

**CENTRAL UNIVERSITY OF JHARKHAND**  
(A Central University established by an Act of Parliament of India in 2009)  
Ratu –Lohardaga Road, Brambe, Ranchi

[www.cuj.ac.in](http://www.cuj.ac.in)

Advertisement No. CUJ/GA/TM/20/2013-14

Sealed tenders are invited in the prescribed tender form available on website of the Central University of Jharkhand on payment of Rs. 1,000.00 (Rs. One thousand) only (non-refundable) upto 2nd December 2013 for running 4 (four) number of Messes for 300+ students in each mess in the Central University of Jharkhand for a period of two years from January, 2014.

The tenderer may submit their bid for one/ two/ three/ four messes. However, the tenderer submitting bid (s) for more than one mess shall have to make provision for separate kitchen for each mess.

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

- (i) Technical Bid containing information regarding Business turnover, experience and other details of the firm to judge the suitability of the caterer for 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 2nd December 2013 upto 4.00 pm. The Technical bid (Enclosed with EMD of required amount) will be opened on 3rd December 2013 at 3.00 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.

The successful tenderer who will be awarded the contract shall have to deposit a Security Deposit of Rs. 50,000.00 (Rs. Fifty Thousand only for each mess) with the Central University of Jharkhand. 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 CUJ will have right to forfeit the earnest money in full.

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

REGISTRAR

**Technical Bid**

- A. The bidder should have minimum 3 years experience and technical expertise in undertaking similar works with minimum annual turnover of Rs. 60 lacs, exclusively in Catering services, preferably at large institutional establishments.**
- 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  
2010-11, 2011-2012 and 2012-13: (Yes/No)  
(Photocopies to be enclosed)
- b. Service tax, Sales tax / VAT Regn. 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 3 years (enclose copy of audited balance sheet)

16. Average annual turnover for providing catering services:

Financial Year 2010-11:

Financial Year 2011-2012:

Financial Year 2012-2013:

17. Certified Balance Sheet of last one year of the firm/concern having a minimum gross turnover of Rs. 60 lakh in Mess/Cafeteria 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 2010–2011 in respect of catering for 350+ persons.

19. List of similar work executed by you during the last 3 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:

Notes :

- 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  
TO SUPPLY REGULAR FOOD TO THE RESIDENTS OF HOSTELS OF CUJ,  
RANCHI.**

1. Initially the contract will be given for *two years* subject to satisfactory performance. The Mess Management Committee will judge the performance of the establishment after completion of every year. After reviewing the performance, the contract may be considered for renewal upto a maximum of five year period.
2. If at any stage the involvement of the Contractor in any uncalled for activity is found, inside or outside the premise 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. In case Contractor wants to terminate the contract, he/she has to give minimum two months notice.
3. Contractor will be required to deposit Rs. Fifty Thousand Only for each mess as security.
4. The premises of the 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.
5. The University may shift its full/partial activities in the Permanent Campus(Cheri-Manatu) in the coming days. The contract will have to provide its services in the Permanent Campus when it is asked to do so on the same terms and conditions.
6. The contractor will not be permitted to franchise the Hostel mess.
7. No persons with any adverse police record will be allowed to work in the Hostel.
8. Safety measures are to be provided by the Contractor themselves.
9. Any change like timing of operation, rate of items and any additional item to be included in the Mess in future will require the permission of the University.
10. 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.
11. The University shall not be the party in case any dispute takes place between the Contractor and their employees.
12. Dispute, if any, between the Contractor and the University shall be subject to the jurisdiction of Ranchi Court only.
13. The University may waive off any condition if the situation demands for it.
14. Mode of Selection: A Committee constituted by the University will examine all the proposals on the basis of :

- a. Credentials of the Caterer
- b. Past experience in similar business.
- c. Necessary Statutory Licenses
- d. The menu, quality of the service and price.

## **SPECIFIC TERMS AND CONDITIONS**

### **Mode of Operation:**

- The contractor would provide breakfast, lunch, evening tea with snacks and dinner. Each of these will have certain items mandatory for the contractor to provide as a part of the basic menu. Besides these, certain other items will be available on extra messing. The mandatory items are listed in the detailed menu attached herewith.
- The specific vegetables and dals to be served for each meal will be decided by the Mess Committee in consultation with the contractor at the beginning of each week. Also, Mess Committee and contractor will jointly identify the extra items, which can be made available on each day of a week.
- If a resident has not signed up for a given meal, he can take the meal on payment basis, if so desired.
- Rebate for maximum 15 days ( minimum 5 days at a stretch) in a semester on account of whole meal or part thereof i.e. breakfast, lunch, dinner will be available to the students only if the concerned student informs the Supervisor through the Hostel Caretaker minimum 05(five) days in advance.
- For Extra items, the number of residents interested in the extra items will be identified a day before. Only if the number of residents interested in the items is more than 20, the same will be made available by the contractor.
- In the breakfast, certain items identified in the list of extra items may be provided in lieu of the regular menu of bread etc. Such items will be identified prior after due consultation between Mess Committee and the contractor.
- Only residents of the hostel and authorized guests will be allowed to dine in the mess.
- For each of the meals or extra items, it will be mandatory for the contractor to serve the items at price decided and approved prior by the University.
- All items will be cooked in the kitchen of the hostel. No cooked item, except some snacks identified beforehand, will be brought from outside.
- On special occasions, the menu will be identified by the University and the rates for the same will be also approved by the University Before the actual event. The payment for the special meal will be made as per the approved rates after deducting the rates of the corresponding regular meal.

### **Accounting and Payment:**

- The bills for a given month will be submitted by the contractor to the Account office at the beginning of the next month. The office normally clears the bills within 7-10 days of their submission. The rates for all the items for which the bills are raised, must be approved by the University
- The accounting and collection of coupons if any will be done by the contractor.

- Annexure II

**Price Bid**

A. DAILY MESS RATE ( as per the menu attached) :

BREAKFAST Rs.

LUNCH Rs.

DINNER Rs.

EVENING TEA Rs.

B. RATES FOR FULL DAY MESSING IN LUMP SUM Rs.



**MENU DETAILS**  
**BOYS' HOSTEL MESS MENU**

<b>Day / Food</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
Monday	1. Milk 2. Cornflakes 3. Fried Peanut	1. Rice 2. Daal 3. Wheat flour Roti 4. Rajma 5. Fried Bhujia 6. Dahi	1. Rice 2. Daal 3. Wheat flour Roti 4. Tadka-Roti 5. Onion (Salad) 6. Balushahi
Tuesday	Choola Bhatora	1. Rice 2. Daal 3. Wheat flour Roti 4. Palak Paneer 5. Salad 6. Papad 7. Bhujia	1. Rice 2. Daal 3. Wheat flour Roti 4. Mushroom 5. Bundia
Wednesday	Kauchari Sabji	1. Rice 2. Daal 3. Wheat flour Roti 4. Jeera Rice 5. Tadka 6. Salad 7. Papad	1. Rice 2. Daal 3. Wheat flour Roti 4. Chicken / Paneer 5. Rasgulla
Thursday	Aaloo Sandwich (Fried)	1. Rice 2. Daal 3. Wheat flour Roti 4. Kadhi 5. Fried Bhujia 6. Salad	1. Rice 2. Daal 3. Wheat flour Roti 4. Gobhi Chilli 5. Bundia /Litti Chokha 6. Tamatar Chatni
Friday	Sambhar Bada	1. Rice 2. Daal 3. Wheat flour Roti 4. Mushroom (Mixed Sabji) 5. Dahi	1. Rice 2. Daal 3. Wheat flour Roti 4. Egg Greavy or Veg Chilli 5. Jalebi
Saturday	Aaloo Paratha	1. Khichdi 2. Raita 3. Salad 4. Papad	1. Rice 2. Daal 3. Wheat flour Roti 4. Green vegetable (seasonal) 5. Kheer 6. Puri
Sunday	Bread Omelette / Bread-Jam + Banana	1. Rice 2. Daal 3. Wheat flour Roti 4. Aaloo Dum 5. Dahi 6. Papad 7. Bhujia	1. Rice 2. Daal 3. Wheat flour Roti 4. Fish / Kobta 5. Gulab Jamun

- Note:
1. Oil in food should not be in excess quantity.
  2. Quality of Rice should be good.
  3. Vegetables and food products should be fresh.

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**Price Bid**

A. DAILY MESS RATE ( as per the menu attached) :

BREAKFAST Rs.

LUNCH Rs.

DINNER Rs.

EVENING TEA Rs.

B. RATES FOR FULL DAY MESSING IN LUMP SUM Rs.

**GIRLS' HOSTEL MESS MENU**

<b>Mandatory in everyday meals</b>			
<b>Day / Food</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
	<b>Milk / Tea / Coffee</b>	<b>Salad, Papad, Usna Chawal, Arwa Chawal, Dal, Roti, Bhujiya or Chokha, Pickles</b>	<b>Usna Chawal, Arwa Chawal, Dal, Roti, Pickles</b>
Monday	1. Bread Sandwich (Aaloo), Or Bread Omlette 2. Fruits for all	1. Kadi Badi	Seasonal Sabji
Tuesday	Idli Sambar and Chatni	Seasonal Vegetable	Seasonal Sabji
Wednesday	Roti & Dum Aloo	Mixed Vegetable	Veg – Chilli Paneer Non Veg – Fish Curry & Fish Fry
Thursday	Chola Batura	Aloo Palak	Seasonal Sabji
Friday	Paw Bhaji	Seasonal Vegetable	Veg – Veg Manchurian Non Veg – Egg & Omlette Curry
Saturday	Kachuri Sabji	Seasonal Vegetable	Seasonal Vegetable
Sunday	Stuffed Paratha & Dahi with Chutni and Sauce	Pulao, Dal, Raita and Sabji	Veg – Mushroom or Kofta Non veg – Chicken

**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 dhuli, Moong sabut, Moong chilke wali, Masur Dhuli, Masur Sabut, Chana dal, Arhar Dal, Arhar, Kaala chana, Safed chana, Lobia/ raungi, rajma, Urad sabut etc. No dal must be served more than twice during a week. Similarly, the vegetable of different varieties preferably seasonal vegetables must be served. The same vegetable must not be served more than twice during a week. The contents of potato in any cooked vegetable must not be more than 25% except when potato vegetable is identified in the menu. If any dal or vegetable is served more than twice on any occasion, the residents will have the right not to pay for that item on that day after the Mess Committee has certified the extra repetition of the item.

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 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 Mess Committee must be informed well in time.

4. The contractor will be required to provide khichri or any other suitable item for sick residents in lieu of the regular meals.
5. For residents observing fasts, the Contractor will provide the substitute items in lieu of the regular meal after a minimum number of ten residents ask for the substitute meal.
6. The contractor will not serve any item whose rates have not been approved.

**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	: 7.00 pm to 8.30 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, utensils for cooking as well as serving food, including plates, tumblers, spoons etc.
- 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.
- The contractor will also provide soap cake/liquid soap for the wash basin.

**Employees:**

- The contractor will have to register all his 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.