

Advertisement No. CUJ/GA/Hostel canteen/2016

Date: Dec., 2016

NOTICE INVITING TENDER FOR RUNNING OF CUJ STUDENTS' MESS and CANTEEN

Sealed tenders are invited in the prescribed form available on website of the Central University of Jharkhand www.cuj.ac.in on payment of Rs. 1,000.00 (Rs. One thousand) only (Non-refundable) upto 29th Dec.,2016 for opening and running **4** (four) number of Hostel Mess for approx.**150 plus** students in each mess and in the hostels and **01 canteen services**, situated at Brambe campus of the Central University of Jharkhand for a period of 12 months **which may be extended for further period on satisfactory performance with the mutual consent.**

The tenderer may submit their bid for **one mess or for more than one mess for boys and girls hostel**. However, the tenderer submitting bid (s) for more than one Hostel Mess shall have to make provision for separate kitchen for each Hostel Mess. **For Girls Hostel, Women entrepreneur may be preferred.**

While submitting the tender form the following documents must be enclosed.

- (i) Technical Bid containing information regarding Business turnover of Rs.25 lakh per annum and above, experience and other details of the firm to judge the suitability of the vendor for a) Hostel Mess and b) Canteen services (200-250 persons)
- (ii) Price bid containing price of the items/ full day menu etc.
- (iii) EMD - Tender should accompany a Demand Draft for Rs.60,000/- (Rs. Sixty thousand only) in favour of Central University of Jharkhand, Ranchi, payable at Ranchi.

The duly filled tender document will be submitted to the University on or before 29th Dec., 2016 up to 4.00 pm. The Technical bid (Enclosed with EMD of required amount) will be opened on 30th Dec., 2016 at 11.00 A.M in the Central University of Jharkhand, Brambe, Ranchi. Price bid of Technically Qualified tenderers will be opened on a different date by a Committee appointed for the purpose. A pre bid meeting shall be held on 20th December, 2016. At 11.00 A.M.

The successful tenderer who will be awarded the contract shall have to deposit a 'Security Deposit' of Rs.3.0 lakhs (Rs. **Three lakh only for each mess**) with the Central University of Jharkhand in the form of bank guarantee/DD. The awardee of the contract shall be bound to execute an agreement on non-judicial stamp paper of Rs.100/-. In the event of tenderer backing out before actual award or execution of agreement, the earnest money in full will be forfeited.

The University has the right to cancel or reject any or all the tenders at any stage without assigning any reason.

The payment will be made on monthly basis. The vendor/caterer shall submit the bill before 8th of every month and the bill will be processed within 30 days.

The unsuccessful bidder shall also be empanelled by the University to run the Hostel mess in case of failure in running the mess by the lowest bidder.

On successful acceptance of tender SD in the favour of PBG/SD may be submitted separately for each mess.

16/12/16
REGISTRAR

Technical Bid

- A. The bidder should have a minimum of 2 years experience and technical expertise in undertaking similar works with minimum annual turnover of Rs. 25 lakhs, exclusively in Catering/ Canteen services, preferably at large institutional establishments like Universities, IITs, NITs, IIMs.
- B. The bidder should have obtained before last date of bidding of the work, the requisite licences, approvals, certificates from all statutory authorities including Municipal/Labour/P.F./Income Tax/Sales Tax/Commercial Tax/ESI Dept. etc. valid for the entire duration of the above work and tender in technical bid.
1. Name of the applicant :
 2. Address of the Registered Office:
 3. Year of establishment :
 4. Type of Organization :
(Whether proprietorship, partnership, Private Ltd. Company or Co-operative body etc. In case the applicant is not sole proprietor, Certified copy of a Partnership deed/ Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ companies as the case may be enclosed)
 5. Name of the Proprietor, Partners/ Directors with addresses and phone numbers:
 5. A. No. of mess for which bids have been submitted.....
 6. Details of Registration :
(Name of registering authority, date and registration number)
 7. Whether registered with Government/Semi-Government/Municipal Authorities or any other public organization and since when:
 8. Number of years of experience in the relevant field:
 9. Address and phone numbers of office through which the proposed work of running mess in CUJ, Ranchi will be handled and the name & designation of the in-charge:
 10. a. PAN Number (photocopy to be enclosed) :
and Income Tax return filed for Financial Years
2013-2014 2014-15 and 2015-2016: (Yes/No)
(Photocopies to be enclosed)
 - b. Service tax, Sales tax / VAT Reg. No:
(Number & photocopy of certificates to be given)
 - c. Shops and establishment Act registration number:
(Photocopy to be furnished)
 - d. Contract Labour (R&A) Act License No.:
(Photocopy to be furnished)

11. If applicable, whether ESI and EPF norms are complied: Yes/ No
 If yes,
 ESI Registration No (Enclose copy of certificate to this effect.) :
 EPF Registration No. (Enclose copy of certificate to this effect.)
12. Whether 24x7 service and support will be available: Yes/ No
13. Whether police verification certificate of all staff presently engaged by you kept on record with you: Yes/ No
 If No, the successful bidder shall have to submit the same within 30 days from the award of work.
14. Number of persons employed: PermanentTemporary.....
15. Yearly turnover of Rs. 25Lakh of the organization during last 2 years (enclose copy of audited balance sheet)
16. Annual turnover for providing catering/canteen services:
 Financial Year **2014-2015**:
 Financial Year **2015-2016**:
17. Certified Balance Sheet of last two year of the firm/concern having a minimum gross turnover of Rs. 25 lakh in Mess/Canteen business. The proof of turnover & Income Tax return should be duly attached in the technical bid.
18. Enclose Performance Certificates from previous clients preferably from Educational institution since the year 2014–2015 and2015-2016 in respect of catering/ Canteen for **150 plus** persons.

19. List of similar work executed by you during the last 2 years for Educational institutions:

| Location of the work & name and address of organization | No. of persons fed/day | Contract Period |
|---|------------------------|-----------------|
| | | |

20. List of works in hand of Educational institutions:

| Location of the work & name of organization | No. of persons fed/day | Contract Period | Number of personnel and equipments deployed | Date of award of contract and its validity |
|---|------------------------|-----------------|---|--|
| | | | | |

21. For present offer for CUJ: Name the list of machinery and equipment owned and readily available in hand and proposed to be purchased exclusively for the work specified under this tender.
22. I/We certify that neither any work has been abandoned nor has been rescinded during any part of my contract.

Signature of applicant with seal

Date:

Place:

Note:

1. ALL THE DOCUMENTS ENCLOSED SHOULD BE ARRANGED AND SUBMITTED IN THE SAME SERIAL ORDER AS THEY APPEAR IN THE TECHNICAL BID.

2. Information has to be filled up specifically in the format.

3. Applicant providing insufficient details shall be rejected.

GENERAL TERMS AND CONDITIONS FOR THE AWARD OF CONTRACT

1. There shall be no repetition of vegetables in Lunch and Dinner and the same must be different in Lunch and Dinner as well as on the subsequent days. (Menu of the vegetable shall be determined by the Hostel Mess Management Committee in consultation with the caterer which shall be a provision to change as per need.)
2. The Rice, Dal and Chapatti in Lunch and Dinner shall be unlimited.
3. Initially the contract will be given for 12 months subject to satisfactory performance. The Hostel Mess Management Committee will judge the performance of the establishment after completion of tenure. After reviewing the performance, the contract may be considered for renewal.
4. If at any stage the involvement of the Contractor is found in any uncalled for activity, inside or outside the premises of the University, which may bring disrepute to the University, the contract is liable to be terminated by the Competent Authority by giving one month's notice.
5. University reserves the right to accept or reject the tender without assigning any reason whatsoever the contract may be terminated after giving one month notice by the University. In case Contractor wants to terminate the contract, he/she has to give minimum two months notice.
6. Contractor will be required to deposit Rs. **3.0 lakh (Rs. Three Lakh)** only as security for each Hostel Mess and Canteen Services.
7. The premises of the Hostel **Mess and Canteen Services** will be used for the purpose for which the allotment will be made and not for any other purpose without the written permission of the Competent Authority.
8. The contractor will not be permitted to franchise the Hostel Mess.
9. No person with any adverse police record will be allowed to work in the Hostel Mess.
10. Safety measures are to be provided by the Contractor themselves.
11. Mess bill only be raised against the actual enrolled students, sometimes it may be less than 150.
12. Any change like timing of operation, rate of items and any addition of item(s) to be included in the Hostel Mess and Canteen Services in future will require the permission of the University.
13. The tenderer should have licence under Food Controlled Act.



14. The Contractor will ensure and comply with the provisions of various municipal and other Rules/Regulations/Laws of the Government in respect of wages and other benefits to their employees.
15. The University shall not be the party in case any dispute takes place between the Contractor and their employees.
16. Dispute, if any, between the Contractor and the University shall be subject to the jurisdiction of Ranchi Court only.
17. The University may waive off any condition if the situation demands for it.
18. **Menu** may change as per discussion with the Hostel Mess committee and vendors. Hostel Mess committee will evaluate the quality of food and the materials used for preparation of the food and will have the right to impose fine/penalty in case of unsatisfactory service.
19. Mode of Selection: A Committee constituted by the University will examine all the proposals on the basis of :
 - a. Credentials of the Caterer
 - b. Necessary Statutory Licenses
 - c. Past experience in similar business.
 - d. The menu, quality of the service and price.
20. The lowest bidder will be decided on the basis of Price Bid and the work will be awarded to lowest bidder.
21. The quoted price food and other services should be inclusive of all taxes, VAT and Duties etc.
22. Maintenance cost including electricity bill for the premises under the control of vendor such as kitchen, store, etc. shall be paid by the bidder.
23. The workers employed by the Tenderer (Contractor) shall **wear uniform and name-badge**, which will be provided by the tenderer itself. This should be implemented within 15 days. These workers are not employees of the university and shall not have any claims whatsoever on the university and shall not act detrimental to the interest of the university.

Hygiene Criteria:

- i) The food served by the caterer has to be prepared in clean and hygienic and safe conditions as per the menu and healthy sanitary methods.
- ii) Caterer should wash and maintain dining hall, hand-wash area, dish wash area etc. in highly clean conditions, caterer should also provide hand sanitizer and hand wash.
- iii) The caterer should collect the garbage from the kitchen, dining-hall, dish-wash area and dispose of the same every morning. The surrounding should be kept clean and hygienic by the caterer.
- iv) The caterer should maintain high quality of hygiene, sanitation and safety in the kitchen and dining hall. All the surrounding area of the mess premises should be cleaned and washed daily by the caterer.
- v) After every meal (breakfast, lunch and dinner) all the plates, glasses, spoons and other cutlery are to be cleaned in soap solution and hot water and dried and kept ready for the next meal by the caterer. The caterer must use cleaning material of high quality.
- vi) Mess workers are strictly asked to make in use of hand gloves, aprons, cooking hats etc.
- vii) Dining hall and kitchen should be washed with water and soap solution and mopped after every meal by the caterer.

- viii) Water cooler and purifier should be cleaned and maintained properly by the caterer.
- ix) All the utensils, dinner set and other equipment's required in the mess should be arranged by the caterer and replaced if missing in the kitchen.
- x) The caterer should provide **fly catcher** in the mess premises.
- xi) Non maintenance of above criteria shall result in penalty to be imposed on the vendor as follows:-
- (a) First time warning.
- (b) Second time warning.
- (c) Third time 10% of monthly bill.
- (d) In case of food poisoning 50% of monthly bill plus hospitalisation charge, if any.

Annexure II

Price Bid (A)

MESS CHARGES (as per the menu attached)

| | |
|-----------------|-----|
| BREAKFAST | Rs. |
| LUNCH | Rs. |
| DINNER | Rs. |
| EVENING TEA | Rs. |
| A. Monthly Rate | Rs. |

MENU DETAILS

HOSTEL MESS MENU (STANDARD THALI MEAL)

| Days | Breakfast + Tea | Lunch | Dinner |
|------|---|---|---|
| Mon | Kachori (5 PCS) Aloo Chana Sabji | Tawa Roti, Rice, Chana dal, Sabji, Bhujia, Achar, Salad, Papad | Tawa Roti, Rice, Masoor Dal, Sabji, Sewai, Achar |
| Tue | Alo Paratha (3 PCS), Tomato Chutney | Tawa Roti, Rice, Mix Dal-100gr, Season Sabji, Bhujia, Achar- 50gr, Salad, Papad | Tawa Roti, Rice, Arhar Dal- 100 gram, Sabji, Kheer, Achar |
| Wed | Bread (4 Slice) + Omlet (2 Egg) Bread (4 Slice) + Cutlet (2 PCS) | Tawa Roti, Rice, Chana Dal- Sabji, Bhujia, Achar, Salad, Papad | Tawa Roti, Rice, Chana Dal, Chicken (2 PCS)/Paneer Masala (6 PCS), Achar- 50gram |
| Thu | Plain Paratha (4 PCS), Seasonal Sabji | Tawa Roti, Rice, Dahi Karhi, Bhujia, Achar, Salad, Papad | Tawa Roti, Rice, Dal Fry, Sabji, Achar, Suji Halwa |
| Fri | Sattoo paratha (4 PCS), Tomato Chutney | Tawa Roti, Rice, Rajma, Sabji, Achar, Salad, Bhujia, Papad | Tawa Roti, Rice, Masoor Dal, 02Egg Curry/Veg Manchurian, Achar |
| Sat | Uptapam (4 PCS)/ Idli (4 PCS), Sambhar, Chutney | Khichadi, Aloo Chokha, Achar, Salad, Papad/ (Alternative)/ Veg Biryani with Raita | Tawa Roti, Rice, Arhar Dal, Sabji, Gulab Jamun (1 PCS Medium size)), Achar |
| Sun | Chhola Bhatoora (3 PCS) | Zeera Rice, Dal Tadka, Roti, Sabji, Bhujia, (Alternative), Papad/Salad | Tawa Roti, Rice, Chana Dal, Mix Veg/ Fish Curry, Achar, Rasogulla (1 Pcs Medium size) |

- Menu does not include any non veg. Item in Dinner it should be included at least for 3 days.
- Type of Dal should be divided into Toor, Masoor, Chana, etc
- Sweets in Dinner at least for 3 days.
- Breakfast will be limited items.

Note : Dal - 100 gram and Achar – 50 gram should be provided in each meal.

Price Bid for the Canteen Services

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| S. No | Items | Quantity | Measure | Rate Offered |
|-------|--|-----------|----------------------|--------------|
| | BEVERAGE | | | Rs. |
| 1. | Hot coffee | 150 ml | Per Cup | |
| 2. | Tea regular | 150 ml | Per Cup | |
| 3. | Tea Lemon/Green | 200 ml | Per Glass | |
| 4. | Lassi | 200 ml | Per Glass | |
| | MACHINE BASED | | | |
| 5. | Coffee | 150 ml | Per cup | |
| 6. | Cold Drink | 150 ml | Per cup | |
| 7. | Tea | 150 ml | Per cup | |
| 8. | Standard cold Drink All Brand available in the Market | | | As per MRP |
| 9. | Mineral Water (Standard) | 1litre | Per Bottle | As per MRP |
| | SNACKS & LUNCH | | | |
| 10. | Samosa (Potato) | 120 | per piece | |
| 11. | Kachori | 120 | per piece | |
| 12. | Pastry | 100 | Per Plate/1 piece | |
| 13. | Gulab Jamun | 50-70 | Per Plate/2 | |
| 14. | Chole Bhature | | Per Plate/2 | |
| 15. | Lunch (Roti & Rice, Dal & Two Subji, Veg Salad, Chaas) | | Roti & Rice unlimite | |
| 16. | Bread Pakoda (2 piece) | 100 | Per Plate/2pieces | |
| 17. | Masala Dosa each with Sambar | 175 grams | Per Plate | |
| 18. | Plain (sada) Dosa with Sambar | 150 grams | Per Plate/2 pieces | |
| 19. | Uttappam with chutny | 120 gram | Per Plate | |

| | | | | |
|-----|---|-----------|------------|-----|
| 20. | Vada (2 piece) each with Sambar | 120 grams | Per Plate | |
| 21. | Veg. Cutlet (2 piece) | 100 | Per Plate | |
| 22. | Veg. Sandwich (Two Slice of Bread with sliced Fresh Vegetables and spread) | | Per Plate | |
| 23. | Cheese Sandwiches (Two | | Per Plate | |
| 24. | Bread and Butter (Two Slice of Bread with Butter spread) | | Per Plate | |
| 25. | Bread and Jam (Two Slice of Bread with Jam spread) | | Per Plate | |
| 26. | Bread Piece (three Slice of Bread Roasted in oil or ghee) | | Per Plate | |
| 27. | Veg. Burger (Two Slice of Bun with veg fillings, sliced Fresh Vegetables and Lettuce) | | Per Plate | |
| 28. | Pizza | | Per piece | |
| 29. | Idli (2 pieces) with sambar& chutney | 150 grams | Per Plate | |
| 30. | Chilka with Aloo | 6 pieces | Per plate | |
| 31. | Upma with chutney | 200 | Per Plate | |
| 32. | Poori (5) with sabji | 200 | Per plate | |
| 33. | Pauv Bhaji (2 pieces of pav) | | Per Plate | |
| 34. | Veg. Biryani with curry | 200 | Per Plate | |
| 35. | Rajma Chawal | 200 | Per Plate | |
| 36. | Seasonal Vegetable curry | | Per Plate | |
| 37. | Puri Aloo (4 no.'s) | | Per Plate | |
| 38. | Ice Cream | | | |
| 39. | Yoghurt | | | |
| 40. | Flavoured Milk | | | MRP |
| 41. | Juices (Tetra Pack) | | | MRP |
| 42. | Chicken Biryani | | Half Plate | |
| 43. | Chicken Curry (3 pieces) | | Per Plate | |
| 44. | Vegetable Fried rice | 250 gram | Per Plate | |
| 45. | Jeera rice | 250 gram | Per Plate | |
| 46. | Paneer Curry/Masala | 200 gram | Per Plate | |
| 47. | Roti Plain | | Per piece | |

| | | | | |
|-----|--------------------------|-----------------|-----------|--|
| 48. | Roti (Butter) | | Per piece | |
| 49. | Dal fry | 200 gram | Per Plate | |
| 50. | Aloo Gobi Masala | 200 gram | Per Plate | |
| 51. | Dum Aloo | 200 gram | Per Plate | |
| 52. | Egg Omlette (2 eggs) | | Per Plate | |
| 53. | Egg Omlette (1 eggs) | | Per Plate | |
| 54. | Fish Curry | 200 gram | Per Plate | |
| 55. | Fish Fry | 200 gram | Per plate | |
| 56. | Dhuska and Sikar(Mutton) | Mediu m Size | Per plate | |
| 57. | Burra with Chutney | 2 pieces | Per plate | |
| 58. | Paniska Rice Roti | 2 pieces | Per plate | |
| 59. | Paniska With milk sugar | 2 pieces | Per plate | |
| 60. | Other Dishes (Specify) | | Per plate | |

Note:

1. The above rates are applicable for the entire contract period mentioned in the document.
2. The tender should cater to any minor modifications in the menu items as requested by the students and approved by the Hostel Mess & Canteen Management Committee without any additional cost.
3. The Tender should also include additional items in the menu as decided by the University. Price for such items will be decided based on the price of similar items on the existing menu list
4. Tenderer should also abide by the decision of the University and terms and conditions mentioned in the schedules.

The L1 for the NIT will be considered on the basis of Price Bid-I. Price Bid-II will not be considered for the same.

Note on the Menu:

1. For lunch and dinner a variety must be ensured. Dal of different varieties must be served on different days and for lunch and dinner. This may include the following: Moong dal, Moong sabut, Moong chilke wali, Masur Dal, Masur Sabut, Chana dal, Arhar Dal, Arhar, Kaala chana, Safed chana, Lobia/ raungi, rajma, Urad sabut etc. Similarly, the vegetable of different varieties preferably seasonal vegetables must be served. The contents of potato in any cooked vegetable must not be more than 25% except when potato vegetable is identified in the menu.
2. Oil in food should not be in excess quantity and of good quality and branded.
3. Quality of Rice should be good.
4. Vegetables and food products should be fresh.
5. The detailed daily meal wise menu specifying the dals and vegetables to be served will be identified in the beginning of each month by the Hostel Mess Committee in consultation with the contractor. It will be mandatory for the contractor to serve this menu. In case of any difficulty in the same Hostel Mess Committee must be informed well in time.
6. For residents observing fasts, the Contractor will provide the substitute items in lieu of the regular meal.

Quality of ingredients and other items: Good/Standard/ISI Marked (**Exact brand to be decided by the Hostel Committee and Vendors**)

Timings:

The following timings will be followed:

| | |
|-----------|--|
| Breakfast | : 7.30 am to 9.00 am on weekdays (Monday to Friday) |
| | 8.00 am to 9.30 am on Saturday, Sundays and Holidays |
| Lunch | : 12.00 noon to 2.00 pm on all days |
| Tea | : 4.30 pm to 5.30 pm on all days |
| Dinner | : 8.00 pm to 9.30 pm on all days |

Note: The above schedule is subject to change by the order of Authority.

Note:

- The contractor will have to use their own furniture, Refrigerator, utensils including plates, tumblers, spoons etc. and other items if any for cooking, serving and preserving food.
- All the equipments brought by the contractor into the hostel premises must be registered with the caretaker.
- The contractor will be responsible for the cleaning of the kitchen and the dining area, including the wash basins and the dustbins for maintaining proper hygiene and also for informing the housekeeping staff for cleaning food waste etc. outside the premises of Canteen.
- The contractor will also provide soap cake/ liquid soap for the wash basin.

Employees:

- The contractor will have to register all their employees who will be working in the hostel premises along with a copy of their photograph, residential details for clearance by the CUJ Security.

- The contractor will have to ensure that the employees are in clean and proper uniform and maintain personal hygiene and maintain discipline in the campus.
- No person below 18 years of age will be employed by the Contractor.

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