

Visvesvaraya National Institute of Technology, Nagpur

TENDER DOCUMENT FOR PROVIDING MESS SERVICES FOR MESS(s) of VNIT

Tender Processing Fee: Rs. 1,000=00 (for each tender/bid)

The tender document has 26 pages. The contents of the tender document are as follows:

1. SCHEDULE-A: IMPORTANT DATES
2. SCHEDULE-B: OFFERED RATES OF MESS CONTRACT
3. SCHEDULE-C: GENERAL TERMS AND CONDITIONS
4. SCHEDULE-D: SAMPLE MESS MENU
5. SCHEDULE-E: PREQUALIFICATION AND PROFESSIONAL EVALUATION

SCHEDULE - A

IMPORTANT DATES

- | | |
|-------------------------------------------|--------------------------------------------|
| 1. STARTING DATE OF DOWNLOADING OF TENDER | - 1 st June, 2016 |
| 2. LAST DATE OF RECEIPT OF TENDER | - 22 nd June, 2016 upto 3.00 pm |
| 3. DATE OF OPENING OF TENDER | - 22 nd June, 2016 at 4.00 pm |

NOTE:

1. **Last date of submission of tender is 22nd June, 2016 upto 3.00 pm in Hostel Section, VNIT, Nagpur.**
2. Tender form duly filled in all respect and super-scribed, should reach the Hostel Section, Ground Floor, Old Library Building, VNIT, Nagpur-440010, on or before 22nd June, 2016 **(upto 3.00 pm)**.
3. Contractor should sign and stamp all the pages of duly filled tender document before submission of the same.
4. Tender Processing Fee of Rs. 1,000/- (for each tender/bid) & Earnest Money Deposit (EMD) of Rs.10,000/- (for each tender/bid) is to be deposited in the form of separate Demand Draft / Bankers Cheque (of any nationalized bank) drawn in favour of "The Director, VNIT, Nagpur" along with the tender form.
5. a) Professional evaluation bid should be placed in a envelop marked as "1". Tender Processing Fee & EMD should be placed alongwith Professional Bid in Envelop marked as "1".
b) Price bid of all Mess together (both Schedule B(1) & B(2) should be placed in another envelop marked as "2" clearly super-scribing the envelop as "PRICE BID". Tender of the bidder who keeps their price bid(s) in Envelop "1" will be rejected.
 c) Both the envelopes "1" and "2" should be put together inside a sealed ENVELOPE at the time of submission.
6. Conditional Tenders shall be out-rightly rejected.
7. **Professional evaluation bid will only be opened on 22nd June, 2016 at 4.00 pm** in Hostel Section, Ground Floor, Old Library Building, VNIT, Nagpur-440010.
8. Price Bids of only Professionally qualified bidders will be opened after evaluating the Professional Bid of all the Bidders. (date and time will be informed accordingly)

Director

**SCHEDULE – B(1) : OFFERED RATES OF MESS CONTRACT (PRICE BID)
(To be sealed in Envelope “2”)**

PRICE QUOTED FOR : Mega Mess (For Boys)

SR. NO.	ITEM	RATE (Rs.)	Unit
1	As per sample Mess Menu given in schedule D-1		Per student per day

Rates for extra items to be quoted in Schedule-B(2)

Note : Rates quoted should be inclusive of all taxes / levis etc. and should be valid for 12 months from the date of tender.

I hereby agree to provide and serve the items mentioned in **Schedule-D** as per the rates quoted by me / negotiated as per the terms and conditions mentioned in **Schedule-C**.

Name & Signature of the Bidder / Contractor

Date:

Place:

Address with phone nos. :

**SCHEDULE – B(1) : OFFERED RATES OF MESS CONTRACT (PRICE BID)
(To be sealed in Envelope “2”)**

PRICE QUOTED FOR : Hostel Block 8 & 9 (for Boys)

SR. NO.	ITEM	RATE (Rs.)	Unit
1	As per sample Mess Menu given in schedule D-1		Per student per day

Rates for extra items to be quoted in Schedule-B(2)

Note : Rates quoted should be inclusive of all taxes / levis etc. and should be valid for 12 months from the date of tender.

I hereby agree to provide and serve the items mentioned in **Schedule-D** as per the rates quoted by me / negotiated as per the terms and conditions mentioned in **Schedule-C**.

Name & Signature of the Bidder / Contractor

Date:

Place:

Address with phone nos. :

**SCHEDULE – B(1) : OFFERED RATES OF MESS CONTRACT (PRICE BID)
(To be sealed in Envelope “2”)**

PRICE QUOTED FOR : Hostel Block 10 (for Girls)

SR. NO.	ITEM	RATE (Rs.)	Unit
1	As per sample Mess Menu given in schedule D-1		Per student per day

Rates for extra items to be quoted in Schedule-B(2)

Note : Rates quoted should be inclusive of all taxes / levis etc. and should be valid for 12 months from the date of tender.

I hereby agree to provide and serve the items mentioned in **Schedule-D** as per the rates quoted by me / negotiated as per the terms and conditions mentioned in **Schedule-C**.

Name & Signature of the Bidder / Contractor

Date:

Place:

Address with phone nos. :

**SCHEDULE – B(1) : OFFERED RATES OF MESS CONTRACT (PRICE BID)
(To be sealed in Envelope “2”)**

**PRICE QUOTED FOR : Hostel Block 1 (for PG Girls of
HB 1 & UG Girls of HB 6 New)**

SR. NO.	ITEM	RATE (Rs.)	Unit
1	As per sample Mess Menu given in schedule D-1		Per student per day

Rates for extra items to be quoted in Schedule-B(2)

Note : Rates quoted should be inclusive of all taxes / levis etc. and should be valid for 12 months from the date of tender.

I hereby agree to provide and serve the items mentioned in **Schedule-D** as per the rates quoted by me / negotiated as per the terms and conditions mentioned in **Schedule-C**.

Name & Signature of the Bidder / Contractor

Date:
Place:

Address with phone nos. :

**SCHEDULE – B(1) : OFFERED RATES OF MESS CONTRACT (PRICE BID)
(To be sealed in Envelope “2”)**

PRICE QUOTED FOR : Girls Hostel (For Girls)

SR. NO.	ITEM	RATE (Rs.)	Unit
1	As per sample Mess Menu given in schedule D-1		Per student per day

Rates for extra items to be quoted in Schedule-B(2)

Note : Rates quoted should be inclusive of all taxes / levis etc. and should be valid for 12 months from the date of tender.

I hereby agree to provide and serve the items mentioned in **Schedule-D** as per the rates quoted by me / negotiated as per the terms and conditions mentioned in **Schedule-C**.

Name & Signature of the Bidder / Contractor

Date:
Place:

Address with phone nos. :

**SCHEDULE – B(1) : OFFERED RATES OF MESS CONTRACT (PRICE BID)
(To be sealed in Envelope “2”)**

PRICE QUOTED FOR : PG Hostel (for Boys)

SR. NO.	ITEM	RATE (Rs.)	Unit
1	As per sample Mess Menu given in schedule D-1		Per student per day

Rates for extra items to be quoted in Schedule-B(2)

Note : Rates quoted should be inclusive of all taxes / levis etc. and should be valid for 12 months from the date of tender.

I hereby agree to provide and serve the items mentioned in **Schedule-D** as per the rates quoted by me / negotiated as per the terms and conditions mentioned in **Schedule-C**.

Name & Signature of the Bidder / Contractor

Date:
Place:

Address with phone nos. :

SCHEDULE – B(2) : OFFERED RATES OF MESS CONTRACT (PRICE BID)**(To be sealed in Envelope “2”)****Price Quoted for Extra items of Schedule D-2****BREAKFAST**

Items	Qty.	Rate Quoted
French Toast (2 pieces)	2 Nos.	
Omlets (of 2 eggs)	1 Pate	
Veg Cutlet	2 Pices	
Bread Aloo Sandwich & Sauce		
Aloo Paratha with Curd	2 Pices	
Cornflakes Milk Banana (200 ml Milk 1 Bowl + 1 Banana)	1	
Coffee (150 ml)		

LUNCH / DINNER

Items	Qty.	Rate Quoted
SPECIAL RICE (Same rice which is cooked in Mess)		
Jeera Rice		
Tamrind Rice / lemon rice	200 gm	
Mutter Rice / khichadi / fried rice / Schezwan rice	200 gm	
Curd Rice	200 gm	
Veg. Pulao	200 gm	
Dal Makhani		
VEGETABLES (LIMITED IN QTY)		
Gobhi Manchurian	5 Pices (1 Plate)	
Veg. Kolhapuri	1 Bowl / 100 gm	
Kadai Veg.	1 Bowl / 100 gm	
Veg.Kofta	2 Pices (1 Plate)	
Beet Root Kofta	2 Pices (1 Plate)	
Palak Corn	1 Bowl / 100 gm	
Methi Malai Mutter	1 Bowl / 100 gm	
Fried Mix Veg	1 Plate	
Stuffed (with aloo) Tomato	1 Plate	
Stuffed Capsicum	1 Plate	

SNACKS (LIMITED IN QTY)

Items	Qty.	Rate Quoted
Fruit Chat (Seasonal Min. 4 Fruits)	1 Plate/1 Bowl	
Dahi Samosa + Imali Chatny	2 No., 50 gms each	
Chole Samosa	2 No., 50 gms each	
Dahi Wada	2 No., 50 gms each	
Veg. Puff + Sauce	1 No.	
Paneer Puff + Sauce	1 No.	
Dabeli + Imali Chatny	2 No., 45 gms each	
Wada Pav + Imali Chatny	2 No., 45 gms each	
Cheese Burger+ sauce	1 Nos	
Pav bhaji	4 pav	
Aloo Chat / Ragada Pattis	4 Nos. 30 gms each	
Roasted papad	1 No.	
Fried papad	1 No.	
masala papad	1 No.	

FOR NON-VEGETERIAN STUDENTS : (ANY ONE ITEM, LIMITED IN QTY IN ONE SERVING)

Items	Qty.	Rate Quoted
Egg Biryani (200 gm Rice)	2 eggs	
Egg Rice (Fried)	2 eggs	
Egg Curry	2 eggs	
Egg Bhurji (2 Eggs)	1 Bowl	
Chicken Curry (150 gms of chicken)	1 Plate	
Butter Chicken (150 gms of chicken)	1 Plate	
Masala Chicken (150 gms of chicken)	1 Plate	
Kalimirchi Chicken (150 gms of chicken)	1 Plate	
Fried Chicken (150 gms of chicken)	1 Plate	
South Indian Chicken (150 gms of chicken)	1 Plate	

FOR VEGETERIAN STUDENTS

Items	Qty.	Rate Quoted
Paneer Kofta (100 gms of Paneer)	1 Plate	
Paneer Butter Masala (100 gms of Paneer)	1 Plate	
Palak Paneer (100 gms of Paneer)	1 Plate	
Matar Paneer (100 gms of Paneer)	1 Plate	
Paneer Bhurji (100 gms of Paneer)	1 Plate	

Paneer Paratha + Curd	2 Nos.	
Shahi Paneer (100 gms of Paneer)	1 Plate	
Shahi Kofta (with any fruits)	1 Plate	
Malai kofta	1 Plate	
Navratan Korma	1 Plate	
Fried Mix Veg. (Dry)	1 Plate	

SWEETS : (ANY ONE ITEM, LIMITED IN QTY IN ONE SERVING)

Items	Qty.	Rate Quoted
Gulabjam (made in hostel mess only)	3 Pcs, 40 gms each	
Rasgulla (made in hostel mess only)	2 Pcs, 40 gms each	
Kala Jammun (made in hostel mess only)	2 Pcs, 50 gms each	
Imrati (made in hostel mess only)	1 Pcs, 25 gms each	
Ice Cream (of approved make by mess committee) 50gm/90 ml; Amul/Dinshaw	1 Pcs,120 ml	____ % discount on MRP
Ice Cream (of approved make by mess committee);	1 Pcs, 50gm / 90 ml	____ % discount on MRP
Rasmalai Cup (Haldiram)	1 Cup	____ % discount on MRP
Jalebi (made in hostel mess only)	5 Pcs, total 100 gms	
Moong Halwa (made in hostel mess only)	100 gms	
Sooji ka Halwa (made in hostel mess only)	100 gms	
Kheer (with Sewai)	100 gms	

Juices Seasonal

Items	Qty.	Rate Quoted
Pinapple Juices	200 ml	
Mausambi Juices	200 ml	
Orange Juices	200 ml	
Mix Juices	200 ml	
Watermelon Juices	200 ml	
Shakes		
Banana Shakes	200 ml	
Chocolate Shakes	200 ml	
Coffee Shakes	200 ml	
Green Apple Shakes	200 ml	
Chicku Shakes	200 ml	
Mango Shakes	200 ml	
Strawberry Shakes	200 ml	

SCHEDULE - C
TERMS & CONDITIONS OF MESS CONTRACT

Mess contractor will be finalized based on his/her experience, contracts executed earlier, contracts in hand, capacity to prepare regional food, managerial abilities and other relevant factors as considered appropriate by the mess tender committee. If required a team of wardens may also check the quality of food served by the contractor at the place of his/her current contract of mess services. Mess Contractor (herein after referred as contractor) is required to note that health, safety and satisfaction of the authorized hostel inmates (students of VNIT) is the prime concern of the hostel authority. On behalf of the hostel students, hostel section is laying down the following terms and conditions which shall be binding to the contractor.

1. This Contract is for Academic Year 2016-17. Normal duration of academic year shall be July, 2016 to April / May, 2017 for UG Messes and July 2016 to June 2017 for PG Messes.

2. **For Mega Mess**

The necessary facilities such as crockery (serving plates, glasses, spoons etc.) and other items or equipment viz. working tables, racks, shelf, vegetable cutting machine, wet grinder, chapatti puffer, cooking burners, steam cooking, mixer grinder, cold storage etc. are available with VNIT. If required, it will be provided by the Hostel Section in the existing condition on as is where is basis. All the other facilities which are required / necessary are to be arranged by the Contractor. These facilities will be in the charge of the Contractor and he / she will be responsible for any damage or loss. In case of any loss or damage, the Contractor will have to replace the lost items / carry out necessary repairs, subject to the approval and instructions of the Warden / Associate Dean (Hostel Affairs) / Dean (SW). In addition, the Institute reserves the right to recover the cost as decided by the Institute authorities. Other utensils, services, commercial LPG etc. which are required to run the mess will have to be arranged by the contractor. The Contactor can visit the site of work with the permission from Asst. Registrar (Hostel) during working hours.

2. **For Mess of HB 8/9, HB 1 & 6 (new), HB 10, PG Hostel, Girls Hostel**

The hostel section will provide necessary facilities such as crockery (serving plates, glasses, spoons etc.). Other items viz. wet grinder, chapatti puffer, cooking burners, mixer grinder etc. are available with VNIT. If required, it will be provided by the Hostel Section in the existing condition on as is where is basis. All the other facilities which are required / necessary are to be arranged by the Contractor. These facilities will be in the charge of the Contractor and he / she will be responsible for any damage or loss. In case of any loss or damage, the Contractor will have to replace the lost items / carry out necessary repairs, subject to the approval and instructions of the Warden / Associate Dean (Hostel Affairs) / Dean (SW). In addition, the Institute reserves the right to recover the cost as decided by the Institute authorities. Other utensils, services, commercial LPG etc. which are required to run the mess will have to be arranged by the contractor. The Contactor can visit the site of work with the permission from Asst. Registrar (Hostel) during working hours.

3. The maintenance of safety, health and hygienic conditions in and around the mess / kitchen will be the responsibility of the contractor. This includes monthly pest control and certification of hygienic conditions in complete mess area & kitchen. Use of blowers / exhaust fans installed in the mess & kitchen is compulsory for the entire period of mess operation. Warden's suggestions / instructions regarding cleanliness and other issues have to be followed and the expenditure towards this is to be borne by the contractor.

4. Age of workers must be between 18 to 55 years. For the mess of Boys Hostels (i.e. Mega Mess, Hostel Block 8 / 9 & PG Hostel) majority of the workers should be male and for Girls Hostel Mess (i.e. Girls hostel, HB 1 & 6 (New) and HB 10) majority of the workers should be female.
5. The contractor and his workers must behave politely with the hostel inmates.
6. One month notice is required on either side for the termination of the contract services if such condition arises during the contract period.
7. The contractor will run the mess for number of students shown in table below:

Sr. No.	Mess in Hostel (for) / Mega Mess	No. of Students (Expected*)	Type of Kitchen
1	Mega Mess – for boys (joining of student of HB 3/4/6/7(if required, Joining of student of PG Hostel on floating basis for 1 month)	1100 - 1200	Separate Vegetarian and Non-vegetarian Kitchen. To be operated on Triple storied (G+2) building. Serving to be done on all the three floors.
2	Hostel Block 8 & 9 (for Boys)	400 - 450	Separate Vegetarian and Non-vegetarian Kitchen.
3	Hostel Block 10 (for Girls)	180	Separate Vegetarian and Non-vegetarian Kitchen.
4	Hostel Block 1 (for PG Girls of HB 1 & UG Girls of HB 6 New)	110 (PG) + 180 (UG)	Separate Vegetarian and Non-vegetarian Kitchen. Cooking & Serving is to be done in HB 1.
5	Girls Hostel (For Girls) near Bajaj Nagar Gate	350 - 400	Separate Vegetarian and Non-vegetarian Kitchen in each hostel.
6	PG Hostel (for Boys) (if required, Joining of student of HB 3 / 4 / 6 / 7 on floating basis for 1 month)	350 - 380	Separate Vegetarian and Non-vegetarian Kitchen.

* Actual number of students may vary.

8. If the mess management is not up to the mark or the quality of the food is below standard or unhealthy or unhygienic, the Associate Dean (HA) / Dean (SW) / Director is empowered to terminate the contract with a short notice of Three Days. The Hostel Wardens Committee's opinion shall be final as far as the matters related to food quality / mess management is concerned.
9. Food / any other item should not be served inside the room of hostel inmates except in exceptional cases or ill health on directives of Warden only.
10. Cooking medium should be branded oil / ghee & other items like butter, Jam, Sauce etc. should also be standard branded make (**as per the list in Annexure – I**). Substandard materials & other oil / ghee must not be used for cooking.

11. Hygiene, overall cleanliness of surrounding, kitchen and the food, raw materials, ingredients etc. should be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served in the mess. Any type of COOKED FOOD shall not be stored / preserved / re-served after meals. The remaining cooked food after lunch / dinner shall be completely discarded & disposed off in safe and hygienic manner. The Wardens instructions should be followed in above matters. Not following Warden's suggestions / instructions shall be considered as violation of the terms and conditions of contract and shall invite penalty for the same as decided by Mess Operation Committee / Wardens Council / Hostel Section.
12. Mess workers and cook should be healthy and medically fit. They are required to have a regular medical check up. If any mess worker is found medically unfit, he / she may not be given permission to continue his / her duties and mess contractor has to replace him / her immediately without fail. Regular Special attention is to given towards cutting of nails of all the workers.
13. Contractor is required to provide uniform to the mess workers / staff. In addition to uniform, all mess workers shall be provided with Identity card which they shall display at all times when on duty.
14. Sample menu is attached with this document (Schedule D). Hostel Warden and Students' Hostel Management committee can change the menu in consultation with the contractor. Menu can be changed by Hostel Committee to suit the availability of seasonal vegetables in the market.
15. The meals should be served during the following timings:

Break fast	--	07:15 a.m. to 09:15 a.m.
Lunch	--	12:00 noon to 02:00 p.m.
Evening Refreshments	--	05.00 p.m. to 06.00 p.m.
Dinner	--	07.30 p.m. to 09: 30 p.m.

If required, the timings may be changed in consultation with the Students Mess Committee & Warden as and when such circumstances arise.
16. When a student is required to leave the hostel for genuine reason (Academic purpose only), Mess off will be given to individual students for N-2 days under special circumstances. 'N' shall be the period of actual continuous absence from hostel and should be certified by the concerned Head of the Department and intimated to the Hostel Warden two days in advance. Mess off would also be given if a students is not keeping well and admitted to hospital or going for academic / sports / cultural activity deputed by the Institute and he submits the application through the Professor Incharge to the Hostel Warden well in advance before leaving or any other reason deemed fit by the Warden. The mess off shall be informed to the contractor two day in advance except in emergency / medical cases.
17. Contractor shall have to provide light food to the sick student/s during his sickness period and no extra charge will be paid for the same.
18. Monthly payment to the contractor will be made by the Director in one installment after the submission of actual mess bill.

19. Contractor has to collect the guest charges directly from the students / guests.
20. Contractor whose offer is accepted, is required to deposit an amount of Rs. 10,00,000/- (For Mega Mess) / Rs.5,00,000/- (For other Messes) towards security deposit at the time of Acceptance of tender/signing of contract. In case of premature termination of the contract by either side, the security deposit may be forfeited by the hostel section. The Security Deposit should be submitted in the form of FDR /TDR in favour of "The Director, V.N.I.T., Nagpur" from a nationalized / scheduled Bank and for a minimum period of One Year.

21. Liquidated damages (for Mega Mess)

- Liquidated damages @ 40,000/- will be recovered for delay in providing food for every half an hour.
- Liquidated damages @ 2,00,000/- per incidence will be recovered for not providing food for one time (Breakfast / Lunch / Dinner / Evening Refreshment).
- Liquidated damages @ 2,00,000/- per incidence will be recovered for not maintaining hygienic condition / providing substandard or adulterated food.
- Liquidated damages @ 80,000/- will be recovered for not procuring / using specified quality of food grains oil / ghee / milk etc.

21. Liquidated damages (for Mess of HB 8/9, HB 1 & 6 (new), HB 10, PG Hostel, Girls Hostel)

- Liquidated damages @ 20,000/- will be recovered for delay in providing food for every half an hour.
- Liquidated damages @ 1,00,000/- per incidence will be recovered for not providing food for one time (Breakfast / Lunch / Dinner / Evening Refreshment).
- Liquidated damages @ 1,00,000/- per incidence will be recovered for not maintaining hygienic condition / providing substandard or adulterated food.
- Liquidated damages @ 40,000/- will be recovered for not procuring / using specified quality of food grains oil / ghee / milk etc.

22. At present this mess contract period is for academic session 2016-17 for both the semesters. If hostel inmates and hostel authorities are satisfied with the performance of the contractor, the contract period may be extended without inviting the tender for the period of one or more semesters.

23. The mess utensils i.e. plates, bowls, spoons etc are to be cleaned with hot water using detergent powder/soap after every meal. All the materials required for cleaning shall be arranged by the contractor at his / her own expenses. Liquid hand wash for students should also be provided by the contractor.

24. Mess Contractor or his representative manager / supervisor is required to remain present in the mess when the food is cooked & served in the mess. It is the responsibility of the manager / supervisor to oversee all mess operations and especially ensure that no lapses as stated in clause (2) to (26) above arise on day to day basis. Manager / Supervisor should be a degree / diploma holder in hotel management / catering technology.
25. The payment / calculation of mess bill would be on actual days of operation of the mess and actual number of students registered.
26. All the items to be served in the mess including curd shall be prepared preferably in the mess only.
27. The contractor is required to maintain the details of all his employees / mess workers. This information along with their photographs shall be submitted to the Hostel Section. The Antecedent of all the employees should be checked by the contractor (If required through police verification) and all information shall be provided to the Hostel Section.
28. Liability / responsibility in case of any accident causing injury or illness/ death of mess worker(s) or any of his staff shall be of the contractor. The Hostel Section / Institute authority shall not be responsible by any means in such cases.
29. Contractor shall be solely responsible in case of incidence/s of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the contractor as decided by the Committee of Wardens / Associate Dean (HA) / Dean (SW) / Director for such incidence.
30. The contractor shall not employ any mess worker whose track record is not good. He should not have any involvement in any crime / offence / police case.
31. Storage / consumption of any alcoholic drink / liquor is strictly prohibited. The contractor shall not serve any of such substances / drinks in mess / hostel. Smoking, consuming gutkha, tobacco etc. is also strictly prohibited in Institute premises. Contractor should also ascertain that his staff / workers are prohibited from storage / consumption of any alcoholic drink / liquor / drugs of any kind and ensure that they are not found in intoxicated condition any time either on campus or outside.
32. The contractor has to follow all labour laws / government laws in regard of engaging the mess workers. The contractor shall be solely responsible for any dispute / violation of labour laws / government laws.
33. Institute will not take any responsibility for any tax liability arising directly / indirectly from this contract. Such liability has to be born by the contractor. The Institute reserves its right to release the payment only after it is justified that contractor has fulfilled all liability and obligation.
34. The contractor shall be fully responsible for appropriate behavior of the mess workers inside the VNIT campus. The contractor has to ascertain that his staff/workers obey all security norms and general norms of VNIT. If it is found that any worker has misbehaved with any of the hostel inmates / hostel staff, the contractor has to take action against that worker as

suggested by the Warden under intimation to the Associate Dean (HA) / Dean (SW).

35. Following deductions will be made from the contractor's mess bill:
- (i) Electricity & Water charges as per actual.
 - (ii) Income Tax (TDS) shall be deducted at the specified rates as per the rules from time to time.
 - (iii) Cost of bio-gas / gas supplied by the Institute as per the market rate.
36. Decision of the Associate Dean (HA) / Dean (SW) / Director will be final and binding on the contractor in case of any dispute arising out with respect to the terms and conditions of this contract.
37. Contractor shall enter into an agreement for execution of this contract as per prevalent rules and regulations of Government of India and shall bear full cost for the same.
38. The Institute reserves the right to reject any / all tenders without assigning any reasons thereof.
39. Rates finalized after opening the price bid will be valid for one year. In case of extension of the agreement for the next academic year / session, variation in the quoted price may be considered (based on the price index / price escalation), if approved by the Hostel Mess Committee and Mess Operation Committee.
- 40. The minimum base rates for mess services per student per day shall be decided by the competent authority headed by the Director of the institute and shall be kept confidential till the time of opening of price bid. A Variation of (-) 5% would be allowed in quoted rate by the bidder. i.e. Bidders quoting rates, less than the rate (base rate - 5% of base rate) will be rejected (for e.g. if base rate is Rs. 40/-, then bidders quoting Rs. 38/- (Rs. 40 - 2 = 38) and above would be considered for evaluation and bidders quoting below Rs. 38/- would be rejected). Base rates for extra items will also be decided by the competent authority.**
- Bidders / contractor will be selected on the basis of rate quoted by him in Schedule B (1) for mess menu given in schedule D(1). Rates of Extra items (given in schedule B2 for the extra items of Schedule D2) will be negotiated on the basis of the rate quoted by the other bidders and or rates decided by the Institute Committee. Decision of the competent authority will be final.**
41. If required / needed, more than 1 (one) hostel mess may be allotted to a single contractor at the discretion of Hostel Management Committee / Institute. However, more than two hostel messes shall not be allotted to a single contractor.
42. Quality of food served in the mess should be maintained throughout the year
43. If required (on the request from the students) the contractor may be requested to run the night canteen in the mess on direct payment basis for selected items viz. tea / coffee / somasa / poha / maggy or any other items. Rates of the items provided in the night canteen will be finalized by the Mess Operation Committee in consultation with the contractor(s) before start of night canteen. Contractor has to ensure that the work of night canteen shall not affect the regular mess operations in terms of delay in serving breakfast, quality of food. He has to employ separate staff / work force for night canteen.

44. Turn over certificate issued by the competent authority where the bidder has provided / providing services has to be submitted alongwith the Technical Bid. (in the enclosed format).
45. Food inspection (both raw and cooked food) will be done on regular basis by the committee / team having expert appointed by the Institute authority.

SCHEDULE – D-1**Structure of Sample Menu**

Day	Breakfast	Lunch	Evening Refreshment	Dinner
Monday	Breakfast & Tea + Milk	Lunch + Onion with lemon + Curd + pickle	Snacks + Tea	Dinner + salad + pickle
Tuesday	Breakfast & Tea + Milk	Lunch + salad with lemon + Chanch + pickle	Snacks + Tea	Dinner + Onion + pickle
Wednesday	Breakfast & Tea + Milk	Lunch + Onion with lemon + Curd + pickle	Snacks + Tea	Dinner + salad with lemon + pickle
Thursday	Breakfast & Tea+ Milk	Lunch + Onion with lemon + Chanch + pickle	Snacks + Tea	Dinner + salad + pickle
Friday	Breakfast & Tea + Milk	Lunch + Onion with lemon + Curd + pickle	Snacks + Tea	Dinner + salad with lemon + pickle
Saturday	Breakfast & Tea + Milk	Lunch + salad with lemon + Chanch + pickle	Snacks + Tea	Dinner + Onion + pickle
Sunday	Breakfast & Tea + Milk	Lunch + salad with lemon + Curd + pickle	Snacks + Tea	Dinner + Onion + pickle

Tea or Coffee: 150 ml; Curd : 150 ml, **(To be served in limited quantity)**

- Note :** (1) Pickle (variety & brand as decided by the mess operation committee) should be served during all lunches & dinners
- (2) Lunch / Dinner will comprised of Dal + Roti + Plain Rice + 1 Vegetable (all items in unlimited quantity) in addition to the items mentioned in above table

LIST / DETAILS OF REGULAR ITEMS OF SCHEDULE D-1

Breakfast : Any one of the following, as directed

- Bread (4 pieces of size 3.5' x 4.5') + Butter + Jam
- Plain Paratha + Moong Sabji + pickle
- Plain Paratha + Tomato Chutney + pickle
- Vada Sambhar & Coconut / ground nut Chatni
- Idli Sambhar & Coconut / ground nut Chatni
- Masala Dosa & Sambhar + Coconut / ground nut Chatni
- Vada Sambhar & Coconut ground nut Chatani
- Poha Chana with Sev
- Upama, Coconut / groundnut Chatni
- Uttapam, Coconut groundnut Chatani Sambhar

Lunch / Dinner

Dal

- Dal Fry (Max. 4 times in a week)
- Moongdal
- Toordal
- Mixdal
- Palakdal
- Imali Dal
- Roti with Ghee
- Plain Paratha (once in a week)
- Puri (1 i.e. once in a week)
- Palak Puri / Methi Puri (once in a week)

Vegetables –(Unlimited)

- Wal Beans
- Cauliflower
- Palak Kundru
- Lauki
- Arbi
- Beans
- Bhindi
- Aloo
- Cabbage
- Kabuli Chana
- Deshi Chana
- Rajma
- Aloo Mutter
- Aloo Dam
- Cabbage Mutter
- Palak Mutter
- Gawar Falli
- Chauhi Falli
- Capsicum
- Moong
- Matki
- Chauhi
- Aloo Methi
- Aloo Karela

Snacks (limited)

- Maggi or Noodles or Chowmin (100 gms) + Sauce
- Dhokla (White or Khatta, 100 gms) + Chatni
- Samosa (2 No., 40 gms each) + Imali Chatny
- Bread Pakoda (2 no.) + Sauce
- Bread Roll (2 no.) + Sauce
- Cup Cakes (2 No.)
- Cream Roll (1 No.)
- Bhel + Imali Chatny + Green Chatny
- Pakoda (Moong or Aloo or Onion) + Imali Chatny + Sauce

Note : Pickle and Butter is required to be served with Paratha

Schedule – D (2)
LIST / DETAILS OF EXTRA ITEMS

Breakfast :

- French Toast (2 pieces)
- Omlets (of 2 eggs)
- Veg Cutlet
- Bread Aloo Sandwich & Sauce
- Cornflakes Milk Banana
- Coffee

Lunch / Dinner

- Dal Makhani

Special Rice

- Jeera Rice
- Tamrind Rice / lemon rice
- Mutter Rice / khichadi / fried rice / Schezwan rice
- Veg. Pulao

Vegetables (limited in Qty)

- Gobhi Manchurian
- Veg. Kolhapuri
- Kadai Veg.
- Veg.Kofta
- Beet Root Kofta
- Palak Corn
- Methi Malai Mutter
- Fried Mix Veg
- Stuffed (with aloo) Tomato
- Stuffed Capsicum

Snacks (limited in Qty)

- Fruit Chat
- Dahi Samosa (2 No., 40 gms each)+ Imali Chatny
- Chole Samosa (2 No., 150 gms each)
- Dahi Wada (2 No., 40 gms each)
- Veg. Puff (1 No.)+ Sauce
- Paneer Puff (1 No.)+ Sauce
- Dabeli (2 No., 45 gms each)+ Imali Chatny
- Wada Pav (2 No., 45 gms each)+ Imali Chatny
- Cheese Burger+ sauce (1 Nos)
- Pav bhaji (4 pav)
- Aloo Chat / Ragada Pattis (4 No., 30 gms each)
- Roasted papad
- Fried papad
- masala papad

For Non-Vegeterian students : (Any one item, limited in qty in one serving)

- Egg Biryani (2 eggs)
- Egg Rice (2 eggs)
- Egg Curry (2 eggs)
- Egg Bhurji
- Chicken Curry (150 gms of chicken)
- Butter Chicken (150 gms of chicken)
- Masala Chicken (150 gms of chicken)
- Kalimirchi Chicken (150 gms of chicken)
- Fried Chicken (150 gms of chicken)
- South Indian Chicken (150 gms of chicken)

For Vegeterian students

- Paneer Kofta (75 gms of Paneer)
- Paneer Butter Masala (75 gms of Paneer)
- Palak Paneer (75 gms of Paneer)
- Matar Paneer (75 gms of Paneer)
- Paneer Bhurji (75 gms of Paneer)
- Shahi Paneer (75 gms of Paneer)
- Shahi Kofta
- Malai kofta
- Navratan Korma
- Fried Mix Veg. (Dry)

Sweets : (Any one item, limited in quantity in one serving)

- Gulabjam (3 Pcs, 40 gms each, made in hostel mess only)
- Rasgulla (2 Pcs, 40 gms each, made in hostel mess only)
- Kala Jammun (2 Pcs, 50 gms each, made in hostel mess only)
- Imrati (1 Pcs, 25 gms each, made in hostel mess only)
- Ice Cream (1 Pcs, 120 ml of approved make by mess committee) 50gm / 90 ml;
- Jalebi (5 Pcs, total 100 gms, made in hostel mess only)
- Moong Halwa (100 gms, made in hostel mess only)
- Sooji ka Halwa (100 gms, made in hostel mess only)
- Kheer (with Sewai)

Note : Pickle and Butter is required to be served with Paratha

SCHEDULE – E
Prequalification and professional evaluation details
(To be sealed in separate envelope No. “1”)

Sr. No.	Item	Details		
Part – I General Details				
1.	Name & Address of the Firm			
2.	Type of Organization/ Enterprise (Proprietor Partnership / P. Ltd / Ltd)			
3.	Name & Address of the Proprietor / Partner / Authorized Person			
4.	Contact Phone Numbers			
5.	Registration Details	Authority	Reg. No.	Date
6.	PAN Card No.			
7.	Service Tax No. & details			
8.	EMD Details	DD No. Amount : Bank :		

Note : All the details must be filled in & signed by the contractor; otherwise the tender will be rejected.

(Signature of the Bidder contractor)
Name : _____

Date :
Place :
Stamp & Seal

PART : II : Professional Details

	Type of Experience	Mess
1.	Please state type of food supply carried out in last three years including current contracts with details regarding daily persons served per day etc. (Attach order copies / certificates from the clients of such work) <i>Use extra sheet if required.</i>	
2.	Total turn over in last three years including current works (April, 2013 onwards) Please attach attested copies of performance certificate, Balance sheet & IT Returns and Form 26AS (of last 3 financial year).	2013-14: 2014-15: 2015-16 :
3.	Staff Available (numbers)	Manager : Cook : Helpers :
4.	Give details of termination of any of the previous contracts (if any)	
5.	Give references where you are currently providing such services	

Note : All the details must be filled in & duly signed by the contractor; otherwise the tender will be rejected.

(All above claims must be supported with relevant documents).

BIDDERS WILL BE TECHNICALLY QUALIFIED BASED ON THE FOLLOWING CRITERIA

- Part I and II of Schedule-E are to be filled with relevant details.
- Contractor should have executed / be executing works of hostel mess services in Govt. / Semi Govt. / Govt. undertaking / Higher Educational Institutions for last three years. Minimum Turn over required is as follows :

for Mega Mess	Rs. 15.00 lakhs per month
for Mess of HB 8/9, HB 1 & 6 (new), HB 10, PG Hostel, Girls Hostel)	Rs. 6.00 lakhs per month

- Satisfactory visit report by Hostel Committee to contractor's site, if felt necessary.
- Satisfactory feedback received from reference quoted above & other sites on which contractor has worked, if felt necessary.

(Signature of the Bidder / Contractor)
Name : _____

Date :
Place :
Stamp & Seal

Annexure – I**Permissible Brands of various items**

Item	Brand
Salt (iodized)	Tata, Annapurna, Nirma, Ashirwad
Ketchup / Sauce	Maggi, Kissan, NOGA
Oil (ground nut)	Dhara / Swad / Rajmoti / Deepak (use of Hydrogenated (vanaspati) oil is strictly prohibited)
Atta	Ashirvad, Pillsbury, Annapurna, Shaktibhog
Rice	Sona masuri, HMT, Sriram, Chinnor
Flavoured fruit drinks	Rasna, Roohafza, Frooti, slice
Milk	Full Cream milk of Dinshawas, Gowardhan, Gokul, Amul, Haldiram, Aary, Mahanand
Butter	Amul, Britannia, Dinshaws
Jam	Kisan or Maggi
Tea	Brook bond, Lipton, Tata, Taj
Coffee	Nescafe, Bru
Ice-Cream	Amul, Dinshaw, Cream-Bell
Ghee	Amul, Dinshaw, Anik

Note : Approval should be taken from the Warden and Mess Committee for the items which are not listed above before procuring or changing the items.

Annexure – II**Documents to be enclosed with the Professional Bid**

Sl. No.	Details	Page No.
1	EMD : DD No. Date: T. Fee : DD No. Date:	Not Applicable
2	Firm Registration	
3	Service Tax Registration	
4	Food Safety License	
5	PAN Card	
6	Annual turnover (for 2013-14, 2014-16, 2015-16) (FORM-A)	
7	FORM-26AS (for 2013-14, 2014-16, 2015-16) issued by Income Tax Deptt.	