# National University of Study and Research in Law, Ranchi

Nagri, P.O. Bukru, P.S. Kanke, Ranchi - 834006, Jharkhand

**NOTICE INVITING TENDER**

**Cafeteria Tender**

**Tender No.:** NUSRL/RNC/2026/1043 (B) **Date:**04/11/2026

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The National University of Study and Research in Law (NUSRL), Ranchi invites sealed bids under a Two-Bid System (Technical Bid and Financial Bid) from eligible agencies/firms/individuals having experience in running cafeterias, canteens, food courts, restaurants, institutional messes, or similar food service establishments for operation and management of Cafeteria facilities within the NUSRL Campus.

The University shall provide the cafeteria premises on a license basis. The successful bidder shall operate and maintain the cafeteria at its own cost and responsibility.

**Last date of submitting the tender : 23/11/ 2026 05:00 PM**

**Tender Opening Date: 25/11/2026 at 04:00 PM**

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**2. DETAILS OF CAFETERIA PREMISES**

| Sl. No. | Location | Area (Approx.) |
|---|---|---|
| 1 | Cafeteria Location-I | 200 (Approx) Sq. Ft.(Academic Block) |
| 2 | Cafeteria Location-II (Main ) | 1500-2000 (Approx)Sq. Ft.( Near the Playground and Hostel) |

The bidder may apply for one or both cafeteria locations. Before submitting the tender, the bidder must visit the University during (2:00 PM to 5:00 PM) on working days to inspect the cafeteria premises where the cafeteria operations will be carried out..

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**3. CONTRACT PERIOD**

The contract shall initially be awarded for a period of two (02) years from the date of execution of the License Agreement. Renewal of the contract shall be considered on an annual basis, subject to satisfactory performance and approval of the Competent Authority. The contract may be extended for a further period of one (01) year, subject to satisfactory performance and approval of the Competent Authority. Any such extension shall be granted based on satisfactory performance during the preceding contract period.

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**4. ELIGIBILITY CRITERIA**

The bidder shall:

1. Be a Proprietorship, Partnership Firm, LLP, Company, Cooperative Society, or Registered Agency.
2. Have minimum three years' experience in operation of cafeteria/canteen/restaurant/food service establishments.
3. Possess valid:
    - FSSAI License
    - PAN Card
    - GST Registration
    - Trade License (if applicable)
4. Have average annual turnover of not less than Rs. 5.00 Lakhs during the last three financial years.
5. Not have been blacklisted by any Government Department, PSU, Autonomous Institution, University, or Court of Law.
6. Submit all supporting documentary evidence.

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**5. EARNEST MONEY (EMD) & Tender fee**

**EMD Amount: Rs. 20,000/-**

The EMD shall be submitted through Demand Draft in favour of: **“Registrar, NUSRL Ranchi"**

**& Tender fee – Rs. 1000/-**

**The Tender fee** shall be submitted through Demand Draft favour of:**"Registrar, NUSRL Ranchi"**

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**6. SECURITY DEPOSIT**

The successful bidder shall deposit after awarding the Contract within a week:

**Security Deposit: Rs. 50,000/-**

The Security Deposit shall be refunded without interest after successful completion of the contract and settlement of all dues.

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**7. LICENSE FEE**

1. The bidder shall quote the Monthly License Fee separately for each cafeteria location.
2. The highest valid bidder (H-1) shall normally be considered for award of the contract.
3. License Fee shall be payable monthly in advance on or before the 10th day of every month.
4. An annual escalation of **5% on the license fee** shall be applicable from the second year onwards.

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**8. ELECTRICITY CHARGES**

1. Electricity charges shall be borne entirely by the contractor.
2. Electricity consumption shall be charged through separate meter/sub-meter readings.
3. The contractor shall pay electricity bills within the prescribed time.
4. Delay in payment beyond 30 days shall attract a penalty.

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**9. WATER CHARGES**

1. Water charges shall be recovered on actual consumption basis or at rates fixed by the University from time to time

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**10. RESPONSIBILITIES OF THE CONTRACTOR**

The contractor shall:

1. Install and maintain all kitchen equipment, furniture, utensils, refrigerators, water purifiers, display counters etc. at own cost.
2. Provide adequate manpower for smooth operation.
3. Maintain cleanliness and hygiene at all times.
4. Ensure staff wear uniforms, gloves, caps and identity cards.
5. Provide cashless payment facilities including UPI.
6. Install CCTV cameras covering all operational areas.
7. Maintain fire safety equipment.
8. Obtain all statutory clearances and licenses.

9. Dispose waste in an environmentally responsible manner.
10. Comply with all applicable laws and regulations.

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**11. FOOD QUALITY & HYGIENE**

1. Food shall be prepared from fresh and quality ingredients.
2. Sale of stale, contaminated, adulterated, or expired food is strictly prohibited.
3. The contractor shall comply with FSSAI guidelines.
4. The University may inspect food quality and hygiene standards at any time.

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**12. MENU & RATES**

1. Menu and rates shall be approved by the University before commencement of operation.
2. The contractor shall not revise prices without prior written approval.
3. Approved rates shall be prominently displayed.

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**13. PENALTY CLAUSE**

| Sl. No. | Nature of Default | Penalty |
|---|---|---|
| 1 | Unclean dining area | Rs. 2,000 per instance |
| 2 | Unclean kitchen area | Rs. 2,000 per instance |
| 3 | Staff without uniform/cap/gloves | Rs. 1,000 per person |
| 4 | Presence of rodents/insects | Rs. 1,000 per instance |
| 5 | Improper garbage disposal | Rs. 1,000 per instance |
| 6 | Overcharging consumers | Rs. 1,000 per instance |
| 7 | Sale of stale food | Rs. 5,000 per instance |
| 8 | Genuine complaint regarding food quality | Rs. 5,000 per instance |

| | | |
|---|---|---|
| 9 | Water wastage | Rs. 1,000 per instance |
| 10 | Unauthorized subletting | Rs. 50,000 per instance |
| 11 | Repeated violation of tender conditions | Up to Rs. 10,000 |

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**14. TERMINATION OF CONTRACT**

The University reserves the right to terminate the contract at any stage in the following circumstances:

1. Food poisoning incident attributable to the contractor.
2. Persistent poor hygiene and sanitation.
3. Sale of prohibited items.
4. Misconduct by contractor or staff.
5. Non-payment of License Fee, Electricity Charges, or Water Charges for two consecutive months.
6. Submission of false information/documents.
7. Blacklisting by Government Authorities.
8. Any activity detrimental to the reputation, security, or interests of NUSRL.

In such cases, the Security Deposit may be forfeited wholly or partly.

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**15. PROHIBITED ITEMS**

The contractor shall not sell, store, distribute, or permit:

- Alcoholic beverages
- Tobacco products
- Gutkha/Pan Masala
- Narcotic substances
- Any item prohibited under law

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**16. DISPUTE RESOLUTION**

Any dispute, controversy, or claim arising out of or in connection with this Contract, including its interpretation, implementation, performance, or breach, shall be referred to the Competent Authorities of the University for resolution.

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**17. DOCUMENTS TO BE SUBMITTED**

**Technical Bid**

1. Tender Form.
2. PAN Card.
3. GST Registration Certificate.
4. FSSAI License.
5. Experience Certificates.
6. Turnover Certificate from Chartered Accountant.
7. Affidavit regarding Non-Blacklisting.
8. Signed Tender Documents.

**Financial Bid**

Separate financial bid indicating Monthly License Fee for Location-I and/or Location-II.

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# National University of Study and Research in Law, Ranchi

## Technical BID

### ANNEXURE – I

### TECHNICAL BID SUBMISSION FORM

For Engagement of Agency/Firm for Operation of University Cafeteria/Canteen

To be filled in by the bidder and submitted along with supporting documents.

1. Particulars of the Bidder

| **Particulars** | **Details to be filled by Bidder** |
|---|---|
| Name of Firm/Agency | |
| Type of Business Entity | |
| Registered Office Address | |
| Name of Proprietor/Partner/Director | |
| Contact Person | |
| Mobile Number | |
| Email ID | |
| PAN Number | |
| GST Registration Number | |
| FSSAI Licence/Registration Number | |
| Year of Establishment | |

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2. Checklist of Documents to be Submitted

The bidder shall submit the following documents along with the Technical Bid. Each document shall be duly self-attested by the authorised signatory.

| **Sl. No.** | **Documents Required** | **Attached (Yes/No)** | **Page No.** |
|---|---|---|---|
| 1 | Covering Letter expressing interest and willingness to participate in the tender | | |
| 2 | Registration Certificate of the Firm/Company/Business Entity | | |
| 3 | PAN Card of the Firm/Proprietor/Company, as applicable | | |
| 4 | GST Registration Certificate, wherever applicable | | |
| 5 | Valid FSSAI Registration/Licence | | |
| 6 | Details of previous catering/cafeteria operation experience | | |
| 7 | Copies of relevant Work Orders/Experience Certificates | | |
| 8 | Audited Financial Statements for the financial years<br>LAST TWO YEARS | | |
| 9 | Income Tax Returns for LAST TWO YEARSfinancial years, as applicable | | |
| 10 | Details of manpower proposed for cafeteria operations | | |
| 11 | Self-Declaration regarding non-blacklisting by any Government Department/University/Institution | | |
| 12 | Undertaking to comply with applicable Food Safety, Hygiene, Sanitation and Labour Laws | | |
| 13 | Proof of deposit of Earnest Money Deposit (EMD), | | |

| | | | |
|---|---|---|---|
| 14 | Proof of payment of Tender Fee, | | |
| 15 | Any other document required under the Tender Notice | | |

3. Details of Previous Experience

| **Sl. No.** | **Name of Organisation/Institution** | **Nature of Catering Services** | **Contract Period** | **Approx. Contract Value** |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

4. Details of Proposed Manpower

| **Sl. No.** | **Designation** | **No. of Personnel Proposed** | **Qualification/Experience** |
|---|---|---|---|
| 1. | Manager/Supervisor | | |
| 2. | Head Cook/Chef | | |
| 3. | Cook | | |
| 4. | Kitchen Assistant | | |
| 5. | Serving Staff | | |
| 6. | Cleaning/Sanitation Staff | | |
| 7. | Others | | |

5. Declaration by the Bidder

I/We hereby declare and certify that:

1. I/We have carefully read and understood all the terms and conditions of the tender document and agree to abide by them.
2. All information and documents submitted along with this Technical Bid are true, correct and complete to the best of my/our knowledge and belief.

3. The firm/agency has not been blacklisted or debarred by any Government Department, University, Public Sector Undertaking or other statutory authority, as on the date of submission of the bid.

4. I/We undertake to comply with all applicable provisions of the Food Safety and Standards Act, 2006, applicable FSSAI regulations, labour laws, hygiene, sanitation and other statutory requirements.

5. I/We understand that submission of this Technical Bid does not confer any right to award of the contract.

6. I/We agree that any false information, concealment of material facts or submission of forged documents may result in rejection of the bid and other appropriate action as per applicable rules.

Place: _____

Date: _____

| **Signature of Authorised Signatory** |
|---|
| Name: |
| Designation: |
| Name of Firm/Agency: |
| Official Seal: |

**6. For Official Use Only**

| **Evaluation Parameters** | **Remarks** |
|---|---|
| Documents complete/incomplete | |
| FSSAI Licence verified | |
| Experience criteria fulfilled | |
| Financial documents verified | |
| EMD/Tender Fee verified | |

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|---|---|
| Technical eligibility | Qualified / Not Qualified |
| Remarks of Evaluation Committee | |

Signature of Members of Technical Evaluation Committee

# National University of Study and Research in Law, Ranchi

## FINANCIAL BID

**Name of Bidder:** _____

| Sl. No. | Location | Monthly License Fee Offered (Rs.) |
|---|---|---|
| 1 | Cafeteria Location-I | _____200 (Approx) Sq. Ft. .(Academic Block) |
| 2 | Cafeteria Location-II | _____1500-2000 (Approx)Sq.Ft **( Near the Playground and Hostel)** |

**Amount in Words:** _____

Signature ofBidder
Name: _____
Seal & Date: _____

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**Special Condition:** The successful bidder shall bear all operational expenses including manpower, electricity charges, water charges, cleaning expenses, statutory compliances, taxes, maintenance, and any other expenses related to operation of the cafeteria. No financial assistance shall be provided by NUSRL apart from allotment of cafeteria space on license basis.

Menu conditions

- The rates quoted by the successful bidder shall remain valid for the contract period, unless revised through a written approval by the University.
- Serving sizes and the minimum contents of each meal package shall be finalized before the contract is awarded.
- The University may prescribe affordable student meal packages and a separate rate schedule for official catering.
- The contractor shall not substitute an approved item with a lower-quality item or increase rates without written permission of Mess Committee and Competent Authority..

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## LIST OF ITEMS FINANCIAL BID

Name of the Bidder/Firm: _____

Tender No.: _____ Date: _____

The bidder shall quote the price against each item listed below. The quoted prices shall be in Indian Rupees (₹) and shall include all applicable costs and taxes, wherever applicable.

| Sl. No. | Items | Unit of Measurement (Approx.) | Quoted Price (₹) (Inclusive All) |
|---|---|---|---|
| 1 | Tea | Per cup (125 ml) | |
| 2 | Coffee | Per cup (125 ml) | |
| 3 | Milk (Hot/Cold) | Per cup (200 ml) | |
| 4 | Samosa | Per piece (100 g) | |
| 5 | Kachori | Per piece (100 g) | |
| 6 | Burger (Veg.) | Per piece (150 g) | |
| 7 | Veg./Aloo Mutter Sandwich | 4 pieces per plate (175 g) | |
| 8 | Bread Butter | Per serving (2 piece) | |
| 9 | Bread Jam | Per serving (2 piece) | |
| 10 | Veg. Grilled Sandwich | 4 pieces per plate (175 g) | |
| 11 | Cheese Sandwich | 4 pieces per plate (175 g) | |
| 12 | Cheese Grilled Sandwich | 4 pieces per plate (175 g) | |
| 13 | Dabeli | | |
| 14 | Vada Pav | Per serving (2 piece) | |
| 15 | Veg. Puff | Per piece | |
| 16 | Aloo Paratha | Per piece | |
| 17 | Cheese/Paneer | Per piece | |

| | | | |
|---|---|---|---|
| | Paratha | | |
| 18 | Onion Paratha | Per piece | |
| 19 | Masala Dosa | Per piece (375 g) | |
| 20 | Plain Dosa | Per piece (250 g) | |
| 21 | Onion Uttapam | Per piece (375 g) | |
| 22 | Mixed Vegetable Uttapam | Per piece (375 g) | |
| 23 | Idli-Sambar | 2 pieces per plate (300 g) | |
| 24 | Masala Maggi | Per plate (150 g) | |
| 25 | Egg Maggi | Per plate (150 g) | |
| 26 | Omelette | Per plate (150 g) | |
| 27 | Egg Bhurji | Per plate (150 g) | |
| 28 | Veg. Chop Suey | Per plate (250 g) | |
| 29 | American Chop Suey | Per plate (250 g) | |
| 30 | Chinese Bhel | Per plate (250 g) | |
| 31 | Veg. Pulao | Per plate (250 g) | |
| 32 | Veg. Fried Rice | Per plate (250 g) | |
| 33 | Egg Fried Rice | Per plate (250 g) | |
| 34 | Manchurian Fried Rice | Per plate (250 g) | |
| 35 | Veg. Noodles | Per plate (250 g) | |
| 36 | Egg Noodles | Per plate (250 g) | |
| 37 | Veg. Manchurian Noodles | Per plate (250 g) | |
| 38 | Veg. Frankie | Per serving (250 g) | |
| 39 | Cheese/Paneer Frankie | Per serving (250 g) | |
| 40 | Egg Frankie | Per serving (250 g) | |
| 41 | Veg. Pizza | Per piece | |
| 42 | Double Cheese Pizza | Per piece | |
| 43 | Hot Dog | Per piece (200 g) | |

| | | | |
|---|---|---|---|
| 44 | Fresh Juice | Per glass (200 ml) | |
| 45 | Milkshake) | Per glass (250 ml) | |
| 46 | Fruit Chaat | Per plate | |
| 47 | Vegetable Poha | Per plate | |
| 48 | Upma | Per plate | |
| 49 | Bread Omelette | Per serving | |
| 50 | French Fries | Per serving | |
| 51 | Veg. Momos | 6 pieces per plate | |
| 52 | Paneer Momos | 6 pieces per plate | |
| 53 | Veg. Spring Roll | 2 pieces per plate | |
| 54 | Veg. Cutlet | 2 pieces per serving | |
| 55 | Bread Pakora | Per piece | |
| 56 | Veg. Burger | Per piece | |
| 57 | Paneer Roll | Per piece | |
| 58 | Egg Roll | Per piece | |
| 59 | Lassi | Per glass (200 ml) | |
| 60 | Fresh Lime Water | Per glass (200 ml) | |
| 61 | Packaged Drinking Water | Per bottle (500 ml) | |
| 62 | Packaged Drinking Water | Per bottle (1 litre) | |
| 63 | Bread Toast | 2 slices per serving | |
| 64 | Muffin | Per piece | |
| 65 | Pastry | Per piece | |
| 66 | Gulab Jamun | 2 pieces per serving | |
| 67 | Rasgulla | 2 pieces per serving | |
| 68 | Ice Cream | Per cup | |
| 69 | Packaged Biscuits | Per packet (MRP or approved price) | |
| 70 | Packaged Chips | Per packet (MRP or approved price) | |
| | Any other items | **Any other items, if applicable, shall be furnished separately in an attached sheet, subject to the approval of the Competent Authority.** | |

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**Declaration by the Bidder**

I/We hereby declare that the rates quoted above are final and binding, subject to the terms and conditions of the tender. I/We undertake to provide the listed food items in the specified approximate quantities and maintain the prescribed standards of quality, hygiene and service.

Total quoted amount, if applicable: ₹_____

Name of the Bidder/Authorized Signatory: _____
Signature: _____
Seal of the Firm: _____
Date: _____

The University may specify whether the total is to be calculated as a simple sum of all item rates or whether bids will be evaluated on a separate licence-fee basis. Since bidders may quote different rates for individual items,