



## गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय, वर्धा

(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)

Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha

(A Central University Established by Parliament by Act No.3 of 1997)

### INVITATION OF TENDER

FOR

Mess Contract

for

Boys and Girls Hostel Mess,

MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA, WARDHA

TENDER No. 006/Admin./Hostel Mess Services/2019/01/1181 Date: 09.08.2019

DATE OF ISSUE OF TENDER	: 09.08.2019 AT 10.00 am
LAST DATE OF SUBMISSION OF TENDER	: 30.08.2019 AT 05.00 pm
DATE AND PLACE OF OPENING OF TENDER (i.e. TENDER BID)	: 30.08.2019 AT 05.30 pm Registrar Office, MGAHV, Wardha
CLARIFICATOIN ABOUT TENDER	: From 13.08.2019 to 29.08.2019

-Registrar



# महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय, वर्धा

(संसद द्वारा पारित अधिनियत 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)

**Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya**

(A Central University established by Parliament by Act No.3 of 1997)

नैक द्वारा 'A' ग्रेड प्राप्त / Accredited With 'A' Grade by NAAC

Notice Inviting Tender for Hostel Mess

Advertisement No. 006/Adm./Hostel Mess Services/2019/01/1181

## TENDER NOTICE FOR HOSTEL MESS,

### Mahatma Gandhi Antarrashtriya Hindi Vishwavidhyalaya, Wardha

We are in the process of selection of Caterers for the mess in Hostels i.e. Savitribai Phule Women Hostel, New Women Hostel, Gorakh Pandey Boys' Hostel, Birsamunda Boys' Hostel, Bhagat Singh Boys' Hostel, Sukhdev Boys Hostel, Rajguru Boys' Hostel, Annapurna Mandpam, Santushti Chhatra Suvidha Kendra at Wardha Campus. The terms and conditions on which the contract shall be awarded are given in the following pages which is divided under the following headings:

- A. Terms and Conditions along with responsibilities of caterer
- B. Rules pertaining to the daily functioning of the mess
- C. Penalties for violation of mess rules
- D. Annexures - I to VIII

The last date for submission of technical and commercial bids along with documents as stated in later part of this tender document is 30<sup>th</sup> August, 2019 5:00 PM. Tender document along with Demand Draft of Rs. 500/- towards Tender Fees and Demand Draft of Rs. 50,000/- towards EMD amount drawn in favour of Finance Officer, MGAHV, Wardha. The EMD amount will be refunded to unsuccessful bidders after the award of the contract.

**Tender shall be sent to:**

**Registrar**

**Mahatma Gandhi Antarrashtriya Hindi Vishwavidhyalaya**

**Wardha : 442001 (Maharashtra)**

Technical and commercial bids must be submitted in SEPARATE sealed envelopes. Interested caterers should submit a single technical bid, mentioning the hostels in which they are interested. Separate commercial bids should be submitted for each hostel. Caterer should put both envelope in another separate envelope and shall be superscripted as "TENDER FOR HOSTEL MESS".

The technical bids will be opened on 30<sup>th</sup> August, 2019 5:30 PM in the office of Registrar. Name of the parties shortlisted on the basis of technical bids will be published on the University website. In the order of priority shortlisted parties will be invited to attend the opening of the financial bid after opening of technical bid at the same venue which will be communicated later on. Queries regarding tender contact to: **07152-247124**

## **A. TERMS AND CONDITIONS ALONG WITH RESPONSIBILITIES OF CATERER:**

Every Mess of the hostels consists of a kitchen and a dining hall. The important terms and conditions are listed below:

### **1. Legal Terms are as follows:**

- 1.1 The Contract Agreement will be for a period of one year and subsequently, may be renewed for a further period of one year or part thereof, subject to satisfactory performance and mutual agreement.
- 1.2 After 45 days of catering services, the performance of caterers will be evaluated on the basis of the Tender Document and in the Leave and License agreement to be drawn. If the caterer fails to meet the expectation and promises made therein, then the Leave and License agreement can be cancelled at any time.
- 1.3 Within 15 days of execution of the agreement, the caterer will be required to provide a Bank Guarantee of **Rs. 5 lakh** as per agreement. This Bank Guarantee should be from a nationalized bank and will be held against in default in performance and violations of terms and conditions. This Bank Guarantee shall be effective for a period of 13 months. In case of renewal of agreement the bank guarantee should be renewed for a further period of 13 months from the date of renewal.
- 1.4 The Caterer has to pay license fee of Rs. 1000/- per month for the first year and at such rate as may be fixed by the University for the subsequent years. Caterer will pay Rs. 500/- towards water charges every month. Wastage of water must be avoided.
- 1.5 Electricity shall be provided free of cost.
- 1.6 Caterer should submit all the necessary statutory documents, as stated in later part of this Tender.
- 1.7 The Caterer will be provided space and other facilities to run his business in the campus/hostel in a specific hostel. Therefore, the relationship between the Caterer and the University is that of a licensor and licensee and not of a Principal Employer and Caterer.
- 1.8 The per day per student rate may be revised by maximum 5% or based on the percentage increase in the Consumer Price Index, whichever is lower, during the term of renewal. This exercise will be done by the respective Hostel Council before the decision of renewal.
- 1.9 The Caterer should obtain within one month of award of work, the necessary license from FSSAI (Central) and Wardha Municipality to run a food outlet on the address of the respective Hostel.
- 1.10 No price hike will be provided to Caterer for any reason during the entire duration of the Tender Contract, except as mentioned in 1.8 above or revision of rate of taxes by the appropriate Government.

### **2. Labour Laws and regulations:**

- 2.1 The Licensee will not deploy any child labour or any person below the age of 18(Eighteen) years on any pretext for any job during the currency of the License.
- 2.2 In respect of all work force directly or indirectly deployed by the Licensee for execution of work, Licensee shall comply with or cause to be complied with all state/central government regulations made by the government from time to time in regard to payment of fair wages, wage period, deductions from wages and other terms of employment.

- 2.3 The responsibility to pay minimum wages, perquisites and benefits to its workers during the License period shall be of the Licensee alone.
- 2.4 The Licensee shall at his own expense comply with all labour laws and keep the hostel indemnified in respect thereof.
- 2.5 The licensee shall not discriminate between men and women w.r.t wages and shall pay equal wages and other benefits to both in accordance with the applicable laws and shall maintain requisite records.

### **3. Mess Related Terms & Condition:**

- 3.1 Engagement of required number of staff, providing uniforms etc. shall be done by the caterer with the approval of the mess council of the concerned hostel. The workers should always use hand gloves and caps while working (hair found in food is not acceptable). Caterer should provide a minimum of two pairs of uniform to the workers and ensure that workers should report for duty in clean uniform.
- 3.2 The approximate strength of mess members for different Hostels during regular semester (January to April and mid-July to November) and also during summer and winter vacations is as mentioned in Annexure A.
- 3.3 The price of extra items may be found in **Annexure C**. The right to make any changes after awarding the contract lie solely with the Hostel Council of the respective hostels. The extra items must be available during regular mess timings.
- 3.4 The caterer shall, at their cost, maintain adequate stock of food grain, grocery. The caterer shall be responsible for proper hygienic storage of all raw materials.
- 3.5 No food cooked in the mess may be taken out of the premises without prior permission of the Warden/Associate Warden of the concerned hostel.
- 3.6 Vegetarian food should be cooked and served separately.
- 3.7 The owner of the firm shall attend a monthly meeting of the mess committee, failing which a penalty will be imposed. This meeting shall be attended by the owner himself or a senior representative, who is authorized to take policy & monetary decisions.
- 3.8 Facility of first aid box with adequate capacity is mandatory to be provided to the mess workers.

### **4. Infrastructural and Equipment Related Terms:**

- 4.1 Major civil and electrical works will be attended by MGAHV Wardha. Minor maintenance jobs such as replacement of light bulbs, tube lights etc. will be the responsibility of the catering Caterer.
- 4.2 Kitchen equipment, cooking gas bank and dining hall furniture, service Counters, cooking utensils, crockery, cutlery etc. will be provided by MGAHV Wardha /Hostel. Upkeep of all items provided by the MGAHV Wardha / Hostel will be the sole responsibility of the caterer.
- 4.3 Refilling of cooking gas cylinders provided and procurement of good quality provisions and other consumables is the responsibility of the caterer.
- 4.4 Security of licensed premises, equipment, fittings and fixtures, furniture, etc. is the responsibility of the Caterer.
- 4.5 Maintenance of kitchen equipment will be covered to the scope of service contract entered into by MGAHV Wardha with equipment suppliers, but Caterer should inform service Caterer of

maintenance requirements. Additional expenses on repairs and maintenance of equipment, if any, shall be borne by the caterer.

4.6 Any damage to the cooking equipment, gas pipeline etc by the caterer team will be charged 5 times the repair or replacements of the part damaged.

4.7 Caterer is supposed to take care of all the utensils and equipment handed over to him by the hostel. Mess manager/Caterer is responsible if anything is stolen or taken by any student with permission.

4.8 No accommodation, except a changing/resting room, will be provided to the workers of the caterer

## **5. Contract terms and conditions:**

5.1 As per policy decision, caterer will be awarded the contracts as per following chart:

Caterer being awarded	Condition
1. Savitribai Phule Women Hostel 2. New Women Hostel 3. Gorakh Pandey Boys' Hostel 4. Birsamunda Boys' Hostel 5. Bhagat Singh Boys' Hostel 6. Sukhdev Boys' Hostel 7. Rajguru Boys' Hostel 8. Annapurna Mandpam 9. Santushti Chhatra Suvidha Kendra	MGAHV, Wardha reserves the right to assign any one or more Hostels to be run by the same caterer or as decided by the University.

5.2 Only those caterers who is having establishment in Wardha, Nagpur, Yavatmal, Amravati and adjoining areas (within a radius of 500 Kms) shall be considered.

5.3 The caterer should preferably have experience of catering in a registered establishment of a minimum of 300 meals per day.

5.4 If Hostel wants to terminate the contract before the tenure mentioned in the agreement, the Caterer will be given 1 month notice by the Hostel Council. In case the Caterer wants to quit before the conclusion of the agreement, the Caterer must give 3 months written notice to the Hostel Council, or must continue till the time of next caterer takes over the mess.

## **6. Issues Related to Hygiene in the Mess and the Kitchen:**

6.1 Cleaning and Housekeeping of kitchen and dining area will be the sole responsibility of the caterer.

6.2 Cleaning of utensils, cutlery, crockery, kitchen equipment, furniture, mess water cooler is also responsibility of the caterer. The highest possible standards are expected in this regard.

6.3 All possible measures must be taken to ensure hygiene in the kitchen and mess. These include the provision of ample Liquid soap for Hand Wash at Basin, Clean towels to clean hand, Hand gloves for mess workers who handle items like salad, pani puri etc., head caps for mess workers and other measures as advised by the council. Maintaining soap for hand wash at the students' wash basin is also responsibility of the caterer.

6.4 Highest levels of hygiene must be maintained in the mess workers' toilet, with provisions for soap, towels etc.

6.5 Mess workers should be provided the necessary training so as to maintain the highest possible standard of hygiene.

- 6.6 MGAHV, Wardha/Hostel council would reserve the right to check on cleanliness and upkeep of premises and quality of provisions and quality of the food.
- 6.7 The Caterer, at his own expense, should conduct medical examination of all the workers every three months and keep the original certificates of fitness, indicating that they are free from any communicable disease, available in the mess for inspection.

## **7. Services to be provided in the mess:**

- 7.1 The Caterer should keep a separate counter for extras. The menu and suggestive prices for the extras in different meals is available in **ANNEXURE C**. The final decision on the rates, however, may be decided in consultation with the Hostel Mess Committee.

## **B. RULES PERTAINING TO THE DAILY FUNCTIONING OF THE MESS:**

8. **Timings for the mess:** Actual timing will be depend upon the decision of the respective hostel's council and caterer would be obliged to adhere to the Hostels Body's instruction regarding it. Following will be tentative timing.

Meal	Weekdays	Weekends
Breakfast	7:30 AM to 9.45	7:45 AM to 10:00 AM
Lunch	1:00 noon to 2:15	1:00 PM to 3:00 PM
Tiffin	4:30 PM to 6:15PM	5:00 PM to 7:00 PM
Dinner	7:30 PM to 9:45 PM	8 PM to 10:00 PM

## **9. General Structure of Menu: The following is the general structure of the menu. The detailed sample menu is provided in Annexure B.**

### **9.1 Breakfast**

- Indian dish
- Adequate Toasted Brown Bread and normal bread with butter, jam and ketchup
- Sprouts/Boiled Pulses/Corn
- Milk (one Glass of 200 ml) with Bournvita/Complan/Horlicks OR Juice(200 ml)
- Cornflakes/Oats/Chocos/Muesli
- banana/paneer bhurji system that is to be followed is number of bananas = 3. For eg: banana (1 banana = 1 item worth), fruit other than banana(approx 1 bowl serving of fruit = 2 items worth), paneer bhurji (1 cup = 2 items worth). The caterer is supposed to serve 3 items worth of either banana/fruit/paneer bhurji.
- Adequate Tea and Coffee

### **9.2 Lunch**

- Unlimited plain Rice on all 7 days along with any other special rice items as mentioned in the menu (eg. Dum biryani, tomato rice, jeera rice, curd rice etc.)
- Unlimited Chapati (with and without Ghee)
- Adequate Dal, Sambar and Rasam
- One unlimited vegetable curry and one unlimited dry vegetable
- Adequate Salad and pickle
- Fried Papad (adequate) – 5 days a week, roasted papad- 2 days a week
- Fryums, Chutney as mentioned in the menu.
- Curd/Raita/Lassi/Chaas/Rasna/Nimbu Pani/Jaljeera/Kokum/Aam Panna as mentioned in menu

### **9.3 Snacks/Tiffin**

- One snack item
- Adequate toasted brown/ white bread with butter, jam and ketchup. Peanut butter should be served twice a week, if the mess council so desires.
- Adequate Tea and Coffee to be served on all 7 days of the week

### **9.4 Dinner**

- Adequate plain Rice on all 7 days along with any other special rice items as mentioned in the menu (eg. Dum biryani, tomato rice, jeera rice etc.)
- Adequate Chapati (with and without Ghee) Adequate Dal, Sambar and Rasam
- One Adequate vegetable curry and one adequate dry vegetable
- Adequate Salad
- Pickle
- Fried Papad (adequate) – 5 days a week, roasted papad- 2 days a week
- Sweet Dish (2 pieces of premium sweet or equivalent quantity as decided by the mess council), (either in lunch or in dinner)
- Curd/Raita as mentioned in the menu
- One Fruit

## **10. Rules Pertaining to food:**

- 10.1 Adequate Salad will be provided during lunch and dinner. It will comprise of lemon, green chillies (both raw and fried). Either tomato or onion must be there in the salad. It will also contain any two of the following in every meal: cucumbers, beetroots, carrots and radish except when Groundnut, Corn, Sprouts, Minced or Cabbage Salad is being served. The choice of salads is completely with the Mess Committee.
- 10.2 Mouth freshener (Fennel seeds and sugar) and Pickle to be provided with every meal.
- 10.3 The composition of a vegetable item should be exactly as specified by the council. e.g. if the council requires that onion or potato should not be mixed to an item, then it should be strictly followed.
- 10.4 Seasonal drinks must be served in the mess as per requirement/instructions given by the Mess Committee.
- 10.5 Special chutney and Sambar should be served with all South Indian dishes (like idli, dosa etc.)
- 10.6 Raita to be served when dishes like veg-biryani is served. Plain rice has to be served in addition when there is veg-biryani or pulav.
- 10.7 Ketchup, Butter, Jam (of mentioned brands), Curd and Chutney have to be provided along with all dishes which need them and as decided in the menu.
- 10.8 Caterer should provide special Dinner or Lunch on occasions like festivals for eight to ten days in a year, as decided by the mess council, at no extra cost. Tea parties (once a semester) and regional food festivals should be organized occasionally at no extra cost, as decided by the mess council. Sample Special dinner menu could include: 2 starters (veg), 2-sabji, sweets (2pcs or 1 pc of two different sweet or equivalent/ ice-cream etc.), dal, rice, drinks, papad, salad etc. One sweet dish shall to be served on the festival days (The list of festival days to be decided by the mess council).
- 10.9 In case a special event is organized in the hostel for which food is arranged from another caterer/restaurant, the students will get a discount corresponding to food charges for that meal. This is expected to happen not more than twice a semester. Cost shall be decided in consultation

with mess council. Special food on days of fasting should be served, as decided by the mess council, at no extra cost.

10.10 Food should be served and maintained warm at all times.

10.11 Paper napkin should be provided when fried food is served. Butter paper should be used to keep the fried items.

10.12 Use of Dalda/Vanaspati Ghee or hydrogenated fats in any form is not allowed unless council explicitly gives written consent for the same, with approval from the Warden.

10.13 Different quality of rice should be used for Veg-Biryani and normal rice. Kolam rice should be used during normal meal and for special dinner / lunch, veg-biryani etc. branded basmati rice should be used.

10.14 Water should be served on the tables and filled salt dispensers must be available on the table at all times.

10.15 Cleanliness of the dining area is to be maintained by the caterer at all times.

10.16 Curd to be served with Parathas at all times.

10.17 Curry Maggi/Poha/Maggi and Tea/Coffee should be served in disposable plates during End-Semester and Mid-Semester Examination (40-45 Days in a Year, on timings to be decided by the respective mess council.

10.18 Food should be kept after regular time if council requests to do so on some occasions.

10.19 The dishes/items with their frequency are given below:

Dish/ Item Minimum Frequency	Dish/ Item Minimum Frequency
Paneer Twice a week	Paneer Twice a week
Adequate Rasna, Khus Sharbat, Lemon water, Roohafza, Jal Jeera, Aam Panna	5 days in a week, other than the days of Chaas, Lassi
Soups Twice a Week	Soups Twice a Week
Adequate Chaas	Lassi Twice a week
Banana is to be served in breakfast OR other fruit 7 days in a week OR Twice a week	Banana is to be served in breakfast OR other fruit 7 days in a week OR Twice a week
Fruits must be served in tiffin / dinner 7 days a week	Fruits must be served in tiffin / dinner 7 days a week
Cornflakes/Oats/Chocos/Muesli 7 days a week	Cornflakes/Oats/Chocos/Muesli 7 days a week
Plain curd will be served; plain curd should be made from non toned full cream milk.	Four times a week
Sweets (including ice cream)	7 days a week
One glass of milk (200ml) 7 days a week in Breakfast/Tiffin/Dinner	One glass of milk (200ml) 7 days a week in Breakfast/Tiffin/Dinner
60 gram of Shrikhand / yoghurt Once a week	60 gram of Shrikhand / yoghurt Once a week
Slice of cheese Once a week	Slice of cheese Once a week

\*\* The composition of the dishes/items will be decided by the Hostels Committee, and also their position in the menu will be decided by the Hostel Body.



## **11. Other Terms & Conditions:**

- 11.1 Vegetarian Food should be served as decided by the mess Committee.
- 11.2 The use of monosodium glutamate (Ajinomoto) is strictly prohibited.
- 11.3 A sufficient number of counters, as decided by the Mess Body, should be operational. No mess worker should stay/sleep in the mess during night time after 10:30/11:00 PM except when midnight snacks (midnight maggi) is requested by the Mess Committee.
- 11.4 A list of management or supervisory position must be submitted by the caterer to the mess Committee, which states the name of person whom the mess Committee should contact for a particular issue in the mess. This list should be maintained formally and given to mess Committee. Any changes in these positions should be told beforehand, unless there is an emergency.
- 11.5 Caterer should maintain a complaint and suggestion register and every complaint should be responded by taking corrective measures in consultation with hostel Committee.
- 11.6 Catering services for university and any other events held within the premises of the hostel may be undertaken only after obtaining a written permission from the Warden/Associate Warden, at least three days prior to the event.
- 11.7 Coupons for guest meals and extra items will be sold to the customer either on the basis of the requisition of a resident of the hostel or against cash payment for the same to the caterers. The price of the same shall be decided by the mess Committee in consultation with the Caterer.
- 11.8 For every guest meal through coupon the Hostel will get 20% share for every guest meal.
- 11.9 In case special Dinner / lunch is not provided as per clause number 12, full refund for the missed meals has to be given to all students.
- 11.10 Caterer should use fresheners regularly in mess dining, kitchen and washing area to avoid foul smell.
- 11.11 Disposable Glasses and plates, spoons or any other disposable items, as instructed by mess Committee, should be provided to students at no extra cost at the time of breakfast and tiffin. Such items being provided should be food grade.
- 11.12 No stale (not fresh, items used in a meal) items should be found in mess after 36 hours of it preparation. Fine will be imposed as decided by mess Committee & Warden.
- 11.13 Food wastage should be weighed daily for all meals and should be displayed in the mess. The surplus mess food from each meal could be distributed to the workers of the hostel as decided by the hostel Committee.
- 11.14 All the coupons purchased shall be punched properly and shouldn't be reused in any circumstances, failing to do so Committee has rights to take strict actions against the caterer.
- 11.15 A bifurcation of prices of each meal should be done and shared with the hostel committee.

## **C. PENALTIES FOR VIOLATION OR RULES:**

### **12. The caterer will be fined in case of violation of the following rules:**

<b>Rule Violation Minimum Fine per complain</b>	<b>Rule Violation Minimum Fine per complain</b>
Non-availability of complaint register on the counter / discouraging students from registering complaints	Rs. 500/- 10% of daily billing for one day. (Whichever is more)
Insects cooked along with food	Rs. 1000/- 10% of daily billing for one day. (Whichever is more)
Soft objects like hair, rope, plastic, cloth etc. in food	Rs. 1000/- 10% of daily billing for one day. (Whichever is more)
Any complaint of stones / pebbles of diameter more than 2 mm	Rs. 1000/- 10% of daily billing for one day. (Whichever is more)
Hard and / or sharp objects like glass pieces, nails, hard plastic etc.	Rs. 1000/- 10% of daily billing for one day. (Whichever is more)
Three or more complaints of unclean utensils in a week	Rs. 1500/- 15% of daily billing for one day. (Whichever is more)
If mess Committee in consultation with students in present mess agrees that certain item of a meal was not cooked properly / overcooked / extra spicy /extra oily	Rs. 1000/- 10% of daily billing for one day. (Whichever is more)
Food poisoning	Rs 15000 to 60% of daily billing depending upon severity
Changes in menu of any meal without permission of mess committee	Rs. 1000/- 10% of daily billing for one day.(Whichever is more)
If the quality of milk is not found to be appropriate, or it is diluted. It should have 3-4% fat content or as recommended by Committee.	Rs 1000/- 10% of daily billing for one day. (Whichever is more)
Inappropriate personal hygiene of workers including their dress and / or misbehaviour by workers etc.	Rs. 1000/- 10% of daily billing for one day.(Whichever is more)
Using brands not mentioned in the contract without prior permission and adulteration	Rs 1000/- 10% of daily billing for one day. (Whichever is more)
Any tampering with gas cylinders / gas pipelines	Rs. 1000/- 10% of daily billing for one day. (Whichever is more)
Use of newspapers to keep fried items or any cooked food will be fined severely	Rs. 1000/- 10% of daily billing for one day. (Whichever is more)

- 12.1 Food Poisoning may invoke the above fines, along with cancellation of contract and possible blacklisting of the caterer. The security money deposited with the university will be forfeited in case contract is cancelled for the above reason.
- 12.2 Absence of proprietor or his representative empowered to take decision from mess Committee meetings (which will be held once every month) on due invitation will attract a fine of Rs.5,000/- on caterer.
- 12.3 As and when mess Committee proposes a fine, it will inform the representative of the caterer or mess manager and fine will be imposed after approval of the Warden/Associate Warden with consent of the Mess Committee.
- 12.4 Severity of hygiene failure shall be assessed and decided by the mess Committee and fined appropriately. In case of gross failure/negligence, a severe penalty will be imposed; this could be a hefty fine as cash and/or summary termination of the Contract.
- 12.5 Consumables permissible items Chart:

### CONSUMABLES PERMISSIBLE: BRANDS/FRESH ITEMS

Mess Item Brand	Mess Item Brand
Salt Tata	Tata, Annapurna, Nature fresh
Atta	Ashirvad, Pillsbury, Annapurna/Natural Fresh Atta
Rice	Dawat, Kali Much,
Vegetables	Natural Fresh Vegetables
Oil	Oil Fortune/ Nature Fresh oil
Spices	M.D.H. Masala, Catch, Everest, Mothers, Laxmi food and Spices (Parab)
Paneer	Amul, Mother Dairy, Shivamrut, Goras Bhandhar
Ketchup	Maggi, Kissan, Heinz, Del Monte
Pickle	Mother's, Priya, Tops, Nilon's
Instant Noodles Maggi	Maggi, Top Ramen, Yipee
Flavoured drinks	Rasna, Roohafza, Mapro
Papad	Lijjat
Butter	Amul, Mother dairy, Govardhan, Shivamrut
Bread	Modern, Kwalitiy, Wibs
Cornflakes	Kellogg's
Chocos	Kellogg's
Jam	Kisan, Mapro, Druk, Maggi
Ghee	Amul, Mother Dairy Britannia, Gits, Everyday, Shivamru
Shrikhand	Amul, Shivamrut
Frozen yogurt	Mother dairy
Cow Milk(Half Cream/non-toned)	Amul, Mother Dairy, Govardhan, Shivamrut, Gokarna
Tea	Brooke bond, Lipton, Tata, Taaza
Coffee	Nescafe, Bru
Ice Cream	Amul, Mother Dairy, Kwalitiy. Natural's, Havmor
Soya	Nutrela
Frozen Peas	Safal (offseason), Al kabeer
Kolum Rice	Royal, Donur
Basmati Rice for special rice	Every day, Daawat Devaay
Custard Powder	Brown Polson
Handwash	Lifebuoy (non-diluted)
All non branded	As decided by the Mess Committee

\*\* Caterer may use any other FPO/FSSAI approved brands only if permitted by Mess Committee, in writing.

## ANNEXURE A

### Minimum Number of Students During the Semester or During Summer/Winter Breaks•

Name of the Hostel	Minimum number of combined students in all hostels during the semester i.e.,		Minimum number of combined students in all hostels during the Summer/Winter break i.e.,	
	July to November	January to April	December	May, June, July
Savitribai Phule Women Hostel	281	277	71	51-131
New Women Hostel	40	74	63	97, 86, 42
Gorakh pandey Boys' Hostel	141	148	141	55
Birsamunda Boys' Hostel	110	111	109	20
Bhagat Singh Boys' Hostel	135	135	135	24
Sukhdev Boys Hostel	200	200	200	32
Rajguru Boys' Hostel*	....	....	....	....
Annapurna Mandpam*	....	....	....	....
Santushti Chhatra Suvidha Kendra*	....	....	....	....
Total	907	945	719	538

\* Functioning from Academic Session 2019-20

**Note:** Students numbers are liable to change. Every student register for mess facility is compulsory.

## ANNEXURE B

### SAMPLE MENU FOR HOSTEL MESSES

Representative menu for different hostels can be found in following links. (Please note that this menu is just for the reference, actual menu may deviate from this one, as per instruction of the Hostel Committee)

Day	Breakfast	Lunch	Tiffin	Dinner
Monday	Gobi Paratha, Schezwan, Chutney, Pickle, Banana, Bbj, Tea, Coffee, Milk(Hot/Cold)	Aloo Chatpata, Rajma, Dal, Tomato Rice, Methi Puri, Chhas, Papad, Salad	Burger, Bread Butter Jam(BBJ), Tea, Coffee, Milk(Hot/Cold)	Veg Makkhanwala, Gobi matar Chaman, Chapati,
Tuesday	Poha + Sev, Banana, Bbj, Tea, Coffee, Milk(Hot/Cold)	Paneer Tikka Masala, Rasam, Dal, Chapati, Masala Rice, Papad	Masala Dosa, Cold Coffee, Sambhar, Chutney, Bbj, Tea, Coffee, Milk(Hot/Cold)	Malai Kofta, Arbi dry, Chapati, Rice, Dal Makhani, salad
Wednesday	Mix Veg Paratha,, Curd, Pickle, Banana, Bbj, Tea, Coffee, Milk(Hot/Cold)	Chana Masala Dry, Kadi Pakoda, Dal Khichdi, Sada Puri, Boondi Raita, Papad	Samosa, Ice Tea, Bbj, Tea, Coffee, Milk(Hot/Cold)	Baigan Bharta, Tomato Carry, Salad,, Dal, Rice,
Thursday	Idli,, Banana, Bbj, Tea, Coffee, Milk(Hot/Cold )	Veg Kolhapuri, Aloo Gobhi Matar Dry, Paratha, Jeera Rice, Dal, Papad	Veg Cheese Burger , Bbj, Tea, Coffee, Milk(Hot/Cold)	Paneer Butter Masala, Bhindi Fry, Dal, Rice, Chapati, salad
Thursday	Onion Tomato Uttpam, Sambhar, Chutney, Banana, Bbj, Tea, Coffee, Milk (Hot/Cold )	Corn Matar Kadhui, Sprouted Dry, Dal , Chapati, Rice , Papad	Noodles, Bbj, Tea, Coffee, Milk(Hot/Cold)	Rajma, Paneer bhurji, Dal, Jeera Rice, Chapati
Saturday	Puri Bhaji, Banana, Bbj, Tea, Coffee, Milk(Hot/Cold )	Kala Chana, Dum Aloo Gravy, Chapati, Rice, Papad, salad	Pav Bhaji, Bbj, Tea, Coffee, Milk(Hot/Cold)	Chhole Tariwaala , Aloo gobi, Chapati, Dal, Rice, Salaad
Sunday	Idli, Sambhar, Chutney, Banana, Bbj, Tea, Coffee, Milk(Hot/Cold)	Chhole Bhature, Tur Dal, Imli Chutney, Rice, Salad, papad	Bhel Puri, Nimbupani, Bbj, Tea, Coffee, Milk(Hot/Cold)	Gatte Ki Sabji, Missi Roti, Chutney, Pulav

**ANNEXURE C**  
**ITEMS SERVED RATES**

To be served at the rates at which they are to be served and the quantum that should be maintained.

**RATES PROPOSED TO BE CHARGE FOR THE ITEMS SERVED**

Sl. No.	Items	Quantity	Measure	Rate Offered in Rs.
<b>BEVERAGE</b>				
1.	Tea Regular	150 ml	Per Cup	6
1.	Black Tea	150 ml	Per Cup	5
2.	Tea Lemon/Green 200 ml	150 ml	Per Cup	10
3.	Hot coffee	200 ml	Per Cup	7
4.	Lassi	200 ml	Per Cup	10
5.	Milk	200 ml	Per Cup	10
<b>BREAKFAST, LUNCH, DINNER, SNACKS &amp; EXTRA ITEAMS</b>				
6.	Breakfast (As mentioned on ANNEXURE B)			25
7.	Lunch (As mentioned on ANNEXURE B)	Roti & Rice unlimited		40
8.	Dinner (As mentioned on ANNEXURE B)	Roti & Rice unlimited		40
9.	Samosa (Potato)	120 grams each	per piece	7
10.	Kachori	120 grams each	per piece	7
11.	Pastry	100 grams	Per Plate/1 piece	10
12.	Gulab Jamun	50-70 grams each	Per Plate/2 pieces	20
13.	Chole Bhature		Per Plate/2 pieces	20
14.	Bread Pakoda	100 grams each	Per Plate/2pieces	15
15.	Masala Dosa each with Sambar	175 grams	Per Plate	25
16.	Plain (sada) Dosa with Sambar	150 grams		20
17.	Uttappam with chutny	120 gram	Per Plate	15
18.	Vada with Sambar	120 gram each	Per Plate/2 pieces	15
19.	Idli (2 pieces with Sambar & chutney)	150 grams	Per Plate	20
20.	Upma with chutney	200 grams	Per Plate	15
21.	Dhokla	100 grams	Per Plate	25
22.	Veg. Cutlet	100 grams each	Per Plate/2 pieces	15
23.	Veg. Sandwich(Two Slice of Bread with sliced Fresh Vegetables and Spread)		Per Plate	15
24.	Bread and Butter (Two Slice of Bread with Butter spread)		Per Plate	10
25.	Bread and Jam (Two Slice of Bread with Jam spread)		Per Plate	10
26.	Poori (5 pieces with sabji)	200 grams	Per plate	20
27.	Pauv Bhaji (2 pieces with Chutney)		Per Plate	20
28.	Rajma Chawal	200 grams	Per Plate	20
29.	Puri Aloo (3 pieces)	Per Plate	Per Plate	20
30.	Ice Cream/Yoghurt/ Flavoured Milk			MRP
31.	Juices/Soft Drinks			MRP
32.	Roti Plain		Per piece	3
33.	Roti (Butter)		Per piece	5
34.	Jeera rice	250	Per Plate	15
35.	Dal fry	200	Per Plate	15
36.	Aloo Gobi Masala	200 gram	Per Plate	20
37.	Dum Aloo	200 gram	Per Plate	15
38.	Paneer Curry/Masala	200 gram	Per Plate	25
39.	Paneer Chilly	225-250 gram	Per Plate	30
40.	Paneer 65	225-250 gram	Per Plate	30
41.	Vegetable Fried rice	250	Per Plate	20
42.	Veg. Biryani with curry	200 grams	Per Plate	35
43.	Paneer Biryani	4 Pieces with Adequate Rice	Half Plate	35
<b>Possible Monthly Mess Charges</b>		<b>Breakfast, Lunch, Tiffin and Dinner</b>		<b>Per student</b>
				<b>2000</b>

Tender No.006/Adm./Hostel Mess Services/2019/01/1181

**Check List for Technical Bid**

NO	Particulars	Yes/No	Page Name
1)	Tender Document Fee <b>by way</b> of DD from any nationalized Bank, (If downloaded) Rs. DD No: Date:		
2)	EMD(DD) from a Nationalized Bank Rs. DD No: Date:		
3)	Bidder letter Form..... <b>Annexure 11</b>		
4)	Bidder Information Sheet ..... <b>Annexure 11I</b>		
5)	Valid Registration certificate of the Agency/Firm		
6)	Valid S.T./GST Registration certificate		
7)	Valid PAN card, Aadhar and Voter ID		
8)	Valid Registration with EPF		
9)	Valid Registration for ESI		
10)	Income Tax Return for the year 2016-17, 2017 -18 and 2018-19		
11)	Valid License Number under Contract Labour (R&A) Act		
12)	Balance Sheet for Financial Year 2016-17, 2017 -18 and 2018-19		
13)	Proof of Catering Services from FSSAI and Food Outlet.		
14)	Proof of work experience (minimum experience should be of <b>03 (Three) years</b> for providing catering services in <b>Central Govt./ State Govt. including centrally funded Autonomous Bodies, and PSU's etc.</b>		
15)	List of major customer to whom similar service were provided		
16)	Details of office/branch within 500 km. of Wardha		
17)	<b>NON BLACKLISTING CERTIFICATE.....Annexure IV</b>		
18)	<b>DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES .....Annexure V</b>		
19)	Undertaking that no case is pending with the police against the Proprietor/Firm/Partner or the Company (Agency).		
20)	<b>TENDER CONDITIONS ACCEPTANCE CERTIFICATE ..... Annexure VI</b>		
21)	<b>SOLVENCY CERTIFICATE..... Annexure VII</b>		
22)	<b>FINANCIAL/PRICE BID..... Annexure VIII</b>		
23)	Any other information/documents that are required in the bid document		

Signature of the Bidder  
With Seal

## **Bidder Letter Form**

**Tender No.006/Adm./Hostel Mess Services/2019/01/1181 Date: 09.08.2019**

**Annexure II**

From:

(Registered name and address of the bidder)

To,

**The Registrar**

Mahatma Gandhi Antarrasitriya Hindi Vishwavidyalya  
Gandhi Hill, Wardha – 442001 (Maharashtra)

Sir,

Having examined the bidding documents and amendments thereon, for Catering Services at MGAHV, Wardha in response to your tender notice for hostel mess advt.

No..... dated.....

1. I/We hereby offer to provide catering services as per scope of work as listed in the schedule of this tender hereto as you may specify in the acceptance of Tender at the price given in the Financial Bid and agree to hold this offer open for a period of 120 days from the date of opening of the tender.
2. I/we shall be bound by a communication of acceptance / rejection by MGAHV, Wardha.
3. I/We have understood the scope of work, Instructions to bidders and terms and conditions of contract in the form as enclosed with the invitation to the tender and have thoroughly examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the services required and my/our offer is to provide catering services strictly in accordance with the specifications and requirements.
4. **Certified that ours is:**
  - a) A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor,

OR

  - b) A partnership firm, and the person signing this bid document is a partner of the firm and has authority to refer to disputes concerning the business of the partnership by virtue of the partnership agreement /by virtue of general Power of attorney,

OR

  - c) A Company and the person signing the document is the constituted attorney/ Authorized Signatory.

(NOTE: Strike out whichever is not applicable. All corrections/deletions should invariably be attested by the person authorized to sign the bid document).
5. I/We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding contract between us.
6. If bid is accepted, I/we undertake to;
  - a) Provide services/execute the work according to the Tender specified in the bid document,
  - b) Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.
7. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Yours faithfully,

(Signature) Dated this day of

Address:

Telephone:

FAX:

E-mail:



## **Bidder Information Sheet**

**Tender No.006/Adm./Hostel Mess Services/2019/01/1181 Date: 09.08.2019**

**Annexure III**

1	Name of the Organization:	
2	Year of Establishment:	
3	Registered Office Address	
4	Bio data or profile containing name, educational, qualifications, occupation and postal address of Proprietor / Partners / Directors / Managing Director / Chairman (Please use separate sheet if necessary)	
5	Nature of the firm (Proprietorship/ Partnership/ Private Limited or Cooperative body)	
6	License number under Contract Labour (R&A) Act.	
7	Registration Number of Firm	
8	GST Registration Number	
9	PAN Card	
10	Employees Provident Fund Account Number	
11	ESI Number	
12	Name & Designation of Authorized Person,	
	(a) Phone No.	
	(b) Fax No	
	(c) Email-ID	
13	Branch offices within 500 km. of Wardha	
14	Any other trade / business in addition to Outsourcing Services	
15	Total experience (Years / Months) in Outsourcing Service Field	
16	Have your Concern / Firm / Company ever changed its Name any time? If yes, provide the previous name and the reasons there for?	
17	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.	
18	Brief details of Litigations, if any, connected with catering Services work, Current or during the last three years, the opposite party and the disputed amount.	

19	Specify whether there are any issues / disputes against your Agency / Firm / Company are pending before the Commissioner of Provident Fund, Employees State Insurance, Labour Tribunal Authorities, etc.,		
20	Give information, if any, regarding the proceeding for Bankruptcy, Insolvency or winding up in which the bidder is / was involved		
21	Details of Awards, if any received		
22	A certificate on Firm letterhead that service provider has not been defaulted in payment of EPF/ESI/ GST /Income tax etc.		
23	Affidavit stating that the Service Provider is / has not been blacklisted by Central Government Departments/State Government/Statutory bodies/ Autonomous Bodies/PSUs /Private Sector at any point of time.		
24	<b>Bank Details of the Agency:</b>		
	<b>Bank Name with Address</b>		
	<b>Bank Account Number</b>		
	<b>IFS Code</b>		
25	<b>Tender Document Fee (Non-refundable)</b>	Amount Rs.	
		D.D. No.	
		Date.	
		Issuing Bank& Brach:	
26	<b>Earnest Money Deposit</b>	Amount Rs.	
		D.D. No.	
		Date.	
		Issuing Bank& Brach:	
27	Financial Turnover of the firm ONLY FROM Manpower Services for the 03 years (Annual Report and Audited Balance sheet, Profit & Loss Account for the last three financial years to be attached)		
	Financial Years	Annual Turnover (In Rs)	Amount Turnover for Catering Services
	2016-17		
	2017-18		
	2018-19		

28. **Details of office/branch in Maharashtra:**

S.No	Full Address of Office	Contact person with phone No.	No of Employees

29. Furnish the details of Institute/Organization/Agency/Firm has provided catering services during last 3 years (Attach separate copy if needed)

Name of the Organization	Officer-in-Charge with designation	Phone/Mobile No and e-mail id

30. List of Government Departments/ PSU/ reputed Private Companies/ Statuary or Autonomous Bodies, Agency/ Firm has supplied catering services during last 3 years. Attach copy of WORK COMPLETION CERTIFICATE in support of every claim. Please attach a certificate of satisfactory performance from the concerned Govt. Departments/ PSU/ Statuary bodies/ Autonomous Bodies/ Private Sector

Name of the organization	Category of Catering	Duration of contract		Amount of contract
		From	To	

Place:  
Date:

**Signature of the Bidder  
With Seal**

**NON BLACKLISTING CERTIFICATE**

**[To be submitted on letterhead]**

I/We hereby certify \_\_\_\_\_[Name of the Company/Firm] that has not been ever blacklisted/debarred by any Central/State Government Department/Public Sector Undertaking/Autonomous Organization on any account.

I/We also certify the firm will provide catering services as per the specification given by MGAHV, Wardha time to time and also abide all the terms and conditions stipulated in the bid document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date if it is found that any details provided by us are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and MGAHV, Wardha may imposed any action as per the rules.

Yours faithfully,

(Signature of Authorized Person)

Place:  
Date:

Name:  
Designation:

**DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES**

(To be executed by the bidder on Rs. 100/- Stamp paper & attested by Public Notary/Executive Magistrate)

We certify that during the last 3 years, we have neither failed to perform any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public/private authority nor have had any contract terminated by any public authority for breach on our part.

We declare that:

- a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government. (Central or State).
- b) We have taken steps to ensure that in conformity with the provisions against Corrupt Practices and no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- c) We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the contract or which relates to a grave offence that outrages the moral sense of the community.
- d) We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.
- e) We certify that, we are remitting statutory dues/ taxes regularly to Government and no default was made in this regard.
- f) We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our directors / managers / employees.

Signature of authorized person

Name & Designation

with office Seal

**TENDER CONDITIONS ACCEPTANCE CERTIFICATE**

(To be given on Company Letterhead)

1. I/We do hereby certify that I/we have read entire terms and conditions of the tender documents from Page no. 01 to 23 (including all documents like annexure(s), schedule(s) etc.) which form part of the contract agreement and I/we shall abide hereby the terms & conditions/ clauses contained therein.
2. The corrigendum(s), if any issued by MGAHV, Wardha too has also been taken into consideration, while submitting this acceptance letter.
3. I/ We hereby unconditionally accept the tender conditions of above mentioned Tender document(s) / Corrigendum (s) in its totality / entirely.
4. 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.
5. That all the information submitted herein is true and no material facts has been concealed.
6. That the bidder undertakes to render MGAHV, Wardha free from all and any kind of liability and consequences resulting out of this present agreement.
7. That I am the authorized person to sign this tender form under a resolution on dated

Place: .....-

Signature of authorized person:

Date: .....

Name:.....

Designation: .....

Seal:

**SOLVENCY CERTIFICATE**  
(On Bank's Letterhead)

REF.NO .....DATE .....

**TO WHOMSOEVER 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 the Bank or any of its officials, this certificate is issued at the specific request of the customer for the purpose of participating in MGAHV, Wradha Tender No. 006/Admin./Hostel Mess Services/2019/01/1181.

Signature of Authorized Person

Name:

Date:

**PROFORMA OF FINANCIAL BID**  
**For Meals**

Hostel for which the bid is being made:

Hostel:.....

Registrar,  
Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya ,  
Wardha 442001

**Sub:** Mess catering contract for Hostel ....., MGAHV, Wardha

The rates should be quoted inclusive of all charges except GST. Quote showing any charges separately will not be considered.

Name of Caterer/Firm: .....

Sl. No.	Description	Amount (Rs.) in Figure & In Words
1	Rate per day-per student for <b>breakfast</b> *	
2	Rate per day-per student for <b>Lunch</b> *	
3	Rate per day-per student for <b>Snacks/Tiffin</b> *	
4	Rate per day-per student for <b>Dinner</b> *	
5	<b>Total cost (Per day per student) *</b>	
6	<b>GST(if applicable)</b>	

We have read and agreed to /gone through:

1. Terms and Conditions along with Responsibilities of Caterer.
2. Rules Pertaining to Daily Functioning of the Mess.
3. Penalties for violation of Rules, Terms and Conditions.
4. Annexure A, Annexure B and Annexure C

Signature of the Proprietor(s)/Partner(s)  
or Authorized Representative

Date:

Name of the Signatory:

Place:

Designation:

Stamp: