSTELS OF CENTRAL UNIVERSITY OF TAMIL NADU (COMMON MESS-I WITH TWO KITCHENS)

(E-PROCUREMENT MODE ONLY)

Tender No	: CUTN/PUR/2025-26/23
Tender Date	: 09.03.2026
Name of the Work	: Providing Catering Services at CUTN Hostels
EMD	: Rs.50,000
Pre-bid Meeting Date	: 18.03.2026
Last Date of submission	: 30.03.2026 upto 3.00 PM
EMD submission for Tender	: The Registrar, Central University of Tamil Nadu, Neelakudi, Thiruvarur – 610 005.

Details of Tender:

1	Tender Notification No	CUTN/PUR/2025-26/23
2	Name of the component	Providing Catering Services at CUTN Hostels (COMMON MESS-I WITH TWO KITCHENS)
3	EMD Amount	Rs.50,000/-
4	Date and time of Online Publication / Download of Tenders	09.03.2026 @ 16.00 PM
5	Bid submission start date & time	09.03.2026 @ 16.15 PM
6	Pre-bid Meeting date & time	18.03.2026 @ 4.00 PM
7	Bid submission close date & time	30.03.2026 @ 3.00 PM
8	Opening of Technical bids	01.04.2026 @ 4.00 PM

Signature of the Bidder

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Signature of the Bidder



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. ☎: +91-04366-277359/277432

Email: purchase@cutn.ac.in

Tender No.CUTN/PUR/2025-26/23

Date:09.03.2026

SECTION 1: TENDER NOTICE

Central University of Tamil Nadu (CUTN) invites Tender for Catering Service in Hostels of Central University of Tamil Nadu, Thiruvarur in the prescribed format from reputed agencies having relevant experience in running canteens, hostels, restaurants and mess catering services etc., for providing dining services to the students of Boys and Girls hostels of the University at a fixed rate. Through this tender, it is proposed to engage Catering Contractors for catering approximately 400 to 750 hostel students in 04 messes (boys and girls). Applicants should have the minimum pre-qualification criteria as mentioned in SECTION-2.

The offers shall be submitted in a TWO-BID SYSTEM (Technical Bid and Financial/Price Bid) by reputed and experienced bidders, functioning in Tamil Nadu/Pondicherry Region with sound financial background having valid licenses/sanctions and experience in this field along with institutional/organizational performance record. The selected agencies shall provide catering service initially for a period of **six months**, which may be extended up to three years on a six-month basis, based on satisfactory performance and at the discretion of the University. During this period, the work of providing catering service in different hostels of CUTN shall be awarded as mentioned in Section 8.

Interested agencies may apply and submit their bids only through the Central Public Procurement Portal (CPP Portal). Bidders for catering service should submit Earnest Money Deposit (EMD) of **Rs. 50,000/-** along with prequalification/Tender documents.

The last date of submission of the tender is **30.03.2026 up to 3:00PM**. CUTN will not be responsible for any delay or loss of tender document sent by post/courier.

A pre-bid meeting shall be conducted **on 18.03.2026 at 04:00 PM**. The interested eligible bidders may attend the pre-bid meeting and visit the hostels to review the available mess facilities. The interested firms meeting the **pre-qualification criteria** are required to **submit their bids online through the Central Public Procurement Portal (CPP Portal) in a Two-Bid System**, comprising **Technical Bid and Financial/Price Bid**, which shall be uploaded separately in the respective folders provided in the CPP Portal: "Tender document for providing catering services in the Hostels of Central University of Tamil Nadu." **Tender No.CUTN/PUR/2025-26/23 dated 09.03.2026**

Submitted by: (Name, Address, email and Telephone number of the firm).

The EMD envelope should be submitted:

By post to " The Registrar, Central University of Tamil Nadu, Admin. Block, F1-07,Purchase Section, Neelakudi, Thiruvarur 610 005 Tamil Nadu"

(OR)

In person at the reception of APJ Abdul Kalam Block (Admin) Block, Central University of Tamil Nadu, Thiruvarur.

.The committee will examine the technical documents and decide the suitability as per the requirements and terms and conditions and shortlist the firms. The final selection of the caterers will be based on the Quality Cum Cost Based System (QCBS) to be derived from the tender documents of the eligible bidders. The decision of Central University of Tamil Nadu will be final in awarding the contracts.

CUTN reserves the right to cancel the tender at any time without assigning any reason and the decision of Central University of Tamil Nadu will be final in awarding the contracts.

**Sd/-
Registrar**

Signature of the Bidder

SECTION 2: TECHNICAL BID PRE QUALIFYING CRITERIA:

- a) The contractor having an experience of **minimum three (03) years of running canteen/ mess** in a Govt. sector/ PSUs/ Educational Institutions/ Private academic Institutions of repute (Attach experience certificates along with the technical bid) for catering services to more than 200 students/persons at a time of breakfast/lunch/dinner.
- b) The contractor should have average annual turnover of a minimum of Rs. **50 Lakhs in the last three financial years** in catering services (Please attach ITR/Relevant documents for the last three financial years i.e ,2022-23, 2023-24 and 2024-25)
- c) The contractor should have **at least a mess/canteen contract experiences** in any reputed Govt. organizations/corporate houses/educational institutions in **Tamil Nadu/Pondicherry Region**.
- d) The contractor should have valid 1) Goods and Service Registration No. 2) PAN and 3) Food License (FSSAI) Registration No. in the firm's or proprietor name.
- e) The agency should have a legal entity and **should not ever been blacklisted** by the Govt. or Non. Govt. Agencies. Enclose self-declaration duly notarized in Rs.100 non-judicial stamp paper in this regard.
- f) A demand draft of **Rs.50,000/-** (Rupees fifty thousand only) **as an Earnest Money** must be attached along with Technical Bid, in favour of "Central University of Tamil Nadu payable at Thiruvavur". The firms who are registered with National Small Industries Corporation (NSIC) / or Small Scale Industrial (SSI)/ Micro & Small and Medium Enterprises (MSMEs) are exempted from furnishing the EMD. However, they should submit relevant documents for the exemption.
- g) The Contractor has to fill the **Technical Bid Form in the prescribed format as Annexure 2** and provide supporting documents mentioned above, duly self-attested. The Technical Bid without above information and valid supporting documents shall not be considered for evaluation of the Financial Bid.

SECTION 3: EVALUATION CRITERIA AND FINAL SELECTION

1. Evaluation shall be on the basis of Combined Quality Cum Cost Based System (QCBS) as under:

The score of **technical evaluation will be allotted weightage of 30%**, while the score of **financial evaluation will be allotted weightage of 70%**.The evaluation shall consist of following stages:

a. Evaluation of Technical bids

The technical marks will be arrived at after evaluation of Technical bids as per the section Parameters for Technical Marks on QCBS method. The technical evaluation of the bids to arrive at Technical Marks will be done strictly as per the matrix shown in Table 1:

Table 1: Technical / Pre- Qualification Evaluation Criteria

Sl. No	Particulars	Allocation of Marks	Total Marks
01	Firms Experience in catering services in years (Annexure -2)		30
	For having minimum 03 years experience	20	
	For each additional 1 year of experience, 02 marks will be awarded upto maximum of 10 marks		
02	Average Annual financial turn-over (gross) of the firm (in the last three financial years) ended on 31st March 2024 (Annexure 2)		30
	Rs.50 Lakhs	20	
	For each additional turnover of 50 Lakhs , 02 marks shall be awarded upto maximum 10 marks		

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03	Total experience in catering work in reputed academic institutes such as Central University, IIT, IIIT, IIM, AIIMS, NIT, UGC Autonomous Institution and other Central funded institutions in Tamil Nadu/Puducherry Region (Annexure -3)		20
	1 year in reputed academic institutes in Tamil Nadu/Puducherry Region	10	
	For each additional experience of 01 year in reputed academic institutes in Tamil Nadu/Puducherry Region, 02 marks will be awarded upto maximum 10 marks		
04	Continuous experience (in last 10 years) in reputed educational/research institutions (Annexure -3)		20
	2 years on a continuous basis	10	
	For each additional continuous experience of 01 year in the same institution, 02 marks will be awarded upto maximum 10 marks. (The continuous experience will be taken into account only for a particular reputed educational/research institutions where the maximum years of service was provided)		
Total			100

Bidders with Technical Proposal Marks (TPM) of 50 and above out of 100 will qualify for the evaluation in the commercial process / Financial Evaluation. These “Qualified Companies” will be considered further for Financial/Commercial Evaluation”. The Proposal shall be rejected if it does not achieve the minimum Technical Proposal Marks of 50 (fifty) marks.

The Technical Proposal with the highest marks will be given a technical mark of 100 and other proposals will be given technical marks that are inversely proportional to their marks.

Illustration for Technical Proposal Marks

Bidder	Technical Marks	Technical Proposal Marks (TPM)	Status
Bidder1	70	$(70/70)*100=100$	Qualified
Bidder2	60	$(60/70)*100=85.71$	Qualified
Bidder3	50	$(50/70)*100=71.42$	Qualified
Bidder4	30	$(30/70)*100=42.86$	Not Qualified

The bidders QCBS technical Marks shall be declared and notified for opening of their financial bids and unsuccessful financial bids returned.

b. Evaluation of Financial bids

Financial Bids of only those bidders, whose marks are at least 50 in the Technical Proposal Marks, in addition to fulfilling qualification criteria mentioned in their BID will be opened

The rate per student per day quoted in the Financial Bid must be reasonable and valid till the completion of contract and any extended period as requirement of CUTN.

Financial Proposal Marks (FPM) = (Lowest Financial Bid / Financial Bid under consideration) x 100. Proposal with the lowest cost will be given a financial score of 100 and other proposals will be given financial scores that are inversely proportional to their prices.

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Illustration for Financial Proposal Marks

Bidder	Financial Bid Amount (Rs.)	Financial Proposal Marks (FPM)
Bidder1	110	$(100/110)*100=90.90$
Bidder2	120	$(100/120)*100=83.33$
Bidder3	100	100

c. Final Evaluation

The final evaluation will be made on the basis of the following:

- **Weightage for the Technical Proposal: 0.3**
- **Weightage for the Financial Proposal: 0.7**

Combined Technical and Financial marks = $(0.3 \times \text{Technical Proposal Marks (TPM)}) + (0.7 \times \text{Financial Proposal Marks (FPM)})$

Highest Marks basis: On the basis of the combined weighted marks for quality and cost, the bidder shall be ranked in terms of the total marks obtained. The proposal obtaining the highest total combined marks in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 shall be recommended for award of contract.

Illustration for Final Evaluation

Bidder	Financial Proposal Marks (FPM)	Technical Proposal Marks (TPM)	Highest Marks (Considered upto two decimal point)	Rank
Bidder1	90.90	100	$=(0.7*90.90)+(0.3*100)=93.63$	H1
Bidder2	83.33	85.71	$=(0.7*83.33)+(0.3*85.71)=84.04$	H3
Bidder3	100	71.42	$=(0.7*100)+(0.3*71.42)=91.43$	H2

d. Award of the work

The Bidder with the highest aggregate score/ Highest Marks and ranked H-1 on the merit of evaluation shall be recommended for award of contract.

Tie breaking Clause: In case of two or more caterers score equal marks in their Combined Technical and Financial marks, then the ranking will be made based on their marks in Sl. No. 4 of Table 1 i.e. continuous experience in reputed educational/research institutions. If tie remains further, then the tie breaking will be done based on their experience in reputed academic institutions in Tamil Nadu/Puducherry region, as decided by the duly constituted committee.

2. The caterer should provide menu corresponding to Section 4(f) (Tables-2, 3 and 4). The nutritional value of the food items should meet the norms as set by the state/ central government with no exemption.
3. The Tender will be evaluated by Tender evaluation committee constituted by the Competent Authority, Central University of Tamil Nadu, Thiruvavur. **Only the technical bids of the firms, which meet the pre-qualification criteria, would be taken up for detailed technical evaluation and award of technical marks.** In the case of non-fulfilment of minimum pre-qualification criteria in each category of the technical bid, the bid of the respective bidder shall be rejected.

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SECTION 4: DETAILED DESCRIPTION OF SCOPE OF WORKS

4 (a): General Conditions of the contract

1. The contractor must have necessary tax registration (e.g. GST registration, etc.) for catering purpose.
2. Period of contract: The contract will be assigned initially for a period of six months. Upon satisfactory performance as per the feedback received from the Mess committee and other stake holders if any, the contract may be extended upto three years on a six-month basis. Extension/non extension will be the sole discretion of authority and the agency cannot assume extension as their right.
3. Termination of contract: The contract may be terminated by the caterer by issuing one month written notice. However, the authority reserves the right to terminate the contract without assigning any reason if it appears to the authority at any point of time that the services, quality of food, maintenance of hygiene of any of the mess services are deteriorated to such an extent that it is detrimental to the interests of the hostel inmates and their health by giving a notice of 15 days.
4. The Caterer shall pay to University, a nominal license fee of Rs.7,000/- per month for the Premises and Rs.4,000/- per month towards water charges. Electricity charges for kitchen, store room, rest room, and the wash area shall be paid by the licensee as per meter readings.
5. The caterer shall have to pay monthly licence fee in advance on or before 7th day of every month. In case of late payment of monthly licence fees and water charges, appropriate penalty will be imposed as decided by the university.
6. The caterer shall have to pay electricity charges within fifteen days from the generation of electrical bill. In case of late payment of electricity charges, appropriate penalty will be imposed as decided by the university.
7. Non payment of licence fees, water charges and electricity charges beyond two months shall be deducted from the Performance Security along with the penalty charges.
8. The caterer submitting the tender would be deemed to have considered and accepted all the terms and conditions of the contract. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender.
9. By accepting any work order related to this tender from Central University of Tamil Nadu , the contractor will be deemed to have entered into the agreement with CUTN by accepting all the terms and conditions mentioned herein. There will be no separate agreement signed between the parties.
10. **A Security Deposit (SD) of 5% of estimated value (or) Rs.7 Lakh (Rupees Seven Lakhs)** in the form of Demand Draft or Bank Guarantee from any Nationalized / Scheduled / commercial Bank as per RBI, GOI is to be deposited by the caterer to execute the contract document at the beginning of the contract period. No interest is payable on the Security Deposit.
11. **The minimum fixed rate is Rs.100/-** for the comprehensive menu as per Table-2 (Early Morning Coffee / Tea), breakfast, lunch (Evening Coffee / Tea & Snacks), & dinner) per day per student is inclusive of all charges related to manpower, services, taxes, safety, hygiene standards etc. The aforementioned fixed rate shall be in force for a period of six months from the date of execution of contract. The rate may be reviewed (increase / decrease) by the authority if the caterer continues to serve for subsequent six-month periods, considering any proper justification and general consumer price index. The service provider should abide by the reviewed decision of the Authority.

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12. Payment of availing Mess Service shall be made by the students / Hostellers directly to the Caterer on monthly basis. The Mess Residents/ students shall pay their month's mess bill on or before the **6th of every month**. It shall be the responsibility of the caterer to ensure collection of the Mess Fees directly from the students. The University has no role in settlement of bills for food supplied to students.
13. Whether a student takes food in the mess or not, unless otherwise permitted (as per next clause Sl. No. 7), each student will pay the fixed comprehensive menu rate on monthly basis.
14. Mess Rebate: Residents in the hostels who will be expecting to remain away from the hostel for more than three (03) days in a continuous mode (such continuous days is 'n' days), will have to intimate the hostel office at least two (02) days prior to their leaving the hostel. Any such applications will have to be forwarded by the supervisor/faculty adviser and wardens, as the case may be, and to be submitted to the hostel office along with the Mess Card. Such application will then be forwarded to the mess food contractor after having a record of the same in a register. In such cases, if a student avails "n" days of leave then (n-1) days amount will be adjusted by the caterer subject to fulfilment of above conditions. Any such applications for mess rebate without prior intimation to hostel office will not be entertained in any circumstances. Caterers need to keep separate registers for complaint and mess rebate. The reduction / rebate availed in that month will be adjusted in the consequent month or paid back (in cash) to the students as per the convenience of the student.
15. The contractor shall ensure that sufficient man power is deployed for preparation and service of each meal. The caterer has the responsibility to bring workforce to prepare and serve food, to clean utensil, plates, cooking material, kitchen, corridors, serving area and common dining hall, to load and unload material and any other mess related work. Maintaining cleanliness and hygiene of kitchen, utensil cleaning area, corridors, serving area and common dining area will be the sole responsibility of the agency engaged for catering services in respective Mess/Hostels.
16. The agency providing catering service in the Hostel/Hostels (the mess contractor) shall be required to provide three food services per day, that is, breakfast, lunch and dinner. The comprehensive menu with the meal plan may be revised time to time based on students' feedback, and to account for seasonal availability of raw materials. Extra refreshments should be provided on payment basis.
17. At any time during the period of contract, if it comes to the notice of the CUTN that the contractor has misled this office by way of giving false/incorrect information which has been material in award of the contract, the contract shall be liable to termination without any notice besides other legal action as per law and University will forfeit the security deposit of the concerned Mess contractor. Further in case of any breach, the contract can be terminated without any notice. CUTN reserves the right to add, delete and modify the terms and conditions at any point of time.
18. The contractor shall not sublease full or part of the contract. If found subleased, leads to blacklisting of the vendor and penalize by the University. Violation of rules mentioned above leads to penalty.
19. Approximate student strength of using mess in the last six months is between 400 and 750. A card or biometric system, based on the preference of the students, shall be maintained. The Mess is compulsory for all Hostel students.

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4 (b): Conditions on Quality & Hygiene to be provided by the Contractor

1. The contractor shall procure food articles and vegetables of good quality to the satisfaction of the Mess Committee constituted by the University. The Mess Committee shall have the right to change any brand of material used for cooking, provided the cost of the same does not exceed the cost of specified brand.
2. The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only fresh cooked food is served and the stale is not recycled. Stale food shall be removed from canteen premises as soon as possible but not later than seven hours of its preparation.
3. The nutrition value of the food items should meet the norms as set by the state / central government with no exemption.
4. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils must be maintained sparkling clean at all time.
5. The contractor shall pay special attention to maintain the kitchen in a neat and tidy condition at all times. For this purpose, the kitchen must be cleaned thoroughly after each meal regularly.
6. The change in meal rate due to temporary changes in raw material cost due to several market factors/conditions such as inflation/deflation, tax changes, temporary price increase due to short supply of the raw material, strikes, or any natural calamity etc. is not admissible.

4 (c): Mess facilities and maintenance

1. CUTN will provide water for washing and cleaning on chargeable basis. Water used for cooking should be properly (TDS, EC and pH) tested RO water only. The caterer is encouraged to install and maintain his/ her own RO water facility, which may be taken back at the end of the contract. Periodic cleaning of the RO tank should be done by the caterer.
2. CUTN will also provide minimal kitchen equipment's and cooking accessories as available. Any other additional Equipment's, machineries items required for smooth functioning of Mess shall be the responsibility of the Caterer. Maintenance of these items is fully responsibility of the caterer, with no financial responsibilities on University. Repairing of any damaged kitchen equipment and cooking accessories shall be responsibility of concerned Mess contractor. All such repairing must be done within 07 days of such reporting, failure which, same must be replaced by the new one.
3. Cleaning/Washing of utensils and crockery items and keeping the mess premises neat, clean, and hygienic are the responsibilities of the mess contractor. The kitchen(s) are to be well maintained. Hygiene, cleanliness and presentation of high standard of not only the mess kitchen and dining rooms.
4. In case of any loss to provided kitchen equipment, furniture, utensils and other accessories within the contract period, these items should be replaced by a newly purchased similar item to the satisfaction of the issuing authority.
5. The entire activity of the caterer shall be limited within a marked area (to be notified separately to the successful firms) of the assigned hostel(s) meant for dining, cooking, storing, cleaning, and preparation areas.
6. The caterer should be solely responsible for the arrangements of gas refills, and their safety from their own resources. Fuel for cooking should be commercial LPG only, which is the sole responsibility of the caterer.
7. Periodic cleaning of fixtures (including dining table, lights, fans and other equipment's) shall be carried out bimonthly by the caterer, maintaining the record which will be checked by the hostel management.
8. Caterer must make his own arrangements for house-keeping of the dining and kitchen area allotted to him. The kitchen, washing area and stores shall be maintained neat and clean at all time.
9. Waste disposal is the responsibility of the Caterer. Caterer under no circumstances shall dispose plastic and food waste into the drainage. Non-compliance of proper waste disposal will invite penalty.
10. The caterer can temporarily construct or install additional fittings at their own cost inside the premises of the work place with prior written approval from the competent authorities.
11. Periodic checking to be done in discarding the spoiled vegetables and grocery items.

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12. The caterers shall be responsible for supplying all materials required for repair and maintenance of the kitchen, store room, washing area and staff resting area.
13. Following shall be the responsibilities of the caterer regarding hygiene and cleanliness:
 - a. cleaning and washing of plates, cutleries and utensils
 - b. cleaning and maintenance of kitchen equipment
 - c. keeping the mess premises and surroundings neat, clean and hygienic
 - d. periodic fumigation as and when required
14. The inventory of articles shall be handed over to the successful Bidder/Tenderer in good and working condition at the commencement of the contract. The Bidder/Tenderer shall be the custodian of this University property and mess inventory during the period of contract. Any loss to the inventory by way of misuse, breakage, theft etc. has to be compensated by repairing/replacing the inventory at bidder's cost.
15. Similarly the inventory in good condition shall be handed over by the Bidder/Tenderer to the mess committee on the expiry of the contract period. The security deposit shall be refunded only after a "NO DUES CERTIFICATE" is granted by the mess committee.

4 (d): Catering

1. The caterer shall ensure a quality-catering, rendered in a courteous and prompt manner, and is in accordance with the laid down guidelines.
2. Breakfast, Lunch and Dinner are to be served as per the Comprehensive Menu and at the scheduled time. No adjustment of the time or menu is allowed without prior permission from hostel office.
3. The mess timing:
 - Breakfast: 7.30 am to 9.30 am (8.00 AM to 10.30 AM on holidays)
 - Lunch: 12.30 pm to 2.30 pm (1.00 PM to 3.00 PM on holidays)
 - Dinner: 7.30 pm to 9.30 pm

This Mess timing should be displayed in common dining area and the contractor should abide by that.
4. Type of service: Self-service with a minimum of two counters in each mess.
5. The Mess in all hostels will function throughout the year. The Mess will not be allowed to be closed on any day, including holidays, for any reason whatsoever. Closing of any mess during vacations will be decided by the wardens, with the approval of the Competent Authority.
6. The food cooked in the dining facility shall not be taken out to other places beyond the respective mess premises. The contractor has the responsibility not to allow any students to take food outside mess premises.
7. When circumstances warrant, the contractor shall be required to cater large number of students at very short notice.
8. Mess contractors have to arrange for Biometric system & Mess card for each subscriber within 1 week after starting service.
9. Special meal (such as boiled food) should be provided to the ill hostel boarder hospitalized in the campus hospital or inside the hostel.
10. The caterer shall ensure that all the safety precautions are properly taken during the process of cooking and serving. Special emphasis will be laid on fire safety norms and proper operation of electrical gadgets/instrument, fire-fighting equipment, etc. placed at the disposal of hostel mess.
11. The caterer should keep separate Registers for complaints and mess rebate.
12. The caterer should operate mess service even during the vacation.
13. The caterer should extend the service to the special events of the university.

4(e): Workforce Policy

1. Caterer shall appoint the required working staff in the mess as per the need so as to ensure smooth execution of the catering services and shall display their details (Name, Designation, Category, Photograph) in the mess notice board with his/her approval signature and seal. Caterer shall also submit

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- the details to the University Administration, through Hostel Office with Aadhar card details within two weeks from starting the mess.
2. In case of workers added later during the contract period, the above should be strictly followed.
 3. The caterer shall report any changes in the employees to Hostel Administration. Employment of child labour defined as per relevant laws is strictly prohibited.
 4. Caterer of the girls' hostel shall appoint female working staff, without fail, in the dining halls, preferably in kitchen also.
 5. The contractor will issue Identity cards to its outsourced workers and supervisor/own staff after getting them verified by the University Administration.
 6. Dress Code: The Caterer has to enforce the outsourced workers to wear a shirt with the logo of the company or the contractor. Two sets of uniforms and other items necessary for outsourced worker safety will be provided by the contractor. Mess workers shall wear clean gloves, hair net and face mask during both cooking and serving the food.
 7. Mess employees should use separate clean cloths, foot wares, any wearable during mess hours.
 8. It will be the responsibility of the Contractor/Service Provider that the outsourced workers engaged by him/her for catering services will be present in the mess premises for the entire period of their duties.
 9. The Caterer shall be responsible for the proper conduct and behaviour of the employees engaged.
 10. The Contractor will be fully responsible for any accident or mishaps involving mess workers engaged and the Contractor would pay claims made by the victims.
 11. The Contractor shall be liable to pay compensation for any loss and damages caused to the property of the mess or its staff members/visitors by his/her outsourced workers.
 12. The Contractor and his/her workers shall follow the rules and regulations of the CUTN in force and instructions issued from time to time. Hostel authority will be free to take action against the contractor for violating the same.
 13. None of the mess workers are allowed to smoke or consume alcohol in the University premises.
 14. Caterer's staff shall not be allowed to stay inside the campus beyond duty hours.

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4(f): Comprehensive Menu

1. The comprehensive Menu* is as under:

TABLE-2

	BREAKFAST 7.30-9.30 AM ON HOLIDAY 8.00-10.30 A.M	LUNCH 12.30-2.30 PM ON HOLIDAY 1.00-3.00PM	DINNER 7.30-9.30 PM
DAILY REGULAR MENU	BANANA,TCM.+BROWN SUGER+BBJ+BOILED EGG+CORNFLAKES	WHITE RICE, CHAPATI, BUTTER MILK,PICKLE,	TCM
MONDAY	GOBI/ALLO PAROTTA, SEMIYA KICHADI, BOILED EGG, GREEN SALAD, CURD, MINT CHUTNEY,TCM.	VARIETY (LEMON / TAMARIND) RICE, DAL, CHAPATI, RASAM, KARA KULAMBU, AVIYAL, VEG THOKKU. APPALAM.	ONION UTHAPPAM,COCONUT CHUTNEY, CURD RICE, PODI, SESAME OIL. TCM
TUESDAY	MASALA DOSA, SAMBAR, CHUTNEY, DAL VADA, POHA,PODI, SPROUTS, SESAME OIL TCM	CHAPATI, GREEN PEAS MASALA, SAMBAR, PORIYAL, RASAM, JUVSARISI PAYASAM,FRUIT JUICE,VEG THOKKU, FRYMS.	CHAPATHI,ALOO MUTTER.VEG.PULAO.RAITHA, EGG MASALA.GOBI 65 CM. FRYMS, PICKLE TCM
WEDNESDAY	POORI,ALOO MASALA , COCONUT CHUTNEY, SEMIYAKICHADI ,VEG SALAD TCM	CHAPATI .MIXED VEG KURUMA, SAMBAR,RASAM, KOOTU, VEG THOKKU. APPALAM	CHAPATHI + PEPPER CHICKEN MASALA NV/ PANEER BUTTER MASALA VEG, NON-VEG GRAVY, VEG GRAVY, WHITE RICE, RASAM,ICE CREAM, PICKLE TCM
THURSDAY	IDLY, UDUPI SAMBAR, COCONUT CHUTNEY, PODI, SESAME OIL SWEET. TCM	CHAPATI,SOYA BEAN GRAVY.TOMATO RICE, SAMBAR,RASAM,POTATO PORIYAL, VEG THOKKU. FRYMS	ONION UTHAPPAM , CHUTNEY, PODI, SESAME OIL. EGGMASAL.ALOO FRIES TCM
FRIDAY	GHEE OR BUTTER DOSA, SAMBAR,PEANUT CHUTNEY, RAVA KICHADI, PODI, SESAME OIL TCM	CHAPATI ALOO KURMA, SAMBAR, PORIAL, MONG DHAL PAYASAM,RASAM, VEG THOKKU. APPALAM	CHAPATHI, CHENNA MASALA, THICK COCONUT THOVAYAL,CURD RICE. TCM
SATURDAY	CHOLE BATURE, CHANA MASALA, RAVA KICHADI,CHAKARA PONGAL, TCM	CHAPATI MEAL MAKER MASALA, MOOR KOLAMBU, LAY'S FINGER PORIYAL, VEG THOKKU. APPALAM	EGG FRIED RICE NV/VEG FRIED RICE VEG, CHAPATHI,VEG GRAVY,GOBI MANCHURIAN,TOMATO SAUCE TCM
SUNDAY	PONGAL, MEDU VADA BIG (1), SAMBAR, COCONUT CHUTNEY, SEMIYAKICHADI. TCM	NON-VEG – CHICKEN BIRYANI, CHICKEN GRAVY, VEG PANEER BIRYANI, MIXED VEG KURUMA, RAITHA, CURD RICE,CUP ICE CREAM.	DOSA, SAMBAR, CHUTNEY, WHITE RICE, RASAM, PODI, SESAME OIL,APPLE JUICE TCM

TCM- Tea, Coffee, Milk; BBJ-Bread, Butter, Jam; CM- Coffee, Milk

*The committee may also consider revision of the menu as per requirement. Note that any substitution in the menu has to be mutually agreed upon by the Mess Committee and the contractor

Signature of the Bidder

2. The mess contractor shall procure food articles of good quality in consultation with and to the satisfaction of the Mess Committee. The quality or brand of some of the items is specified below in Table (3) & (4):

TABLE -3

FSSAI APPROVED PRODUCTS SHOULD BE USED. BRAND OF SOME OF THE ESSENTIAL MESS COMMODITIES:

Salt: TATA/Annapurna/Captain Cook for all purposes
Spices: MDH/Everest Sunrise/Shakti/Ashirwad
Ketchup: Maggi/Kissan/Wakefield/Delmonte
Oil (Sunflower): Sundrop/Goldwinner/Saffola/Fortune
Oil (Mustard): Dhara/Idhayam/Fortune/Ruchi
Pickle: Priya/Mothers/Ruchi
Atta: Ashirwad/Annapurna/ Elite / Pilsbury
Papad: Popular/Lijjat/Bikaner
Butter: Amul/Mother Diary/Britannia/Hatsun/Milky Mist
Bread: Modern/Britannia/Morish/
Jam: Kissan/Top Ramen/Maggi
Ghee: Amul/Mother Diary/Everyday/ Hatsun/Milky Mist
Milk: Nandini/Mother Dairy/Aavin/
Paneer: Amul/Mother Diary/Milky Mist
Tea: Brook Bond/Lipton/TATA (Gold), Red label/AVT
Coffee: BRU/Brook Bond/Sunrise
Only Vim/Dettol/Pril liquid detergents are allowed for washing utensil etc.

3. The Mess Contractor should serve the food as per specifications mentioned below in Table (4) which are minimum. The mess contractor may add other items with specification and quantity as per menu:

**TABLE - 4
SPECIFICATIONS OF DISHES**

S.No	Item	Quantity	Dimension	Remarks
1	Medhuvadai	1 No	Outer radius > 4 cm, Inner radius < 1.5 cm	
2	Poriyal	1 bowl	Hemi-spherical with radius 4 cm	
3	Appalam	1 No	Circular with radius > 8 cm	
4	Gopi-65	100 grams		
5	Boiled Egg	1 No		
6	Banana	1 No	Standard size	
7	Gulab Jamun	1 No	Spherical with radius > 2.5 cm	
8	Bread	8 Pieces	Square shaped with area 12x12 Sq.cm	
9	Butter	3 Table		Should be provided separately

Signature of the Bidder

		Spoon		
10	Buttermilk	250 ml		Standard Density. Should be prepared with green chilli, curry leaves etc.
11	Chicken Curry	120 gms		Quantity mentioned for Chicken pieces only.
12	Paneer Butter Masala /Paneer Burji/Egg Burji /Chilli Paneer	80 gms		Quantity mentioned for Paneer pieces only.
13	Curd	100 gms		
14	Tea, Milk, Coffee	200 ml	(Early Morning & Evening)	The Milk used for all these products should be of 6.0 % Fat and 9.0 % SNF Lactometer Reading > 27 Sugar should be served separately.
15	Veg Salad	1 bowl	Hemi-spherical with radius > 4.5 cm	Must Include Carrot, Cucumber, Onion, Tomato, Lemon Juice.
16	Egg Omelette	1 piece with 60 gms	Square Shaped	
17	Fruit Salad	1 bowl	Hemi-spherical with radius > 4.5 cm	Minimum four variety of fruits from the below list. 1) Apple 2) Watermelon 3) Grapes 4) Pineapple 5) Banana 6) Pomegranae
18	Potato Fries	1 bowl	Hemi-spherical with radius > 4.5 cm	
19	Fried Chicken	1 Piece with 80 gms		
20	Raitha	1 bowl	Hemi-spherical with radius > 4.5 cm	Should contain Onion, Carrot, Cucumber, Green Chilly, Tomato.
21	Aloo Masala (with dosa and poori)	80 gms		
22	Ring Fryums	1 bowl	Hemi-spherical with radius > 4.5 cm	
23	Other Dishes*			

* Quantity of the dishes are unlimited unless mentioned in the table of specifications of dishes.

4. The mess contractor has to employ own supervisors/administrative staff at their own cost for raw items procurement, food preparation monitoring, accounting, outsourced worker payment and other related administrative activities. Likewise, the mess contractor has to employ own cooks at own cost for food preparation. Central University of Tamil Nadu shall not be responsible for salary and benefits of such supervisors and cooks. However, the number of such administrative staff and cooks must be intimated to hostel office beforehand and necessary approval must be taken.
5. In addition, the mess contractor shall be required to provide guest meal and extra items (Add-on) which are not covered under the comprehensive menu against additional direct payment from students and guests. Coupons

Signature of the Bidder

should be issued by the caterer for guest meals and extra items (Add-on), which can be purchased by students/guests as and when required.

6. Costing of add-on items will be mutually agreed upon by Students/Guests and the mess contractor.
7. Guest meal rate shall be same as that for students.

4(g): Statutory Compliances

1. It will be the sole responsibility of the Contractor to abide by the provisions of the acts i.e., Employment of Children Act, Workmen Compensation Act, Employment of Labour/Contract Labour Act, Contract Labour Abolition & Regulation Act 1970, Minimum Wages as per Central Government, Employee Provident Fund Act and Employee State Insurance Act, Bonus Act, and any other Act or Legislation brought from time to time, which may govern the nature of the contract as may be applicable from time to time as to the outsourced workers engaged by him/her for performance of this contract. The contractor should have valid Food license issued by competent authority throughout the period of contract.
2. No worker below the age of 18 (eighteen) years shall be employed at the work.
3. The contractor will pay minimum wages in regards to his/her contractual workers engaged in mess and allied services at the rate of the unskilled/skilled category. As and when the minimum wage is revised by Govt. caterer has to abide by it.
4. The Contractor shall comply with all requirements under central, state and local tax laws (tax, duties, levies, etc.) and shall be responsible for payment of all taxes and other statutory payments to the respective authorities.
5. Any liability arising on the Hostels shall be recovered from the Security Deposit of the Contractor.

4(h): Penalty Clauses

Failure to supply food in terms of quality, quantity and as per the menu will attract penalty. For not adhering to contractual conditions, CUTN shall be free to impose monetary fine as deemed fit on the caterer. Fines imposed shall be remitted by the caterer to the University account or else the same shall be adjusted from the Security Deposit.

- a. Vegetables used should be fresh and of good quality. If vegetables kept for use or stored is found to be rotten or of poor quality, then a fine of Rs. 10,000/- for each occasion will be imposed.
- b. If the regular menu is not served during the respective dining periods, the mess charges for the particular session of all the students will be waived as penalty.
- c. If sufficient food is not prepared and served during the particular session, the mess charges for the respective dining period for the affected students will be waived as penalty.
- d. The Hostel standards expects milk for preparing tea, coffee and other milk products to have specific gravity of 1.025 -1.032 g/ml which implies a Lactometer reading not less than 27 °L without sugar while providing it to students.
- e. If poor quality of rice is used for preparation of food items, a penalty of Rs.10,000/- for each occasion will be imposed.
- f. Oil once used should not be reused. If reuse of oil is noticed, penalty of Rs.5,000/- for each occasion would be levied.
- g. Item like Aji-no-moto, Baking soda, maida and coloring items etc. are strictly banned and they should not be used. If they are found in the kitchen premises penalty of Rs. 10,000/- for each occasion will be imposed.
- h. Kitchen(s), store room(s), washing area and the dining hall should be kept clean and hygienic at all times. If not kept, a fine of Rs. 5,000/- for each occasion will be imposed.

Signature of the Bidder

- i. If there is any deviation in the proposed Menu as approved by the committee, a fine of Rs. 10,000/- for each occasion will be imposed.
- j. Basic menu (until and unless specified) is unlimited. The mess charges for the particular session for all the students will be waived as penalty if the caterer refuses to serve the specified quantity of food to the students.
- k. Personal hygiene such as regular cutting of nails, trimming of hair, wearing face mask, wearing washed, clean cloths should be strictly maintained by all mess employees at all times, if not a penalty of Rs. 5,000/- per person per occasion will be imposed on the caterer.
- l. For damaged caused by the caterer to the kitchen equipment, vessels and other items supplied by CUTN, the cost of the equipment will be recovered.

The Chairperson, Hostel Committee appointed by the Vice Chancellor, CUTN shall be the Competent Authority with regard to imposition of penalty. The caterer may appeal to the Vice-Chancellor, CUTN for reduction/Waiver of penalty. The decision of the Vice Chancellor, CUTN shall be final.

SECTION 5: APPLICATION PROCEDURE

1. If an individual makes the application, it shall be signed by the proprietor above his full typewritten name and current address
2. If the application is made by a proprietary firm, it shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
3. If the application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current address, or alternatively by a partner holding power of attorney for the firm. In such a case, a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed and current address of all the partners of the firm shall also accompany the application.
4. If the application is made by a limited company or a corporation, it shall be signed by a duly authorized person holding power of attorney for signing the application. In such a case, a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence before the pre-qualification application is filed.

SECTION 6: HOW TO SUBMIT?

1. The bid shall be submitted in a **Two-Bid System through the CPP Portal**, comprising **Technical Bid and Financial/Price Bid**, to be uploaded separately in the respective folders provided in the e-procurement system.
2. The application and all supporting documents shall be **typed/scanned and uploaded in the CPP Portal**. The applicant's **name, signature and official seal** shall be affixed on each page of the documents before scanning and uploading.
3. Overwriting should be avoided. Corrections, if any, shall be made by neatly crossing out, initialling, dating and rewriting. **All pages of the documents shall be signed, numbered, scanned and uploaded as part of the bid submission in the CPP Portal.**
4. The interested firms meeting the **pre-qualification criteria (mentioned in Section 2)** are required to **upload their bids through the CPP Portal**. The bid should contain the following documents:
 - i. Letter of transmittal (Annexure 1)
 - ii. Prequalification-cum-technical information along with all supporting documents (Annexure 2 and all necessary documents mentioned therein such as:

Signature of the Bidder

- a. Earnest Money Deposit (EMD) of Rs. 50,000 through DD in favour of Central University of Tamil Nadu, Payable at Thiruvarur or EMD Exemption Certificate (i.e) NSIC / MSME / SSI
 - b. Food Safety and Standards Authority of India (FSSAI) certificate
 - c. Valid labour license, PF/ESIC registration, and applicable license by Public Health Officer etc..
 - d. Registered Partnership deed in case of firm or LLP/Memorandum of Association in case of company
 - e. Profit & Loss Statement Certified by Chartered Accountant for last three years.
 - f. Details of all works of similar nature completed in last five years (Annexure 3)
 - g. Declaration for accepting fixed comprehensive menu rate (Annexure 4).
 - h. Latest Performance Certificate from present/past educational institutions (if any).
 - i. Any other authenticated certificates, testimonials and proof of experience should be produced along with the tender
5. **All the pages of the Tender document including the supporting documents and copy of certificates/document should be signed by the authorized person of the Firm along with the seal of the firm.**
 6. All information called for in the enclosed forms should be furnished against the respective columns in the forms given in Annexure 1- 4. If information is furnished in a separate document, a reference to the same should be given against respective columns in such cases. If any particulars/ query is not applicable in the case of an applicant, it should be stated as 'Not Applicable'. However, the applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by telegram, telex or e-mail and those received late will not be entertained.
 7. References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by a responsible person.
 8. Latest feedback from present/past catering institutions may be enclosed along with the application.
 9. **INTEGRITY PACT:** As per the directives of the Central Vigilance Commission all government department/ organizations/ Universities have to adopt an Integrity Pact (IP) to ensure transparency, equity and competitiveness in major public procurement activities. The integrity pact envisages an agreement between the prospective bidders/ vendors with the buyer committing the persons/ officials of both the parties with the aim not to exercise any corrupt influence on any aspect of the contract. Only those bidders/ vender who are willing to enter in to such an integrity pact with the purchase would be competent to participate in the bidding. The integrity pact would be effective from the date of invitation of bids till complete execution of the contract. The model format of integrity pact (IP) is at Annexure – 6
 10. The EMD should be submitted by
Post to “The Registrar, Central University of Tamil Nadu, Admin. Block, Purchase Section, Neelakudi, Thiruvarur- 610005”
OR
In person at the reception of APJ Abdul Kalam Block (Admin) Block, Central University of Tamil Nadu, Thiruvarur - 610005 .

SECTION 7: ACCEPTANCE AND REJECTION

Central University of Tamil Nadu reserves the right to shortlist/reject any or all tenders and accept the whole or any part of the tender without assigning any reason. Catering establishments that served in CUTN Hostels/Canteens earlier but whose services were terminated before completing the contract period is not eligible to participate in this tendering process. A tender which does not fulfil any of the conditions as per these or with incomplete documents in any respect will be rejected summarily.

Signature of the Bidder

SECTION 8: AWARD OF CONTRACT

1. The merit list will be prepared based on combined QCBS score as per evaluation criteria mentioned in the bid.
2. The Bidder with the highest aggregate score/ Highest Marks and ranked H-1 on the merit of evaluation shall be recommended for award of contract.
3. Once the work order awarding the contract is sent to the caterer, they must be ready to serve in Central University of Tamil Nadu within 10 days of receiving the work order.
4. Competent Authority reserves the following rights:
 - a. To review the performance of agency/agencies every semester (six months) by an evaluation committee to be formed by the Competent Authority based upon which the Competent Authority may terminate the contract by giving one month notice and allocate the said Mess to Remaining Empanelled agencies according to merit.
 - b. To review and revision of the menu based on recommendation of the Mess Committee.
 - d. By accepting the work order from CUTN, Thiruvarur, the contractor will be deemed to have entered into an agreement with Central University of Tamil Nadu whereby the contractor has agreed to accept all the terms and conditions set upon in this tender. There will be no separate agreement between CUTN, Thiruvarur and the contractor other than the work order acceptance mechanism.
 - e. The decision of Central University of Tamil Nadu will be final in awarding the contracts.

Signature of the Bidder

PRE-QUALIFICATION-CUM-TECHNICAL INFORMATION

LETTER OF TRANSMITTAL

[To be submitted in the organizational letterhead]

Date:

From
(Full Address of the Applicant)

To:
The Registrar
Central University of Tamil Nadu
Thiruvavur-610005

SUBJECT: Submission of pre-qualification application for providing catering services in Hostels of the CUTN, Thiruvavur on fixed rate decided by the University.

Sir,

Having examined the details given in the Tender Document Ref. No. _____ dated _____ for providing catering services on fixed service charge rate decided by the University, published in the CPP Portal and University website, we hereby submit the pre-qualification documents.

1. We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. We undertake that, if any information or document is found to be false or forged, my application/empanelment is liable to be rejected / cancelled by CUTN, Thiruvavur at any point of time.

Enclosures: nos.

Date of submission:

Signature of Applicant

Name of the Organization

(Company seal)

Signature of the Bidder

BASIC TECHNICAL DETAILS (To be submitted along with the documents for technical bid)			
1.	Name of the Caterer/Catering Firm :		
	Complete Address:		
2.	Phone No.:	E-mail ID:	
	Name of Contact Person/ representative of firm:		
	Designation:	Mobile number:	
3.	Provide the details and attach copies as documentary proof (signed)		Details
	Catering/Labour License No:		
	Catering/Firm Registration No:		
	Valid FSSAI Registration No.		
	PAN No:		
	TAN No:		
	ESI No:		
	EPF No:		
	GST No:		
4.	Fill the value (in number) and attach documentary proof thereof	Value in number	Attached at page no.
a)	Firm's Experience in catering services in years		
b)	Total experience of catering work in reputed academic institutes like Central University, IISER, IIT, IIIT, IIM, AIIMS, NIT Autonomous institution and Central funded Universities		
c)	No. of Food Courts/ dining facilities run in Higher educational Institutions (Enclose list of work handled up to March 2025 and ongoing work separately with all the relevant documents) (List to be included with name of the institution, duration, number of students catered, type of service provided)		
d)	The longest continuous experience in a reputed educational institutions, government organizations, and other similar establishments (Supporting documents should be provided with name of the institution, duration, number of students catered, type of service provided)		

Signature of the Bidder

e)	Total experience of catering work in reputed academic institutes in Tamil Nadu/ Puducherry region (Supporting documents should be provided with name of the institution, duration, number of students catered, type of service provided)		
f)	Annual financial turn-over (gross) of the firm (in the last 3 financial years ended on 31st March 2025) Copy of audited Statement of Profit and Loss Accounts certified by Chartered Accountant should be enclosed	2022-23:	
		2023-24:	
		2024-25:	
		Average:	
g)	No. of Food Courts/dining facilities run in non-academic establishments (Enclose list of work handled up to March 2025 and ongoing work separately with all the relevant documents. List to be included with name of the origination duration, type of service provided)		
5.	Please state Yes/No/NA and attached the documentary proof thereof for following particulars:	Yes/No/NA	Attached at Page no.
a)	EMD of Rs.50,000/- through DD No. and Date (OR) If EMD exempted valid NSIC/MSME/SSI Certificate		
b)	GST/Service Tax Certificate		
c)	Food Safety and Standards Authority of India (FSSAI) certificate		
d)	Labour License certificate		
e)	PF/ESIC registration		
f)	Registered Partnership deed in case of firm or LLP/Memorandum of Association in case of company		
g)	Shop & Establishment Registration Certificate (if any)		
h)	Quality Certification obtained for the Food courts/ Dining facilities/Catering services provided (if any)		
i)	Latest feedback from present/ past catering institutions		
j)	Litigations, if any, connected with Catering Work		
k)	Any other information, caterer wishes to provide in support of their credentials (Details, if any, to be furnished separately)		

Note: Please use separate sheets if the space, provided above, is not sufficient. Signed documentary proofs for statements are compulsory. Bids without the information and relevant documents mentioned above will be rejected without further consideration.

Signature of the Bidder

Details of all Works of Similar Nature Completed /On-going as on the last date of submission

Sl. No.	Name of the Organization	Whether Academic (or) Non-academic Organization	Nature of organization (Govt/PSU/Private)	Scope of work and dining capacity	Date of commencement as per contract	End date of the contract	Period of contract (In years)	Name, address and telephone of the officer to whom reference may be made	Remarks

Date of submission:

Signature of Applicant

Name of the Organization

(Company seal)

Signature of the Bidder

Declaration for Accepting Terms and Conditions

From
(Full Address of the Applicant)

To:
The Registrar
Central University of Tamil Nadu
Thiruvarur-610005

This is to certify that we are willing to provide mess food/catering services in Hostels at CUTN, Thiruvarur (Reference to your Tender No.2025-26/xx dated xx.xx.2025) for the comprehensive menu as per the list enclosed and as per terms and conditions of the tender document. We hereby agree to all the terms and conditions mentioned in the tender document.

Further we hereby undertake that there are _____ pages, serially numbered, in the tender including supporting documents.

(Please number all the pages including blank page, if any)

Signature

Date:

Place:

Along with official seal and address

Signature of the Bidder

(TO BE SUBMITTED IN THE GIVEN FORMAT)**RATES OFFERED BY THE BIDDER**

ITEM	Unit	RATE (Rs.) (Including Service Tax etc.)
Comprehensive Menu Price (Breakfast, Lunch and Dinner including snacks and tea/coffee/ milk as given in Tables 2, 3 and 4)	Per student per day	

I hereby agree to provide and serve the items mentioned in Section – 3 (2) and Tables 2,3 and 4 as per the rates quoted above by me and as per the terms and conditions mentioned in Section - 4.

I hereby agree that the above rate for the comprehensive meals per day per student is inclusive of all charges related to manpower, services, taxes, safety, hygiene standards etc. The aforementioned fixed rate shall be in force for a period of six months from the date of execution of contract.

Date :

Signature of the bidder with Name & Seal

Place :

Address with Phone Nos., email ID etc.

Signature of the Bidder

INTEGRITY PACT

To,

The Registrar,
Central University of Tamil Nadu,
Thiruvarur.

Sub: Submission of Tender for **Catering Service in Hostels of Central University of Tamil Nadu (Common Mess-I with Two Kitchens)** at Central University of Tamil Nadu, Thiruvarur.

Sir/ Madam,

I/We acknowledge that Central University of Tamil Nadu, Thiruvarur is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, Annexure 6-A which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that **THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE** of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by Central University of Tamil Nadu, Thiruvarur. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, Central University of Tamil Nadu, Thiruvarur shall have unqualified, absolute and unfettered right to disqualify the tenderer / bidder and reject the tender/bid in accordance with terms and conditions of the tender/ bid.

Yours faithfully,

(Duly authorized signatory of the Bidder)

Signature of the Bidder

(To be submitted on non-Judicial stamped paper(Rs.200/-)

INTEGRITY AGREEMENT

This Integrity Agreement is made at on this day of 2026

BETWEEN

The Registrar, Central University of Tamil Nadu, Thiruvarur, (Hereinafter referred as the ‘**Principal/Owner**’, which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

.....(Name and Address of the Individual/firm/Company) through (Details of duly authorized signatory) (Hereinafter referred to as the “**Bidder/Contractor**” and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

Preamble

WHEREAS the Principal / Owner has floated the Tender (Tender Ref. no:**CUTN/PUR/2025-26/_____**) (hereinafter referred to **for Catering Service in Hostels of Central University of Tamil Nadu (Common Mess-I with Two Kitchens)** at Central University of Tamil Nadu, Thiruvarur.

hereinafter referred to as the “Contract”.

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s). AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "Integrity Pact" or "Pact"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

Article 1: Commitment of the Principal/Owner

- (1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - (a) No employee of the Principal/Owner, personally or through any of his/her family members, will inconnection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

Signature of the Bidder

- (b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
- (c) The Principal/Owner shall endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- (2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the **Chief Vigilance Officer \ Officer in charge** and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article 2: Commitment of the Bidder(s)/Contractor(s)

1. It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
2. The Bidder(s)/Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
 - (a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
 - (b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
 - (c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - (d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participate in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
 - (e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.

Signature of the Bidder

3. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
4. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice means a will ful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.
5. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

Article 3:Consequences of Breach

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

1. If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.
2. Forfeiture of EMD/Performance Guarantee/Security Deposit: If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/Contractor.
3. Criminal Liability: If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

Article 4: Previous Transgression

1. The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.

Signature of the Bidder

3. If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors

1. The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/sub-vendors.
2. The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
3. The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/ Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

Article 6- Duration of the Pact

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 60 days after the completion of work under the contract including extension period (if awarded) and for all other bidders, till the Contract has been awarded. (if applicable)

If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, CUTN.

Article 7- Other Provisions

1. This Pact is subject to Indian Law, place of performance and jurisdiction is the Head quarters of the Division of the Principal/Owner, who has floated the Tender.
2. Changes and supplements need to be made in writing. Side agreements have not been made.
3. If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
4. Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
5. It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

Article 8 - Legal and Prior Rights

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard any of the provisions covered under this Integrity Pact.

Signature of the Bidder

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....

(For and on behalf of Principal/Owner)

.....

(For and on behalf of Bidder/Contractor)

साक्षीगण | WITNESSES:

1

(हस्ताक्षर, नाम व पता/ *signature, name and address*)

2

(हस्ताक्षर, नाम व पता/*signature, name and address*)

स्थान/Place:

दिनांक/Date :

Signature of the Bidder