

MOTHER TERESA SAKET COLLEGE OF PHYSIOTHERAPY, CHANDIMANDIR

Tender For Running Hostel Mess

Price of the tender document Rs. 100/- per set (non-refundable)

1. Sealed tenders are invited for running the Hostel mess for current financial year.
2. The Contract shall automatically expire on 31st March 2019 unless it is terminated or extended further by this office in writing.
3. The bidder should submit the Technical Bid and Financial Bid in separate sealed envelopes super scribing “Technical Bid” and “Financial Bid”, respectively. These two envelopes should be then put in an envelope and sealed properly and super scribed “Tender for Hostel Mess.”
4. Tenders should be addressed to The Principal, Mother Teresa Saket College of Physiotherapy
5. The technical Bids will be opened in the presence of bidders or their authorized representative(s) (Date and Time will be informed later on). The authorized representatives of Mother Teresa Saket College of Physiotherapy may also do a spot visit of the establishments of the caterers to assess their suitability. The financial bid of the bidders who qualify the technical bid shall be opened the same day.

Technical Bid

6. Bidders should submit technical bid in the given format (Form A)
7. The technical bid should be accompanied with an EMD of Rs 5,000/- in form of demand draft in favor of Mother Teresa Saket College of Physiotherapy payable at Chandimandir.
8. Bidders should have minimum 03 years’ experience and technical expertise in undertaking similar works/catering services in establishment preferably at large institutions (Annexure A)
9. The Bidders should have a valid Food license, PAN, GST/TIN number. Self attested copies in support of this and tax returns of last three years should be attached with the technical bid.
10. The Agency shall furnish details of any legal case or any issues, if any, pending in any court of law against them or the concerned authorities, especially with regard to any violation in the statutory laws, etc. The bids of such bidders having any pending/ongoing/contemplated issues relating to EPF, ESI, Labour laws, Income Tax, etc. and on concealment of any such information will be liable to be rejected straightaway without any notice.
11. The successful bidder who is awarded the contract shall have to make a Performance Security of Rs. 25,000.00 (Rupees Twenty five thousand only) in favor of Mother Teresa Saket College of Physiotherapy, Chandimandir. The security deposit shall be refundable at the time of termination of agreement.
12. The tender is non transferable under any circumstances at any stage.

13. Bids in any form other than the prescribed form issued by Mother Teresa Saket College of Physiotherapy, or incomplete bids will not be entertained and will be summarily rejected.
14. The successful bidders will execute an agreement on legal paper after remitting the security deposit in a stamp paper of Rs 50/- at his own expenses within 15 days of the date of award of contract. On acceptance of the tender by the Mother Teresa Saket College of Physiotherapy, it will constitute a binding agreement between the Mother Teresa Saket College of Physiotherapy, and the person so tendering. Failure to comply with the above conditions will lead to the cancellation of the contract and forfeiture of his earnest money. In the event of any bidder backing out before the actual award or execution of agreement, the contract being awarded to him, the Principal will have discretion to forfeit the Earnest Money in full.
15. The bidders shall submit acceptance letter of conditions with technical bid (Annexure B)

Financial Bid

16. Bidders shall quote the price for food to be charged from hostel inmates (Breakfast, Lunch and Dinner) at per day basis as per the tentative menu.(Annexure C)
17. Mess contract shall be awarded to the bidder who qualifies the technical bid and quotes minimum price for the food applicable per day as per the attached menu subject to fulfillment of all other conditions.
18. No charges shall be taken for rent, electricity & water.

General Terms and Conditions:

A Hostel Mess Committee (HMC) constituted by the Principal shall look after the day to day functioning of the mess & would make recommendations in this regard to the Principal and its members may also take visits to check the quality of food being served, hygiene maintained etc. by the bidder at the place of his/her current contract of catering / mess / canteen services. Mess bidder is required to note that health, hygienic safety and satisfaction of the hostel inmates is the prime concern of the college authority. The Principal's office hereby lays down the following terms and conditions which shall be binding to the bidder.

1. This mess contract period is for 2018-2019. If hostel inmates, and college authority is satisfied with the performance of the bidder, the contract period may be extended without inviting the tender for the period of next financial years.
2. The hostel office will provide necessary facilities such as space, water, electricity, furniture. These facilities will be in the charge of the Bidder and he/she will be responsible for any loss/damage other than usual wear and tear. In case of any loss or damage, the bidder will have to replace the lost items / carry out necessary repair, subject to approval and instructions of the HMC.

3. Items like LPG cylinders, cooking and serving utensils etc shall be arranged by the Contractor at his/her own expenses.
4. Maintaining safety, health and hygienic conditions in and around the mess will be the responsibility of the bidder. Principal's suggestions / actions regarding cleanliness have to be followed and the expenditure towards this is to be borne by the bidder.
5. The bidder and mess workers have to behave politely with hostel inmates.
6. Smoking and intoxication (drug, alcohol, Gutkha, Tambaku, etc.) is strictly prohibited in the Institute premises.
7. One month notice is required on either side for the termination of the contract service if such a condition arises during the contract period.
8. The bidder must put complaint register at the entrance of the mess which will be checked by HMC/Principal on regular basis.
9. The bidder will run the mess primarily for approximately 60 hostel inmates and all Divyang children staying in the hostel under the care of MT Haryana Saket Council who shall have all three meals (Breakfast, Lunch & Dinner only) and pay on monthly basis at the rate quoted per day multiplied by the number of days falling in that month. The mess bill for Divyang children under the care of MT Haryana Saket Council shall be paid by the Council.
10. Mess may be used by the day scholars, staff members ,official guests on per diet basis.
11. Mess may also be used by the guests of hostel inmates with prior approval of Principal on per diet basis. Bidder shall collect the guest charges directly from the hostel inmates .
12. The bidder may be asked to provide food facility as per the requirement during the various official functions and academic activities like meetings, seminars, workshops etc.
13. The food, raw materials, ingredients etc. are to be of good quality, clean, fresh, nutritious, hygienic and edible. Any type of cooked food shall not be stored / preserved after meals. Not following HMC suggestions / instruction in such matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same.
14. Mess workers and cook should be healthy and medically fit. They should not be suffering from any infectious disease. If any mess worker is found medically unfit, he / she may not be given permission to continue his / her duties and mess bidder has to replace him / her immediately without fail.
15. Bidders are required to provide uniform, serving and cooking caps, gloves aprons and identity cards to the mess workers and mess supervisor / mess manager at its own cost. It is to be ensured that whenever the mess workers are on duty they should be in neat & clean uniform.
16. Sample daily menu to be followed by the bidder is attached with this document. Mess Menu will be prepared in consultation with the HMC. Menu can be changed, to suit the availability of seasonal vegetables and their market supply.
17. Only Vegetarian food shall be supplied in the Mess. Eggs can be supplied as per the demand of the users at extra cost as decided by HMC.
18. All the items to be served in the mess shall be prepared preferably in the mess.
19. Tea/coffee/milk and light snacks shall be served at extra cost as decided by HMC
20. For sick students, the contractor shall arrange "sick diet" as and when required as prescribed by HMC.

21. The meals should be served at following timings:

Break fast	--	07:00a.m.to 09:00a.m
Lunch	--	01:00p.m.to 02:30 p.m.
Dinner	--	07:30p.m.to 09:00 p.m.

The timings may be changed as and when such circumstances arise.

22. Mess cut will be given to students as per following condition:-
- Hostel inmates will submit the mess cut application before they leave the hostel.
 - Mess cut will be given to the hostel inmates who remain absent for a continuous period of 15 days with prior permission of the Principal
 - Mess fee shall be directly paid to the bidder by the student latest by the 7th day of every month. The mess bill for Divyang children under the care of MT Haryana Saket Council shall be paid by the MT Haryana Saket Council.
 - Mess cut amount will be adjusted in the student's final bill of the next month.
 - Mess cut will be given to the hostel inmates on ground of other reasons after necessary approval from Principal or on account of vacation as the case may be.
23. Monthly report of mess fee collection with students name shall be submitted to the Principal office
24. The payment / calculation of mess bill would be on actual days of operation of the mess per month
25. The mess utensils are to be cleaned with hot water using detergent powder/soap after every meal.
26. Mess Bidder or his representative manager is required to remain present in the mess when the food is served in the mess.
27. The bidder is required to maintain the details / records of all his employees / mess workers. This information along with their photographs shall be submitted to the office of the Principal, MT Saket College of Physiotherapy.
28. 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 College authority shall not be responsible by any means in such cases.
29. Bidder shall be solely responsible in case of incidence(s) of food poisoning 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 college authority
30. Quality control will be done by the HMC.
31. The bidder shall be completely responsible for appropriate behavior of the mess workers. If it is found that any worker has misbehaved with any of the hostel inmates / staff, he has to take action as suggested by the Principal.
32. Responsibility of disbursing wages to the mess workers shall be solely with the mess bidder.

33. Drainage line to be maintained/ repaired in case of blockage due to wastage of food material by the bidder at his/her own expenses.
34. The contractor shall not appoint any sub- contractor for the work assigned to him. Also, no part of the contract, nor any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or whosoever.
35. 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. The bidder shall not employ any mess worker whose track record is not good. He / She should not have involved in any crime / offence / police case. Prior police verification of all the mess workers should be done and concerned documents should be submitted in Principal Office
36. Safety Regulations - In respect of all labour, employed directly or indirectly by contractor to perform the assigned job as part of the agreement, the contractor shall make necessary arrangements for the safety and security of workmen at his own cost as per safety codes of the CPWD, Indian Standards Institution, the Electricity Act, various safety regulations, rules and orders made there under and such other acts as applicable.
37. Fulfillment of Statutory Provisions - The contractor shall be responsible for fulfilling the requirement for all statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes 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 contractor shall maintain all records required to be maintained under statutory enactments and the authorized representatives of HMC shall be entitled to inspect all such records at any time. No worker below the age of 18 (eighteen) years shall be employed for the mess work.
38. At any circumstances the staff/employee of bidder/contractor shall not have any claim what so ever for any type of employment with Mother Teresa Saket College of Physiotherapy.
39. The staff/employee of bidder/contractor shall not at any time of contract period will stake claim for any accommodation benefits for providing the mess/canteen services to the institute.
40. Any deficiency /deviations in terms and conditions shall invite penalty of Rs 250/- per day/per visit/per case.
41. Bidder should sign and stamp all the pages of duly filled tender document in testimony of having read all the terms & conditions laid down in the tender document.
42. The Principal, Mother Teresa Saket College of Physiotherapy, Chandimandir reserves the right to reject any or all the tenders or accept them in part or full without assigning any reason(s) thereof.
43. All disputes shall be subject to Panchkula Jurisdiction only.

Form A

(To be given on Company Letter Head and attached with technical bid)

The Principal,
Mother Teresa Saket College of Physiotherapy
Chandimandir

Subject: **Tender for running the Mess of Mother Teresa Saket College of Physiotherapy**

Dear Sir

Please refer to your Advertisement/Circular No. _____ dated _____ . I herewith submit my tender documents. My other particulars are as under:-

1. Name of the applicant/ Firm : _____
2. Registered Office : _____
3. Year of establishment: _____
4. Type of Organization : (whether proprietorship, partnership, Private Ltd., Certified copy of a Partnership deed/ Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed):

5. Name of the Proprietor, Partners/ Directors of the Firm with Address and Phone Number :

6. Food License Number: _____
7. PAN Number : _____
8. TIN/GST Number: _____
9. Experience (attach Annexure A): _____
10. Particulars of EMD: _____

I/We hereby undertake that if any information given in the technical bid/Tender Document is found false/incorrect at any stage after opening of the tender, the bid shall be rejected and EMD/Bid Security shall be forfeited and in case of successful bidder the Performance Guarantee will be forfeited by the college.

Thanking you,

Yours faithfully,

Name & Signature of the Bidder with official seal

Annexure A

(To be given on Company Letter Head and attached with technical bid)

Details of past contracts, if any, of similar services rendered by the bidder:

Period of contract		Name and Address of the Organization with reference letters	Name of the Contact person & Phone No.	Remarks
From	To			

Details of current contracts, if any, of similar services being rendered by the bidder and which will be available for inspection by our officials:

Period of contract		Name and Address of the Organization with reference letters	Name of the Contact person & Phone No.	Remarks
From	To			

(Signature of the Bidder with Official Seal)

Annexure B

(To be given on Company Letter Head and attached with technical bid)

To

The Principal

Mother Teresa Saket College of Physiotherapy

Chandimandir, Panchkula

Subject: Acceptance of Terms & Conditions of Tender.

Tender Reference No: Tender Name:

Dear Sir,

1. I/ We have purchased the tender document(s) for the above mentioned Tender from the Mother Teresa Saket College of Physiotherapy as per your advertisement.
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents (including all documents like annexure(s), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully

(Signature of the Bidder with Official Seal)

Annexure C

SAMPLE MENU FOR HOSTEL MESS

Day	Breakfast	Lunch	Dinner
Monday	Aloo Parantha Curd, Tea	Channa dal-Ghiya, Chappati, Rice, Raita	Seasonal veg, Urad dal Chappati,Rice
Tuesday	Missi Roti Curd, Tea	Black Channa Chappati, Rice	Paneer, Mix dal Chappati,Rice
Wednesday	Poha, Daliya Tea	White Channa Chappati,Rice	Seasonal Veg, Masoor dal, Chappati, Rice
Thursday	Mix Parantha Curd, Tea	Kadhi Pakora Chappati,Rice	Seasonal veg, Moong dal, Chappati, Rice, Fruit.
Friday	Chhole bhature Tea	MixVeg, Lobia Chappati,Rice	Seasonal veg, Mah-chane ki dal, Chappati, Rice
Saturday	Veg Sandwich Tea	Seasonal Veg, Dal-Makhani, Chappati, Rice	Seasonal veg, Sabut Masoor dal Chappati,Rice
Sunday	Aloo poori Tea	Rajmah, Rice Chappati, Curd	Soyabean chunks, Moong chhilka dal Chappati, Rice & Dessert.

* Salad & Pickle daily with Lunch and Dinner.

*** Menu can be changed as per HMC decisions and market situation.