

**BID FOR RUNNING MESS
IN THE HOSTEL OF
GOVERNMENT POLYTECHNIC,SIRSA**

Terms and Conditions

1. Tender documents are available on the institute web-site www.gpsirsa.ac.in. Application form cum technical bid along with Rs. 1000/- (Rs One thousand only) be submitted in the form of demand draft (DD) drawn on any nationalized bank in favour of **Principal Govt. Polytechnic, Sirsa** payable at **Sirsa**.
2. Bids in two sealed envelope super scribed as Technical Bid for running mess and Financial Bid for running mess can be submitted in the office of the **Principal Govt. Polytechnic Sirsa** by 09-08-2022 upto 4:00 P.M. No bid thereafter shall be accepted.
3. Sealed Technical Bid & Financial bids in **two different envelopes** (*one containing application form cum Technical Bid and other envelope containing financial bid*) are invited from reputed caterers for running mess in the hostels of **Government Polytechnic Sirsa** (minimum 120 students in Hostel-1 & II) on contractual basis for a period of one year.
4. The contract shall be awarded initially for a period of 01 year which is further extendable upto 02 years or more on year to year basis with the condition of continuous satisfactory performance.
5. The bidder should have minimum **three year experience** of running a mess of any Government Institute /Govt. University/ Government aided organization or any other Govt. Organisation having minimum **regular capacity of 120 persons** (any three years among last four years).
6. The bidder should have Average annual turnover of Rs 20 lakhs in any three financial years from the last four financial year i.e. 2018-19, 2019-20, 2020-21 & 2021-22.
7. The technical bid will be opened on 10-08-2022 at 10:00A.M. in the office of the *Principal , Govt. Polytechnic Sirsa*. Financial Bid of the bidder shall be opened only of those bidder who fulfills the conditions in technical bid. In the event of 10-08-2022 being declared as a holiday, the tender will be opened on the next working day at same time and place.

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8. The bidder shall be at liberty to be present in person or through their authorized representative with authority letter from the bidder at the time of opening of technical bid. If any bidder or his representative is not present, the committee reserves the right to open the tender.
9. Offer in the financial bid should be mentioned both in figures as well as in words and offer should be preferably written in neat / legible hand. Cutting / overwriting in rates will not be entertained .The bidder should quote the diet charges per day per student in the financial bid as per menu (annexure-I) and this quoted rate includes servant charges and all the applicable taxes including GST / service tax etc.
10. Earnest money deposit (EMD) in the shape of demand draft(DD) drawn on any nationalized bank in favour of *Principal Govt. Polytechnic Sirsa* payable at *Sirsa* for Rs 50,000/- (Rs fifty thousand only) should accompany the filled in tender documents. It should remain valid for a period of six months from the last date of submission of the bid. In the absence of EMD, the bid will be rejected summarily. The EMD shall be refunded to unsuccessful bidders after finalization of the contract and no interest is payable on the EMD.
11. At the time of allotting tender if successful bidder refuses to work with the quoted rate his EMD will be forfeited and the next bidder will be given offer.
12. The successful bidder shall have to execute an agreement on a non-judicial stamp paper of Rs 100/- (Rs hundred only) with the Principal, Govt. Polytechnic, Sirsa within ten days from the date of intimation of his selection and will deposit a sum of Rs 1,25,000/- (Rs One Lakh Twenty Five Thousand only) in the shape of demand draft(DD) drawn on any nationalized bank in favour of Principal Govt. Polytechnic Sirsa payable at Sirsa as interest free Performance Security Deposit which will be refunded after making necessary adjustments if any, on the expiry of the contract. This is in addition to the monthly rent payable by the contractor.
13. The EMD will be forfeited if the contractor is unable to deposit the performance security deposit with in one week The EMD will be returned as soon he deposits the performance security deposit of Rs 1,25,000/- (Rs One Lakh Twenty Five Thousand only).
14. The contractor will submit to the institute all required documents/licenses for running the mess with the application form cum technical bid and they will be checked while opening tenders.
15. The contractor shall run the hostel mess for the benefit and use of the employees and students of *Govt. Polytechnic Sirsa* exclusively in the aforesaid premises.

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16. The competent authority reserve the right to terminate the contract by giving one month notice due to un-satisfactory performance.
17. The mess shall function on all the teaching and the examination days throughout the academic semester /session and will not be allowed to be closed on any day including holidays for any reasons whatsoever be without a prior permission from the competent authority.
18. The contract is in respect of providing rate of diet per day .A diet consists of three meals per day i.e. breakfast, lunch and dinner and will be prepared for Hostel -1 & for Hostel-II situated in the premises of the institute. On Sundays brunch and dinner will be served.The bidder quoting the lowest rate per day per student and meeting all other conditions of the tender will be awarded the contract. If any two portion quote same rate then higher experienced will be given preference.
19. Minimum charges per month per student will be 24 days diets plus servant charges @Rs.20/- per day per student for the remaining days.
20. No diet charges will be admissible for the period during which the institute is officially closed continuously for ten or more days during academic semester / session and only the servant charges @ Rs.20/- per day will be payable by the each student to contractor for that period. This condition will not be applicable during semester break period.
21. Maintenance charges of the mess, furniture, water cooler, water supply and electrical appliances etc @ Rs.3000/- (Rs. Three thousand only) per month will be charged.
22. The contractor will be responsible for complying all trade and security laws.
23. Subletting is not allowed under any circumstances.
24. The Principal reserves all rights to accept or reject any bid without assigning any reason and also to impose/relax any term and condition of the bid.
25. The interested bidder can visit the site at their own cost for assessment of rates etc.
26. The institute will provide suitable space for kitchen and dining within the institute hostel. Necessary furniture for dining area will also be provided by the institute.
27. The contractor selected for mess service will be required to maintain highest level. of cleanliness and hygiene with regard to the persons under his employment and utensils for serving the food. The food has to be prepared in clean. hygiene and safe conditions as per the menu. The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is

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served and that stale food is not recycled. Stale food shall be removed from the mess premises as soon as possible. Un-refrigerated cooked food not consumed within six hours in summer months and ten hours in winter months, shall be deemed to be stale and unfit for consumption.

28. The contractor shall be responsible for removal/disposal of garbage generated in the mess.
29. That food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. After each meal (breakfast, lunch and dinner) all the plates, cups, katoris, water glass, spoons, forks, knives etc. are to be cleaned in soap solution, hot water then dried and kept ready for next meal. All the vessels used for cooking also should be washed in soap solution and hot water and should be available for use for cooking for the next meal. The cleaning material should be of good quality as approved by the Hostel Committee.
30. Dining and Kitchen Hall should be mopped after each meal. The kitchen, dining hall, hand wash area, dish area etc. will be washed with water and soap solution and mopped daily and will be disinfected once in a week or as and when required.
31. The meal is to be served on counter/buffet, however water and chapatti will be served on table. The contractor shall ensure that sufficient man power is deployed for meal preparation, service of each meal including cleaning washing and overall upkeep of mess assets and premises.
32. The surroundings shall be kept clean and hygienic. High quality of hygiene. Sanitation and safety will be maintained at kitchen and dining halls. All the surrounding area of the mess premises should be cleaned and washed daily. The contractor shall ensure that stray cattle such as pigs, dogs, cows etc. do not consume any food within the hostel premises.
33. The contractor shall ensure that only hot food is served and complaints if any in this regard shall be dealt with severely.
34. The meal shall be neither too spicy nor too oily. The food preparation shall be wholesome by adding tomato, ginger, onion, garlic and other special etc in sufficient quantity according to recipes available and shall generally cater to the taste of the residents.
35. Water overhead tank and water coolers installed in the mess area should be cleaned and maintained by the contractor as per the instructions of the hostel authority.

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36. For sick students, the contractor shall arrange to serve sick diet in the dining area as and when required. No extra charges will be charged from the student.
37. The contractor will be responsible for maintaining adequate number of persons engaged in cooking distribution of food, disposal of garbage and left over food.
38. The contractor shall bear all the expenses for running the mess and the institute shall not be liable in any manner for any damage caused due to incidents like theft, burn, fire, electric shock or bear any compensation for damage on injury or injury caused to its workmen while discharging their duty.
39. The persons associated with preparation and distribution of food will be required to undergo periodical medical check up as and when directed by institute to rule out the possibilities of communicable disease/infectious disease and anybody found suffering from such has to be kept out of work till he/she is fully recovered.
40. The contractor shall be responsible for his employees in observing all security and safety regulations and instructions as may be issued by the institute from time to time. The contractor shall have the right to appoint and to take appropriate disciplinary actions against his workers to fulfill obligations under this agreement and the action is in accordance with industrial employment (standing order) at 1946 and the Chief Warden is kept informed. However the contractor shall not in any capacity employ any person of bad character or any person whose antecedents are not acceptable to the institute.
41. In case the institute suffers loss of any nature on account of the contractor or his employees for not following security/safety regulations/instructions, the contractor shall be liable to pay the losses as determined by the institute at its sole discretion and the institute shall have the right to recover such losses from the dues payable to the contractor and or performance security deposit etc.
42. The contractor's staff shall not be treated as the institute's staff for any purpose whatsoever. The contractor shall be responsible for strict compliance of all statutory provisions of relevant labour and other laws applicable from time to time in carrying out the above job. The institute shall not be liable to any penalty under relevant rules, enactment or related regulations for which the contractor is responsible under the law. However, if the institute is forced to pay any cost of any nature on account of the contractor's liabilities, the said cost shall be recovered from the dues payable to the contractor.

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43. The contractor shall be responsible for fulfilling the requirement of all statutory provisions of relevant enactment viz. minimum wages act, payment of wages act, industrial disputes act, gratuity act, contract labour (regulations and abolition) act and all other labour and industrial enactment at his own risk and cost in respect of all staff employed by him. The institute shall not be responsible for any action brought against it for any violation/non-compliance of any of the provisions of the acts, etc. Hence non-compliance or violation of any of these provisions of any of the acts would lead to the immediate termination of the contract and performance security money will be forfeited.
44. The contractor shall maintain all records required to be maintained under statutory enactment. The Principal and his authorized representatives shall be entitled to inspect all such records at any time.
45. The contractor will be responsible for such conduct of the persons engaged by him in the mess, which will be conducive for maintaining the harmonious atmosphere in the institute and will be responsible for any act of commission & omission of such persons.
46. There shall be no compromise on the quality of food supplied by the contractor and if any such incidence or food adulteration is found action deemed fit including black listing the firm, shall be taken by the institute and all the rules of Prevention Adulteration Act) applicable. (PFA Act) will applicable.
47. No child labour shall be deployed.
48. The contractor will use AGMARK/FPO/FSSI or such standard quality food articles approved by relevant regulatory authorities.
49. An officer authorized by the Principal can check the quality of food and hygienic condition as per the government norms and a fine of Rs.2000/- Rs. Two thousand) would be charged for every occasion of non-compliance. The institute reserves the right to send the food samples served at the mess to testing laboratories and take appropriate action on the contractor, if required.
50. The hostel authorities shall prepare the menu as per availability of seasonal vegetables The Chief Ward reserves the right to change the menu as the need arises.
51. The contractor shall not serve food to any outsider except to the guests of bonafide residents, institute staff the participants of Short Term Courses / Seminar /Workshops/sports activity etc.

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52. The contractor shall provide the bill to every customer. In case of excess charge found at any occasion, a fine of Rs.1000/- (Rs one thousand only) will be charged for every excess charge.
53. The contractor shall submit the mess bill for the residents by the 10th of every month. The bill shall be prepared as per the approved rates.
54. A resident desirous for applying for mess rebate will be required to inform the mess manager at least one day in advance in the prescribed form till 2 PM. He will make the entry in the rebate register maintained by the contractor.
55. To avoid any dispute regarding the mess bill, contractor shall maintain a register which shall be countersigned by the Warden/Chief Warden.
56. The list of residents who will compulsory join the mess, shall be provided by the hostel authorities from time to time. The number of residents may vary depending upon academic sessions and vacations. However, a significant variation is not envisaged on day to day basis.
57. No utensils will be provided by the institute Equipment, gadgets and fixtures in the mess shall be handed over to the contractor in good conditions. He will hand over these items in good conditions at the time of termination of the contract or completion of contract.
58. The inventory of articles shall be handed over to the contractor in good working condition at the commencement of the contract. The contractor shall be the custodian of this institute property and mess inventory during the period of contract and shall make payment for any loss to the inventory by way of misuse, breakage, theft etc. at his own cost.
59. Similarly, the inventory in good condition shall be handed over by the contractor to the Hostel Committee on the expiry of the contract period. The security deposit shall be refunded only after a No Dues Certificate is granted by the Chief Warden.
60. The fuel to be used for cooking will only be LPG and shall be arranged by the contractor. The contractor shall not be allowed to use electricity/kerosene as a cooking fuel and shall be permitted to use toasters, refrigerators, water cooler, mixer/grinder, oven and other equipment's for cutting/grilling vegetables etc. Any other electrical cooking appliances may also be used by the contractor after obtaining written prior permission of the Chief Warden.

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61. The raw material of good quality (dry ration and vegetables) is to be arranged by contractor and food will be prepared strictly according to menu decided by Hostel Committee and to the satisfaction of the Hostel Committee
62. The contractor shall procure only good quality fresh vegetables from the market He shall not be allowed to store vegetables for more than one day in summer months (April to October) and three days in winter months (November to March) at a stretch. However the contractor shall ensure that a sufficient stock of other raw material is stocked in the store for consumption for a minimum period of fifteen days. The Hostel Committee shall have the right to check the quality of food articles and vegetables from time to time.
63. The contractor shall vacate the premises on expiry of the period of contract unless the contract is extended/renewed.
64. If any incident happens in the institute due to the negligence of the contractor or their worker the contractor will be fully responsible and contract can be cancelled after proper enquiry
65. A penalty of Rs.5000 (Rupees five thousand only) will be imposed on the contractor for each day of unauthorized closing of mess. If mess remains closed for a week continuously, this agreement is liable to be cancelled and the contractor shall be required to vacate the premises within 48 hours as per directions of institute authorities.
66. The contractor will vacate the mess and hand over the possession of the premises on the expiry of the term of the contract or on termination of the contract. If the contractor fails to vacate the mess premises on stipulated date then damage charges for the over stay at the rate of Rs.10,000/- (Rs Ten thousand) per day will be recovered from the contractor out of the Performance Security Deposit. If the performance security deposit is insufficient to recover damage charges then the same will be recovered through the Courts of Law.
67. Performance security deposit of the contractor will be forfeited in case of breach of any condition stipulated herein.
68. The institute is not responsible for providing accommodation to all the workers. However, limited accommodation for staff such as cook, manager, other essential staff, as available will be provided at no additional cost. The contractor will not take it as a right but only with facility from institute and decision of the authority.

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69. For any dispute regarding quality/service the decision of the Principal Govt. Polytechnic, Sirsa shall be final and binding to the contractor.
70. The institute campus is a NO SMOKING ZONE hence sale and use of tobacco is prohibited.
71. The sale and use of liquor (alcohol) and non- vegetarians also strictly prohibited is mess area and premises.
72. All disputes relating to this tender can be legally resolved through courts in Sirsa only.
73. Any conditional bid is liable to rejection of tender.
74. All pages of the tender and related papers are to be duly authenticated by bidder or authorized signatory on behalf of bidder.

Signature of the Contractor

UNDERTAKING

- a) I/We, the undersigned certify that I have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them in letter and spirit.
- b) If selected, I/We shall pay the performance security deposit of Rs. 1,25,000(One Lakh Twenty Five Thousand only) and Maintenance Charge of Rs. 3000/ (Rs. Three Thousand only) within one week of intimation of selection.
- c) The Earnest Money Deposit (EMD) of Rs.50,000/- (Rs. Fifty Thousand only) has been enclosed herewith vide DD # _____ dated _____ drawn on bank _____
- d) I/We give the rights to the Principal Govt. Polytechnic Sirsa to forfeit the EMD deposited by me / us in the event of my/our selection and failure on my/our part in starting the services of mess as per the terms of this tender on the date specified by the Principal or an officer authorized by him.
- e) I/We are duly authorized to sign the above undertaking.

Date :

Signature of the Contractor

Place :

Full Name :

Mobile :

Address :

APPLICATION FORM CUM TECHNICAL BID

- 1) Name of the firm (As registered) : _____
- 2) Address of the firm : _____

- 3) Phone No.(Mobile/Landline) : _____
- 4) Proprietor/Partner Name : _____
- 5) Address of Proprietor/Partner) : _____

Documents to be attached

- i) Detail of Application form fee of Rs.1000/- (DD No) _____
- ii) Detail of EMD of Rs.50,000/- (DD No) _____
- iii) Copy of PAN number
- iv) Copy of labour registration certificate
- v) Copy of state FSSAI certificate
- vi) Copy of GST return (Jan-June 2022 or any six month from Financial Year 2019-20/2020-21)
- vii) Signed copy of all Terms and conditions along with undertaking.
- viii) Copy of Income Tax return of any three financial year from last four financial year i.e. 2018-19, 2019-20, 2020-21, 2021-22 .
- ix) Copy of showing average annual turnover of Rs.20 lakhs of any three financial year from last four financial year i.e. 2018-19, 2019-20, 2020-21, 2021-22.
- x) Copy of experience certificate of any three financial year of running mess from last four financial year i.e. 2018-19, 2019-20, 2020-21, 2021-22 from a Govt./ Govt. aided organization having minimum regular capacity of 120 persons

Note :Self attested documentary proofs of all the Terms and Condition and duly stamped should be attached with this Application form otherwise the bid will be summarily rejected.

I hereby declare that:

1. I or my firm have not been black listed ever in the past and have not been penalized for not meeting the provisions of Food and Adulteration Act, 1954.
2. All the particulars subscribed by me are true to the best of my knowledge.
3. All the terms & conditions of this tender document are acceptable to me and I shall abide by the same in case the tender is awarded to me.

Date :

Signature of the Contractor

Place :

Full Name :

Mobile :

Financial Bid

Amount of quotation for running the mess rate at Govt. Polytechnic Sirsa	
In figures	Rs.....only per day per Student
In words	Rupees..... only per day per Student

- The above quotation includes servant charges and all applicable taxes including GST/ service tax etc.
- Offer in the financial bid should be mentioned both in figures as well as in words and offer should be preferably written in neat/legible hand. Cutting /overwriting in rates will not be entertained.

I hereby declare that:

1. The applicant / firm have not been blacklisted ever in the past and have not been penalized for not meeting the provisions of Food and Adulteration Act, 1954.
2. All the particulars subscribed by me are true to the best of my knowledge.
3. All the terms & conditions of this tender document are acceptable to me & I shall abide by the same in case the tender is awarded to me.

Date:

Place:

Signature of the Bidder:

Full name:

Mobile:

Address:

राजकीय बहुतकनीकी सिरसा
(हॉस्टल मैस)
खाने का मीनू
वर्ष 2022–2023

दिन	नाश्ता	लन्च	डिनर
सोमवार	2 परांठा भरा हुआ, आचार, चाय	काले चने, चावल, चापाती, रायता (150 ग्राम)	मूंग मसर दाल, सब्जी, चपाती
मंगलवार	2 परांठा भरा हुआ, चाय, दही (150 ग्राम)	राजमाह, चावल, चपाती, दही (150 ग्राम), सलाद	मिक्स दाल, सब्जी, चपाती, हल्वा (150 ग्राम)
बुधवार	4 पूरी + आलू सब्जी + चाय	कढ़ी पकौड़ा+सब्जी, चावल, चपाती	चना दाल, सब्जी, चपाती
वीरवार	2 परांठा भरा हुआ, आचार, चाय, दही(150 ग्राम)	चना सफेद, चावल, चपाती, दही(150 ग्राम), सलाद	साबुत दाल, मूंग, सब्जी, चपाती, सेवईया(150 ग्राम)
शुक्रवार	2 परांठा भरा हुआ, आचार, चाय दही (150 ग्राम)	मटर पनीर, चावल, चपाती, सलाद, दाल	पीली दाल (चनादाल, मूंगदाल) सब्जी, चपाती
शनिवार	2 परांठा भरा हुआ, आचार, चाय, दही (150 ग्राम)	आलू मटर/राजमाह, चावल, दही(150 ग्राम), चपाती	मूंग मसूर दाल, सब्जी, चपाती, खीर(150 ग्राम)
रविवार	पूरी + आलू की सब्जी, चाय, चावल (सुबह 10:30 बजे)		मिक्स दाल, सब्जी, चपाती

नोट :

- 1) जिन दिनों में दाल/सब्जी सर्व की जायेगी तो अलग-अलग प्रकार की दाल/ सब्जी सर्व करनी होगी।
- 2) महीने के आखिरी रविवार को नाश्ते में चने+भटूरे+150 ग्राम खीर+चावल।
- 3) अगर बच्चे किसी दिन खाने में कोई बदलाव चाहते हैं तो उसकी लिखित में होस्टल वार्डन से अनुमति लेनी होगी।
- 4) खाने का समय –
नाश्ता :- 7:30 AM to 8:45 AM
लन्च :- 1:00 PM to 2:00 PM
डिनर :- 7:30 PM to 9:00 PM
- 5) हल्वा देसी घी (वीटा, Everyday या श्वेता) का होना चाहिए।
- 6) चाय पत्ती (टाटा टी/महाराजा/सूर्या गोल्ड) और तेल (Fortune, Ginni or Sunflower) का प्रयोग करना होगा।
- 7) दूध व दही वीटा/वेरका/अमूल का प्रयोग करना है।

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