



GOVERNMENT COLLEGE OF ENGINEERING

KALAHANDI, BHAWANIPATNA

(A constituent college of Biju Patnaik University of Technology, Odisha, Rourkela)

At- Bandopala, Po- Risigaon, Bhawanipatna- 766002

No: GCEK/ VHR/617

Date: 21.09.2016

TENDER FOR PROVIDING MESS FOR VHR

IMPORTATANT DATES

Last Date and Time of Submission: 20/10/2016

Date and Time of Opening of Technical Bid: 22/10/2016 at 2:30 PM

Date and Time of Opening of Commercial Bid: 28/10/2016 at 3 PM



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NOTICE INVITING TENDERS

Sealed tenders are invited for the VHR hostel by the undersigned up to **20/10/2016 till 5:00 PM** from agencies/firms/companies/cooperatives having the relevant experience of providing the operational service for running the hostel mess for around 350 students **on a fixed cost basis per student per month** for providing meals as per Annexure-III for students residing in hostel of this institute. The details of tender documents along with terms and conditions may be downloaded from the Institute's <http://www.gcekbpatna.ac.in> and can be submitted by Registered/ Speed Post along with Demand Draft of Rs **1,000/- (Non refundable)** in favor of "Principal Government College of Engineering Kalahandi", payable at Bhawanipatna drawn on any Nationalized Bank. Technical Bid will be opened on **22/10/2016 at 2:30PM** and Commercial Bid will be opened on **28/10/2016 at 3.00PM** in the presence of the authorized representative of Bidders & the authorized persons of the institute.

Terms & Conditions

1. The tender documents are of fourteen (14) pages.
2. The rates quoted should be inclusive of all taxes, and these taxes should be shown separately.
3. TDS as applicable on date will be deducted from the monthly bill of the **Bidder**.
4. GCEK, Bhawanipatna reserves the absolute right to accept or reject any or all the Tenders on whole or in part without assigning any reason thereof.
5. Mess service should be provided at the designated places of VHR, Bhawanipatna Without any extra charge.
6. Terms of Payment: Actual bill is to be submitted in the office in every month. Monthly payment to the **Bidder** will be made after certification by Superintendent/Asst. Superintendent of concerned hostels.
7. GCEK, Bhawanipatna reserves the right to reject the service if found effective or not of the desired quality. Decision of the Hostel authority, GCEK, Bhawanipatna will be final for any such case.
8. Tender documents can be download from the institute website <http://www.gcekbpatna.ac.in> and should be submitted to the office of the undersigned on or before 20/10/2016 by 5:00 PM either by Registered/ speed post with Demand Draft of Rs 1,000/- (Non refundable) in favor of "Principal Government College of Engineering Kalahandi", payable at Bhawanipatna.
9. Postal delay will not be considered and the Tender received late will be rejected.
10. EMD of 50,000(Fifty Thousand only Refundable) to be enclosed, in the form of D.D/Bankers Cheque drawn in favour favor of "Principal, Government College of Engineering Kalahandi", payable at Bhawanipatna.
11. EMD may be forfeited in case of non-completion/part completion/delayed completion of services unless permitted in writing by GCEK, Bhawanipatna.
12. No escalation in respect of materials, labour, freight etc will be allowed in any shape.
13. The bids shall be submitted in two parts, viz.
 - i. Technical Bid
 - ii) Commercial Bid

14. Technical bid should contain filled up Annexure-I of the indicating papers regarding registration of proprietorship/ownership as mess/ canteen **Bidder**, Bio- data of the firm, Balance-sheet for the last 03 financial years where the minimum annual turnover of the firm should be Rs 50,000,00/-*(Fifty Lakh only), clearance from Sales tax/VAT, Photocopy of IT PAN card, and Proof of work experience. The EMD of Rs 50,000/- (Fifty Thousand)only in the form of Demand Draft/Banker's Cheque payable at Bhawanipatna should also be kept in Technical Bid. All these should be kept in an envelope super-scribed "Technical. Bid for Mess Service at VHR ,GCEK".
15. Financial bid should contain filled up Annexure II of the enquiry indicating the taxes, if any, for the items stated therein. Envelope should be named as "Financial Bid for the Mess Service" .
16. The above two bids must be signed & sealed by the bidder and should be kept in a separate big envelope super-scribed „Bid for providing Mess Services VHR, GCEK, Bhawanipatna vide Tender No: **GCEK/VHR/617 Dated: 21/09/2016.**

*- Fifty Lakh May increase/decrease as per the decision of the Committee.

BID DOCUMENT

Name of the work: Providing Mess Service at VHR hostel, GCEK Bhawanipatna.

1. Instructions to the Bidders

- 1.1 Sealed tenders are invited by the undersigned up to 20/10/2016 till 5:00 PM from agencies/firms/companies/cooperatives having the relevant experience of providing the operational service for running the hostel mess for around 350 students in on a fixed cost basis per student per month for providing meals as per Annexure-III.
- 1.2 The bidders should quote their offer/rates in clear terms without ambiguity.
- 1.3 The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature; however, no over-writing is permissible.
- 1.4 In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
- 1.5 The last date for receipt of the bid is marked in the enquiry. In case the above date is declared a holiday for GCEK, Bhawanipatna, then the bids will be received up to the given time on the next working day.
- 1.6 The bids may be sent by Registered Post/Speed Post so as to reach the undersign On/before the last date of receipt.
- 1.7 Bids received after the deadline of receipt indicated in Para 1.5 above, shall not be taken in to consideration.
- 1.8 The bids shall be submitted in two parts, viz. (i) Technical bid (ii) Financial bid.
- 1.9 Technical bid should contain filled up Annexure-I of the enquiry indicating papers regarding registration of proprietorship/ownership as mess/ canteen **Bidder**, Bio-data of the firm, and minimum annual turnover of the firm should be Fifty Lakh only in the last three Financial Years, clearance from Sales tax/VAT, Photocopy of IT PAN card, Proof of work experience (at least one year minimum experience for running the mess/canteen in reputed Institution). The EMD of Fifty Thousand only in the form of Demand Draft/Banker's Cheque in favour of "Principal Government College of Engineering Kalahandi", payable at Bhawanipatna, should also be kept in Technical Bid. All these should be kept in an envelope super scribed „**Tech Bid for Mess service at VHR**".
- 1.10 The Bidder should furnish his/her „Police Record" of last three years.
- 1.11 The bidder should provide the bio-data and identity proof of each of the engaged man power in the mess.
- 1.12 The bidder should provide an affidavit mentioning that he/she was not blacklisted earlier (Annexure-V).
- 1.13 The bidder should submit a copy of Shop or Establishment Registration(if Any).
- 1.14 The bidder should submit a **Bank Solvency Certificate** in the given format (Annexure –IV).
- 1.15 Financial bid should contain filled up Annexure-II of the enquiry indicating the taxes, if any, for the items stated therein. Envelope should be named as "**Financial Bid for Mess Service at VHR**".
- 1.16 The above two bids must be signed & sealed by the bidder and should be kept in a Separate big envelope super-scribed "Bid for providing Mess Service at VHR, GCEK Bhawanipatna vides Tender No: **GCEK/VHR/617 dated: 21/09/2016**."
- 1.17 The bids shall be opened in the GCEK Bhawanipatna office on the date and time. The bidders themselves may attend the bid opening meeting or may send their authorized representative to attend the bid opening meeting, if they so desire. In the event of the above bid opening date being declared holiday for GCEK Bhawanipatna, the bids will be opened on the next working day.
- 1.18 The bidder has to sign in full at all pages of the bidding document and a bidder who submits more than one bid for a hostel shall be disqualified.

2. Terms & Conditions of the Bid

- 2.1 The Contract is initially for ONE year, which may be extended for TWO more years depending upon the performance of the **Bidder**.
- 2.2 All the utensils, vegetable cutting machine, wet grinder, cooking burners, steam cooking, mixer grinder, cold storage etc. will have to be provided by the bidder.
- 2.3 The maintenance of safety, health and hygienic conditions in and around the mess /kitchen will be the responsibility of the **Bidder**. Superintendent/Asst. Superintendent's suggestions / instructions regarding cleanliness have to be followed and the expenditure towards this is to be done by the **Bidder**.
- 2.4 All the mess workers must be male for VHR Hostel the **Bidder** and his workers must behave politely with hostel inmates.
- 2.5 Smoking / drinking liquor /chewing of tobacco etc. are strictly prohibited in the Institute premises.
- 2.6 One month notice is required on either side for the termination of the contract service if such a condition arises during the contract period.
- 2.7 If the mess management is not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, then Institute is empowered to terminate the contract with a short notice of one week. The Hostel Committee's opinion is final so far the food quality/ mess management is concerned.
- 2.8 Food / any other item should not be served inside the room of hostel inmates unless in exceptional cases or ill health on directives of Superintendent/Asst. Superintendent/Supervisor.
- 2.9 Cooking medium should be branded oil / ghee As brand mentioned in Annexure III. Substandard material & other oil /ghee must not be used.
- 2.10 Hygiene, overall cleanliness of surrounding, kitchen and the food, raw materials, ingredients etc. should 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.**
- 2.11 Mess workers and cook should be healthy and medically fit. They are required to Have a regular check up. If any mess worker is found medically unfit, he may not be given permission to continue his duties and mess **Bidder** has to replace him Immediately without fail.
- 2.12 Sample menu (Annexure-III) is attached with this document. Hostel Management Committee can change the menu in consultation with the **Bidder**. Menu can be Changed, to suit the availability of seasonal vegetables and their market supply by the hostel committee.
- 2.13 No Mess off will be given to individual student under normal circumstances. Mess off would only be given if a student is not keeping well and admitted in hospital/ going for academic /sports activity deputed by the Institute and he submits the application through Superintendent/Asst. Superintendent well in advance before leaving or any other reason deemed fit by Superintendent/Asst. Superintendent.
- 2.14 **Bidder** shall provide light food such as Khichidi /Bread-Milk/Fruits/Biscuit to the sick student/s during his/their sickness period and no extra charge will be paid for the same.
- 2.15 Monthly payment to the **Bidder** will be made by Office in one installment after the submission of actual mess bill by the **Bidder** and its verification by the concerned Superintendent/Asst. Superintendent.
- 2.16 **Bidder** has to collect the guest charges directly from the students / guests, if any.
- 2.17 **Bidder** is required to deposit an amount of Rs 3, 00,000/- in the form of Account Payee D.D/Bankers Cheque drawn in favour of "Principal, Government College of Engineering Kalahandi", payable at Bhawanipatna, towards security deposit at the time of award of contract within stipulated time if his / her offer is accepted. In case of premature termination of the contract by either side, the security deposit shall be forfeited by the hostel

section.

2.18 The mess utensils are to be cleaned with hot water using detergent powder/soap after every meal.

2.19 Mess **Bidder** or his representative manager is required to remain present in the mess when the food is served in the mess.

2.20 The payment / calculation of mess bill would be on actual days of operation of the mess and actual number of students served.

2.21 All the items to be served in the mess shall be prepared preferably in the mess.

2.22 The **Bidder** is required to maintain the details of all his employees / mess workers. This information along with their photographs shall be submitted to the Superintendent/Asst. Superintendent.

2.23 Milk shall be served at night as per requirement with permission of Superintendent/Asst. Superintendent at the approved rate.

2.24 Liability / responsibility in case of any accident causing injury/ death to mess worker/s or any of his staff shall be of the **Bidder**. The Hostel Section / Institute authority shall not be responsible by any means in such cases.

2.25 **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 **Bidder** as decided by the Institute **Superintendent/Asst. Superintendent** for such incidence/s.

2.26 The **Bidder** shall not employ any mess worker whose track record is not good. He should not have involved in any crime / offence / police case.

2.27 Storage / consumption of any alcoholic drink / liquor are strictly prohibited. The **Bidder** shall not serve any of such substance / drink in mess / hostel. Smoking, consuming gutakha, tobacco etc. is also prohibited in hostel premises.

2.28 Guest charges shall be decided by the Hostel committee for ordinary / special meals i.e. special meal will be decided by **Superintendent/Asst. Superintendent** .

2.29 The **Bidder** has to follow all labour laws / government laws in regard of employing the mess workers. The **Bidder** shall be solely responsible for any dispute / violation of labour laws government laws.

2.30 The **Bidder** shall be fully responsible for appropriate behavior of the mess workers. If it is found that any worker has misbehaved with any of the hostel inmates / hostel staff, he has to take action as suggested by the Superintendent/Asst. Superintendent.

2.31 The **Bidder** shall provide other prepared food items like biscuits, wafers, namkins and Flavored milk / ice cream etc. in consultation with the Superintendent/Asst. Superintendent whenever such need arises on additional payment.

2.32 Electricity charge as per actual will be deducted from the **Bidder**'s mess bill.

2.33 Preference will be given to the Bidder, those who have Automated Cooking Systems.

2.34 Decision of the Hostel Committee will be final and binding to the **Bidder** in case of any dispute arising out with respect to the terms and conditions of this contract.

2.35 **Bidder** shall enter into an agreement for execution of this contract as per prevalent rules and regulations of Government of India and shall bear full cost for the same.

2.36 Institute reserve the right to reject any / all tenders without assigning reasons thereof.

2.37 Any dispute arising out of this contract will be interpreted under jurisdiction of court at Bhawanipatna, Kalahandi only.

2.38 Artificial color/flavor should not be used.

2.39 in case of poor food quality alternative arrangement has to be made by the caterer with the permission of **Superintendent/Asst. Superintendent**.

2.40 If any day college is paying money for feast then that meal will not be charged form student's mess bill.

2.41. Subletting vendor is not allowed any manner, if found then service will be canceled without any notice

2.42. Any vendor can apply for separate tender for 3 hostels but if they selected for one hostel then that vendor may/may not be considered for other hostel which will be decided by authority.

2.43. Any minor repair has to be done by Bidder.

2.44. Penalties for violation of rules. Terms and Conditions

- a. Unavailability of complaint register on the counter/discouraging the complaint would lead to a fine of Rs. 500/- on the caterer.
- b. 3 or more complaints of insects found in any meal would invite a fine of Rs.1000/- on the caterer.
- c. 10 or more complaints of unclean utensils in a day would lead to a fine of Rs.1000/- on the caterer.
- d. If mess committee agrees that certain meal was not cooked properly then a fine of Rs. 500/- would imposed on the caterer,. if such complaints repeats in a month the authority will appropriate action as deemed to be fit.
- e. If food for any meal is not ready within timings of mess and waiting time is more that 25 minutes then a fine of Rs. 500/- would be imposed on the caterer.
- f. Changes in menu without permission of mess committee would result in a fine of Rs.2000/- on the caterer.
- g. Fine on any discrepancy (personal hygiene of workers, kitchen area, dining area etc) will lead to fine of Rs.1000/- on caterer,
- h. For any rules stated in the agreement,
 - First violation of the rules implies fine as per the rule.

Second violation of the same rule in the same calendar month will attract triple the initial amount of fine for the caterer
All subsequent violations of the same rule would invite five times the initial amount of fine.
- i. Absence of proprietor from mess committee meeting (which will be held once every month) without obtaining prior approval from Superintendent/Asst. superintendent in case of emergency will attract a fine of Rs5, 000/- on caterer.

TECHNICAL BID

1. Firm's Name: _____
2. Owner's Name: _____
3. Registered Address of Company (Attach proof of Registration):

Pin Code _____
4. E-mail: _____
5. Contact Person's Name and Designation _____
6. Contact No. :Mob: _____ Phone No: _____
Fax No: _____
7. Type of Firm (Attach proof): Proprietorship / Partnership / Company / Any other

8. Sale Tax Registration No. (If any)(Attach proof): ST No. _____ CST No.

- TIN _____
9. PAN No. (Attach proof): _____
10. Copy of EPF Registration.
11. Copy of ESI Registration.
12. Brief Bio-data of the Firm: (To be Attached Separately) **YES/NO**
13. Bank Account No.: _____ Bank: _____
Branch: _____
14. List of the organizations to which the services have been provided:(Add Extra Pages if necessary)

15. Last 3 year's Turnover (Attach necessary Proof):

Signature of Bidder(with Seal)



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BID DOCUMENT

Tender No.: GCEK/VHR/617

Dated: 21/09/2016

**OFFERED RATES OF MESS CONTRACT
 (FINANCIAL BID) (To be sealed in separate envelope)**

PRICE QUOTED FOR HOSTEL MESS

SI. No.	ITEM	RATE (Rs) (Per day per student)
01	Meals (Breakfast, Lunch, Dinner) based on sample menu enclosed in	
02	Boiled Milk (200 ml), if additionally required,	
03	Omlett (1egg), if additionally required, per serving	

Name & Signature of the Bidder

Date:

Place:

Address with Phone/Mobile nos. :

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BID DOCUMENT

Tender
No:GCEK/VHR/617

Dated: 21/9/2016

SAMPLE MESS MENU and MESS TIMINGS

VHR MESS MENU

Items to be served daily:

In Lunch: Rice, Roti, Lemon, Pickel, Onion, HarimirchIn Dinner: Roti, Rice, Onion, Pickel, Harimirch

<u>Days</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
<u>MONDAY</u>	Milk bread (4 pcs big size), Jam(1 sachets), Banana (2 nos), Tea (1 cup)	Arhar Dal fry, Alu patta gobi masala fry, Raita/Dahi boondi	Punjabi dal makhni, bhaja, Kalakahand / Milk Cake (40 gms),
<u>TUESDAY</u>	Idly (4 nos big size), Sambar, Nariyal chutni, coffee (1 cup)	Chilly garlic fried rice, Chanadal, Soyabean alu masala, Sweet Lassi	Puri (6 nos), Chana (chole) Masala, Rice Kheer
<u>WEDNESDAY</u>	Suji upma, Ghuguni, nariyal chutni, Tea (1 cup)	Moong dal, Kadhai paneer/ Chicken kadahi, Salad	Alu postak, Mix dal, Gulab jamun (2 nos)/gajar halwa
<u>THURSDAY</u>	Puri (6 nos), Aludam, Coffee(1 cup)	Odia dalmaspical, Special bhaja, Khata	Veg (sweet) pulao, Rajma dal, Ras gola (2 nos.)/ Khua barfi(2 nos)
<u>FRIDAY</u>	Chole Bhatara(3 nos) with onion,lemon,pickle, Coffee(1 cup)	Urad dal, Fish curry (sarson masala)/Mushroom masala, salad	Eggmasala(2nos)/ Vegetable jalfrezi, Malpua (01 nos.)
<u>SATURDAY</u>	Poha, Jalebi(2 nos)80gm, Tea (1 cup)	Lemon rice, Kala masoor dal, Veg navaratna Kurma, Dahi	Methi paratha, Mixed dal, Semeiyian(vermicelli)
<u>SUNDAY</u>	Alu pyaz paratha (3 nos),dahi,sprouts moong /chana dal chat Coffee(1 cup)	Kolatha dali(Horse gram dal), Chicken buttermasala/Paneer butter masala, Kulfi	Egg bhuj Masala /Veg kofta curry, Moti Chura Ladu (40 gm)- 01 nos

Quality of ingredients and other items:

1. The ingredients used must be of reputed brands ,some of which has been listed below:
 - a. Butter will be of amul/Britannia/omfed/mother dairy
 - b. Jam will be of kissan/tops
 - c. Refined oil will be of dhara/sundrop/dalda/saffola/fortune(sunflower).
 - d. Mustard oil will be of patanjali/double hiran.
 - e. Wheat atta will be of ashirwad/anmol or any other brand approved by the mess committee(if not available.)
 - f. Coffee will be of Nescafe/bru.
 - g. Tea will be brook bond/tata gold/lipton or any other brand approved by the mess committee(if not available.)
 - h. Milk will be toned milk of omfed.(omfed premium).
 - i. Ketchup will be of tops/kissan/nilon's.
 - j. Salt will be tata/ashirvaad/patanjali iodised.
 - k. Masalas will be of MDH/Everest/sunrise/catch/homefills.
 - l. Papad will of (Lijjat).
 - m. Ghee will be of amul/mother dairy/omfed/britannia.
 - n. Paneer will be only packed paneer of amul/omfed.
 - o. Maida will be of ganesh/shakti bhog.
 - p. Dahi will be only of basa dahi(omfed).
 - q. Soyabean will be only of nutrela.
 - r. Kulfi will be of celesty/mother diary/kwality.
 - s. Pickle will be of priya/nilon's.
2. Approved brand
Brand of any other items required for any of the above items ,in case of non- availability will be mutually decided by the mess committee and the service provider and approved by the competent authority.

Tentative mess timings:

Breakfast: 7.30 am to 9.30 am (week days/working days)

8.00am to 10.00 am (Sundays and institute holidays.)

Lunch : 12.30 pm to 2.30 pm (on all days)

Dinner: 8.00 pm to 10.00 pm (on all days).

[note: the above schedule is subject to change by the order of competent authority.]

Menu items ingredients to be followed:

1. Dahi will be whole milk curd (basa dahi) of omfed (150 ml per plate.)
2. Poha will contain potato ,onion, peanuts, cauliflower, carrots ,curry leaves,kismis in appropriate proportion and others (if any).
3. Salad will be vegetable raw salad of sliced tomatoes,cucumber(khira),carrot,onion and white raddish.
4. Bhaja will be only of alu potal(parwal)/bhindi/karela.
Bhaja will have 50% alu and 50% vegetables.
5. Panner will be 80 grams per plate and chicken will be 4pcs (standard size).
- 6. Odia special dalma will contain toor dal and equal proportion of vegetables like potato, carrot, pumpkin, brinjal, green papaya, onion,tomato,and will be made with ghee and garnished with crushed fresh coconut per plate.

6. Special bhaja will not contain potatoes and will be only of all mixed vegetables in equal proportion.
7. Khata will be of tomato Khata /aam Khata. And lemon rice will contain roasted peanuts.
8. Navaratna korma will contain carrots, green peas, green beans, cauliflower, kaju, badam and kismis and others (if any) in appropriate proportion.
9. Mixed dal will be made with ghee and contain moong dal, massor dal, ural dal, chana dal, Arhar dal.
10. Punjabi dal makhani will be made with ghee and contain whole urad dal, rajma and tomatoes.
11. Veg pulao will be made of basmati rice and contain beans, carrots, green peas, potatoes, kismis, cauliflower, onion and tomatoes and other ingredients.
12. Vegetable jalfrezi will contain carrot, capsicum, beans, cauliflower, sweet corn in appropriate proportion and other ingredients.

[note: no food colour should be used in any food items.]

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**FORMAT FOR SOLVENCY CERTIFICATE
(On Bank's Letter Head)**

Ref. No:.....

Date.....

TO WHOM IT MAY CONCERN

This is to certify that to the best of our knowledge and information,

M/s.....
.....
.....
.....

(Bidders name with complete address), a customer of our Bank, is respectable, and is capable of executing orders to the extent of Rs..... (Rupees.....) as disclosed by the information and records which are available with us.

M/s have been our customer since..... to date and has been granted the following limits, at present, against various facilities granted by the Bank:.....
.....

This certificate is issued without any guarantee, risk or responsibility on behalf of the Bank or any of its officials. This certificate is issued at the specific request of the customer for the purpose of participating in GCEK, Bhawanipatna Tender No- GCEK/526/10/08/2015.

Signature of Authorized Person

Name: -----

Date:

Seal

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(To be furnished on non-judicial stamp paper duly attested).

AFFIDAVIT

I/We/M/s _____ are registered as Mess Contractor/Service Provider as per Registration Certificate No. _____ issued by _____ having registered office at _____ and manufacturing/supply base at _____

do hereby declare and solemnly affirm that I/We have not been Black-listed, nor mine/our Tenders or Mess Contract have ever been cancelled by any State/UT/Central Government or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my/our firm nor any legal proceedings have ever been initiated/pending or any penalty has ever been levied due to delay of non completion of work/catering service/supply order by any State/UT/Central Government or by any authority.

Place : _____

Dated : _____

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed therein.

Place: _____

DEPONENT

Dated: _____

Sd/-
PRINCIPAL