

**MADHAV INSTITUTE OF TECHNOLOGY AND SCIENCE  
GWALIOR -474005**



**TENDER DOCUMENT FOR MESS CONTRACT  
FOR THE ACADEMIC SESSION 2017-2018**

**Tender No. :** .....

**Issued to**

**M/s:** .....  
.....  
.....

**Cost of Tender Form: Rs. 5000/-  
(not refundable)**

**Serial No....., Date of Issue**

**Authorized Sign.:**  
**Seal:**

## **TENDER DOCUMENT FOR MESS FOR ACADEMIC YEAR 2017-18**

Madhav Institute of Technology and Science, popularly known as MITS, was established in 1957. It is one of the most renowned Institutes of the country offering various UG and PG programs in Engineering, Architecture and MCA. **Institute invites tender for mess contract of its Hostels from the eligible Firms/ Catering agencies as per terms and conditions laid down in the following five attached Schedule A to E.**

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

**All successful bidders will be awarded offer for running mess in respective Hostel Blocks.**

## SCHEDULE – A

### IMPORTANT DATES & NOTES

1. STARTING DATE OF ISSUE OF TENDER DOCUMENT - .....09.06.2017
2. LAST DATE & TIME OF ISSUE OF TENDER DOCUMENT - .... .03.07.2017 (up to 2.00 PM)
3. **LAST DATE & TIME OF RECEIPT OF TENDER - .....03.07.2017 ( up to 2.30 PM)**
4. DATE & TIME OF OPENING OF TENDER -.....03.07.2017 (at 3.00 PM)

#### **IMPORTANT NOTES:**

1. Cost of Tender document is Rs. 5000/-.
2. If a Bidder wants to participate more than one Hostel mess contract then he/she should apply separate tender. For each such case he/she has to pay tender cost and EMD separately.
3. Tender document can be either downloaded from institute web site [www.mitsgwaliior.in](http://www.mitsgwaliior.in) (In such case Tender document cost should be attached along with the tender in the form of Demand Draft) or can be obtained from the Accounts Office of the institute during working days by paying cost of tender document in Cash or Demand Draft. Demand Draft (of any nationalized bank) should be in favor of “DIRECTOR MITS GWALIOR”, payable at GWALIOR.
4. **Bidder should sign and stamp all the pages of duly filled tender document, all the terms & conditions laid down in the tender document and all attached documents.**
5. Earnest Money to be deposited [(Rs 50000/- ( Fifty Thousand) for each Hostel Block – 1,2,4 & 5 ) and Rs. 125000/- (One Lac Twenty Five Thousand) for Hostel Block 6) by Demand Draft ( of any nationalized bank) drawn in favor of “DIRECTOR MITS GWALIOR”, payable at GWALIOR along with the tender.
6. Bidders are required to follow the following procedure before submitting tender:
  - Envelope marked – ‘I’ should contain signed copy of - General Terms and Conditions ( Scheduled - C), Professional Evaluation Bid (Schedule - E), Demand Draft of Tender cost ( If applicable), Demand Draft of EMD and other remaining documents except Financial/Commercial Bid.
  - Envelope marked – ‘II’ should contain offered rates of mess contact/Financial/ Commercial Bid (Schedule - B) .
  - Envelope – I and II should be placed in another sealed envelope. At the right top of this envelope write “ TENDER FOR HOSTEL MESS ( HOSTEL BLOCK NO:.....). Bidder is required to write the Hostel Block No in the blank space in which he/she is interested.
7. Any change in date / time will be communicated to the Bidders.
8. Bidders are advised to visit the institute’s Hostel Blocks, Dinning area, infrastructure and other facilities available, before submitting the tender.
9. In case of any dispute, the decision of Director of the institute will be final and binding.
10. Director reserves the right to negotiate with L1 (lowest bidder). In case of tie, L1 will be decided on the basis of experience, letter of appreciation posses, contracts executed earlier, capacity to prepare food, managerial abilities and other relevant factors.
11. Tender offer is to be sent by Registered post A.D. or by hand so as to reach to the OFFICE of THE REGISTRAR , MITS, Gole ka Mandir, Gwalior-474005, on or before **03.07.2017 ( up to 2.30 pm )**

DIRECTOR

## SCHEDULE – B

### OFFERED RATES OF MESS CONTRACT FOR HOSTEL BLOCK NO.....

Tender No.:.....

(Hostel Block no and Tender no are to be filled by Bidder)

. No.	ITEM	RATE (Rs.) ( without taxes) (Per Student per day basis )	
		In Numeric	In Words
1.	<b>Vegetarian Meals</b> including Morning Tea, Breakfast, Lunch, Evening Tea with snacks and Dinner (As per menu – Schedule- D and terms and conditions Schedule- C)		
2.	<b>Paid Night canteen facility with approved items</b> (As and when required)	Printed / Approved rates	
3.	Guest ( permitted by Warden) Charges per person per day	120 % of rate quoted for Sr. No. 1	

#### IMPORTANT NOTES:

- Rates quoted shall include cost of materials, cooking and serving services and maintaining cleanliness.
- Quote the rates without taxes. All taxes will be paid extra as per norms.
- Electricity charges will be paid by Bidder as actual
- Rent of mess premises will be charged from Vender at the rate of Rs 75/- per student per month for Hostel Block no. 01, 02 04, 05, & 06.
- For Hostel Block no. 6, an additional amount of Rs 100/- per student per month will be charged from the Vender towards the modern kitchen equipment provided in the mess.

#### UNDERTAKING

*I hereby agree to provide and serve the items mentioned in Schedule - B as per the rates quoted by me / negotiated after deduction rent charges and other charges as per the terms and conditions mentioned in Schedule - C.*

**Signature, Name and Seal**

**(Contractor)**

Date:

Place:

## **SCHEDULE - C**

### **TERMS & CONDITIONS**

Mess contractor (here after referred as Contractor) will be finalized on the basis of lowest quoted rates and his / her eligibility as per terms and conditions, experience, contracts executed earlier, capacity to prepare food, managerial abilities and other relevant factors including required registration with government agencies and other documents required as per government norms as considered appropriate by the MITS authority. Director reserves the right to negotiate with L1 (lowest bidder). In case of tie, L1 will be decided on the basis of experience, letter of appreciation, contracts executed earlier, capacity to prepare food, managerial abilities and other relevant factors. If required a team of wardens may also take visits to check up the quality of food being served etc. by the contractor at the place of his/her current contract of catering / mess. Contractor is required to note that health, safety and satisfaction of the hostel inmates (students of MITS) is the prime concern of the hostel authority.

Following are the terms and conditions which shall be binding to the contractor:

1. Contract will be only for Academic Year 2017-18 (i.e. two full semesters). However, on satisfactory performance it may be extended further with mutual consent.
2. Three years working experience of catering in similar types of hostels of minimum capacity 100 students is required to participate in the tendering process. Contractor has to submit the Experience certificate from the Institutes/Organizations where he/she has served.
3. The hostel authority will provide necessary facilities such as electricity fixtures, water supply and furniture for carrying out preparation of food and service activities in dining room. These facilities will be in the charge of the Contractor and he / she will be responsible for any damage other than usual wear and tear. In case of any loss or damage, the contractor will has to replace the lost items / carry out necessary repair, subjected to approval and instructions of the Director/Warden.
4. The maintenance of safety, health and hygienic conditions in and around the mess will be the responsibility of the contractor. Warden's suggestions / actions regarding cleanliness have to be followed and the expenditure towards this is to be borne by the contractor.
5. The contractor is required to keep appropriate number of attendents / mess worker in each mess (preferably one attendant per 25 students) in addition to mess supervisor, cooks and helpers for effective functioning and management of the mess. In girls Hostels, most of the mess workers shall be ladies/ girls. The age of mess worker must be between 18 to 60 years and should be medically fit.
6. The contractor and his workers have to behave politely with hostel inmates.
7. One month notice is required on either side for the termination of the contract service, if such a condition arises during the contract period.
8. The contractor must put Complain Register at the entrance of each mess which will be checked by mess committee members/Caretaker/Warden/ Chief Warden or any authorized person or committee on regular basis.
9. If the mess management is not up to the mark or, the quality of the food is below standard or unhealthy or

unhygienic, then **Director of the institute is fully empowered to terminate the contract with a short notice of one week.** The Hostel Wardens Committee's opinion is final so far as the food quality / mess management is concerned.

10. The food, raw materials, ingredients etc. are to be of good quality, clean, fresh, nutritious, hygienic and edible. Any type of **cooked food shall not be stored / preserved after meals.** Not following warden's suggestions / instruction in such matters shall be considered as violation of terms and conditions of contract and shall attract penalty for the same. Amount of penalty will be recommended by the mess committee. Penalty amount may vary from Rs. 5000/- to 50000/- per incident (depending upon the nature of incident )
11. Mess workers and cook should be healthy and medically fit. They are required to have a regular check up in the Institute medical dispensary on monthly basis. 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.
12. Contractor is required to provide uniform, gloves, cap to the mess workers and it is to be ensured that whenever the mess workers are on duty they should be in uniform and wearing Identity Card ( Identity Card will be issued by the institute authority on the recommendation of Contractor). The uniform should be cleaned and washed.
13. Menu to be followed by the contractor is attached with this document (SCHEDULE -D). Mess Menu will be prepared in consultation with Hostel Mess Committee. Menu can be changed, to suit the availability of seasonal vegetables and their availability in local market.
14. The meals should be ready and served at following timings:  
Morning Tea -- 6.00 AM to 7.00 AM, Breakfast – 08.00 AM. to 09:45 AM., Lunch -- 1:20 PM to 02:20 PM, Evening Tea with snacks -- 05:00 PM to 06:00 PM, Dinner -- 07:30 PM to 09:00 PM. The timings may be changed as and when required.
15. Mess fees will be refundable only for vacations declared by the Institute.
16. Contractor shall provide light food as Khichdi, Daliya and Milk etc. to the sick students during his/her sickness period and no extra charge will be paid for the same.
17. The payment / calculation of mess bill would be on actual days of operation of the mess. Payment/Service charge will not be paid when mess is not operated due to official breaks/ vacations during the academic year.
18. Contractor shall collect the guest charges directly from the students / guests .
19. Successful Bidders are required to deposit security money. For Hostel Block No. 1,2,4, 5 security amount is Rs. 100000/-(Rupees One lac only) while for Hostel Block No. 6 security amount is Rs. 250000/-(Rupees Two Lacs Fifty Thousand only). Successful Bidders are required to deposit security deposit before award of contract within stipulated time, if his / her offer is accepted. In case of premature termination of the contract, the security deposit shall be forfeited by the institute. Security amount is to be deposited in the form of Demand Draft in favor of “ DIRECTOR MITS”, Payable at Gwalior.
20. The mess utensils are to be cleaned with hot water using detergent powder/soap after every meal.
21. Mess Contractor or his representative(s)/ manager(s) are required to remain present in the mess when the food is served in the mess.

22. All the items to be served in the mess including curd shall be prepared preferably in the mess.
23. The contractor is required to maintain the identity and character details / records of all his/her employees / mess workers. This information along with their photographs shall be submitted to the chief warden/ concern warden in the standard format.
24. Liability / responsibility in case of any accident causing injury/ death to mess workers or any of his/her staff shall be of the contractor. The Hostel Warden / Institute authority shall not be responsible by any means in such cases.
25. Contractor shall be solely responsible in case of incidence of food poisoning and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the contractor as decided by the Committee of Wardens / Chief Warden/ DIRECTOR for such incidence.
26. The contractor shall not employ any mess worker whose track record is not good. He / She should not have involved in any crime / offence / police case.
27. Quality of food will be checked by committee members of Wardens. Monitoring of quality of food, hygiene, cleanliness, etc. in the mess operation area will be carried out on regular basis.
28. Storage / consumption of any **alcoholic drink** / liquor are strictly prohibited. The contractor not serve any of such substance / drink in mess / hostel. Smoking, consuming **gutakha, tobacco** etc. is also prohibited in hostel premises.
29. The contractor has to follow all labour laws / government laws in regard of employing the mess workers. The contractor shall be solely responsible for any dispute / violation of labour laws / government laws etc.
30. The contractor shall be completely responsible for appropriate behavior of the mess workers. If it is found that any worker has misbehaved with any of the hostel inmates / hostel staff, he/she has to take action as suggested by the Chief Warden under intimation to the Director.
31. Wages to the mess workers will be disbursed according to govt. norms. If contractor will not give wage to the mess workers as per the Govt. labor laws, his contract may be terminated with a short notice of one week. The decision of a committee constituted by Director/ Chief warden will be final in this matter.
32.
  - a. Milk, Bread with Butter / Jam shall be available on all days at the time of breakfast along with regular menu
  - b. Salt, Pepper & Green chilies shall be available on all days at the time of Lunch & Dinner along with above mentioned items
  - c. Quantity of breakfast, lunch and dinner shall be unlimited
33. The contractor should provide night canteen facility (as and when required) to the resident (9.00 PM- 12.30 AM). In night canteen approved items should be sold on printed/ Approved Rates only.
34. Following deductions will be made from the contractor's mess bill per month:
  - a. Electricity bill as per actual.
  - b. Govt. taxes as per applicable norms.
  - c. Rent of mess premises @Rs.75/- per student per month for all mess. Additional Rs. 100/- per student per month for Hostel Block no.6 ( charges towards provided kitchen equipment)
35. Decision of the Warden/Chief warden will be final and binding to the contractor in case of any dispute arising out with respect to the terms and conditions of this contract.

36. Mess will be closed as per the prior instructions of Warden / Chief Warden during vacation.
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. Subletting of contract is strictly not allowed which can lead to termination of the contract.
39. Any misleading information may lead to termination of contract.
40. Sweet dish / Ice cream/Butter/ Papad shall be served in limited quantity per student.
41. The following brands of grocery items are permissible to be used.
  - a. **Atta:** Dabal Trishul/ Shaktibhog /Ashirwad /Pillusbury /Golden Khazana
  - b. **Sunflower/Soyabeen Oil/Groundnut Oil/mustard Oil:** Tirupati / Fortune/Sunflower/ Mahakosh or Good quality
  - c. **All type of Masala** Fresh, cleaned and good quality spices
  - d. **Bread:** Modern/Popular/Bratania
  - e. **Ghee/Butter:** Amul /Sanchi/Patanjali
  - f. **Tea:** Red Level/Tata Tea/TajMahal/ Brook Bond
  - g. **Salt:**Tata
  - h. **Besan:** Ramdev /Fortune/Shaktibhog or Good quality
  - i. **Noodles:** Top Roman / Knorr
  - j. **Rice:** Good quality
  - k. **Milk / Curd:** Amul /Sanchi/Reliance

**Note: Only Desi Ghee (brand as mentioned above) must be used daily on chapatti (Roti)**

42. Items like AJI-NO-MOTTO, RATANJOT, COLORING ITEMS etc. are banned.
43. Reuse of already used oil is strictly prohibited
44. In case of any dispute, the decision of Director of the institute will be final and binding.
45. Details of the Hostels along with their Capacity, Cost of Tender document and EMD to be deposited along the tender are as follows:

<b>Name of the Hostel</b>	<b>Capacity/Intake (Approximate)</b>	<b>Cost of Tender Document Rs.</b>	<b>EMD Rs.</b>
Block-1( Boys)	100	5000/-	50000/-
Block-2( Boys)	100	5000/-	50000/-
Block-4 (Girls)	100	5000/-	50000/-
Block-5 ( Boys)	100	5000/-	50000/-
Block-6 (Girls)	250	5000/-	125000/-



46. If a Bidder wants to participate in more than one Hostel mess contract then he/she should apply separate tender. For each such case he/she has to pay tender cost and EMD separately.
47. Tender offer is to be sent by Registered post A.D. or by hand so as to reach to the OFFICE of THE REGISTRAR , MITS, Gole ka Mandir, Gwalior-474005, on or before **03.07.2017 ( up to 2.30 pm )**

**(DIRECTOR)**

**I, agree with above mentioned terms and conditions (Sr. No. 1 to 47) of Schedule - C.**

**Signature, Name and Seal  
(Contractor)**

Date:

Place:

## SCHEDULE-D

### Mess Menu

दिन	सुवह की चाय (06:00 to 07:00 A.M.)	सुवह का नाश्ता (08:00 to 09:45 A.M.)	दोपहर का खाना (01:20 to 02:20 P.M.)	शाम का नाश्ता (05:00 to 06:30 P.M.)	रात का खाना (07:30 to 09:00 P.M.)
	.....	ब्रेड बटर/जैम + 200 एमएल दूध +	रोटी+ चावल+ सलाद+ अचार + मौसम की दो सब्जी* +	चाय +	सलाद+ अचार+
सोमवार	चाय	पोहा+ जलेबी+ केला	अरहर दाल+ दही	समोसा -1	डोसा+सांभर+चटनी+ चावल
मंगलवार	चाय	इडली सांभर	चना दाल + पापड़+ दही	आलू बड़ा -2	सूखी सब्जी+पनीर की सब्जी+रोटी+ चावल + मिठाई एक पीस
बुधवार	चाय	उपमा + केला	राजमा + दही	कटलेट-2	लौकी कोफ्ते+सूखी सब्जी+रोटी + चावल
गुरुवार	चाय	पावभाजी	मसूर दाल + दही	पंटीज-1	सूखी सब्जी+ पुलाव+छोले+भटूरे/ पूडी +आइसक्रीम (100 एमएल)
शुक्रवार	चाय	पूडी सब्जी+ केला	मिक्स दाल+ दही	नमकीन सिवई	सूखी सब्जी+रसीली सब्जी (बेसन के गट्टे/ सोयाबीन की बड़ी/ मूंग बड़ी) + रोटी + चावल

शनिवार	चाय	ढोकला+चटनी	कढ़ी पकौड़ी+ पापड़	वेज सेण्डविच-2	सूखी सब्जी+ काले चने की सब्जी + रोटी + चावल + मिठाई एक पीस
रविवार	चाय	भरवा पराठा+दही+ अचार + केला	छोले + दही	ब्रेड पकोड़ा -1	पनीर की सब्जी+सूखी सब्जी +पूड़ी+ पुलाव + खीर / (दाल बाटी + चूरमा के लड्डू+बैंगन का भर्ता/आलू की सब्जी )
<p>मिठाई- गुलाब जामुन/पेस्ट्री/रसगुल्ला/लड्डू/बफी</p> <p>दूध- सांची, रिताइंस, अमूल</p> <p>* साप्ताहिक मेनू मेस कमेटी निर्धारित करेगी।</p>					

नोट:-

वापिंग-

1. बर्तनों को साबुन, पानी व क्लीनिंग पाउडर (निरमा / व्हील / झलक / फेना) से साफ करना होगा ।
2. थाली में बचा हुआ खाना एक जगह जमा करके बार्डन कमेटी द्वारा दिए गए निदेशानुसार डिस्पोज करना होगा । खाना नाली में नहीं बहाया जाएगा ।

डायनिंग-

3. खाने का ऐरिया प्रति दिन रात 09:30 बजे पानी एवं एपूव क्लिनिंग पाउण्डर से साफ करना होगा ।
4. डाईनिंग ऐरिया सप्ताह में दो दिन एपूव क्लिनिंग पाउण्डर से धोना होगा ।
5. डाईनिंग ऐरिया में फीडबेक बूक रखनी होगी।

6. थाली खाने के बाद बॉसिंग ऐरिया में रखना जरूरी होगा।
7. अचार, नमक, मिर्च टेवल पर होना चाहिए।
8. खाने के बाद टेवल व मैस की सफाई ठेकेदार की होगी।
9. नाश्ता, दोपहर का खाना, शाम का नाश्ता एवं रात के खाने में स्टील के बर्तन चम्मच उपयोग करना होगा व अतिरिक्त कटोरी चम्मच व अन्य आवश्यक बर्तन होना चाहिये।

#### किचिन—

10. खाना बनाने वाले व्यक्ति को नहाकर ड्रेस कोड में होना चाहिये।
11. रसोई में बाहर के जूते / चप्पले नहीं पहने जायेंगे। रसोई घर में अलग जूते / चप्पले उपयोग की जायेगी।
12. रसोई घर में लाईट एवं एक्जास्ट फैन कॉलेज लगाकर देगा। एवं उसका रखरखाव ठेकेदार को स्वयं करना होगा।
13. सुस्खा के उपकरण ठेकेदार को लाने होंगे।
14. पेंट्री में खाने को गर्म बनाए रखने वाली व्यवस्थाओं के साथ खाने को स्टोर एवं बाटने की उचित व्यवस्था ठेकेदार को करनी होगी।
15. दो बड़े डस्टबिन ढक्कन के साथ डाईनिंग ऐरिया में रखने होंगे।
16. कम से कम 3 दिन के खाने की तैयारी पूर्व में होनी चाहिए।
17. खाना बनाने के लिए आवेक रूप से व्यवसायिक सिलेंडर का ही उपयोग होना चाहिए।
18. साप्ताहिक मेनू जो मेस कमेटी द्वारा निर्धारित है, उसका अनुकरण करना होगा।

संचालक

#### \* Curd/ Sweet/Papad are limited

# Actual mess menu may vary from hostel to hostel as decided by respective hostel mess committee members/ Hostel warden etc.

**SCHEDULE - E**  
**Pre-Qualification and Professional Evaluation Details**  
**Part - I**

**A. GENERAL DETAILS**

S. No.	PARTICULARS	DETAILS		
1.	Name & Address of the Contractor			
2.	Contact Phone Numbers			
3.	Type of Organization / Enterprise			
4.	E M D Details	Amount (Rs.)		Mode of Payments and details
				Demand Draft No.: Issue Bank: Date of Issue:
5.	Registration Details ( pl attach self certified photocopy)	Authority	Reg. No.	Date
6.	PAN Card No. ( pl attach self certified photocopy)			
7.	TIN No. ( pl attach self certified photocopy)			
8.	Any other details:			

**B. PROFESSIONAL DETAILS**

1.	<b>Type of Experience:</b> State the type of food supply/ catering works carried out in last three years with details regarding daily persons served per day / event, duration etc. (Attach the order copies, experience certificates from clients for such works.)	Mess		Canteen		Catering	
		Years	Months	Years	Months	Years	Months
2.	Total Turn Over in Last Three Years (Attach self attested copies of IT returns.)	Rs.					
3.	Average Turn Over in Last Three Years	Rs.					
4.	Appreciation letters received (Attach self attested copies of IT returns.)	Give brief description					
5.	Warning letter received (Attach self attested copies.)	Give brief description					
6.	Termination letters received ((Attach self attested copies.)	Give brief description					
7.	Any other details						

### C. Technical Documents Details

S. No.	Name of Document	Attached (Yes/No)	Enclosure no.
1	Copy of the valid trade License.		
2	Copy of the valid labour license		
3	Copy of the valid food license		
4	Copy of the registration number		
5	Copy of the registration made with Employees Provident fund		
6	Copy of the registration made with Employees State Insurance Corporation (ESIC)		
7	Copy of the PAN/TAN card		
8	Copy of the income tax return for the financial year 2015-16, 2014-15, 2013-14		
9	Any other registration/ license details		

I, hereby certify that the information given above by me is correct to the best of my knowledge and belief.

**Signature, Name and Seal  
(Contractor)**

Date:

Place: