

**Government Hydro Engineering College
Bandla Bilaspur -174001**

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Tender Document for Providing Mess Services Boys Hostel (432 students capacity) & Girls Hostel (168 students capacity)

at Hydro Engineering College, Bandla, Distt. Bilaspur, H.P.-174001

- | | | |
|--|---|---|
| 1. Tender Document fees | : | ₹ 2,000/- |
| 2. EMD | : | ₹ 50,000/- |
| 3. Estimated Cost | : | ₹ 2,70,00,000/- |
| 4. Date of Sale of Tender | : | 18 Dec 2023 |
| 5. Last Date and Time for Receipt of Bids | : | 12 th Jan, 2024, 02:00 PM |
| 6. Date and Time of opening of Technical Bid | : | 15 th Jan, 2024, 03:00 PM |
| 7. Date and Time of opening of Financial Bid | : | 16 th Jan, 2024, 03:00 PM |
| 8. Place of Opening of Bids | : | O/O Director-Cum-Principal, Hydro Engineering College, Bandla, Distt. Bilaspur, H.P.-174001 |
| 9. Address for Communication | : | Director-Cum-Principal, Hydro Engineering College, Bandla, Distt. Bilaspur, H.P.-174001 |

Government Hydro Engineering College Bandla Bilaspur -174001

TENDERNOTICEFORRUNNING BOYS' HOSTEL AND GIRLS' HOSTEL MESS

Competitive offers are invited from registered Agencies/Companies/Firms/Organization for providing of Mess Services in Boys Hostel (432 students capacity) & Girls Hostel (168 students capacity) at Hydro Engineering College, Bandla, Distt. Bilaspur, H.P.-174001 on the prescribed Performa containing detailed terms and conditions available on the website i.e. www.jngec.ac.in of the Institute.

The tendering document may be downloaded from the institute website. The firms are required to submit a Nonrefundable demand draft of ₹2000/- as tender fees in favour of Director-cum-Principal, Hydro Engineering College, Bandla, Distt. Bilaspur, H.P.-174001 payable at Bilaspur.

All tenders/bids accompanied by requisite documents must reach this Institution on or before.. **12th Jan, 2024 upto 2:00 PM, failing which tender / bid will not be considered. The technical bids will be opened on 15th Jan, 2024 upto 3:00 PM.** The financial bids of the qualified tenders will be opened later and shall be notified through institute-website/e-mails/notice-boards-etc. Bidders may choose to remain present at the time of opening of the financial bids themselves or through their authorized representatives carrying suitable documentary evidence.

SCOPE OF WORK

The caterer is expected to provide the following services in a professional, hygienic and satisfactory manner:

1. Cooking and serving meals (breakfast, lunch, evening snacks and dinner) to student residing in boys' and girls' hostel.
2. To serve regular meals within institute premises as and when required beyond mess service. Caterer needs to provide breakfast, lunch, evening snacks, and dinner to *Institute Guests* as and when required.
3. Four additional special dinners on festivals like Holi, Diwali, Eid, Christmas or etc. Menu and date to be decided by the mess committee On special occasions, the menu will be identified by the Mess Committee and the rates for the same will be approved by the competent authority before the actual event. The payment for the special meal will be made as per the approved rates after deducting the rates of the corresponding regular meal
4. The other important services, which the caterer shall have to provide from the first day of service contract are outlined below:
 - a. Cleaning of utensils, serving items (Provision of Counter with the use of at least 2 Bain Marie counters at least 6 pots, Provision of drinking water in water jug and glasses on every table). Cleaning of cooking, dining, washing and auxiliary areas including furniture and other equipment in the mess premises after each meal.
 - b. Security and upkeep of the equipment, utensils and other items in the mess. Regular cleaning of all things in the mess like Fans, Chimneys, auxiliaries etc.
 - c. Regular Maintenance and cleaning of the equipment in the kitchen and dining area (including dustbin, sink, TV and water cooler, etc.). Maintenance of books, ledgers, suggestion book, other records and documents related to running the mess and as asked for by the Mess Committee.
 - d. Deployment and supervision of required manpower for the above-mentioned tasks.

OBLIGATIONS

1. Institute Obligation

- a. The Institute would be providing only requisite furniture (dining tables), electric fixtures such as ceiling fans, water cooler, lighting (already installed) free of cost for running mess only.
- b. All the equipment will be handed over to the contractor in good and working conditions at the stage of the contract. The contractor shall be responsible for ensuring safety and maintenance of all the equipment/ fixtures installed / provided by the institute, during the entire period of the contract.

2. Contractor Obligations

- a. The tenderer will provide two sets of proper uniform to his employees at his cost. The uniform shall be prescribed by the Institute so as to have harmony with other staff of the unit.
- b. The contractor will make his own arrangement for utensils, cooking gas (commercial gas cylinders only), crockery, cutlery, glasses and other kitchen equipment. All utensils like plates, spoons, glasses etc. to be used for serving students will be provided by the contractor.
- c. The contractor will hand over the equipment/auxiliaries to the Institute in good and working conditions (except normal wear and tear) at the end of the contract period, or if the contract is terminated prior thereto, on such termination, failing which the Institute will be at liberty to recover the cost for all the damage caused to the equipment/auxiliaries etc. from the contractor's bills or the security deposit or in any other manner.
- d. The contractor shall deploy in each mess:
 - i. SS Racks for storage of the kitchen items in storage cans/canisters having snug fit so as to ensure hygiene.
 - ii. The vegetables/fruits etc. shall be stored in crates in a clean and hygienic condition.
 - iii. The dough shall always be made by floor kneading machines by the contractor and such machines shall be deployed by the contractor.
 - iv. Commercial Deep freezers, (No Domestic Refrigerators) quantity as

mandated by Institute Mess Committee, shall be deployed by the contractor for storing dairy products.

- v. Rotis shall be stored and served in SS containers and shall be deployed by the contractor. No jute baskets/*Tokris* shall be used.
- vi. The contractor shall use electric Bain-Marie for serving warm food to the students, and shall deploy at least 2 Number electric Bain-marie with at least 6 pots in each for the purpose.

TERMS & CONDITIONS

1. The bidder shall have to comply with the eligibility criteria mentioned in the tender document along with the documentary evidence/proofs.
2. The contract will be awarded for a period of one year at the first instance. The contract may be extended for one more year and maximum up to 05(Five) years based on satisfactory performance certified by Mess Committee duly constituted by competent authority.
3. The bidder has to comply with all the statutes/rules/acts applicable in general which includes but limited to "*Minimum wages Act, Workmen Compensation Act, Labour Act and Laws, EPF, ESIC, FSSAI, Child labour laws*"& to academic institutions, along with terms & conditions of the contract
4. Although, initially the contract will be awarded for a period of one year. However, in case of unsatisfactory service/ misbehavior/statutory-violation by the contractor or his employees may lead termination of the contract at any time by the Director-cum-Principal without any prior notice.
5. The contractor shall not be entitled to allow any other person to occupy the mess or to use any part thereof. The contractor shall not admit any person into partnership or become partner or to let or sub-let the mess.
6. The contractor shall provide adequate number of mess-workers (not below the age of 18 years) in the ratio of 1:25 students having at least 08 mess attendants, 03 cooks and 01 supervisor
7. All the staff deployed by the contractor should be neatly dressed. The staff deployed by the contractor shall wear proper uniform, identity cards at all the times during the duration of the contract
8. All the staff deployed by the contractor should be well behaved, civil, sober and honest in their dealings with the students, staff and others. The contractor will be responsible for the conduct and behavior of the servants under his employment/deployment.
9. The contractor will provide two sets of proper uniform for winters & summers separately to his employees at his cost. The uniform shall be approved by the Institute so as to have harmony with other staff of the unit.
10. The details of the staff deployed by the contractor in the respective hostel messes should be provided to the institute, in advance, which shall necessarily include Medical Fitness Certificate, Police Verification Report. Any person with previous criminal history shall not be deployed the contractor.
11. No staff deployed by the contractor shall be removed/substituted with the approval of the competent authority.

12. The contractor shall provide the services in professional and efficient manner. The contractor shall display the menu at appropriate place in the mess. If any item is not served as per the menu, a suitable penalty will be imposed by the competent authority. He himself shall be responsible for the recovery of mess dues from students based on taking actual meals in the mess.
13. The sanitation of kitchen, mess service area and toilets shall be sole responsibility of the contractor at his own cost. The items served by the contractor shall be of a good quality. All the items stored or served shall be properly kept to prevent contamination by flies and dust.
14. The failure to compliance to usage of *approved items, maintenance and hygiene, violation of any terms & conditions, Scope of Work, Contractor Obligations* of the contract shall result in a) appropriate warning in first instance b) financial penalty of ₹25,000 for subsequent 3 failures b) post this termination of the contract with blacklisting of the firm for 5 years and forfeiture of the performance security by the Institute. If Tender gets cancelled, then vendor has to continue mess service till arrangement of new contractor.
15. Mess Off: The students shall be allowed to have mess-off for a minimum of 5 complete days, subject to a maximum of 10 days in 1 semester. The same is to be informed at least 1-day advance with exception of medical exigency.
16. To keep record of inspections and suggestions, the mess contractor shall maintain inspection and suggestion books separately. The same should be brought to the notice of Institute Hostel/ Mess Committee at the end of every month.
17. The Contractor shall be responsible for depositing of mess rent with the cashier of this institute on or before 5th of every month @ of ₹ 32500/- per month failing which penalty @Rs. 500/- per day will be charged. The electricity and water charges shall not be included in abovementioned monthly rent and will have to be paid by the contractor on the basis of meter/sub-meter installed or internal assessment committee report.
18. The tender shall be evaluated on the basis of rates quoted per day. In case lowest bidder is not found suitable or disqualified, the tender can be awarded to the next higher bidder. The decision of the competent authority in all the matters shall be final.
19. The prospective bidders are advised, at their own cost and liability, to visit the college premises/mess to ascertain and get acquainted with the location/environment/mess-infrastructure before quoting for the bid.
20. The contractor shall not have a right to close the mess during holidays or vacation, pandemic period without prior permission of competent authority as the mess facility may be required during these days.
21. The contractor is required to get all items cooked in the kitchen of the hostel with

- possible exception of the sweet-dish/desserts. The contractor may provide additional light items to the students on the demand of the students and approval by the competent authority.
22. The tender must be accompanied by earnest money of Rs. 50,000/- (Fifty Thousand rupees Only) in the form of FDR from any Nationalized Bank drawn in favour of Director-cum Principal, Hydro Engineering College, Bandla, Distt. Bilaspur, H.P.-174001. The DD/FDR of EMD shall be placed in sealed envelope of Part A: Technical Bid. The earnest money of the tenders(s) will be refunded without interest within 02 weeks after the award of the mess contract.
 23. Conditional or tender received through fax, e-mail or tenders without earnest money and submitted not on the prescribed form shall not be entertained.
 24. The tenderer should submit copies of all documents duly signed in three sealed envelopes as per requirement of this document as under: -
 - i) First sealed envelope should be super-scribed as "Part A: Technical Bid".
 - ii) Second sealed envelope should be super-scribed as "Part B: Financial Bid".
 - iii) Third (Main/Outer) sealed envelope wherein the First and Second sealed envelopes containing "Technical Bid" and "Financial Bid" should be inserted, must be super-scribed as "TENDER FOR BOYS HOSTEL& GIRLS HOSTEL MESS IN Hydro Engineering College, Bandla, Distt. Bilaspur, H.P.-174001
 25. The decision of short listing of technical bid by Director-cum-Principal will be final and binding on all. The Financial Bid of only those technically short listed tenderers based upon the assessment made of credentials etc. will be opened.
 26. 'Terms and Conditions' as well as each and every document related to Technical/Financial bids should be duly signed and stamped by the bidder.
 27. The successful bidder to whom the contract as been offered shall be required to deposit an amount of Rs. 2,00,000/- (Two Lakh Only) in form BG/FDR as performance security duly pledged in favor of Director-Cum-Principal, Hydro Engineering College, Bandla, Distt. Bilaspur, H.P.-174001.
 28. The Director-cum-Principal reserves the rights to accept or reject any or all the tenders without assigning any reason whatsoever.
 29. Any dispute is subject to the jurisdiction of Bilaspur, Himachal Pradesh only.
 30. The aforementioned terms & conditions shall be binding and operative between the tenderer (contractor) and the Institute.
 31. The successful bidder shall furnish the required performance security and execute an agreement on a non-judicial stamp paper of Rs.100/-
 32. The Successful Bidder shall in a position to commence the operation within 21 days from the award of the contract

33. Hydro Engineering College, Bandla, Distt. Bilaspur, H.P.-174001

MENUFORBOYS& GIRLS HOSTELMESS

| Meal | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--|---|---|--|--|--|--|---|
| Breakfast | Poori+ AlooSaji + Halwa+ Pickle | Corn flakes + Sweet Daliya | Mooli/ Aloo/Gobhi Paranthawith extra butter | Idli+ Sambhar + Coconut Chutney | Chocos CornFlakes + Poha | MixedParantha with extra butter | Chole Bhature+ Boondi Raita |
| Lunch | Shahi paneer + Chana Dal | Chana Loki + Gobhi Masala + Cucumber Raita | Dal Makhani+ Fried Baingan/Bhindi/Loki/Kaddu | BlackChana + Aloo Matar | KadiPakora + Mix Veg(without aloo) | Veg. Kofta + Arhar Dal | Rajmah + Sambhar |
| Snacks | Veg pakora (at least 50 g) | Macroni/ pasta (1 serving) | Veg Sandwich (1 piece of at 2 sandwich bread) | Pav Bhaji (2 pavs with bhaji) | Bhelpuri/ Golgappe (at least 5 Nos with red/green chutney) | Samosa (1 Piece) | Bread Pakora (1 piece) |
| Dinner | Jimikand/ Jackfruit + MahChana Dal Sewai Kheer | Mix Veg (without aloo) + White Urad Dal Jalebi with rabri (min. 70 gm) | Matar Paneer /Chicken Curry + Tandoori Roti Spongy Rasgulla/Rasmalai (01 No.) | Manchurian+ Soya Dal+ Fried Rice Moong Dal/ Gajar + Halwa | Aloo Matar +Yellow Moong Dal Ice cream (2 scoops) | Seasonal Veg (Bhindi Masala/ Brocoli/ beans) + Dal Makhani Gulab Jamun (01 No.) | Kadhai Paneer (min. 70gm)/ Egg Curry (min. 02 egg)+ Tandori Rati Besan Barfi (02 No.) |
| Compulsory Items (along with aforesaid items) | | | | | | | |
| Breakfast | 2 Bananas and Eggs (as per students' choice can have any one of these), Milk (at least 200 ml), Bread (4 slices) with electric toaster facility, Butter, Jam, Bournvita, Coffee Powder, Sprouts | | | | | | |
| Lunch | Green Salad, Ata Roti, Rice, Curd/Dahi (1 bowl) except Tuesday, Friday | | | | | | |
| Snacks | Coffee and Tea (as per students' choice can have any one of these), ketchup. | | | | | | |
| Dinner | Green Salad, Ata Roti, Rice, the students can have any one of the dish on Wednesday and Sunday | | | | | | |

a. Green Salad: Beet-Root, Carrot, Cucumber, Cabbage, Radish (at least 3 items on rotation)

basis on the basis of season availability) and Onion + wedges of lemon is compulsory

- b. Dessert/Sweet-Dish:** *It shall necessarily contain sufficient dry fruits, be made in Pure Desi Ghee (including jalebi) as applicable and be served in sufficient quantity.*
- c. Special light food:** *Khichadi/Dalia and hot water shall be served for sick students on request in advance.*

Branded items (as given below) in order to ensure quality of the food served in the mess should always be used.

1. Butter - Amul or as approved by the Institute Hostel/Mess Committee
2. Jam –Kissan or as approved by the Institute Hostel/Mess Committee
3. Ketchup - Kissan/Maggi/ Heinz or brand approved by the Institute Hostel/Mess Committee
4. Masala – MDH/ Everest or brand approved by the Institute Hostel/Mess Committee
5. Rice –Basmati Rice 1060 or equivalent brand approved by the Institute Hostel/Mess Committee
6. Atta – Brand as approved by the Institute Hostel/Mess Committee.
7. Besan – Brand as approved by the Institute Hostel/Mess Committee.
8. Oil - Fortune/Saffola or brand approved by the Institute Hostel/Mess Committee
9. Tea – Taj Mahal/Tata Tea or brand approved by the Institute Hostel/Mess Committee
10. Coffee - Nescafe, Bru, Tata, or brand approved by Institute Hostel/Mess Committee
11. Pickles - MTR or a brand approved by the Institute Hostel/Mess Committee.
12. Desi Ghee- Amul/ Nestle or a brand approved by the Institute Hostel/Mess Committee
13. Salt- Tata/Annapurna or a brand approved by the Institute Hostel/Mess Committee
14. Milk - Lactometer reading for cow's milk should range from 24-30 and for buffalo's milk the lactometer reading should be between 26-32.
15. Ice-cream – Amul/vadilal or a brand approved by the Institute Hostel/Mess Committee

The Institution through its Hostel/Mess Committee or any other Committee constituted by competent Authority reserves right to randomly check the a) the compliance to items/approved-brands used in the mess kitchen, b) hygiene and cleanliness in and around the mess areas as mentioned in the scope of work.

Note:

1. Use of Ajinomoto, already used oil, Maida in Atta/floor, super-fine Atta/floor is strictly prohibited and will be considered as adulteration shall be treated as violation of the contract.
2. Quantity of Milk & Coffee/Tea served should not be less than 200 ml and 150 ml respectively.
3. Minor Comparable/Equivalent changes in the menu may be carried out after consultation with the mess-committee/ students and without any additional cost.

Tentative Mess Timings:

The following timings will be followed:

Breakfast: 8.00 am to 9.30 am on weekdays (Monday to Saturday).

8.30 am to 10.00 am on Sunday and Institute Holidays.

Lunch: 12.30 pm to 2.00 pm

Snacks: 5.00 PM to 5.30 PM

Dinner: 8.00 pm to 09.30 pm

Note: The above schedule is subject to change by order of Institute Hostel/Mess Committee.

Part A: Technical Bid

A.1

Bid Covering Letter (on the letter head of the bidder's company)

To

The Director cum Principal,
Govt. Hydro Engineering College,
Bilaspur (H.P.) 174001

Dear Sir,

Subject: Bid for Running Boys hostel & Girls Hostel Mess at Govt. Hydro Engineering College, Bilaspur (H.P.) -174001

1 Terms & Conditions

I/We, the undersigned bidder(s), having read and examined in detail the specifications and all bidding documents in respect of this Request for Proposal do hereby propose to provide goods and services as specified in the bidding document.

I/We, the undersigned bidder(s) having submitted the qualifying data as required in your tender document, do hereby bind ourselves to the conditions of your tender document. In case any further information/documentary proof in this regard before evaluation of our bid is required, I/We agree to furnish the same on demand to your satisfaction. I/We also agree to comply with the statues/acts/rules in general and particular to academic institutions.

2 Rates & Validity

All the rates mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the rates and other terms and conditions of this proposal are valid for a period of 60 days from the date of opening of the bid, during the duration of the contract and subsequent extension/s in the contract, if any.

I/We have studied the Clauses relating to Indian Income Tax Act and hereby declare that if any Income Tax, surcharge on Income Tax and any other Corporate Tax is altered under the law, I/we shall pay the same.

3 Deviations

I/We declare that we comply to provide the catering service as per the Mess Menu in the Tender Document

4 Bid Pricing

I/We further declare that the rates stated in our proposal are in accordance with your terms and conditions in the bidding document.

5 Earnest Money

I/We have enclosed the earnest money of amount **₹50,000/-** as mentioned in the tender document

6 Performance Security

We commit to submit a performance security **₹2,00,000/-** valid till 15 days after the completion of the contract obligations.

7 Declaration

I/We hereby declare that my/our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of my/our knowledge and belief and nothing has been concealed there from.

Thanking you,

Yours faithfully,

Date:

Signature

Place:
&Seal

Name, Designation

A.2 Compliance Sheet for the Eligibility Criterion and documents to be submitted with the Technical Bid

The Documents required as a part of technical bid and qualifying criterion has been mentioned as under. The documents submitted by the bidder shall be by verified by the institute, if required.

| S. No. | Bid Requirement/Criteria | Documents to be Enclosed |
|--------|--|---|
| 1 | The bidder should have valid GST No. | Copy of GST Nos. |
| 2 | The bidder should have valid EPF registration | Copy of relevant registration Certificate, and copy of Payments made to employees during FY2022-23 |
| 3 | The bidder should have valid ESIC registration | Copy of relevant registration Certificate, and copy of PF payments made during FY2022-23 |
| 4 | The bidder should have valid FSSAI registration | Copy of relevant registration Certificates, as applicable. |
| 5 | Bidder should have prior experience of Satisfactorily Running Mess of at least 300 students/beds in at least 02 (two) different Central-Govt./Autonomous bodies/Govt. Medical Colleges/Govt. Engg. Colleges. | Copy of Satisfactory Performance Certificate from at least 02 (two) different academic institutions not older than 3 months |
| 6 | Bidder should have average annual turnover of Rs. 300 Lakhs and must be profitable during last 3 financial years (FY 2020-21, FY2021-22, FY2022-23). | Certificate duly signed by CA. |
| 7 | Bidder should not have been blacklisted by any Central Government/State Government/PSU/Government Bodies/Education Institutions with regards to the works executed by it. | Undertaking to this effect |
| 8 | Deviations from the mess menu, terms & conditions, if any | No Deviation Certificate as attached |
| 9 | Tender Cost of Rs. 2000/- | DD (non-refundable) |
| 10 | EMD in favour of Director cum Principal, Govt. Hydro Engineering College, Bilaspur (H.P.)for Rs. 50,000/- (fifty Thousand Rupees Only) | BG/FDR pledged as mentioned |
| 11 | Any other document(s) or proof as requested in the Tender | As per the requirement/s |
| 12 | Relaxation for experience and turn over will be allowed for startup firms registered under Govt. of India/State Stratup India/HP Govt. as per the guidelines issued by the Govt. from time to time | |

No Deviation Certificate

To

The Director cum Principal,
Govt. Hydro Engineering College,
Bilaspur (H.P.) 174001

Subject: No Deviation Certificate for Running Boys Hostel & Girls Hostel Mess at Govt. Hydro Engineering College, Bilaspur (H.P.) -174001

Sir,

I/We understand that any deviation/exception in any form may result in rejection of BID. I/We, therefore, certify that I/We have not taken any exception/deviation anywhere in the BID and I/We agree that if any deviation/exception is mentioned or noticed, my/our BID may be rejected

Date:

Signature

Place:

Name, Designation & Seal

**Part B : Financial Bid for Boys Hostel & Girls Hostel Mess
(on letter head of firm/bidder/company)**

To

The Director cum Principal,
Govt. Hydro Engineering College,
Bilaspur (H.P.) 174001

**Subject: Price-Bid/Financial Bid for Running Boys Hostel & Girls Hostel Mess at
Govt. Hydro Engineering College, Bilaspur (H.P.) -174001**

Dear Sir,

The rates, in response to the bid document, for Running Boys Hostel & Girls Hostel Mess at Government Hydro Engineering College Bandla, Bilaspur are as under:

1. Rate per day per student (₹) (in figures & words):
2. The break-down of the rates quotes above is as under:

| S. No. | Particulars | Rate per day per student (in figures & words) |
|---|-------------|---|
| 1. | Breakfast | |
| 2. | Lunch | |
| 3. | Snacks | |
| 4. | Dinner | |
| Total (₹) per day per student (in figures & words) | | |

NOTE: *The bid will be awarded on the basis of over all amount quoted per student per day. The rates must be mentioned in figures as well as in words. In case of any discrepancy, rates quoted in words will be treated as final. No overwriting /cutting is allowed.*

I certify that the information furnished above is true to the best of my knowledge. I have carefully read, understood and accept all the terms and conditions mentioned in the tender document.

Date:

Signature

Place:

Name, Designation & Seal