

गुरु घासीदास विश्वविद्यालय बिलासपुर (छ.ग.)

**Guru Ghasidas Vishwavidyalaya,**

**(A central University)**

**Koni, Bilaspur, 495009 (C.G.) India**

Website: [www.ggu.ac.in](http://www.ggu.ac.in) Phone: 07752-, 260381 FAX: 07752-260154, 260148



E-Tender Ref.: No.: 101/Mess Services/GGV/Store/GGV/2024,

Date: 05/01/2024

**EoI notice**

**Expression of Interest (EoI) for Providing Hostel Mess Services**

Guru Ghasidas Vishwavidyalaya, invites “EoI” from the reputed firms for providing Hostel Mess Services. Details & formats regarding the EoI may be downloaded from the websites:- [www.ggu.ac.in](http://www.ggu.ac.in) or <https://eprocure.gov.in/> The soft copies of the duly filled in tender format, scanned copy of signed tender and relevant documents, DD of tender cost and EMD shall be uploaded on the website [www.eprocure.gov.in](http://www.eprocure.gov.in). However, sealed envelope containing tender cost Rs. 3,000/- (Nonrefundable) and EMD Rs. 50,000/- addressed to the OSD, Store Section, Admin Building, Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur, C.G.-495009 should reach up to 03.00 PM on or before 24/01/2024. The technical Bid shall be opened on 25/01/2024 at 04.00 PM. The University is not responsible for any delay in receiving the documents in hard/soft copies. GGV reserves all the right to accept/reject any or all tender without assigning any reason in favor of university.

**Registrar (Acting)**

Tender No. ....

## TENDER DOCUMENT FOR PROVIDING HOSTEL MESS SERVICES

<b>+Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the job	For Providing Hostel Mess Services.
2	Date of Issue of Tender Document	05/01/2024
3	Last Date and time for submission of Tender	24/01/2024 up to 03.00 PM
4	Date and time for Pre-bid meeting	10/01/2024 at 12:00 PM
5	Date and time for opening of Technical Bids	25/01/2024 at 04.00 PM
6	Date and time for opening of Financial Bids	Date to be notified later after technical bid Evaluation
7	Date for commencement of contract	Date to be notified later after opening of financial Bid
8	Tender Fee	Rs. 3,000/- (Non-Refundable)
9	Earnest Money Deposit (EMD)	Rs. 50,000/- (Refundable)
10	Period of contract	1 year (Extendable for similar or Lesse period based on University's requirements and the performance of agency)
11	Contact for tender related enquiry	The OSD (Store) Mob. No. 94791 68682 Email: storesectionggv@gmail.com

## 1. Introduction:

- 1.1 The **Guru Ghasidas Vishwavidyalaya** ('GGV' or the 'University') is a Central University at Koni, Bilaspur, Chhattisgarh.
- 1.2 The objective of GGV is to facilitate and promote teaching, training and research. The University has been envisioned as a premier institution of higher learning aimed at providing highly qualified professionals, researchers and thinkers.
- 1.3 The agency shall be awarded the work should run a Hostel Mess "**as is where is basis**" with the space and facilities provided by the University in the Campus at Koni, Bilaspur, Chhattisgarh.

## 2. Eligibility Criteria:

A tenderer will be eligible for tendering only if the agency satisfies the eligibility criteria given below:

- 2.1 The bidder should be an Income tax assesses (latest Income Tax return should be enclosed). The bidder should have valid GST Registration & PAN (A copy of the Registration Certificate should be enclosed).
- 2.2 **Work Experience:** The bidder should have at least 03 years since 2018 experience in running a hostel mess in a University (Central/State)/ Autonomous Institutions/ Government Training Academy where the institution must have residential hostel. Bidder quoting for Girls hostel must have experience of running Girl's hostel for at least one year along with other experiences as mentioned above. Bidder must have experience of one year out of three years since 2018 in single institution. **Documentary evidence, such as an experience certificate, issued from the concerned educational institute/University (Central/State)/ Autonomous Institutions/ Government Training Academy should be furnished.**
- 2.3 Presently, the bidder should have running/ongoing contract of hostel mess for a capacity of 200 nos. approx. students in a University (Central/State/Private)/Autonomous Institutions/training academy having residential hostel. Documentary evidence such as experience certificate must explicitly mention the no. of students served.
- 2.4 The bidders should have worked in educational institution/University/Training Academies (Central Govt./State Govt./Govt. Funded) having residential hostel and bidder must have annual turnover of Rs. 35 lakhs or more per annum. The bidders should provide separate Balance Sheet, certified by chartered Accountant for the last financial year having Rs. 35 lakhs or more per annum.
- 2.5 Bidder must have Food license issued by Food Safety & Standards Authority of India (FSSAI)/ Food & Drug Administration (FDA). Since the University campus is vegetarian campus so firm must have FSSAI-16 criteria certificate.
- 2.6 **Financial Standing:** To prove financial capability to undertake the tender, the bidder should furnish banker's Certificate (in original) as per Appendix-4. Credit Facility for an amount not less than Rs. 10.00 lakhs and not more than 3 months older from date of advertisement of tender.

OR

The bidder can furnish a Solvency Certificate from any nationalized/scheduled bank for Rs. 10.00 lakhs.

- 2.7 Employees of Guru Ghasidas Vishwavidyalaya or their family members are not eligible to participate in the Tender. For this purpose, the family includes spouse and children (Undertaking to be furnished in this regard as per Appendix 5).

**Seal and Signature of Bidder**

### **3. GENERAL TERMS AND CONDITIONS FOR THE AWARD OF CONTRACT**

- 3.1 The tenderers are requested to go through the instructions, terms and conditions and specifications given in the tender. Failure to furnish all required information in every aspect will be at the tenderer's risk and may result in the rejection of the tender.
- 3.2 To enclose duly filled up check list as per Appendix-6
- 3.3 The tenderer seeking any clarification on the tender may request the Office of the Store Section, GGV by e mail or may contact personally during office hours, between office hours 10:00 am to 06:00 pm.
- 3.4 The University reserves the right to amend the tender in full or any part thereof. Amendment to the Tender will be uploaded on the website of the University and it will be the sole responsibility of the tenderer to verify the amendments if any and get the amended documents before the submission of the tender.
- 3.5 The Tender document is not transferable.
- 3.6 There shall be no repetition of vegetables in Lunch and Dinner and also on the subsequent days. (Menu of the vegetable shall be determined by the Hostel Mess management Committee of the university in consultation with the caterer with a provision to change as per need.)
- 3.7 The meals provided in Breakfast and evening tea or snacks should be as per approved menu and specified quantity.
- 3.8** The meals provided Lunch and Dinner shall be as per specified menu and **unlimited**.
- 3.9** Bidder has to provide an outlet in mess. Bidder will be allowed to sale Packed food items, fruits and dairy products only in outlet. The list of items to be sold in outlet must be approved by university.
- 3.10** Bidder has to appoint a mess manager for particular mess and sufficient number of staff. **The concerned mess manager of each hostel will be responsible for creating mess fees bills** with all necessary details as decided by GGV authority.
- 3.11 Bidder has to provide sufficient number of plates, glasses etc. as per directions of hostel administration.
- 3.12 Initially the contract will be awarded for a period of 12 months from the date of signing the agreement. The Hostel Mess Management Committee will assess the performance of the agency before completion of tenure. After reviewing, if the performance of the agency is found to be satisfactory, the contract may be considered for renewal for next year with mutual consent.
- 3.13 If at any stage the involvement of the Contractor is found, in any, uncalled for activity, inside or outside the premises of the University, which may bring disrepute to the University, the contract is liable to be terminated by the Competent Authority by giving one month's notice.
- 3.14 University reserves the right to accept or reject the tender without assigning any reason whatsoever. The contract may be terminated after giving one-month notice by the University. In case Contractor wants to terminate the contract, they have to give minimum two months' notice.
- 3.15 Successful bidder will be required to deposit **Rs. 3.50 (Rs. Three lakh fifty Thousand) only in form of Demand Draft/Bank Guarantee as security deposit for each mess** for Hostel Mess Services. In case a Successful Bidder is

**Seal and Signature of Bidder**

awarded work for more than one mess then the bidder will be required to submit security deposit separately for each mess.

- 3.16 The premises of the Hostel Mess Services will be used for the purpose for which the allotment will be made and not for any other purpose without the written permission of the Competent Authority.
- 3.17 No person with any adverse police record will be allowed to work in the Hostel Mess.
- 3.18 Required safety measures are to be observed by the Contractor themselves. He should install the required numbers of fire extinguisher etc. at appropriate places to prevent fire hazard.
- 3.19 Mess bill only be raised against the actual enrolled students **in the University hostels only** during the academic session.
- 3.20 Contractor will maintain the attendance of the students for mess cut and mess bill. The contractor will refund (ONLINE MODE ONLY) the mess cut to the respective students within 07 days from the day of receiving of mess payment of the month.**  
**The mess bill for the succeeding month will be processed only when the detailed transections of mess cut of preceding month will be produced by the contractor.**
- 3.21 Any change like timing of operation, rate of items and any addition of item(s) to be included in the Hostel Mess Services in future will require the prior permission of the University.
- 3.22 The rates finalized will be applicable for complete duration of agreement. However, after completion of one year from the date of agreement the rates may be revised on mutual consent but the hike in rates per student cannot exceed 7%. Any decision on hike will be finalized and approved by GGV authority only.
- 3.23 The Bidder should have license under Food Adulteration Act 1955.
- 3.24 The successful bidder will ensure and comply with the provisions of various municipal and other Rules/Regulations/Laws of the Government in respect of wages and other benefits to their employees.
- 3.25 The University shall not be the party in case any dispute takes place between the Bidder and their employees.
- 3.26 Dispute, if any, between the Contractor and the University shall be subject to the Bilaspur, Chhattisgarh jurisdiction.
- 3.27 Menu may change as per discussion with the Hostel Mess committee with vendor. Hostel Mess committee will evaluate the quality of food and the materials used for preparation of the food and will have the right to impose suitable fine/penalty in case of unsatisfactory service.
- 3.28 The quoted price for food and other services should be **excluding of all taxes** like GST etc.
- 3.29 The Bidder will have to inform 03 months prior before discontinuing the services else Security deposit may be forfeited.
- 3.30 GGV may terminate the services by giving 01 month prior notice or as decided by GGV competent authority.
- 3.31 Maintenance cost including electricity bill, water charges etc. for the premises under the control of vendor such as kitchen, store, etc. shall be paid by the agency for mess.

**Seal and Signature of Bidder**

- 3.32 The workers employed by the bidder shall wear uniform and name-badge, which will be provided by the agency itself. This should be implemented within 15 days from the date of signing the agreement. These workers are not employees of the university and shall not have any claims whatsoever on the university and shall not act detrimental to the interest of the university.
- 3.33 The Bidder should maintain a complaint register inside the mess and should be produced on demand by any of the user. Non-production of this will be taken seriously by the university and suitable penalty shall be imposed as determined by the competent authority.
- 3.34 The Bidder should also produce the copy of the complaint register duly verified by mess committee in charge along with the bills submitted for the payment to the university.

#### **4. Hygiene Criteria:**

- 4.1 The food served by the caterer has to be prepared in clean and hygienic and safe conditions as per the menu and healthy sanitary methods.
- 4.2 Caterer should wash and maintain dining hall, hand-wash area, dish wash area etc. in highly clean conditions, caterer should also provide hand sanitizer and hand wash.
- 4.3 The caterer should collect the garbage from the kitchen, dining-hall, dish-wash area and dispose of the same every morning. The surrounding should be kept clean and hygienic by the caterer.
- 4.4 The caterer should maintain high quality of hygiene, sanitation and safety in the kitchen and dining hall. All the surrounding area of the mess premises should be cleaned and washed daily by the caterer.
- 4.5 After every meal (breakfast, lunch and dinner) all the plates, glasses, spoons and other cutlery are to be cleaned in soap solution and hot water and dried and kept ready for the next meal by the caterer. The caterer must use cleaning material of high quality.
- 4.6 Mess workers should be strictly asked to make the use of hand gloves, aprons, cooking hats etc.
- 4.7 Dining hall and kitchen should be washed with water and soap solution and mopped after every meal by the caterer.
- 4.8 Water cooler and purifier should be cleaned and maintained properly by the caterer.
- 4.9 All the utensils, dinner set and other equipment's required in the mess should be arranged by the caterer and replaced if missing/damaged in the kitchen.
- 4.10 The caterer should provide sufficient number of fly catchers in the mess premises.
- 4.11 Non maintenance of above criteria shall result in penalty to be imposed on the vendor as follows: -

**(a) Penalty for Poor Food quality – Rs. 5000/- on each occasion**

**(b) Penalty for Hygiene/cleanliness – Rs. 2500/- on each occasion**

**If poor quality of food has been found three times in a month, in such conditions the awarded contract shall be terminated and their security deposit shall be forfeited.**

- 4.12 The tender may be cancelled after three consecutives imposed of penalty as mentioned in clause 4.11

## **5. Earnest money deposit (EMD)**

- 5.1 The tenderer should furnish Earnest Money Deposit (EMD) for a value of **Rs. 50,000/- (Rs. Fifty Thousand only)** for mess may be along with the tender by way of Demand Draft / Bankers Cheque obtained from any Nationalized /Scheduled Bank and drawn in favor of **“Registrar, GGV” payable at Bilaspur, CG.**
- 5.2 Any tender without the EMD will be considered as Non- responsive and will be summarily rejected.
- 5.3 The tender inviting authority will arrange to refund the EMD to the unsuccessful tenderers after publishing the successful tenderer within a reasonable time. No interest will be paid on the EMD.
- 5.4 The EMD of the successful agency is liable to be forfeited if the agency fails to start the mess as per the date scheduled in the agreement with the university. The tenderer on becoming successful fails to furnish the required security deposit or sign the agreement within the stipulated time.

## **6. Contract requirement:**

- 6.1 While quoting the rate, the tenderer should consider all applicable taxes such as GST and duties on purchases and any other applicable taxes and duties levied by the State and Central Government or any other authority. University shall not be responsible for any change in the tax rate during the contract.

## **7. Submission of Tender:**

- 7.1 The Bidder must submit the tender fees from DD and EMD in form of TDR/FDR through registered post registered/speed post on all workings days till the above closing date.
- 7.2 The Bidder must submit the technical and financial bid in online mode on or before scheduled date and time. Copies of all relevant documents regarding technical Bid and duly signed Bid document must be submitted in offline mode through registered post registered/speed post on all workings days till the above closing date. The financial bid must be submitted in online mode only.
- 7.3 The university will not be held responsible for any delay in the receipt of the Bank Draft or any delay in the receipt of the document by the tenderer including loss of the document in transit or delay in obtaining any document/certificate or on any other account. No extension of the date and time for the submission of the documents will be given for any such delay.
- 7.4 The university may extend the last date for submission of tender by issuing an amendment. In such case all the rights and obligations of the university and the tenderers previously subject to the original due date for submission will be then subject to the new date for submission.
- 7.5 Any tender received by the university after the last date and time will not be considered and will be returned to the tenderer.

## **8. Procedure for Submission of Tender**

- 8.1 Bidders are advised to go through the tender documents and understand all the provisions and stipulations contained therein before submitting the tender.
- 8.2 The tenders shall be submitted as per the procedures and requirements stipulated therein.

**Seal and Signature of Bidder**

- 8.3 The Tenderer should attach valid Labour licenses issued by State/Central Government.
- 8.4 **The Women entrepreneurs are encouraged to apply for the Girls Hostel Mess and shall be preferred.**
- 8.5 The sealed tender envelope shall be addressed to **“OSD (Store section), Admin building, GGV, Koni, Bilaspur, CG (495009)**. The Tender envelope shall contain clearly the name and address of the Tenderer prominently, with Phone Number, email ID and Postal address.
- 8.6 Signing the Tender:  
“The tender shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. All pages of the tender shall be signed by the person or persons signing the tender. The Tenderer shall enclose a certified copy of the power of attorney authorizing the signatory or signatories to sign the tender document. This certification shall be from the Managing Director or the Legal manager or any other authorized person of the firm”.
- 8.7 The tender shall contain no alteration or additions, except those Bidder has to comply as per the instructions issued by the University.
- 8.8 All the pages in the tender document should be signed by the tenderer after properly filling all details.

#### **9. Compliance/ Confirmation:**

- 9.1 The Bidder should give an undertaking with reference to the Application Form for running the Mess in University and should also give undertaking cum declaration regarding confirming and comply with various terms and conditions in **Appendix-3** “letter of Tender cum declaration” and **Appendix-6** “Check List”

#### **10. Tender Opening:**

- 10.1 Tender will be opened from online portal for the Bidders who will submit the tender fees and EMD as per requirement at 04:00 pm on 25/01/2024. The representative of tenderer who attend the tender opening must produce their identification proof and authorization letter from the companies/tenderer.
- 10.2 On opening the tender, the details such as name of the Bidder, address, EMD details, etc., will be read out.
- 10.3 Tenders found without the EMD or with an invalid EMD or insufficient EMD, will be summarily rejected. Unopened tenders will be returned to such tenderers.
- 10.4 On verifying the EMD, the Technical bids will be opened for eligible bidders and will be considered for technical eligibility evaluation as per tender clauses.
- 10.5 Financial bids of only those bidders whose technical bids are qualified, will be opened. The date of financial bid opening will be notified to bidders prior.

#### **10.6 Process to be Confidential**

- I. Information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of contract shall not be disclosed to Bidder or any other persons not officially concerned with such process until the award to the successful tenderer has been announced.

#### **10.7 Criteria for Technical Evaluation (Evaluation of Technical Bid)**

- I. The University will determine whether the Bidder has fulfilled all the tender conditions as stipulated in the tender document and whether the tender is

**Seal and Signature of Bidder**



substantially responsive or not.

- II. Tenderers who have not fulfilled the tender conditions shall be a non-responsive tenderer and will not be taken up for further evaluation and Price bid opening.
- III. To assist the examination, evaluation and comparison of tenders, the University may at its discretion, ask any Bidder for clarification on his tender. The request for clarification and the response shall be in writing or by fax but no change in the substance of the tender shall be sought, offered or permitted.
- IV. When a Tender fails to be responsive, it will be rejected by the University and may not subsequently be made responsive by correction or addition /withdrawal of the non-conforming deviation or reservation.

#### **10.8 Price Bid Opening:**

- I. The University will then proceed with opening of financial Bid of those bidders whose technical bid has been found substantially responsive. The opening of the "Financial Bid" will be done in the presence of those tenderers or their representatives who choose to be present. The University will inform such tenderers in advance about the acceptance of their technical tender and the date and time of opening of the "Financial Bid".
- II. On opening of the "Price Bid", the amount as quoted by the Bidders will be read out.

#### **10.9 Criteria for Financial Bid Evaluation:**

- I. In financial bid evaluation the following procedures will be adopted:
  - (a) The selection of agency will be based on the rates quoted for "Price Bid for food for One complete month per student excluding taxes" in BoQ submitted in online mode.
  - (b) The Bidder whosoever will quote lowest rate will be awarded the Tender. The number of mess awarded to such Bidder will be decided by GGV as per work experience and previous turnover. GGV reserves right to decide number of mess to be awarded.
  - (c) The GGV may award the work to more than one Bidders on L1 rates

### **11. AWARD OF TENDER**

- 11.1 The University has the right to accept any tender and to reject any or all tenders without assigning any reason.
- 11.2 Notwithstanding anything said herein, the University reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders, at any time prior to the award of tender, without thereby incurring any liability to the affected bidder or any obligation to inform the affected Bidder on the grounds for the University's action.
- 11.3 In case of tie in price bids etc. the competent authority will have all the right to offer Mess service to any successful or qualified vendor on L1 rates.
- 11.4 Competent authority reserves the right to allocate number of mess qualified vendors.

### **12. NOTIFICATION OF AWARD**

- 12.1 The tenderer whose tender has been accepted will be notified by the University.
- 12.2 Notification of award shall constitute the formation of contract and EMD will be treated as Security Deposit, till Security Deposit is furnished in accordance with

**Seal and Signature of Bidder**

the provisions of clause- 13 of this tender document.

- 12.3 Upon furnishing the security deposit by the successful tenderer or tenderers and upon Signing the Agreement, the EMD shall be returned to the unsuccessful tenderer within reasonable time period.

### **13. SECURITY DEPOSIT**

- 13.1 The successful bidder has to furnish security Deposit of **RS. 3,50,000/- (Rupees Three Lakh Fifty Thousand only)** for each mess in form of Demand Draft obtained from any nationalized / Scheduled bank and drawn in favour of " Registrar GGV", Payable at Bilaspur.

**Security Deposit to be furnished within 10 days of issue of letter of Acceptance and signing the Contract/Agreement.**

- 13.2 If the successful bidder fails to remit the security deposit within the above said period, the Earnest Money Deposit paid by him shall be forfeited and his tender shall be held void and the University shall continue the process with other responsive tenderers as per the General Terms and conditions of the contract. The University also reserves the right to take any other action as deemed necessary against such tenderer.

- 13.3 No Interest will be paid on the Security Deposit mentioned in Clause.13.1 above.

### **14. SIGNING THE AGREEMENT**

- 14.1 The successful bidder shall furnish the required security deposit and execute an agreement (Three copies) on a non-judicial stamp paper to the value of Rs. 100/- (embodying the terms and conditions of the tender within 15 days from the date of acceptance of the agreement.

- 14.2 If the agreement mentioned in Clause 14.1 above is not executed in the prescribed period, the Earnest Money Deposit and Security Deposit of the tenderer are liable to be forfeited.

- 14.3 The successful tenderer, if fails to execute the agreement within the stipulated period, he will also be liable for all damages arising there from such default including the cost of conducting fresh tenders and the increase in rates if any, in the subsequent tender and shall compensate for all losses sustained by the Government/University in this regard.

### **15. TERMINATION OF CONTRACT**

#### **15.1 Termination for Default:**

- I. The University may, without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of 30 days, sent to the Hostel Mess Contractor, terminate the contract in whole or in part.
- II. If the Hostel Mess Contractor fails to perform any of the obligation(s) under the contract; or (ii) if the Hostel Mess Contractor, in the judgment of the University, has engaged in fraudulent and corrupt practices in competing for or in executing the contract.
- III. In the event, the University terminates the contract in whole or in part, the University may entrust the contract of operating/running mess to other persons/contractors in such manner and at such rate as deemed appropriate and they shall be liable to the University for loss of revenue Suffered by the University in this process. However, the Hostel Mess Contractor shall continue the performance of the contract to the extent not terminated.

**Seal and Signature of Bidder**

## **15.2 Termination for Convenience:**

The University may give a written notice, with a notice period of 30 days sent to the Hostel Mess Contractor, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the University convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

## **16. Special Conditions**

16.1 Adducing reasons like strikes, non-availability of raw material etc. shall not be entertained.

Non-fulfillment of the contract on any grounds will result in forfeiture of part or whole of Security Deposit /Earnest money deposit amount. The University also reserves the right to debar such bidder/tenderer/ Contractor from future tenders. Besides this the bidder will also be liable for all damages arising from such default including the cost of conducting fresh tenders and the increase in rates in the subsequent tender and shall compensate for all losses sustained by the university in this regard. liquidated demurrage charges may also be levied in case of non-performance or poor performance of the contract i.e. goods of FPO, FSSAI, AGMARK etc. for maintenance of good quality of food to the students or beneficiaries.

16.2 If the Bidder fails to provide catering services within the stipulated time and substantial quality, the University shall be at liberty to make alternate arrangement for catering services, from any other source including from any other tenderer who might have quoted lower rate/L1 bidder, at the risk and cost of the Mess Contractor and in such case the University has every right to recover the cost and impose penalty, besides taking any other action.

## **17. Visit to Tenderers' Clients:**

17.1 Complete details of clients of the' bidders must be enclosed with the Technical bid. Clients' addresses, name(s) of contact person(s) with phone numbers must be listed in the enclosure. The university reserves the right to carry out surprise visits to establishments/mess/dining facilities/Hostel Mess serviced currently by the tenderers and their reports will form valuable input for the short-listing process. The Hostel Mess Committee of the University shall supervise the quality of goods.

## **18. Alternative Proposals:**

18.1 Bidders shall submit offers that strictly comply with the requirements of the Tender Document. Any alternatives or modifications shall render the respective Tenderers invalid. Offers with conditional rebate will become automatically invalid.

## **19. Validity of Offer:**

19.1 Bidders shall agree to keep the tender open for sixty (60) days from the due date of submission thereof and not make any modifications in the stated terms and conditions.

19.2 In exceptional circumstances, prior to expiry of the initial time limit as indicated in 19.1 above, the tender inviting authority may request the Bidder to extend the period of validity for a specified additional period. The request and the Bidders responses shall be made in writing or by e mail. A bidder may refuse the request without forfeiting his Earnest Money Deposit. A bidder agreeing to the request will not be permitted to modify his tender. However, he shall extend the validity of the Earnest Money Deposit for the period of the extension.

**Seal and Signature of Bidder**

**20. Disputes and Jurisdiction:**

Any legal disputes arising out of any breach of contract pertaining to this tender process shall be settled in the courts of competent jurisdiction located within Bilaspur.

**21. Schedules:**

21.1 The Tender schedule highlights the important service conditions to be strictly abided by all tenderers.

21.2 **Schedule A** refers to the terms and conditions for lease of mess in Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur, CG.

21.3 **Schedule B** refers to the scope of work.

It is mandatory that all tenderer must sign and submit these Schedules along with the tender.

**22. Acknowledgement:**

**It is hereby acknowledged that I have gone through the entire tender document and various conditions mentioned hereunder and we agree to abide by them.**

Date:  
Place:

Signature

Bidder Official seal and address

## **Schedule A-**

**The GGV has fixed menu, quantity etc. as mentioned Appendix -7 & 8 of tender document. The tenderer has to quote for each item on the menu and rates on which the items to be supplied will be decided as mutually agreed upon.**

1. The tenderer should quote their price as under:
  - a. **The successful bidder has to accept the highest rent quoted by other technically qualified bidders.**
  - b. **For Hostel mess (Boys and Girls), lowest bidding should not be less than Rs. 3250/- per month excluding taxes, per students. (to maintain standard quality of food).**
2. The bidder will not be allowed to change or fix the rate as mentioned in the fixed menu during the contract period of one year.
3. It is mandatory on the part of the bidder to serve each item of menu at the rates and quantity as given in the Schedule.
4. The mess will be running initially for a period of one year and can be extended on the satisfactory performance on mutual consent for further similar or lesser period based on University's requirements. A review would be done on competition of every 06 months and based on that the extension would be considered.
5. Hostel Mess facilities (Kitchen, dining hall, open space etc.) at hostel Campus are provided by the University on an as is where as basis.
6. University shall provide the following:
  - a. Water for cooking, washing and cleaning.
  - b. Drinking water
  - c. Electricity for exclusive purpose of running the dining facilities
  - d. The caterer should adopt better conservancy measures as water is ELIXIR of human life and no wastage is allowed.
  - e. Electricity should not be used to other than cooking purposes and at any point of time no electric stoves should be allowed for cooking and that should be based on Gas system. The electricity charges shall be levied by the University through meter system or fixed system.
7. Procurement of the items, raw materials required for performing the contract is the responsibility of the caterer with the approval of the University Hostel Mess committee. Indicative list of the items to be procured is as below;
  - a. First/Good quality of vegetables, fruits, provisions, dairy products/meat etc. **In case of non-compliance of the above, a penalty of Rs. 1000.00 will be imposed on caterer.**
  - b. Caterer shall use only branded raw materials and best quality items for preparing the food. Brands of products will be decided by the Hostel Mess Committee of the University. **In case of non-compliance of the above, a penalty of Rs. 1000.00 will be imposed on caterer.**
  - c. The caterer should be solely responsible for the arrangements of gas refills and their safety and supply of milk from its own resources of good quality.
  - d. The caterer shall provide catering services as given in the menu annexed to the agreement. The cost includes fuel cost, procurement of provisions and vegetables of good quality and other items. Further, the cost of these raw materials shall be inclusive of loading and unloading, transportation, storage at kitchen premises, statutory taxes, duties and all other levies (existing and which may be imposed from time to time) for which no additional cost is payable or reimbursable by the University.

**Seal and Signature of Bidder**

- e. The caterer shall make his own arrangement for procuring utensils/plates, glasses & cutlery. etc.
- f. Caterers should not use any artificial colour, preservatives and other harmful chemical additives' (say, for example, mono- sodium glutamate) in any of the dishes or even store them in the HOSTEL premises. **In case of non-compliance of the above, a penalty of Rs. 5000.00 will be imposed on caterer. (Note: the above list is indicative and not exhaustive).**
8. The premises of the Hostel Mess should be kept clean and tidy on daily basis and the contractor shall be fully responsible for the maintenance of hygiene as per the standards required by the Municipal/Health Department.
  9. Responsibility and safeguard of the University HOSTEL property shall be with contractor. Damage to the University Hostel Mess property will be recovered from security deposit of contractor.
  10. GGV shall not provide any additional facilities other than available in the Mess.
  11. The Hostel Mess premises (inside and outside) should not be used for any other purposes except for running the Mess.
  12. The contractor should not transfer/ sublet the management to any other individual or agency. The agency or its authorized representative of the Mess should be present at the premises and supervise the day to day affairs of running of mess and shall not give scope for any complaints either from students/ staff or customers.
  13. The Mess should be run in **the name of the University Mess and other name should not be used.** The walls and surroundings of the mess should not be used for paintings/ advertisement. Stay of unauthorized persons beyond Mess hours or indulging in anti-social activities shall be viewed seriously and proper action will be initiated in such cases.
  14. The authorized GGV officials shall have every right to inspect the hostel mess without any notice and take appropriate action.
  15. The contractor should not cater items which are not approved. As per state Govt. guidelines, cigarettes, pan & Gutka, liquor etc., are strictly **prohibited.** "NO-TOBACCO ZONE in and 100 meters away from University gate." **In case of non-compliance of the above, a penalty of Rs. 500.00 will be imposed on caterer.**
  16. In case of violation of terms & conditions the University may take appropriate action and /or terminate the agreement, including the forfeiture of Security Deposit.
  17. Mess will be closed during Summer Vacation, Mid-Semester Break and Winter Vacation as per notified by the University time to time.
  18. The Mess should run during the timings as will be declared by the Hostel Mess Management Committee of University.
  19. The University shall have the right to terminate the contract by giving one months' notice. In case Contractor wants to terminate the contract, they have to give minimum three months' notice.
  20. Authenticated certificates, testimonials and proof of experience should be produced along with the tender and registration of firms etc. The Minimum wages as per Govt. and **EPF, ESI and Labour License of the currency of contracts (Current Principal Employer/s for the period 2023-24)** documents etc should be given along with technical bids. All statutory compliances of the current principal employer and list of PF documents be submitted in the technical bids.
  21. The caterer shall vacate the provided premises and hand over all fixtures, furniture etc. which are University property in good condition at the termination of the contract.
  22. The caterer shall not make or permit any construction or structural alternation or additional fittings inside the premises or the work place without prior written approval of the competent authority.

23. Staff strength in each category of Cooks, helpers should be optimum and of sound health and finalized in consultation with Hostel Mess Management committee of the University.
24. Employment of child laborers (below 18 years) is totally prohibited. It is responsibility of the caterer to comply with all formalities of Labour office including obtaining necessary **labour license of the Govt. of Chhattisgarh of the current works. In case of non-compliance of the above, penalty as per government norms will be imposed on caterer.**
25. The employees of the caterer should wear proper uniform. **In case of non-compliance of the above, a penalty of Rs. 500.00 will be imposed on caterer.**
26. The caterer shall be responsible for the proper conduct and behavior of the employees engaged. The employees cannot reside in the place of work except to the extent necessary for their duty in respect of the functioning of the dining facility.
27. The Caterer should ensure that all the employees are free from communicable diseases. Medical certificates to this effect should be made available for inspection by the authorities.
28. All expenses related to the functioning of the employees like EPF/ESI engaged by the caterer shall be in the scope of the Caterer. Proof for remittance of salary shall be provided to the University Administration.
29. The caterer shall maintain the record of duty hours and pay structure should be maintained as per rules for inspection by authorized Personnel of University for meeting other statutory and non-statutory benefits/ obligations.
30. Turnover during the last 3 years along with balance sheets and P& L accounts need to be submitted.
31. The University reserves the right to review and modify the terms and conditions periodically.
32. The items of food served will be checked by the quality committee constituted by the Hostel Mess Management Committee of the University. Such quality audit may be a test audit or random audit. In case of dispute on quality between caterer and the quality committee, Vice Chancellor of the University will be the sole arbitrator and His/ her decision shall be final and binding on both the parties. Since the service includes food and eatable, PFA Rules 1955 is binding on the caterer and registered at appropriate authorities.
33. Any other relevant matter for better functioning of Hostel Mess will be included at the later date.
34. The agreement should be signed by a person or persons duly authorized to sign on behalf your organization. A certified copy of the power of attorney authorizing the signatory or signatories to sign the agreement/documents.

Signature of the Tenderer Office  
Seal & address.

**Seal and Signature of Bidder**

## **SCHEDULE - B**

### **Scope of work:**

1. The tender for Mess Services in GGV, Koni, Bilaspur, Chhatisgarh, 495009. Hostel Mess are without accommodation charges but electricity, water charges etc. shall be taken.
2. GGV reserves the right to assign any one or more of the Hostel Mess based on availability/requirement.
3. The tenderer shall visit these facilities and ascertain the available infrastructure before submitting the Tender. Any additional requirements, necessary for efficient services must be provided by the contractor without any extra charges.

## **MENU DETAILS**

### **HOSTEL MESS MENU**

1. For Girls Hostel  
As per Appendix 7
2. For Boys Hostel  
As per Appendix 8

- **Note: The meal served in Lunch and Dinner shall be unlimited.**



**Appendix 1**  
**TECHNICAL**  
**BID**

TENDER FOR RUNNING THE HOSTEL MESS FACILITIES AT GGV, Koni, Bilaspur

1	Name and address of the caterer with phone no. and e-mail ID, if any.	:	
2.	Registration Number and date of registration of company/cooperative/ agency/SHG/Society, if any (Certificate to this effect should be enclosed)	:	
3.	Year of Establishment	:	
4.	Type of Organization: (Whether Proprietorship, Partnership, Private Ltd. Company or Co-operative body etc. In case the applicant is a non-individual, Certified copy of a Partnership deed/Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case should be enclosed)	:	
5.	Enclose Performance certificates from previous clients with contact no. separately in respect of services rendered/catering for 3 years before tender opening date since 2018.	:	
6.	No. of Food courts/Dinning facilities Runin Academic Institutes/Students Mess * (Providing All supporting documents)	:	
7.	Whether Quality Certification obtained for Any of the Food Courts/Dining Facilities (Providing All supporting documents)	:	
8.	Bidders Solvency (Capital Employed) (Rs. In Lakhs)	:	

**Seal and Signature of Bidder**

9.	Annual Turnover (Rs. In Lakhs) for Financial years: 2020-21, 2021-2022 & 2022-2023 Financial statements showing turnover duly certified by a Chartered Accountant should be furnished.	:	
10.	PAN Number (Duly verified photocopy to be enclosed)	:	
12.	GST Regn. No. (Number & photocopy of certificate to be given)	:	
13.	Shops and Establishments Act registration No. of the competent Authority (Photocopy to be furnished)	:	
14.	No. of Employees (As on date offender advt.)	:	
15.	Labour License, EPF, ESI of the current works to be provided	:	
16.	Any other Information	:	

\* List to be enclosed with full address and phone numbers.

Further it is certified that I/We will abide by the technical and commercial terms and conditions of the Tender and also other rules and regulations of the Guru Ghasidas Vishwavidyalaya, Bilaspur, CG.

Signature of the Bidder with seal

**Seal and Signature of Bidder**

## **Appendix 2**

### Financial Bid

Format for Financial Bid (to be submitted online only)

### Appendix 3

#### Tender for Hostel mess in GGV LETTER OF TENDER CUM DECLARATION

To  
The Registrar,  
Guru Ghasidas Vishwavidyalaya Koni, Bilaspur,  
CG-495009 Sir/Madam,

Sub: Tender for hostel mess in Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur, CG-495009 for the year 2024 – 2025 and Self-Declaration

1. I/ We, the undersigned do hereby tender and undertake to provide catering services in Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur, CG-495009 as described or intimated in the various schedules hereto annexed and the specifications thereto (which have been produced to and carefully examined by us) in strict accordance with and subject to the terms, provisions and conditions set forth or mentioned in the said schedules, specifications and appendices.
2. I / We have gone through the instructions in the tender and carefully read all the conditions of tender and agree to abide by all the conditions mentioned.
3. I / We hereby state that I/we have submitted Rs. 50,000/- (Rupees Fifty Thousand only) for Hostel mess services in the form of Demand Draft/Bankers Cheque No. Dated: drawn on Bank Branch, in favor of "Registrar, GGV" payable as Bilaspur as Earnest Money Deposit and agree to have it forfeited to the Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur, CG in case of my / our failure to undertake the contract for the items accepted by the University.
4. I/ We hereby certify that the rent amount quoted in this tender is final and I/ We will not come forward for any revision or alteration in rent amount quoted subsequently due to hike in prices or any other reasons. However, I / We are aware of the right of the University to negotiate with the tenderer quoted highest evaluated rent amount.
5. I / We confirm that our Tender is in conformity with the technical specifications and commercial terms & conditions as stipulated in the Tender Document and without any deviations whatsoever. I am / We are aware that our Tender is liable for disqualification in the event of technical and commercial deviations observed by the University at a later date during the process of evaluation of our Tender.
6. In response to the Tender No ..... as a Proprietor / partner/Director of..... I/we hereby declare that our Agency/Bidder's name ..... is having unblemished past record and has not been declared ineligible for corrupt & fraudulent practices indefinitely or for a particular period of time.
7. I / We further declare that the information and documents furnished in the Tender submitted by us are correct and genuine. I am / we are aware of the University's right to forfeit the Earnest Money Deposit and / or Security Deposit and blacklisting me / us if, any information furnished by us proved to be false at the time of inspection and not complying with the tender conditions.
8. I/We state that I/We have not been blacklisted or debarred from participating tenders by the Central/State Government of Chhattisgarh agencies or autonomous bodies or Universities / institutions.
9. In the event of my / our tender becoming successful, I / We undertake and agree to forward to the Registrar, Guru Ghasidas Vishwavidyalaya, in 60 days, after the notification of the acceptance of this Tender has been received by us, the Security Deposit as demanded in the form and manner required as security for the due fulfillment of our Contract.
10. We undertake and agree that we will not withdraw this Tender during the period that will be required for intimation of acceptance or non-acceptance as stipulated

**Seal and Signature of Bidder**

in the Tender document. If I / we do so withdraw, I / we shall forfeit the Earnest Money Deposit **Rs. 50,000 (Fifty Thousand Rupees only)** to Guru Ghasidas Vishwavidyalaya. I/ we agree to execute at our cost the Agreement in 60 days after the notification of the acceptance of our Tender has been received by us. In the event of our failing to make the Security Deposit or to execute the Agreement in the said manner, the Earnest Money Deposit accompanying this Tender shall be forfeited to the Guru Ghasidas Vishwavidyalaya and this concluded Contract shall in such case be considered as having been cancelled or terminated and I / we agree to be liable, irrespective of the forfeiture aforesaid for all damages, losses, costs, charges and expenses arising from or by reason of such failure and arrangements.

As witness our hand this ..... day of ..... of 2024.

Signature of the Bidder Name  
& Address: Company Seal

## Appendix 4

### TENDER FOR UNIVERSITY MESS OF GURU GHASIDAS VISHWAVIDYALAYA

#### BANK CERTIFICATE REGARDING CREDIT FACILITY

This is to certify that Mr./Mrs. or M/s. ....  
.....is a reputed person / company with  
a good financial standing. If the contract is given for running the Hostel Mess in  
the Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur, CG-495009 (Tender Ref. No)  
**For** the above person / firm, we will be able to provide overdraft/credit facility  
to them for Rs. ..../- (Rupees only) to meet their working capital requirement  
for executing the above contract.

Date:

Place:

Signature and Designation of the Authorized Officer.

Name and Address of the Bank.

## **Appendix 5**

### **Declaration about family members working in Guru Ghasidas Vishwavidyalaya, Bilaspur**

I/WE .....do hereby certify that neither myself nor any of my family members (as defined in tender conditions) are employees of the Guru Ghasidas Vishwavidyalaya.

I/We are aware that in event of wrong declaration tender submitted by me is liable to be rejected summarily.

Tenderer:

Name:

## Appendix 6

### Check List:

1	Income Tax Assessment Certificates furnished/ITR	Yes / No
2	GST & PAN	Yes / No
3	Work Experience of successfully completing at least one hostel mess contract from an educational institute/University for one year. Provided Completion certificate.	Yes / No
4	Tender Fee Rs. 3000/- furnished	Yes / No
5	Earnest Money Deposit (EMD) for Rs. 50,000/- furnished for Hostelmess services	Yes / No
6	Turnover and Balance Sheets/P & L A/c etc. certified by the Chartered Accountant	Yes/No
7	Registration No of the Firm/Organization/etc.	Yes/No
8	Valid Labour License documents of current contracts	Yes/No
9	Technical bid enclosed in a separate cover	Yes / No
10	Financial Bid submitted online only	Yes / No
11	Whether all schedules and all tender papers are signed.	Yes /No
12	Letter of Tender cum declaration as per Appendix furnished	Yes / No
13	Bankers certificate regarding Credit Facility/ Solvency certificate.	Yes / No
14	Declaration about the family members not working in Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur, CG	Yes / No



## Appendix 7

### GURU GHASIDAS VISHWAVIDYALA, BILASPUR (C.G.) GIRLS HOSTEL (MESS MENU)

<b>DAY of the week</b>	<b>Morning BREAKFAST (7:30 am-) 10:00 am</b>	<b>LUNCH (12:00 pm- 03:30 pm)</b>	<b>Evening SNACKS (5:30- 6:30 pm)</b>	<b>DINNER (7:30 pm- 9:00 pm)</b>
<b>MON</b>	Poha+sev namkeen, Tea	Rice, Kadhi, Jeera Aloo, Roti, Salad, pickle	Pakoda, Chutney, Tea	Rice, Roti, Sukhi sabji/Seasonal green vegetable, Masoor dal (bina chilke wali), Pickle
<b>TUE</b>	Medu vada (4Nos.), Sambhar + Tea	Rice, roti, mixed dal, Seasonal green vegetable, pickle	Aloo tikki, Tea	Rice, Roti, Dal, Green Vegetable/Chole , Pickle
<b>WED</b>	Idli (4nos) with sambhar chutney, Tea	Rice, roti, Dal tadka, seasonal green vegetable, salad, pickle	Chana Masal, Cofee/Tea,	Roti, Rice, Seasonal Sabji, Mong dal, Pickle
<b>THUR</b>	Bread pakoda 2(pc), Chutney + Tae	Rice, Vegetable (with gravey), Roti, salad, Raita	Pani Puri (6pc) + Tea	Rice, Sabji sukhi, Roti, Dal, Papad, Pickle
<b>FRI</b>	Paratha (3nos) , Sabji + Tea	Rice, Dal makhani, Roti, Seasonal green vegetable, pickle	Fried corn flak +Chiwda+ Peanut, Tea	Rice, Dal, Roti, Sabji, Pickle
<b>SAT</b>	Aloo paratha/chole bhature(2pc) + Chutney, Tea	Rice, Dal, Loki Kofta, Roti, Pickle, Salad	Biscuit (1packet), Tea	Dal, Rice, Roti, Fryum Papad, Vegetable, Pickle
<b>SUN</b>	DOSA (01 big pc.) Sambhar chatni, Tea	Rice, Rajma + Aloo, Roti, Raita	Popcorn, Khajur(5pc), Cofee/Tea	Matar Paneer, puri, Jeera Rice, Gulab Jamun/Kheer

## Appendix 8

### UNIVERSITY BOY'S HOSTEL TENTATIVE MESS MENU

DAY	BREAK FAST	LUNCH (UNLIMITED)	EVENING SNACKS	DINNER (UNLIMITED)
<b>MONDAY</b>	SAMBHAR BADA (04), TEA	RICE, ROTI, KADHI (BUNDI), SALAD, JEERA ALOO	BREAD SLICE-3 + TEA	RICE , DAL , SEASONAL VEG. , SALAD , SEVAIYA, PICKLE
<b>TUESDAY</b>	POHA, NAMKEEN, MATAR, TEA	RAJMA, RICE, BUNDI KA RAITA , DAL FRY, ROTI , SALAD	BUISCUIT/ Cookies + TEA	RICE , DAL , ROTI , FRIED VEG , SALAD , PICKLE
<b>WEDNESDAY</b>	PLANE PARATHA-3, SABJI, TEA	CHANA KI SABJI, DAL FRIED, RICE, ROTI, PICKLE	BHEL + TEA	JEERA RICE , DAL , SEASONAL VEG. , SALAD , PICKLE
<b>THURSDAY</b>	PURI, KALA CHANA MASALA SABJI SUKHA, TEA	SAMBHAR, RICE , ROTI , SEASONAL VEG, PICKLE	COFFEE/ TEA + BISCUIT	RICE , ROTI , DAL , SEASONAL VEG., PAPAD ,
<b>FRIDAY</b>	IDLI (4 piece big size), SAMBHAR , CHUTNEY, TEA	SOYABEAN SABJI , ROTI , RICE , DAL ( FRIED) , RASAM, PICKLE	PYAZ BHAJIYA + TEA	( SPECIAL DINNER ) JEERA RICE , PANEER , ROTI , DAL , GULAB JAMUN , PAPAD
<b>SATURDAY</b>	ALOO PARATHA- (3 piece big size) , TAMATAR KI CHUTNEY, TEA	KOFTA , ROTI , SABJI , DAL FRIED , RICE, RAITA	GULGULA BHAJIYA , TEA	RICE , DAL , ROTI , SEASONAL VEG. , SALAD , PICKLE
<b>SUNDAY</b>	ALOO GUNDA/ SAMOSA (4 piece)	SEASONAL SABJI , ROTI , RICE , DAL FRIED , SALAD ,	TOAST+ COFFEE/TEA	PULAO , RAITA , PURI , CHOLA , KHEER , CHIPS

NOTE:

- SALAD & PICKLES WILL BE PROVIDED EVERY DAY ON A REGULAR BASIS
- SEASONAL VEG - PATTA GOBHI, KATHAL, LAUKI, AALU PARWAL, BHINDI, SIMLA MIRCH, KACHCHA KELA, AALU BARBATTI, COLLIFLOWER, GREEN PEA ETC.
- BUTTERMILK 200 ML IS A PART OF THE DAILY MENU, IN CASE CURD IS ON THE MENU BUTTERMILK CAN BE SKIPPED.
- SOUPS (SEASONAL VEGETABLE, MIX VEG, TOMATO AND MOONG DAL/SWEET CORN/HOT AND SOUR) QUANTITY 200 ML
- SQUASH/SHARBAT/MILK QUANTITY 200 ML
- IN ANY MEDICAL CONDITIONS, KHICHDI/DAAL PAANI WILL BE PROVIDED ON PRIOR INFORMATION

Signature of the Bidder

Name & Address: Company Seal

Seal and Signature of Bidder