



# **GURU GHASIDAS VISHWAVIDYALAYA**

[ A Central University Established under the Central Universities Act, 2009 No. 25 of 2009]

**BILASPUR [C.G.]**

Tender Documents for Mess Catering Services at  
Hostels of GGV

**NOTE:** - 1. Separate application form along with fee can also be submitted for a single or two categories of work as mentioned in tender documents.

2. University reserves the right to accept/ reject any or all bids without assigning any reason thereof.

<b>IMPORTANT DATES</b>		
1	Starting Date of Issue of Tender form	07.07.2015
2	Last Date of Issue of Tender form	30.07.2015, 05.00PM
3	Last Date of Receipt of Tenders	31.07.2015, 03.00PM
4	Date of Opening of Technical Bids	31.07.2015, 04.00PM
5	Date of Opening of Financial Bids	05.08.2015, 04.00 PM

**Registrar**



गुरु घासीदास विश्वविद्यालय  
GURU GHASIDAS VISHWAVIDYALAYA

(A Central University established by the Central Universities Act, 2009, No.25 of 2009)

KONI, BILASPUR-495 009 (C.G.) INDIA, कोनी बिलासपुर 495 009 (छठगठ) भारत

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Ref. No. 127/Store/Mess/2015

Bilaspur, Date- 06/07/2015

**Notice Inviting Tender for Mess Catering Services at Hostels of GGV**

General Terms and Conditions of Tender

1. Sealed tenders are invited from reputed and experienced mess companies/firms with sound financial capabilities for mess catering services at Hostels (as detailed in **Annexure-I**) under two bids system. Tenders should be addressed to the Assistant Registrar (Stores), Guru Ghasidas Vishwavidyala, Bilaspur (CG)- 495009 and should reach on or before 1500 hrs, 31.07.2015 through Speed post/Registered post/Courier service only. Received tenders will be opened on 31.07.2015, 1600 hrs at the above address in the presence of bidders or their authorized representatives. Tenders received after due date & time will not be considered. For more details please log on to [www.ggu.ac.in](http://www.ggu.ac.in).
2. The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested companies/agencies/firms are advised to submit two separate sealed envelopes superscribing "Technical Bid" and "Financial Bid". Both sealed envelopes should be kept in a third big sealed envelope super scribing "Tender for Mess Catering Services at Hostels" "Ref: ...../Store/Mess/2015 Dated .....".  
The Technical bid should consist of all the details as specified below with commercial terms and conditions. There should be no cost indication in the Technical bid.  
  
Financial bid should indicate "Daily Rate" for the menus mentioned in the technical bid. The technical bid and financial bid should be put in two separate covers. Words "Technical Bid" and "Financial Bid" must be written on these covers clearly and the covers should be sealed. These two sealed covers should be put into a bigger cover along with a covering letter, Tender Fee Receipt and EMD and sealed.
3. The tenders will be opened on 31.07.2015 at 4.00 P.M. The tenderer or his authorized representative may remain present at the time of opening of the tender.
4. The details of tender fee and EMD are as follows

Item No.	Name of Work	EMD (Rs.)	Tender Fee (Rs.)
1.	Mess and Catering Services at Boys' Hostel	400000.00	500.00
2.	Mess and Catering Services at Girls' Hostel	200000.00	500.00

EMD and Tender Fee as mentioned against each item should be submitted in the form of Demand Draft in favour of "Registrar, Guru Ghasidas Vishwavidyalaya" payable at Bilaspur (C.G.) with Technical Bid. Earnest money of successful bidder can be adjusted with

Performance Security Deposit, if he desires so. Earnest money of the unsuccessful bidders will be refunded without any interest.

Bidder can submit bids for any single or both categories/works which are mentioned in the above table. However they have to fulfil the eligibility criteria and their bids will be evaluated only for one or two works as per his bid.

5. **Envelope I (Technical Bid):** The vendor must submit the following documents in Envelope-I (Technical Bid):
- a. Application form- **Annexure-II**
  - b. **Copy of Registration in Department of Food Safety & Drug Administration should be attached along with the bid, if any.**
  - c. Authorized partner/dealer certificate from the original firm/company.
  - d. Credentials and list of organizations where the company/firm/contractor served similar services in last 3 years.
  - e. Documentary proof in support of Registration Certificate, PAN , VAT/TIN No. and Service Tax No.
  - g. Duly acknowledged “Terms & Conditions and other points of Consideration” of this tender.

**Envelope II (Financial Bid):**

The bidder must submit the Financial Bid information mentioning all taxes/duties applicable at University campus, Bilaspur in the prescribed proforma **Annexure-III**. The price should be quoted in words and in figures, without any errors, erasures or alterations. Maximum educational discount for University as could be offered should also be mentioned.

6. **The eligibility criteria–** Firm/bidder must satisfy all points given below
- a. The company/bidder should be registered under the companies act, or it should be a partnership firm, a proprietorship duly evidenced by any statutory documents evidencing of proprietorship such as VAT/ Service Tax/ Local Municipality/ Local authority certificate/professional tax registration etc. The society must be registered Society.
  - b. The annual turnover of the bidder during the last three financial years ending on 31-03-2015 should be at least **Rs. Two crore per year.**
  - c. Minimum number of institutions (Government Organizations/Institutions only) served during the last five years should be TWO.
  - d. Must have valid Tax number/Registration number as applicable.
  - e. The applicant should be in catering business (excluding beverage and snacks services) for a minimum period of five years as on 31.07.2015.
  - f. Experience of having successfully run the catering services during the last five years ending 31.07.2015 as per following:
    - a. 3 similar completed works each of one year duration and having not less than 200 persons on its dining strength.
    - b. 2 similar completed works each of one year duration and having not less than 400 persons on its dining strength.

**Similar nature of work means the running of the messes of institutions / organizations/ companies / guest houses in Government Sectors.**

***Note: The relative documentary proof in respect of above conditions/ requirements should be enclosed with bid without which the bid will be summarily rejected.***

**7. Offer validity period**

The offer should hold good for a period of 120 days from the closing date of the tender. Any offer falling short of the validity period is liable for rejection.

**8. Performance Guarantee:**

Performance Security for an amount of 5% of estimated order value (as decided by the Hostel Authority) may be furnished in the form of an Account payee Demand Draft, Fixed Deposit Receipt from a Commercial bank or Bank Guarantee from a Commercial bank in an acceptable form by the successful bidder. Performance Guarantee is to be furnished within 21 days after notification of the award and it should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder. EMD amount may be adjusted with the Performance Guarantee.

This Contract is for one year and extendable by one more year depending on performance.

9. The tender without EMD shall be considered as UNRESPONSIVE and REJECTED. Photo/Fax copies of the demand draft/Banker pay orders shall not be accepted. The EMD of the unsuccessful bidder will be released after the finalization of the contract. No interest will be paid on EMD. The EMD shall stand forfeited in the event of premature withdrawal or amendment of the bid/tender, or if the bidder impairs or derogates from the tender in any respect during the period of bid, or in case successful bidder fails to sign or accepts the contract within the stipulated period.
10. Authority to sign: - All the documents must be duly signed by the bidder. If an individual or a proprietor of a firm is a signatory, he/she should sign above the full type written name and current address. In case of a partnership firm, all the partners of the firm or a partner holding power of Attorney for the firm ( a certified copy of the power of Attorney should accompany the Documents) should sign in this case. In both cases, a certified copy of the partnership Deed and current address of all the partners of the firm should be furnished. In case of a limited Company or a Corporation, the Documents shall be signed by a duly authorized person holding power of Attorney for signing the Documents, accompanied by copies of the power of Attorney and the Memorandum of Articles of Association duly attested by a Notary Public. In case of a Registered Society, the Documents shall be signed by a duly authorized person holding power of Attorney for signing the Documents, accompanied by copies of the power of Attorney and the By Laws of Society duly attested by a Notary Public.
11. The bidder should sign and stamp each page of the tender document as a token of having read and understood the terms & conditions contained therein and submit the same along with the bid. No photocopies of this tender document will be accepted.
12. Compliance/Confirmation:- Compliance or Confirmation report with reference to general terms & conditions and requirement for running the dining facility should also be included in the Technical bid.
13. Daily Rate: The financial bid should include the price quoted as daily rate per student for each of the sample menus: **Annexure I** and must include all charges including taxes and service charges, as levied by Central and State Governments. However, the percentage of taxes and service charges must be clearly indicated.

14. Late offer: The offers received after the due date and time will not be considered and the same will be returned unopened to the bidder.
15. Opening of the tender: The offer/bids will be opened by a committee duly constituted for this purpose at the appointed place, time and date, in the presence of such bidders or their authorized representatives who choose to be present. The larger envelope (containing a covering letter, Tender Fee Receipt, EMD and two separate covers with technical/financial bids) will be opened first. Without EMD or offers with invalid EMD or EMD presumably kept inside the covers containing technical/financial bids will be summarily rejected and unopened tenders will be returned to such bidders.
16. On verifying the Tender Fee Receipt and EMD, the technical bids will be opened. The committee will examine the technical bids and decide the suitability as per the specifications prescribed and requirements. The bidders, whose Technical Bids are not found acceptable their sealed cover containing financial bid will not be opened and EMD will be returned to them.
17. Bidder shall ensure submission of complete information/documents at the first instance itself. The University reserves the right to complete the evaluation based on the details furnished by the bidder without seeking any subsequent additional information. Tenders not in compliance with tender conditions or with incomplete information / documents are liable for rejection.
18. The Technical Bids, which fulfil the above specifications and requirements, will be considered for further evaluation. Further evaluation of the bids is based on the type of food, food variety, quality and hygiene aspects. If possible, inspection committee may carry out surprise visit to the establishments /mess/dining facilities run currently by the bidders and their reports will form valuable input for the short-listing process.
19. The bidders, whose bids are short-listed by the Committee constituted for this purpose, will be intimated and they may attend the opening of financial bid. The financial bids of only these Bidders shall be considered for opening.
20. Acceptance and Rejection: The University reserves the right to shortlist/reject any or all tenders and accept the whole or any part of the Tender without assigning any reason.
21. Breakfast, Lunch, Evening Snacks and Dinner need to be served as per the basic menu agreed upon with the Hostel Authority. A copy of the typical menu is enclosed as **Annexure I**

22. TENTATIVE MESS TIMINGS

Breakfast : 07.00 AM –09.00 AM

Lunch : 11.30 AM –02.00 PM

Evening Snacks : 05.00 PM - 06.15 PM

Dinner : 07.30 PM - 09.30 PM

However it can be changed as per requirement of the hostel.

23. The Electricity consumed for the kitchen, store room, rest room and the wash area will be charged as per GGV rates.
24. Statutory Requirement/obligation: All statutory rules, like Minimum Wages (EPF) Act, ESI Act + EPF Act, etc., as applicable for engagement of labours on daily wage are to be followed by successful bidder strictly as per Government norms.
25. In case of failure to comply with the above statutory Rules, Acts, the authorities shall have the right to impose the penalty or cancel the contract.
26. The successful bidder shall not assign, sublet or part with the possession of the premises and properties of the University therein or any part thereof under any circumstances.
27. The successful bidder shall not appoint any sub-contractor to carry out any obligation under this Contract.
28. The successful bidder shall vacate the leased premises with the all features, furniture etc., which are university's properties in good and tenable conditions at the termination of the contract.
29. The successful bidder shall not make or permit any construction or structural alteration of additional fitting inside the premises of the work place without prior written approval of the authorities.
30. The security deposit will be returned three months after the end of the contract period without interest if there are no pending issues against the contractor.
31. Three months notice is required from the contractor for the termination of the contract service if such a condition arises during the contract period.
32. If the successful bidder and/or his team and also functioning of the mess is not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, then University is empowered to terminate the contract with a short notice of one week. The Hostel Wardens Committee's opinion is final so far as the food quality / mess management is concerned.
33. In case of unsatisfactory performance / any dispute whatsoever / labour dispute emergency condition or any other reason as deemed fit by the Hostel Authority; the contract can be cancelled at the sole discretion of the Vice-Chancellor.
34. Hygiene, overall cleanliness of surrounding, kitchen and the food, raw materials, ingredients etc. are to be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of COOKED FOOD shall not be stored / preserved / re-served after meals. Not following warden's suggestions / instructions in above matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same (upto 10% of monthly bill as decided by hostel Authority).
35. The mess utensils are to be cleaned with hot water using detergent powder/soap after every meal.

36. Successful bidder shall be solely responsible in case of incidence/s of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the contractor as decided by the Committee of Wardens / Hostel Authority for such incidence/s.
37. The successful bidder shall use only branded raw materials and best quality for preparing the food. Brands of certain mess items are given. A quality control Team will check all materials brought to the mess as well as cooking practices. In the event of the quality of the food served being poor or not adhering to contractual conditions, the Hostel management will be free to impose monetary fine as deemed fit on the contractor. Such fines imposed will be adjusted against the payments due to the contractor. The University shall pay only the approved daily rate per student for the entire contract period for one year.
38. MESS ITEM BRAND/MANUFACTURER LIKE
- Salt Tata/ Annapurna/ Nature fresh  
 Ketchup Kissan or equivalent brand,  
 Oil (Sunflower) Sundrop/Dhara/ Natur Fresh/ Priya,  
 Oil (Mustard) Dhara/ Hathi brand/Engine  
 (use of Hydrogenated (vanaspati) oil is prohibited)  
 Atta Ashirvad/ Shaktibhog/ Annapurna/Lalgulab  
 Instant Noodles Top Raman etc  
 Flavoured fruit drinks Rasna/ Roohafza  
 Butter/Paneer Amul/ Sudha  
 Cornflakes Kellogg's  
 Jam Kisan etc.  
 Tea Brook bond/ Lipton/ Tata  
 Coffee Nescafe/BRU  
 Rice Mansoori/Kattarni/ Taj Mahal, India Gate  
 (for special dish)  
 Bread Modern/ Morris/ Nasta  
 Milk Deobhog/Sanchi/Amul Dairy  
 Pickles Priya/ Mother/Nilons
39. The successful bidder may use any other approved brands only if permitted by the Hostel Authority, in writing. In such case the contractor will submit two or three reputed brands for each grocery item and the Hostel Authority will select the brands for cooking.
40. All inclusive daily rate (inclusive of fuel cost, cost of procurement of rice, wheat and all other provisions, vegetables, fruits, unloading and loading, transportation, storage, labour, all statutory taxes including service tax, duties and levies etc and fluctuations in the rates of the commodities) per student should be quoted in the tender. The Hostel Authority will not pay any other charges for the catering services provided. It is the sole responsibility of the contractor to get commercial gas cylinders from the gas company to run the mess on his own cost. Any fluctuations in the Gas price must be absorbed by the successful bidder only.
41. When circumstances warrant, successful bidder should cater for large number of students/staff members at very short notice. Similarly, fluctuations in strength during vacation periods shall have to be accommodated.



42. Monthly payment to the successful bidder will be made by Admin Warden duly certified by warden concerned in one instalment after the submission of actual mess bill including copies of all statements, taxes paid for the period.
43. Guest recommendation will be made by the warden of the concern hostel. Successful bidder has to collect the guest charges directly from the students / guests. Guest charges shall be decided by the Wardens for ordinary / special meals which shall be slightly on higher side than the approved daily rates of the successful bidder.
44. The successful bidder and his workers must behave politely with hostel inmates. The contractor and his team, under any circumstances should not involve in arguments with the boarders of the mess. In case of such situations/ under emergency, the Contractor should intimate immediately to the concerned Warden and Chief Warden also.
45. Mess workers and cooks should be healthy and medically fit. They are required to have a regular check up with the University Medical Officer. If any mess worker is found medically unfit, he may not be given permission to continue his duties and mess contractor has to replace him immediately without fail.
46. Persons will be deputed by the successful bidder to act as supervisors to check the overall maintenance of the premises and proper uses of the materials.
47. Mess Contractor or his representative manager is required to remain present in the mess when the food is served in the mess.
48. Smoking / drinking liquor etc. is strictly prohibited in the University premises.
49. Storage / consumption of any alcoholic drink / liquor are strictly prohibited. The contractor shall not serve any of such substance / drink in mess / hostel. Smoking, consuming gutkha, tobacco etc. is also prohibited in mess premises.
50. Employment of child labour (as per norms) is totally prohibited. It is the responsibility of the Contractor to comply with all formalities of labour office including obtaining necessary labour license.
51. The employees of the successful bidder should wear uniform along with a name tag.
52. All expenses related to the functioning of the employees engaged by the Contractor shall be in the scope of the Contract.
53. The successful bidder is solely responsible for the payment of minimum wages for their employees as per the Government norms and deductions towards E.P.F. and E.S.I. The record of duty hours and pay structure should be maintained as per rules for inspection by authorized government personnel and GGV and for meeting other statutory and non-statutory benefits/obligations.
54. It is also mandatory on the part of the successful bidder to open Savings Bank Account in any nationalized bank in the names of all the persons employed by him and also monthly salary must be paid by way of credit into their individual accounts.

55. Successful bidder shall provide light food to the sick student/s during his/their sickness period and no extra charge will be paid for the same.
56. The Vice-Chancellor reserves the right to reject any/all the tender without assigning any reason therefore.
57. Hostel Authority reserves the right to negotiate the rates, if required.
58. Hostel Authority will monitor and evaluate the performance of the contractor. Grading of the contractor is done by the students based on quality, quantity, hygiene etc. Continuous bad performance will result in termination of contract. Non compliance with the menu and serving of unhygienic food will result in instant monetary fine.
59. The AMC charges for the electric gadgets and gas at the mess have to borne by the caterer at the rates fixed by the company approved by the Hostel Authority.
60. Successful bidder must make his own arrangements for housekeeping of the dining and kitchen area allotted and disposal of the kitchen and dining waste material. House-keeping of common areas shared by the contractor must be done by the contractor itself.
61. **For girls' hostel, contractor should provide the lady workers. However only one or two male workers may be allowed as main cook/supervisor. Food for Matrons (maximum three at a time) who will be on duty will be arranged by the contractor free of cost.**

#### **PENALTY**

62. Failure to supply food in terms of quality, quantity and as per the menu indicated in **Annexure I** will attract penalty. For not adhering to contractual conditions, the Hostel Authority shall be free to impose monetary fine as deemed fit on the contractor. Fines imposed shall be adjusted against payment due to the contractor.
  - a) Vegetables used should be fresh and of good quality. If vegetables kept for use is found to be rotten or of poor quality, then a fine of Rs. 2,000/- for each occasion will be imposed.
  - b) Items like Aji-no-moto, Baking soda, colouring items etc are banned and they should not be used. If they are found in the kitchen premises penalty of Rs. 5,000/- for each occasion will be imposed.
  - c) Kitchen should be kept clean. If it is not kept clean, a fine of Rs. 2000/- for each occasion will be imposed.
  - d) For damages caused by the contractor to the kitchen equipments, vessels and other items supplied by the licenser, twice the cost of the equipment will be recovered.
  - e) Any complaint of insects/lizard etc. cooked along with food found in any food item would invite a fine of Rs. 10,000/- on the contractor.
  - f) Any complaint of soft objects like rope, soft plastic, cloth, glass or any other foreign particles in food will attract a fine of Rs 1,000/- per complaint.

- g) Any complaint of stones / pebbles will attract a penalty on the contractor which can range between Rs 2000/- to Rs 5,000/- depending on the size of the stone/ pebble per complaint.
- h) 5 or more complaints of unclean utensils in a day would lead to a fine of Rs. 2,000/- on the contractor.
- i) If Hostel Authority agrees that certain item of a meal was not cooked properly then a fine of Rs. 2,000/- would be imposed on the contractor.
- j) Changes in approved menu (as per **Annexure I**) of any meal without permission of Hostel Authority would result in a fine of Rs. 2,000/- on the contractor.
- k) Fine on any discrepancy (personal hygiene of workers, misbehaviour by workers etc.) will lead to fine of Rs. 5,000/- on contractor for every instance.
- l) Using of brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and decided by the Hostel Authority with consent with the wardens.
- m) Shortage in any meal would lead to a fine of Rs. 100.00 Per hostel inmate.
63. Severity of hygiene failure shall be assessed and decided by the Hostel Authority and fined appropriately. In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract.
64. Hostel Authority will impose any of the penalties if they found any rule breaking incidence by contractor or by his employees. The contractor may appeal to the Chief Warden for reduction/waiver of penalty. The decision of the Chief Warden shall be final.
- 65. License Fee**  
**A monthly license fee has to be paid by the mess contractor as per the details mentioned below:- Students License fee**  
 Up to 200 Rs. 4,000.00  
 201 – 400 Rs. 8,000.00  
 401– above Rs. 10,000.00
66. **Resolution of disputes:** University and the agency shall make every effort to resolve amicably, by direct informal negotiations for any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, University and the agency have been unable to resolve amicably a resolution by formal arbitration the Vice-Chancellor of University shall appoint a sole Arbitrator of the dispute who will not be related to the agency and whose decision shall be final and binding.
67. Jurisdiction:- All disputes will be subject to Bilaspur (CG) jurisdiction only.
68. University reserves the rights of accepting in full or part/not accepting the tenders without assigning any reason and University will not be responsible for any postal delay.
69. The University can award parallel works to one or more contractors for similar works, if the circumstances so warrant.

70. The mess runs round the year except during summer/winter vacation (normally 30 to 45 days). If vacation occurs in the mid of the month, then mess charges will be decided on the basis of number of days on which mess will be opened. The decision of the Hostel Authority will be final in this regard. Those hostel inmates taking food for 01-10 days will pay mess charge as Guest only.
71. Any addition/deletion/modification of this tender made before the due date of the tender will be displayed in university website only.

Registrar (Acting)

## ANNEXURE-I

### SCOPE OF THE WORK AND DETAILS OF MENUS

Guru Ghasidas Vishwavidyalay, Bilaspur provides residential accommodations to its students. 02 (two) Boys' and 02 (two) Girls' hostels at present and two big hostel of capacity 400 will be opened soon. The mess of each hostel is managed by a Hostel Authority of that hostel under the overall control of respective Warden/Administrative Warden of the hostel. The mess runs round the year except during summer vacation (normally 30 to 45 days). The details are mentioned below for the general idea about the strength of the hostels:

Sl No.	Name of Hostel	Maximum Strength (Approx)	Remarks
1.	Swami Vivekanand Boys' Hostel	470	Old Hostel
2.	Boys Hostel at Type IV Quarters	225	Old Hostel
3.	Boys Hostel Running at Forestry Guest House	60	
4.	Girls' Hostel	400	Old Hostel
5.	Boys' Hostel-A	200	New Hostel Building will be opened in coming academic session, if completed
6.	Boys' Hostel-B	200	

The University will not provide any facilities such as crockery (serving plates, glasses, spoons etc.). Other items viz. working tables, racks, shelf, vegetable cutting machine, wet grinder, chapatti puffer, cooking burners, mixer grinder, cold storage etc. shall be arranged by the successful bidder.

The prime of safety, health and hygienic conditions will be maintained in and around the mess /kitchen will be the responsibility of the contractor. Warden's suggestions / instructions regarding cleanliness have to be followed and the expenditure towards this is to be borne by the contractor.

The successful bidder has to maintain the premises including kitchen and surrounding areas of the hostel mess hygienic.

Details of menu for which price to be quoted (Boys & Girls Hostels)

**Breakfast(07.00 to 09.00am)**

**Any two item Daily +Tea/Coffee**

Bread 6 pcs with butter /jelly, Puri 6 pcs with Ghuguni (2days), Paratha 3 pcs with sabji, Seasonal Vegetable stuffed paratha 3 pcs with chana masala, Chola-Bhatura Along with

Tea (4 days) and coffee (3 days):150ml

One or two days may be substituted by equivalent south Indian items (dosa, edli, poha, upma,)

**Lunch Timings (Monday to Sunday-12.00am-2.00pm)**

**Open items daily (Rice+Tawa Roti+Dal+Two Vegetables/Sabji+Table Salt+ Green Chilli+Pickle+Salad+Papad+Raita/Curd(alternate day))**

Fried Dal/Mix Dal (good quality, varying type based on students' choice) vegetable sabji (mixed curry) Bhaji,(varying type, with locally available vegetables), , Besan Curri

**Evening snacks (5.00pm-6.15pm)**

**Any one item + Tea/Coffee**

Samosa 2pcs (2days), vegetable chowmi ½ std plate (2days), Potato- masala chat (1day), vada-pao (One day or any suitable item as per the choice of student but within the rate quoted, Alubondha (1 day ) 2 pcs, For Girls Hostel- Panipuri, Bhell on alternate days

Along with

Tea (3days) and coffee (4days)(150ml)

**Dinner Timings (Monday-Saturday-7.30pm-9.30pm)**

**Open items daily (Rice+Tawa Roti+Dal+Two Vegetables/Sabji+Table Salt+ Green Chilli+Pickle+Salad+Papad+Raita/Curd(alternate day))**

Dal (Dense, varying type based on student choice) vegetable sabji (mixed curry) table salt and green chilli

Bhaji (varying type, with locally available vegetables), salad (or papad) and lemon (or pickle);

Paneer (40gm)/ Manchurian, curry potato (or peas) or khofta alternatively any other equivalent items on boarders choice

**Special dinner on Sunday –special preparation (8.00pm-10.00pm)**

Open item: Pullao (std quality) and Puri bhajji or Tandoori, dal (dense), good salad and papad, pickle including table salt and green chili

Palak paneer (60 gm each) and Mix Veg or any other equivalent item based on boarders choice, custard/ice-cream or pastry

**Grand feast (dinner)**

**1. Last Sunday of the month**

**2. Valid only for full month running mess**

**(8.00pm-10.00pm)**

Open item: Pullao (std quality) and Puribhajji or Tandoori, Chana dal (dense), good salad and papad, pickle including table salt and green chilli

palak paneer (60gm each) and Mix Veg or any other equivalent item based on boarders choice, sweet, curd and cold drinks, custard

**Note:- Each Kitchen will serve 200 to 225 students only. The successful bidder has to deploy number of workers accordingly. Distribution of food/meal from a single kitchen to other messes will be not allowed.**

Acknowledgement:

It is hereby acknowledged that we have gone through all the Annexure as well as the conditions mentioned above and we agree to abide by them.

Date:

Place:

SIGNATURE OF BIDDER

ALONG WITH OFFICIAL SEAL

### Technical Bid

BASIC TECHNICAL DETAILS OF BIDDER		
1	Name of Firm/Company/ Contractor	
2	Permanent Address	
	Correspondence Address	
3	Mobile  Phone  Fax  Email-	
4	Name of the Contact Person/Representative of the firm	
	Address	
	Mobile and Phone Number	
	Email	
5	Tender Fee Details  Name of Bank Amount DD Number Date	
6	EMD Details  Name of Bank Amount DD Number Date	
7	Firms' Registration Number	
8	PAN/TAN No.	



9	EPF  ESI No.  Service Tax Regt No.						
10	Firms'/Bidders Bank Account Details  Name of Bank Address  IFS Code  Account Number						
11	Whether Quality Certification obtained for any of the dining facilities/catering services provided. If yes, list with copies of certificate to be enclosed.						
12	Litigation, if any, connected with catering works	Yes/No					
13	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.						
14	List of Present and Past Clients (Please use separate sheet if required and attach documentary proof in support)						
	Sl No.	Name of Organization	Whether the served organization is Govt./Private/PSU	Period of contract From	To	Number of persons deployed by your firm	Number of persons/students served per day
15	Volume of Business done in the last three Financial year/Annual turnover (Please attach a certificate issue by CA for support) (In Rs.)						
	Financial year 2012-13	Financial Year 2013-14	Financial Year 2014-15				



Format for Financial Bid (to be typed on the letterhead of the firm)

**FINANCIAL BID**

Sub: Selection of Contractors for hostel dining facility

Ref:-

In response to your Advertisement for Selection of contractor for Mess catering services to Hostels of Guru Ghasidas Vishwavidyalay, Bilaspur, we submit herewith our financial bid.

Sl No.	Menu as stipulated in the tender document	Rate For Boys' Hostel	Rate For Girls' Hostel
1	Daily rate per student		
2	Tax if any		
	Total Daily Rate per students (In Rs.)		

Important Notes:

1. Rates quoted should be inclusive of all taxes / levis (service tax and any other statutory Central/State Govt. taxes) & Fluctuations in the rates of items and should be valid for ONE year from the date of tender.
2. Rate (inclusive of all charges) quoted by the bidder must not be in decimals.
3. Bidders must quote for all the menus given above.
4. Financial bid should be kept in separate sealed cover.
5. Price comparison shall be done on the basis of menu only.
6. L1 will be considered for award of contract. In case of Tie, the work will be awarded on the basis of previous experience and annual turnover and decision of the University will be final and will be binding on bidder.

**DECLARATION**

We hereby accept to cater to any minor modifications in the menu as requested by the students and approved by the Hostel Authority after discussion during the period of the contract, without any additional cost.

We hereby agree to abide by the decision of the Hostel Authority/the University and terms and conditions mentioned in the tender documents.

We hereby certify that the above rates are inclusive of service tax and any other statutory Central/ State Govt. taxes and fluctuations in all items.

Sincerely

Authorized Signatory of the bidders with seal.

## CHECK LIST

Ensure that you have enclosed the following before submitting technical bid

Sl No.	Details of Documents	Mark <input type="checkbox"/> , if document is attached
1.	Application form- <b>Annexure-II</b>	
2.	Experience certificates	
3.	<b>Copy of Registration in Department of Food Safety &amp; Drug Administration should be attached along with the bid, if any.</b>	
4.	Authorized partner/dealer certificate from the original contractor	
5.	Credentials and list of organizations where the company/firm/contractor served similar services in last 5 years	
6.	Copy of Registration Certificate	
7.	Copy PAN/TAN	
8.	Copy of Service Tax, if applicable	
9.	Duly acknowledged "Terms & Conditions and other points of Consideration" of this tender	
10	Any other certificate	
11.		

Ensure that you have enclosed the following before sending the Tender

1. Prescribed Tender Fee in the form of DD in favour of "Registrar, Guru Ghasidas Vishwavidyalaya" payable at Bilaspur (C.G.)
2. Prescribed EMD in the form of Demand Draft in favour of "Registrar, Guru Ghasidas Vishwavidyalaya" payable at Bilaspur (C.G.)
3. Sealed Technical Bid (Annexure-II) -
4. Sealed Financial Bid (Annexure-III) -

Please study the important conditions of the Tender, Terms and Conditions and Scope of Work and Details of Menus and submit the Tender in accordance with those.

Authorized signatory of the bidders with seal



गुरु घासीदास विश्वविद्यालय

GURU GHASIDAS VISHWAVIDYALAYA

(A Central University established by the Central Universities Act, 2009, No.25 of 2009)

**KONI, BILASPUR-495 009 (C.G.) INDIA**, कोनी बिलासपुर 495 009 (छोगा) भारत

Tel. - +91-7752-260381,260401 Fax - +91-7752- 260154, 260148, website - [www.ggu.ac.in](http://www.ggu.ac.in)

Ref. No. 127/Store/Mess/2015 **Tender for Mess Catering Services** Bilaspur, Date- 06.07.2015

Sealed tenders are invited from reputed and experienced mess companies/firms with sound financial capabilities for mess catering services at Hostels under two bids system. Tenders should be addressed to the Assistant Registrar (Stores), Guru Ghasidas Vishwavidyala, Bilaspur (CG)- 495009 and should reach on or before 1500 hrs, 31.07.2015 through Speed post/Registered post/Courier service only. Received tenders will be opened on 31.07.2015, 1600 hrs at the above address in the presence of bidders or their representative. Tender fee- Rs. 500.00, EMD- Rs. 400000.00/200000.00. Tenders received after due date & time will not be considered. For more details please log on to [www.ggu.ac.in](http://www.ggu.ac.in).

Registrar