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MAGADH MAHILA COLLEGE

Patna University, Patna



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TENDER NOTICE Index for Tender Form

S. No.	Items	:	Details
1.	Tender Notice No.:		MMC/PSD/ADMIN/MESS/T/01/2021-22, Dated: 17/02/2022
2.	Name of work	:	Providing the “ Hostel Mess Services ” for approx. 500 Students (Girls) at Magadh Mahila College, North Gandhi Maidan, Patna- 800001.
3.	Earnest Money Deposit:		Earnest money of Rs. 3,00,000/- (Rs. three lakh only) in shape of Demand Draft/BG drawn in favour of Principal, Magadh Mahila College, payable at Patna from any scheduled Bank
4.	Tender Fee	:	Rs. 3000/- (Rs. three thousand) in shape of DD
5.	Start of submission of Bids	:	17/02/2022
6.	Last date and time for Receipt of Bids	:	15//03/2022 by 4:00 PM
9.	Date and Time of opening of Technical Bids	:	25/03/2022
10.	Place of opening of Bids	:	MMC Patna.

Note : *The Prospective Vendors are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids.*



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NOTICE INVITING TENDER

The Magadh Mahila College, Patna invites sealed tenders under two Bid Systems for providing the “**Hostel Mess Services**” at Magadh Mahila College, Patna from reputed Caterer / Mess Service Provider. The last date and time of submission of tender document is **15/03/2022 by 4:00 PM** through **Registered post/Courier**. The detailed tender document is available on the College website www.magadhmahilacollege.org. The cost of tender form is Rs. 3,000/- . The tender forms can be downloaded from College website and be accompanied by DD of Rs. 3,000/- (As cost of Tender) in favour of Principal, Magadh Mahila College, Payable at Patna must be sent by POST to the office before last date of closing of the bid.



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Technical Bid

For Providing the “Hostel Mess Services” at Magadh Mahila College, Patna.

Magadh Mahila College, Patna invites sealed tenders for “Hostel Mess Services” at Magadh Mahila College, Patna. The last date and time of submission of tender document is 15/03/2022 by 4:00 PM. The detailed tender document is available on the College website www.magadhmahilacollege.org. The cost of tender form is Rs. 3000/- and can be purchased by payment in the form of Demand Draft, from Magadh Mahila College, Patna. The tender forms can also be downloaded from College website and be accompanied by DD of Rs. 3000/- in favour of “Principal, Magadh Mahila College, Patna” payable at Patna.

Note:

- (i) **Tender Fee of Rs. 3,000/- and EMD of Rs. 3,00,000/- should be sent by Post and should be reached to the given address before closing date of tender.**

To,

The Principal

(Tender Document)

Magadh Mahila College

North Gandhi Maidan,

Bankipore, Patna-800001

Email : principal@magadhmahilacollege.org

Website : www.magadhmahilacollege.org

Contact : 0612-2219454

Mobile No- 07261508666



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NOTICE INVITING TENDER

Magadh Mahila College, Patna, invites sealed tender under two bid system For Providing the “Hostel Mess Services” at Magadh Mahila College, Patna (Bihar) from the reputed Caterer/ Mess Service Provider. Details are as follows:

SL. NO.	Description of Goods/ Services	Earnest Money to be Deposited	Last date & submission of Tender document	Time & date of opening of Tender (Technical bid)
1.	Providing the “ Hostel Mess Services ” for approx. 500 Students (Girls) at Magadh Mahila College, Patna	Rs. 3,00,000/-	15/03/2022 by 4:00 PM	As per date of events mentioned in Index of this document.

2. The tender must be accompanied by a Demand Draft of Rs. 3,00,000/- (Refundable) as mentioned above in Indian Rupees only, of a schedule bank drawn in favour of Principal, Magadh Mahila College, Payable at Patna as Earnest Money for the above tender and a tender fee of Rs. 3,000/- (Non Refundable) to be sent to the College by Speed Post in Physical form.

3. Eligibility Criteria

3.a. Physical

Having concluded similar services in Central Government/ State Government/ PSU/ Universities/ Reputed Higher Educational Institutions of running 400 student mess services for at least 3 organisations or two similar services of having 600 student mess or one similar services having 800 student mess in the last 3 years ending on the last day of the month i.e. upto 31/03/2021. Similar Services means Mess / Canteen Services in Reputed Higher Educational Institutions i.e. (for Graduate/Post Graduate Students).

3.b. Financial

The Firm should have average annual financial turnover of at least of Rs 2 Crores during the preceding last 3 consecutive financial years starting from F.Y. 2020-21.



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4. Sealed tender documents duly signed & stamped on all pages are required to be delivered at Magadh Mahila College, North Gandhi Maidan, Patna-800001(Bihar) by **OFFLINE MODE** only to reach on or before **15/03/2022 by 4:00 PM** whereas Tender Fee of Rs. 3,000/-and EMD of Rs. 3,00,000/- must be sent by Post and to be reached to the office before last date of submission of bid. The Technical Bids opening shall be at MMC, Patna campus in presence of the tenderers or their authorized representatives, if any, who wish to attend. The date of opening of the Financial Bids of those bidders declared as qualified in Technical Bids will be displayed on College website. If the office happens to be closed on the date of receipt of the bids or opening of bids as specified, the bids will be received and opened on the next day of opening of the office on the same time and venue which is announced in this bid document / website of the College / communicated through E-Mail.
5. The tenderer shall have associated person with graduate in any recognized university affiliated by All India Council
6. The language used for the bid shall be English. In case any information is given in foreign language, then translated (in English) copies of those pages must be enclosed, failing which the tender will be summarily rejected.
7. **Earnest Money & Tender Cost**
The tender shall be accompanied with the cost of the tender document as **Rs. 3,000/-** in the form of Demand Draft/BG in **favour of Principal, Magadh Mahila College**, Payable at Patna, failing which the tender will not be accepted. Tender must also be accompanied with earnest money of **Rs, 3,00,000/-** in the form of Demand Draft in favour of Principal, Magadh Mahila College, Payable at Patna issued by any Scheduled Bank. The Demand Draft towards Earnest Money & cost of tender document should be sent through Post and the same must be reached to the office before last date of closing of the bid.
8. In addition to the above as per Rule 170 of GFR--- "Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME)" are exempt from submission of EMD (Bid security). Bidders claiming exemption of EMD under this rule(170 of GFR) are however required to submit a signed Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of 12 months from being eligible to submit Bids for tenders with Magadh Mahila College, Patna.



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9. Technical Bid Document

- 9.i. Tenderers should establish their credentials by giving valid documentary evidences of similar services as defined in this document to have been executed in India.
- 9.ii. **Checklist for Envelope 'B'**
- 9.ii.a. Copy of registration of GST.
- 9.ii.b. Copy of proof for Catering service / Food License/FSSAI.
- 9.ii.c. Copy of EPF/ ESI registration.
- 9.ii.d. Shop Establishment
- 9.ii.e. Copy of Authorization for Participation in subject bid (not required in case of Proprietorship firm).
- 9.ii.f. Copy of Income Tax Permanent Account Number.
- 9.ii.g. Proof of Labour license.
- 9.ii.h. Copy of Small Scale Unit/ MSME/ NSIC Registration under relevant items (if registered).
- 9.ii.i. Copy of Work Order of meeting minimum eligibility criteria (Financial & Physical).
- 9.ii.j. All pages of tender document including various sections and Annexures "A", except priced bid. All pages of tender document including various sections and Annexures "A", except priced bid.

10. Financial Bid Document

- 10.1. The **Financial Bid** shall contain the tender documents and information related to the schedule of services quoting the rates etc. of the item to be submitted ONLINE as directed.
- 10.2. All columns shall be duly filled in with specific information on the cost involved.
- 10.3. The rates for the services shall be quoted in **Indian Rupees only**.
Overwriting or used of fluid in financial bid will be summarily rejected.
11. The Technical Bid of only those Tenderers shall be opened, whose earnest money & tender cost are placed and found to be in order.



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12. The Tender Evaluation Committee will evaluate the Technical Bids and is fully authorized to reject any tender incomplete in nature or on justifiable reasons after giving due opportunity to the prospective Vendors, if the requirements are not met for the complete need of the MMC. The decision of the Tender Evaluation Committee shall be final. Only those Technical Bids declared qualified by the Tender Evaluation Committee shall be eligible for consideration of Price Bid. Those successful Tenderers for whom the Price Bid is to be opened shall be intimated through College website.
13. **Clarification on Tender Documents**
 - 13.1. During evaluation of tenders, the College authorities/ committee may at its discretion to ask the Tenderer for any clarification(s) if so deemed fit. The request for clarification and the response shall be in writing. However, the Tenderer is not permitted to alter the price(s) furnished in the Price Bid.
 - 13.2. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price (i.e. obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected. If the Mess Service Provider does not accept the correction of errors, its tender will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
14. The amount of Earnest Money Deposit (EMD), in case of successful Tenderer, shall be refunded on successful completion of signing of agreement and submission of requisite Performance Guarantee. However, EMD of unsuccessful Tenderers will be refunded after the award of the contract to the successful Tenderer.
15. The MMC, does not bind itself to accept the lowest or any other tender. Tenders not in compliance with any of the prescribed conditions or incomplete in any respect or in presence of any correction not duly dated, initialled by the Tenderer will be liable to be rejected. However, the final decision for accepting or rejecting any or all tenders will be the sole discretion of Vice Chancellor, MMC.
16. Tender shall remain open for acceptance for a period of **90 days** from the date of opening of the tenders. If any Tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to MMC, then MMC, shall without any prejudice to any other right or remedy, be at liberty to forfeit full earnest money, absolutely. The decision of Principal, Magadh Mahila College, Patna in this behalf shall be final and binding on the Tenderer.



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17. The notice Inviting tender shall form a part of the contract document.
18. No additional conditions from the Tenderer shall be acceptable. The tenders having any additional conditions will be summarily rejected without assigning any reason.
19. The Tenderer should meet the Financial & Physical work completion criteria to qualify in the subject tender.
20. All related documents to meet the minimum eligibility and other requisite documents/certificates should compulsorily be submitted as ONLINE Annexures.

Important: In case the bidder awarded with providing mess services backs out, the College shall award the work to the next bidder on the rate quoted by L-1.

Conditionals bids (Technical as well as Financial) shall be summarily rejected and shall not be considered.

Date:

Place:

Signature of the Tenderer



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TECHNICAL BID PROFORMA

NIT No. : MMC/PSD/ADMIN/MESS/T/01/2020-21 Dated:08/06/2020		
1.	Name of the Organization	
	Head Office / Registered Office	
	Telephone No/mobile No. Fax No.	
	Email	
	Web site (if any)	
	Date of Establishment Branch	
	Office in Patna , if any	
	(Provide Complete Address)	
	Name of Chief Executive/ Proprietor / Partners with Post	
	Telephone No./Mobile No	
Fax No./ Email		
	Name of Contact Person	
	Telephone /Mobile No	
	Fax No./Email	



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5.	Type of Organization	Certified Documents to be enclosed
a.	Proprietary	Trade License
b.	Partnership	Partnership Deed, Trade License
c.	Private Limited Company	Memorandum of Article
d.	Public Limited Company	Certificate of Registration
e.	Public Sector	Trade License
f.	Authorised Franchise/Channel Partner	Authorisation Certificate

6. Nature of Business (tick the relevant) and enclosed certificate				
Hotel (Specify Category)		Canteen Services		Catering Services
Authorised Partner/Franchise		Tour & Travel Agency		Restaurant
Others Please Specify				



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7. Class / Type of Services/Rendered/ Organising	
Provide	
Specific	
Details	

Audited Annual Turnover during last 3 years (Rs. In Lakhs) (enclose Chartered Accountant's certification & Income Tax Return Copy)

Year	Rupees (in Lakhs)	Annexure (Number)
2020-21		
2019-20		
2018-19		



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8. Commercial Information (enclose Attested Copy wherever Applicable)			
S. No.	Information	Details	Annexure (Number)
a.	GST Registration Number		
b.	Food Supply & Safety		
c.	PAN No.		
d.	Food License (FSSAI)		
e.	Health Trade License by the Health		
f.	License for eating House		
g.	Shop Establishment		
h.	License from Fire Department		
i.	Details of Registration Certificate with DGS&D/NCCF		
j.	SSI/NSIC Certificate		
k.	Current dealership agreement with Principal		



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	Letter No. / Date / Valid upto		
l.	Relevant IISI/ SO Certificate, if any		
m.	Bank Details : _____		
	Account No.		
n.	Name of Bank & Branch		
o.	IFSC Code		
p.	Details of Tender Fee	Name of the issuing Bank & Branch	DD No. Amount:
q.	Details of EMD/BG	Name of the issuing Bank & Branch	DD No. Amount:



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		Name of the organization	Item Supplied / Qty.	Total Value (Rs in lakhs)
r.	Details of Previous Supply in Govt. Organisations/ Govt. Educational Institutions (Enclose Work Order & Performance report. Enclose separate sheets duly signed & authenticated.)			

9.	Note	
9.1.	Separate information sheet may be provided for item (s) in case space provided is not adequate.	
9.2.	Affidavit in the enclosed format on Non Judicial stamp paper duly attested by Magistrate/Notary shall also be furnished by the bidder.	
10.	MSME Entrepreneur	Comment
10.1.	Is the bidder MSME Entrepreneur	Y/N



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		GEN	OBC	SC	ST	WOMEN
10.2.	If yes, the category (GEN/OBC/SC/ST/Women)					
	I/ We hereby give an undertaking that the information provided are true to the best of my knowledge and belief. If anything found to be false at any stage my tender will be liable to be rejected and EMD amount will be forfeited.					
11.	NOTE					
11.1.	Separate information sheet may be provided for item (s) in case space provided is not adequate.					
11.2.	Affidavit in the enclosed format on Non Judicial stamp paper duly attested by Magistrate/Notary shall also be furnished by the bidder.					

Seal & Signature of authorized representative:

Date:.....



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GENERAL CONDITIONS OF TENDER

1. Definitions

1.1. In this Tender, the following terms shall be interpreted as indicated.

- (a) "The Order" means the agreement entered into between the College and the Hostel Mess Service provider including all the attachments and appendices and all documents incorporated as per notification of award.
- (b) "The Rate" means the price payable to the Mess Service Provider under the Contract for the full and proper performance of its contractual obligations;
- (c) "The Goods" means all the items, which the Mess Service Provider is required to supply to the College under the Contract;
- (d) "Services" means services ancillary for providing mess services at the Hostel, such as transportation and insurance, and any other incidental services, training and other obligations of the Mess Service Provider covered under the Contract;
- (e) "The Service provider" means the individual or firm or the organisation providing the Mess Services.
- (f) "Day" means calendar day.

2. Application

2.1. These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the tender.

3. Contract Amendments

3.1. No variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties.

4. Assignment

4.1. The Mess Service Provider shall not assign, in whole or in part, its obligations to perform under the Contract, except with the College's prior written consent.

5. Subcontracts

5.1. No Sub Contract shall be allowed for these services under the Contract.



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6. Termination for Default

- 6.1. For breach of contract, the College may, without prejudice to any other remedy by written notice of default sent to the Mess Service Provider, terminate the Contract in whole or part
- (a) If the Mess Services Provider fails to deliver the quality services or fulfill any obligations as specified in the work order the contract may be terminated.
- (b) If the Mess Service Provider fails to provide quality hygienic foods to the satisfactory of the students/College authorities the College may terminate the contract.
- (c) If it has come to the knowledge of the College at any time even awarding the contract or during the tenure of the contract period the Mess Service Provider, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract the contract may be terminated.

“For the purpose of this Clause”:-

“**Corrupt practice**” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“**Fraudulent practice**” a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

7. Termination for Insolvency

- 7.1. The College may at any time terminate the Contract by giving written notice to the Mess Service Provider, if the Mess Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Mess Service Provider, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the College.



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8. Termination for Convenience

8.1. The College, by written notice sent to the Mess Service Provider, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the College's convenience, the extent to which performance of the Mess Service Provider under the Contract is terminated, and the date upon which such termination becomes effective.

9. Resolution of Disputes

9.1. The College and the Mess Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

9.2. If, after thirty (30) days from the commencement of such informal negotiations, the College and the Mess Service Provider have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms as specified below. These mechanisms may include, but are not limited to, conciliation mediated by a third party, adjudication in an agreed national or international forum, and national or international arbitration.

9.3. In case of Dispute or difference arising between the College and a Mess Service Provider relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996.

10. Governing Language

10.1. The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.



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11. Applicable Law

- 11.1. The contract shall be governed by the Law of Contract for the time being in force.
- 11.2. Irrespective of the place of services, the place of performance or place of payment under the contract, the contract shall be deemed to have been made at the place from which the acceptance of tender has been issued.
- 11.3. Jurisdiction of Courts: The courts of the place from where the acceptance of tender has been issued shall alone have jurisdiction to decide any dispute arising out of or in respect of this contract.
- 11.4. One month notice will be given by either party for termination of Contract during the tenure of Contract for breach of Clause or otherwise.

12. Taxes and Duties

- 12.1. Mess Service Providers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred in execution of the contracted services to the College.
- 12.2. All legal disputes arising out of this contract /bid shall be subject to competent court and forum under judicature of Gaya only.
- 12.3. Submission of Performance Bank Guarantee as per GFR Rules 2017.



Terms & Conditions

1. The contract will be initially for a period of one year, which may be renewed / extended for further period on mutually agreed terms and conditions depending upon the performance of the agency/contractor/vendor and the evaluation made by the Committee constituted by the Magadh Mahila College, Patna [*hereafter will be called as 'College'*]. Extension of time will depend upon the requirement of the College and performance of the agency/ vendor/contractor/service provider.
2. RO Water Purifier shall be provided by the College at Mess area. The maintenance of these RO Purifier shall be taken care of by the College upto **28.02.2022**. Thereafter, the agency will have to maintain the same for its smooth functioning and the agency will make necessary servicing of the Water Purifier at least twice in a year and will also pay for it.
3. Base menu [Mess Menu] is attached as [**Annexure-"A"**] with this document for hostel mess and College Committee/Hostel Administration can change the menu in consultation with the agency. Menu can be changed to suit the availability of seasonal vegetables and their market supply by the College Committee/Hostel Administration from time to time.
5. The agency shall display Menu-chart and Time-slot (Breakfast/Lunch/Dinner/ Others) in the Mess Area which shall be strictly followed.
6. The agency shall apply electricity for running hostel services with separate metre for running the Mess and to operate the Kitchen equipment listed as **Annexure "B"**. The agency should not use any additional appliances/equipment to consume electricity of the College Hostel. In the event of any unauthorized tapping of electricity a penalty of Rs.5000/- (Five thousand only) shall be levied per instance and on continuous 3(three) default as such shall lead to termination of contract on the recommendation of College Hostel Administration/Committee. However, the Agency shall make request in writing for the use of specified number of mobile phone charging adopters to the College Hostel Administration and that may be permitted by the same authority.
7. The maintenance of safety, healthy and hygienic condition in and around the mess area/kitchen area will be the responsibility of the Agency. Instructions of the Chief warden/warden/other hostel officials about cleanliness have to be followed and the entire expenditure towards this will be borne by the agency.



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8. The waste disposal, keeping in view the prevailing standards under Swachh Bharat Abhiyan of Government of India, will be eminent responsibility of the agency/contractor/vendor. For the disposal of waste, the contractor is bound to pay the charges as decided by the College from time to time in consonance with the waste disposal system/procedure/norms of the College.
9. The agency is required to keep at least one attendant/ mess worker per 20 students. In addition, one mess manager per 300 students, one cook per 300 students and sufficient number of other helpers are also to be provided for effective functioning and arrangement of the mess. All the mess workers must be aged between 18 to 60 years. All workers must be provided same type of uniform along with safety cap on their head and gloves in their hands. They must maintain personal hygiene.
10. The agency and its workers must behave politely with hostel inmates. Medical fitness certificate of each mess employee certifying that he/she does not carry an infectious or contagious disease is required to be submitted with the College authority/hostel administration by the agency. No female worker shall be allowed to work/stay in mess and kitchen premises between 6.00 p.m. to 6.00 a.m.
11. Smoking/drinking liquor etc is strictly prohibited in the College premises.
12. One month notice is required on either side for the termination of the contract to provide service (except during examination period) if such a condition arises during the period of contract.
13. Number of hostel students will be 900 to 1000(approximately). Agency has to cook food at common place and have to serve separately at boys and girls hostel mess.
14. It may be noted that the day scholar and the employee of the College may also dine as per the rate quoted by the agency on daily payment basis. However, for the sake of security reason or anything like that, the College Hostel Administration may impose restriction on allowing day scholars in the mess for the purpose of dining.
15. The rate quoted for each student per day will be for base menu and will not be changed for the academic year. The College will review the rate after one year if necessary. Prices will be modified in line with the prevailing price index. Decision of the College in this regard shall be final and binding upon the agency.

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16. If the mess management is not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, then the College is empowered to terminate the contract with a short notice of one week and/or impose penalty on the agency/contractor.
17. The College committee's opinion is final so far the quality of food/mess management is concerned.
18. In case of imposition of fine by the College Hostel Administration for violation of any stipulation of the contract or for serving substandard food or for serving unhygienic food etc, the Agency will pay the amount of fine within 7 Days (Seven Days) of imposition of fine through Demand Draft/Cheque in favour of "PRINCIPAL MAGADH MAHILA COLLEGE" payable at PATNA.
19. Cooking material should be branded and as per FSSAI standards. Substandard materials shall not be allowed to be used. The agency will follow the **Annexure "C"** regarding permissible brands of specific consumables.
20. Hygiene, overall cleanliness of surrounding, kitchen and the food items, 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/reserved after meals. Non-adherence of College authority's instructions in above matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same in the form of imposition of fine and even termination of the contract unilaterally.
21. Mess workers and cook should be healthy and medically fit. They are required to have a regular check up with the College Committee members or as directed by the College. If any mess worker is found medically unfit, he/she will not be given permission to continue his/her duties and mess agency has to replace him immediately without fail.
22. It is to be ensured that whenever the mess workers are on duty they should be in Uniform with nameplates to be displayed prominently. The uniform should be cleaned / washed at least thrice a week.
23. Food / any other item should not be served inside the room of hostel inmates unless in exceptional cases or ill health and only on directives of Hostel Warden.



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24. Agency shall provide light food to the sick students during his/her/ their sickness period as per advice of the doctor/warden and no extra charge will be paid by the students for the same.
25. Monthly payment/Mess charges of the students will be paid by the students directly to the agency through on-line payment or College Website or otherwise.
26. The Contractor has to develop Mess diet Coupons with Bar Code which shall be produced by the students during messing and the attendance of each student has to be monitored through this system only.
27. The hostel inmates will be liable to pay at least for 25 days mess diet coupons in a month. The hostel inmates shall procure at least 25 days mess diet coupons in advance from the designated place as decided by the College.
28. The agency will collect mess fees of the students within 15th of every month for that month. Collection of Mess fees from the students will be the absolute responsibility of the agency. In case of continuous non-payment of mess fees by any student, hostel administration may assist to the agency, at his request, for collecting mess fees from those students whenever the administration will deem it fit and proper.
29. Agency is required to deposit an amount of Rs. 3,00,000/-[Three Lakh] on yearly basis, in the form of Account Payee D.D./PBG drawn in favour of '*Principal, Magadh Mahila College payable at Patna* towards security deposit at the time of award of contract within stipulated time if his/her offer is accepted. However, this amount may be increased in due course of time as per discretion of the College authority/Hostel Administration.
30. The mess utensils are to be cleaned (with hot water using detergent powder/soap) and dried after every meal.
31. Mess agency or its representative [preferably mess manager] is required to remain present in the mess and will manage the activities when the food is served in the mess.
32. Owner of the agency or his/her representative must be present at the meeting called by hostel administration to decide various issues relating to mess and/or the hostel.

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33. All the items to be served in the Mess including curd shall be prepared preferably in the respective Mess of the Hostel.
34. The agency shall provide other prepared food items like biscuits, wafers, namkins and flavored milk/ice cream etc in consultation with the Hostel Warden whenever such need will arise, on payment basis.
35. The agency is required to maintain the details of all his employees/Mess workers. These information along with their photographs shall be submitted to the College/office of the Hostel Administration.
36. The agency will install CCTV Camera covering the entire mess and kitchen area and every day's activities including serving of food items to the students must be recorded properly and preserved. The agency will also extend/install the controlling key of these CCTV cameras to the office of the Chief Warden/Hostel Administration, so that the Hostel Authority can simultaneously regulate/control/vigil the activities of the kitchen and mess areas.
37. In case of any accident causing injury/death, to Mess workers or any of its employees/staff, shall be absolute Liability/responsibility of the agency. The College/Hostel Administration shall not be responsible by any means in such cases. The agency should arrange group insurance and other social security measures to all of their workers as per the provisions of laws of the country. The agency should also follow the provisions of other welfare legislations of our country and should take appropriate steps for the welfare of its employees as per laws of the nation.
38. The agency shall employ any Mess Worker after verification of their antecedent at their level and an undertaking is required to be submitted by the agency that the Mess Worker so employed have not been involved in any crime/offence/police case etc.
39. Storage/consumption of any alcoholic drink/liquor is strictly prohibited. The agency shall not serve any of such substance/drink in mess/hostel. Smoking, consuming gutakha, tobacco etc. are also prohibited in hostel premises.
40. The agency has to follow all labour laws/government laws in regard to employing the Mess workers. The agency shall be solely responsible for any dispute/violation of labour laws/government laws.



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41. The agency 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/Hostel Administration, the agency will have to take strict action against the said worker as per the instruction/advice of the College/Hostel Administration.
42. Agency will have to prepare the food in the kitchen space provided by the College using Commercial LPG only. No coal or other fuel will be allowed. Use of heater in the mess shall be strictly prohibited.
43. Decision of the College Committee and concerned Hostel Administration will be final and binding upon the agency in case of any dispute arising out with respect to the terms and conditions of this contract.
44. Agency/Contractor has to serve refreshment (tea, biscuits etc) in the meeting as per instruction of the Hostel Administration of the College.
45. Round the clock canteen has to be operated by the agency as per direction of the College for the students inside the hostel for tea, refreshments, fast food etc and the rate of the items served shall be decided by the College Committee or Hostel Administration. The rate should not be more than MRP printed on the packed food items.
46. The agency has to develop the attendance system of each student on daily basis who is getting benefit of the Mess Service.
47. The Faculty members/staff and day scholar student may also casually dine in the Hostel Mess as per their convenience on payment of same rate as fixed for the hostel inmates. But, College/Hostel Administration may impose restriction upon the entry of Day Scholar students into the hostel & mess area for the purpose of ensuring hostel security as and when it will be required.
48. The detailed “*Hostel Mess Rules and Regulations*” as prepared by the College shall be the guiding framework to run the Hostel Mess by the agency/contractor/vendor.
49. The Hostel Mess/kitchen shall be opened for inspection of the competent Government Authority/Hostel Administration/other competent College authority and all necessary support to be provided by the Agency during the inspection.



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50. The agency has to arrange utensils/crockeries/serving plates/spoons etc other than the list of equipment as mentioned in Annexure “B” at their own expenses.
51. Agency shall arrange LPG connection from any of the Gas Company viz. BPCL, HPCL, BHARAT GAS or INDIAN OIL whose service is better. Any minor changes as per the instruction of authorized representative of Gas Company to be done by the Agency at their own expense and no additional payment on account of this shall be made by the College. No Objection Certificate (NOC) on Gas Bank issued by authorized representative of Gas Company to be submitted by the Agency to the College for maintaining record, prior to putting the same in operation/use. The agency will have to arrange mechanics/engineer for annual maintenance of the Gas Pipelines and the relevant gas supply instruments and the maintenance cost of the same shall be borne by the Agency only. The Agency will engage only trained worker to handle/install/uninstall the Gas Cylinder on daily basis and will not allow any new/untrained worker to do so.
52. The agency will have to submit an Affidavit at the time of signing the Agreement/contract that all employees of the Agency are paid minimum wage as per Minimum Wages Act and male and female workers are paid equal remuneration as per the provision of Equal Remuneration Act of the Government of India.
53. The Agency shall abide by laws of the land including labour laws (ESI), PF, Bonus, Income Tax or any other taxes levied by the Government from time to time, Companies Act, Tax deduction liabilities, welfare measures of its employees and all other obligations of this region and also those laws which are not essentially enumerated and defined herein. Any such claims at a later stage shall be the exclusive responsibility of the Agency and it shall not involve the College in any way whatsoever. The agency shall submit the identity proof and affidavit in respect of all employed workers.
54. After the agreement is prepared, signed by both parties and registered, the College shall retain the original agreement and the Agency/vendor shall keep the certified copy/duplicate copy of the agreement. The Agency shall bear and pay all the costs, charges and expenses incidental to the preparation, registration and execution of the signed contract in duplicate.
55. Any dispute arising out of this contract will be interpreted and settled under jurisdiction of court at Patna only.



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SPECIAL TERMS & CONDITIONS

Clauses for Penalty, if any:

1. Non availability of complaint register at the mess counter/discouraging students from registering complaints would lead to a fine of Rs.2500/- upon the Agency.
2. Insect cooked along with food would invite a fine of at least Rs.10,000/-
3. Any complaint of soft objects like hair, rope, plastic, cloth etc in food will attract a fine of Rs.2500/- per complaint.
4. Any complaint of stones/pebbles of diameter more than 2mm will attract a penalty on the Agency which can range between Rs.300/- to Rs.3000/-depending on the size of the stone/pebble.
5. Hard and/or sharp objects like glass pieces, nails, hard plastics etc will attract a penalty of at least Rs.5000/- per incident.
6. Three or more complaints of unclear utensils in a day would lead to a fine of Rs.3,000/- on the Agency.
7. If the vegetables or any other item is not cooked properly and if it is verified by the Hostel Authority as correct then a fine of Rs.3000/- would be imposed on the Agency.
8. Food poisoning shall invoke a hefty fine beyond the limit of any fine mentioned above, along with cancellation of contract and possible blacklisting of the caterer/Agency.
9. Change of menu of any meal without permission of mess committee would result in a fine of Rs.3,000/- on the Agency.
10. If the quality of milk/Paneer is not found up to be appropriate or it is diluted, a fine of Rs.8000/- would be imposed upon the Agency.
11. Inappropriate personal hygiene of workers including their dress and/or misbehavior by workers etc will lead to fine of Rs3,500/- on the Agency for every instance.



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- 12.** Failure to maintain a proper health checkup of the workers will attract a fine of Rs.4,000/- per instance.
 - 13.** For any rule stated in the contract and the first violation of the rule implies fine as per the rule. Second and subsequent violations of the same rule on a different day will attract triple the initial fine amount on the Agency.
 - 14.** If food for any meal gets over within timings of mess and waiting time is more than 45 minutes for lunch and dinner, and 30 minutes for breakfast and Tiffin, without any justified reason then a fine of Rs. 3,000/- would be imposed on the service provider. The timing for that meal will be extended equivalent to delay time.
 - 15.** Absence of the proprietor of the Agency or his representative empowered to take decision from Mess Council Meetings, which will be held from time to time, on due invitation will attract a fine of Rs.20,000/- on the Agency.
 - 16.** Using brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and that will be imposed upon the Agency by the Hostel Administration taking into consideration the severity of the violation.
 - 17.** Besides the above, in case of any other hygiene failure/gross negligence/ violation of other rules which are not mentioned above, by the Agency, will be assessed by the Hostel Administration and accordingly a hefty fine will be imposed upon the Agency and that may also lead to the termination of contract and black listing the Agency.
 - 18.** As and when Mess Council proposes a fine with consent of the wardens, it shall be informed to the representative of the caterer or mess manager. The levies will be recovered from the monthly bill.
 - 19.** Mess monthly rent will be decided by the College administration after finalization of tender.
-



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Annexure "A"

Mess Menu

Days	Morning Tea	Breakfast	Lunch	Evening Tea	Dinner
Monday	Tea (100 ml)	Banana Big Size (02), Milk (200ml), Cornflakes (100 gm), Sandwich Bread Branded (02 Pc with Jam and Butter Proportionately)	Rice, Chapati, Dal, Salad, Murshroom (50 gm with gravy 250 gm)	Tea (100 ml), Branded Biscuit (4)	Rice, Roti, Dal, Seasonal Sabji (200gm), Sweet (1Pc)
Tuesday	Tea (100 ml)	Idly (4 Pc, 50 gm each), Urad Vada(2Pc 50gm each) Sambhar, (Unlimited) Chutney (Proportionately)	Rice, Chapati, Salad, Aloo/ Bhindi Bjujia, Seasonal Sabji (200 gm)	Tea (100 ml), Veg Mix Pakora (2)	Aloo Parath, Chatni, Sweet (1Pc)
Wednesday	Tea (100 ml)	Kachauri (6Pc, 50 gm each), Seasonal Sabji with Gravy, Jalebi (150 gm)	Rice, Chapati, Dal, Salad, Paneer (50 gm with gravey 250 gm)	Tea (100 ml), Bread Pakora (2) with Tomato Sauce Sachet	Rice, Chapati, Dal Mix Tadka, Seasonal Bhujia (200gm)
Thursday	Tea (100 ml)	Banana Big Size (02), Milk (200ml), Cornflakes (100 gm), Sandwich Bread Branded (02 Pc with Jam and Butter	Rice, Curry-badi, Aloo/Prawal Bhujia, Chapati, Salad	Tea (100 ml), Poha (100 gm)	Dalpuri, Seasonal Sabji (200gm), Kheer (100gm)

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		Proportionately)			
Friday	Tea (100 ml)	Puri (6Pc, 50 gm each, Seasonal Sabji (150 gm)	Rice, Chapati, Dal, Paneer (50 gm with gravey 250 gm), Salad	Tea (100 ml), Bhujia/Mixture/ Chura Fry (100gm)	Rice, Roti (4, 100gm), Dal, Sabji, Sweet(1)
Saturday	Tea (100 ml)	Paratha (2Pc, 150 gm each), Seasonal Bhujia (Unlimited)	Khichadi, Aloo/Baigan/Tomato Chokha, Dahi (50 gm), Achar, Papad (1)	Tea (100 ml), Branded Biscuit (4)	Sattu Paratha, Achar, Seasonal Sabji (200gm)
Sunday	Tea (100 ml)	Chholey (Unlimited), Bhaturey (2, 150 gm each)	Rice, Chapati, Chips, Dal, Tadka, Raita (200 gm)	Tea (100 ml), Noodles (100gm)	Zeera Rice, Roti Manchurian With Gravy (250gm)



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Note:

1. Pickle, Salt, Peeper of Standard Make (Unlimited) to be placed on table and to be refilled on regular basis.
2. Wherever in the Menu the quantities are not mentioned, it shall be treated as unlimited.
3. The dal to be used in a manner in order to maintain the variety of the food served the type of dals to be used in a week shall be as under:
 - (a) 04 day Arhar Dal to be used
 - (b) 01 day Urad Dhuli Dal
 - (c) 01 day Urad Kali Dal
 - (d) 01 day Chana Dal
4. The contractors are required to quote the rate for Non Veg. meal, if served, separately.



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Annexure "B"

List of Kitchen Equipments

(To be provided by the Agency)

Sl. No.	List of Kitchen Equipment	Capacity/Dimension	Qty.
1	Chapati Collection Trolley	600×600×850	2
2	Chapati Plate with Puffer	1500×600×850+150	1
3	Chapati Rolling Table with Cross Barsing	1250×600×850+150	1
4	Atta/Maida Bin	450×600×750	2
5	Exhaust Hood with S.S. Filters	1800×900×500/200	1
6	Work Table with Undershelf	700×600×850+150	2
7	Three Burner Range	1800×600×850+150	1
8	Exhaust Hood with S.S. Filters	2100×900×500/200	1
9	Mobile Table	1200×600×850	2
10	Stock Pot Range	700×700×600	4
11	Work Table	700×700×600	2



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12	Work Table	600×700×600	1
13	Island Type Exhaust Hood	2700×2150×500/200	1
14	Tilting Rice Boiler	100 Ltrs.	1
15	Drain Trough Grating	500×900×150	2
16	Tilting Bratt Pan	100 Ltrs.	1
17	Exhaust Hood with S.S. Filters	1800×900×500/200	1
18	Four Door Verticla Refrigerator	1500×750×2100	1
19	Deep Freezer	1500×700×850	1
20	Roti making Machine	214×77×138	1
21	Pot Rack	1200×600×1500	4
22	Dough Kneader	25 Kgs.	1
23	Masala Grinder	20 Kgs.	1
24	Pulveriser	10 Kgs.	1
25	Chopping Block Table	600×600×850+150	1



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26	Vegetable Cutting Machine Table Top Model	STD	1
27	Work Table with Undershef	1450×600×850+150	1
28	Work Table with Sink	1500×600×850+150	1
29	Idli Steamer	300 Idli	1
30	Atta/Maida Bin	450×600×750	2
31	Chapati Plate with Puffer	1500×600×850	1
32	Chapati Collection Trolley	600×600×850	2
33	Island Type Exhaust Hood	1800×900×500/200	1
34	Work Table	700×700×600	1
35	Stock Pot Range	700×700×600	2
36	Sink Table	900×700×850+150	1
37	Exhaust Hood with S.S. Filters	1800×900×500/200	1
38	Soiled Dish Landing Table with Garbage Chute& Glass	1800×700×850+150	1



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39	Dustbin	Ø450MM Round	1
40	Three Sink Unit	1800×700×850+150	1
41	Clean Dish Landing Table	1500×700×850+150	1
42	Clean Dish Rack	1000×450×1800	2
43	Clean Dish Rack	900×450×1800	3
44	Pipe Shelf	1800×350	2
45	Pipe Shelf	1500×350	2
46	Dirty Dish Trolley	600×600×850	3
47	Work Table with Sink	1950×600×850+150	1
48	Work Table with 2 Undershelf	1300×600×850+150	1
49	Work Counter	1300×750+300×850	1
50	Hot Bain Marie	1800×750+300×850	1
51	Cold Bain Marie	1800×750+300×850	1



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52	Glass Rack	400×600×1200	2
53	Work Table with Sink	1950×600×850+150	1
54	Work Table with Undershelf	1450×600×850+150	1
55	Hot Bain Marie	1800×750+300×850	1
56	Cold Bain Marie	1800×750+300×850	1
57	Work Counter	1300×750+300×850	1
58	Glass Rack	400×600×1200	2
59	Soiled Dish Landing Table with Garbage Chute & Glass	1800×700×850+150	1



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60	Dust Bin	450MM Round	1
61	Two Sink Table	1800×650×850+150	1
62	Clean Dish Landing Table	1500×700×850+150	1
63	Clean Dish Rack	100×450×1800	2
64	Clean Dish Rack	900×450×1800	3
65	Pipe Shelf	1800×350	2
66	Pipe Shelf	1500×350	2
67	Dirty Dish Trolley	600×600×850	3
68	Weight Scale	500 Kgs	1
69	Storage Rack	850×450×1800	4
70	Storage Rack	900×450×1800	12
71	Storage Rack	1100×450×1800	2
72	Garbage Bin	60 Ltrs.	5
73	Garbage Bin	60 Ltrs.	9



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Note:

1. The Above mentioned Kitchen Equipment shall be provided by the agency for running the Mess at College Campus.
2. The Contractor shall be solely responsible for any damage/ loss of equipment and in event of such default, contractor shall make the same good condition of the items at their own and no excuse on delay of services on account of above shall be entertained.
3. The Contractor shall be solely responsible to return the items received from the College as listed in Annexure-B in serving condition at the time of completion / termination of contract at any stage of time.



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ANNEXURE -“C”

PERMISSIBLE BRANDS OF SPECIFIC CONSUMABLES*

Sl.No.	Items	Representative Brands
1.	Salt	Ankur, Tata Salt, Ashirbad salt or equivalent
2.	Grind Spices (Including Chili powder, Turmeric powder, Coriander Powder, Cumin Powder, White Pepper Powder, Asafetida etc)	MDH, Everest, Ram Dev, TATA Sampann
3.	Whole Spices[Bay Leaf, Aniseed, Cardamom, Carom Seed, Cinnamon, Clove, Coriander Seeds, Fenugreek, Brown Mustard Seed, Sesame, Fennel Seed, Star Anise, Black Pepper, Kasoori Methi etc]	Brand Approved by <i>FSSAI</i>
4.	Other Spices[Garam Masala, Gravy Masala, Pav-bhaji, Sambhar Masala, Chat Masala etc]	MDH/Everest/TATA Sampann/ Ram Dev
5.	Ketchup	Maggi, Kissan, Heinz, TOP
6.	Cooking Oil	Dhara, Sundrop, Fortune, Saffola, Engine, Panchhi, Dalda



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7.	Pickle	Lal's, TOP, Nilons
8.	Wheat Atta	Ashirwad Chakki Atta, Annapurna, Patanjali, Kitchen Fresh
9.	Papad	Lijjat, Haldirams or equivalent brand
10.	Butter	Amul, Britannia, Govardhan
11.	Bread	Morish, Modern, Britannia or equivalent



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12.	Jam	Kissan, Maggi, TOP
13.	Ghee	Amul, Govardhan, Bitannia
14.	Milk	Sudha/ Amul
15.	Paneer	Sudha/Amul
16.	Tea	Brook Bond, Lipton, TATA Tea
17.	Coffee	Nescafe, Bru
18.	Rice	Patanjali, TATA, Ashirbad or equivalent
19.	Dal	Any standard brand approved by Mess Committee
20.	Ice Cream	Amul
21.	Chili/Soya Sauce	TOP/KISSAN
22.	Vinegar	TOP or any other standard Brand
23.	Baking Powder	Funfoods/Cadbury/equivalent
24.	Noodles	Chings/Barilla/DelMonte/Borges/equivalent
25.	Corn Flakes	Kellogg's/Nestle/TOP



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26.	Namkeen	Haldiram/Pramod/Balaji/Bikaner
27.	Besan	Ramdev/TATA/Equivalent
28.	Maida	Kitchen King/Ashirvad/Patanjali
29.	Chocolate Health Drink	Bournvita/Boost/Horlicks
30.	Choco Powder	Amul/Cadbury/TOP
31.	Coconut Powder	Maggi/Patanjali

* The agency may use other brands (only FSSAI / AGMARK) in exceptional situation like unavailability of the product in the market etc only if permitted by the College Hostel Administration in writing.



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CERTIFICATE

(to be provided on letter head of the firm)

I/We hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I/We also certify that the above information is true and correct in all respect and in any case at a later date, if it is found that any details provided above are incorrect, then the contract given to the above firm may be summarily terminated and the firm may be blacklisted.

Date:

Place:

Authorized Signatory

Name:

Seal

Designation:

Contact No.:



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AFFIDAVIT

1. I/We the undersigned do hereby certify that all the statements made in the required attachments are true and correct
2. The undersigned also hereby certifies that neither our firm M/s _____ have abandoned any work/supply nor any contract awarded to us for such works/supplies have been rescinded, during last three years prior to the date of this bid.
3. The undersigned hereby authorize and request any bank, person, firm or Corporation to furnish pertinent information deemed necessary as requested by the Central College of South Bihar, to verify this statement or regarding my (our) competence and general reputation.
4. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the Central College of South Bihar.

(Signed by an Authorized Officer of the Firm)

Title of Officer

Name of Firm

Date:



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FINANCIAL BID PROFORMA

(It should be submitted in a separate sealed envelope)

Tender Notice No.: MMC/PSD/ADMIN/MESS/T/01/2020-21, Date: 08/06/2020

Subject: Providing the “Hostel Mess Services”.

Name of the Bidder: _____

Sl. No.	Item Description	Rate (Rs.) Per day per student)
1.	Meals (Morning Tea, Breakfast, Lunch, Evening Refreshment, Dinner) as per the prescribed Menu	Rs.

Total Amount without GST in words (Rupees)

Add GST extra @.....%	
Rate Per day/ Per Student (including GST)	Rs.

Total Amount in words: (Rupees)

Note:

1. No overwriting or use of whitener is permitted. If done then it will be summarily rejected.



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2. The Non Veg items may be served as per the choice of students in place of Paneer and Mushroom, in main meal. No extra charge shall be paid to the Mess Service Provider for such replacement. However the student wish to eat these non veg items as an additional dish to existing menu they will charge extra as per rate quoted by Mess Service Provider.

1. Chicken Curry (150 gm chicken with gravy 250-300 gm).
2. Egg Curry (02 Eggs).
3. Egg Omelette (01 Egg).
4. Egg Omelette (02 Egg).
5. Egg Boiled (Per PC.).

Date:

Signature

Name:

Designation & seal

Contact No.

E-Mail.id-



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UNDERTAKING

[by Tenderer(s)]

Name of the work : _____

Tender No. : _____

We confirm that we have quoted the rates in the tender considering Inter-alia the

1. Tender Document(s) with all Annexures, Scope of Vendor
2. Additional Document(s), if any
3. Financial Bid
4. Corrigendum, if any

We, _____ (Name of the

Tenderer) hereby certify that we have fully read and thoroughly understood the tender requirements and accept all Terms and Conditions of the tender including all corrigendum/addendum issued, if any. Our offer is in confirmation to all the terms and conditions of the tender including all corrigendum/addendum, if any and minutes of the pre-bid meeting. In the event, our offer is found acceptable and contract is awarded to us, the complete tender document shall be considered for constitution of Contract Agreement.

Signed for and on behalf of

Tenderer(s)

Name of Tenderer(s)

Date : __/__/____

Place :

Seal & Signature of Tenderer

Note :

This declaration should be signed by the Tenderer's authorized representative on their LETTERHEAD who is signing the Bid and to be submitted with tender.