

झारखण्ड केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF JHARKHAND

(A Central University established by an Act of Parliament of India in 2009)

Ratu –Lohardaga Road, Brambe, Ranchi-835 205. www.cuj.ac.in

Advertisement No. CUJ/Advt./15-16/18

Date: 9th Dec., 2015

NOTICE INVITING TENDER FOR RUNNING OF CUJ STUDENTS' MESS

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 30th December, 2015 for opening and running **5** (five) number of Hostel Mess for **150 plus** students in each Canteen in the hostels 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.

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

- (i) Technical Bid containing information regarding Business turnover, experience and other details of the firm to judge the suitability of the vendor for Hostel Mess.
- (ii) Price bid containing price of the items/ full day menu etc.
- (iii) EMD - Tender should accompany a Demand Draft for Rs.10, 000/- (Rs. Ten 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 30th December, 2015 up to 3.00 pm. The Technical bid (Enclosed with EMD of required amount) will be opened on 30th December, 2015 at 3.30 P.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 19th December, 2015 at 10 AM.

The successful tenderer who will be awarded the contract shall have to deposit a 'Security Deposit' of Rs.1.5 lakhs (Rs. **One lakh fifty thousand 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.

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. 15 lakhs, exclusively in Catering/ Canteen services, preferably at large institutional establishments like Universities, IITs, NITs, IIMs.**
- B. The bidder should have obtained before commencement 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.**
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:
 6. Details of Registration (if applicable) :
(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
2012-2013 2013-14 and 2014-2015: (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: Permanent Temporary.....
15. Yearly turnover of the organization during last 2 years (enclose copy of audited balance sheet)
16. Annual turnover for providing catering/canteen services:
Financial Year **2013-2014**:
Financial Year **2014-2015**:
17. Certified Balance Sheet of last one year of the firm/concern having a minimum gross turnover of Rs. 15 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 2013–2014 and 2014-2015 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 Mess 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. Without assigning any reason 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. **1.5 lakh (Rs. One Lakh Fifty Thousand)** only as security for each Hostel Mess.
7. The premises of the Hostel **Mess** 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. Any change like timing of operation, rate of items and any addition of item(s) to be included in the Hostel Mess in future will require the permission of the University.
12. 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.
13. The University shall not be the party in case any dispute takes place between the Contractor and their employees.
14. Dispute, if any, between the Contractor and the University shall be subject to the jurisdiction of Ranchi Court only.
15. The University may waive off any condition if the situation demands for it.
16. **Menu** may change as per discussion with the Hostel Mess committee and vendors.
17. University will constitute a committee to 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.

18. 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.
19. The lowest bidder will be decided on the basis of Price Bid and the work will be awarded to lowest bidder.
20. The quoted price food and other services should be inclusive of all taxes, VAT and Duties etc.
21. Maintenance cost including electricity bill for the premises under the control of vendor such as kitchen, store, etc. shall be paid by the bidder.
22. The workers employed by the tenderer (contractor) shall wear uniform and name-badge, which will be provided by the tenderer itself. 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.

Price Bid**MESS CANTEEN 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, Season Sabji, Bhujia, Achar, Salad, Papad	Tawa Roti, Rice, Arhar Dal, 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
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, Egg Curry/Veg Manchurian, Achar
Sat	Upttapam (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), 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)

- **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**
- **Lunch and Dinner item should be unlimited except Paneer & Non veg. items.**
- **Sweets in Dinner at least for 3 days.**
- **Breakfast will be limited items.**

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.
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

Timings:

The following timings will be followed:

Breakfast	: 7.00 am to 8.00 am on weekdays (Monday to Saturday)
	8.00 am to 9.30 am on 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.