



मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

(Institution of National Importance under NITs Act, Established by Govt. of India)

J.L.N. Marg, Jaipur-302017 (Raj.) INDIA. www.mnit.ac.in

Tel: 0141-2713373 (Office), Fax : 0141- 2529029

(HOSTEL OFFICE)

NOTICE INVITING TENDER

Chief Warden MNIT, Jaipur invites sealed tender for the following work:

S.No.	Tender No.	Name of Work	Cost of Tender document (Rs.)	Earnest Money Deposit (Rs.)	Remarks
1		Providing messing facility at Ganga Hostel(Girls)	1500/-	400000/-	

The tender document can be obtained in person from the Assistant Registrar (Hostel), MNIT, Jaipur on all working days between 1100 hrs and 1600 hrs. **The last date for sale of tender is 31.01.2019 (11 A.M.)**. In case tender documents are sought by post, a requisition indicating the details of tender documents along with demand draft for tender fee payable at Jaipur drawn in favour of “**MNIT Mess Council**” to be forwarded to the AR (Hostel) at the above address well in advance. MNIT, Jaipur is not responsible for any postal delay.

The AR Hostel or an officer authorized by him may be contacted between 11:00 hrs and 16:00 hrs on any working day for further clarifications if any. Any one who desires to tender is advised to visit the premises and ascertain the nature and quantum of work.

-Sd-

(Upender Pandel)
Chief Warden & Chairman
Mess council

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY, JAIPUR
HOSTEL OFFICE
TENDER DOCUMENT

The tender document comprises of 15 pages and contents of the documents are as following:-

1. **Schedule A :** Important Dates
2. **Schedule B:** Offered rate/quote for mess.
3. **Schedule C:** Terms and Conditions the mess contractor has to adhere to.
4. **Schedule D:** Sample Mess Menu
5. **Schedule E :** Quality of ingredients and other items.
6. **Schedule F :** Prequalification and Professional evaluation

SCHEDULE A

Important Dates

1. Starting Date of issue of tender : **10.01.2019**
2. Last date of receipt of tender : **31.01.2019**
3. Date of opening of tender : **06.02.2019**
for Technical bid only, date for opening price bid will be notified separately to successful bidders.

Note:-

- 1 Sealed tenders are invited for operating mess services. Ganga Hostel (Girls Hostel with dining strength of about minimum 600+ students)
- 2 Tender document can either be downloaded from www.mnit.ac.in or can be obtained from the office of Chief Warden, Hostel office, MNIT, Jaipur
- 3 Tender form duly filled in all respect in only original prescribed format, as supplied by MNIT Jaipur should reach the **Hostel Office**, MNIT, Jaipur -302017, on or before **31.01.2019 (04.00P.M.)**.
- 4 Earnest Money Deposit (EMD) of Rs. 400000/- for Ganga should be deposited through a Demand Draft drawn in favour of “**MNIT MESS COUNCIL**” along with the tender documents.
- 5 Price bid and Technical bid should be placed in separate sealed covers. The EMD as demand draft should be placed along with Technical bid. Both envelops for Bids can be put together in a sealed envelope at the time of submission clearly super-scribing the tender submitted for.

PART-I (TECHNICAL DETAILS)

Technical details should be provided in the prescribed format i.e. Annexure "A" which should inter alia contain the following:

- a. The tenderer should furnish the proof of experience of operating mess service at least 03years in IIT's, NIT's, Central University or other reputed educational institutions (private or Government). **Vendor Operating canteen/cafeteria/ supply of ready made food/ catering services/ training programs need not to apply.** Their bid shall not be accepted. The contractor should furnish the details of staff strength, qualification & experience of supervisory staff, office address for correspondence, contact telephone number etc. The details of the supervisory staff and number of field workers for work to be deployed for this contract should be indicated separately.

Work done certificate for having successfully executed/ completed similar works during the last 3 years ending last day of March of the current year.

“Similar work” means execution of operating students of minimum 600+ strength mess must produce work done certificate from the clients. The work done certificate should mention (1) details of work executed (2) date of commencement (3) date of completion of the work and (4) quality of the work/ services delivered.

- b. An Earnest Money Deposit of Rs. 400000/- will have to be furnished along with tender documents in the form of DD/ Bankers cheque from any one of the Scheduled bank drawn in favour of **MNIT Mess Council** payable at **Jaipur** which will be adjusted towards the Security Deposit, if the contract is awarded.
- c. The tenderer must have annual financial turnover during the last 3 years ending 31st March of the previous financial year not less than 3 crore in each financial year which shall be duly certified by a Chartered Accountant.
- d. PAN Details of the firm has to be indicated along with a certified copy.
- e. An affidavit duly certified by a Notary that the Partners of the firm or sole proprietor or company as the case may be, has never been black listed or changed the name of the firm. The persons deployed for work should not be involved in any police case or any case should be pending against them. Police verification certificate for the persons deployed for work to be submitted.

- f. An affidavit duly certified by a Notary that there is no police case/ vigilance enquiry pending against the Partners of the firm or sole proprietor of Company as the case may be, and that has never been punished by the Hon'ble Court.
- g. Names/ address of two persons who can vouch for the credentials of the contractor and stand surety.
- h. The entire tender document should be duly signed & sealed by the tenderer.
- i. The tenderer shall submit the information regarding his firm in the format enclosed as Annexure "A" as part of Technical bid along with terms & Conditions (duly signed) of Operating Mess for the year (_____) at (_____). The tenderer must have E.P.F./ E.S.I.C. Registration number as per the rules to contribute to E.P.F./ E.S.I.C.
- j. All copies of documents submitted by the tenderer should be attested by a Gazetted Officer or a Notary, otherwise the bids are liable for disqualification. The original documents should be produced for verification at any stage of tender process as and when sought for, failing which, the bids are liable for disqualification.

S.No.	Particulars	Fill in the Details
1	Name of Firm/ Tenderer/ Company (in block letters)	
2	Permanent Address & Telephone	
3	Year of incorporation of the Firm/ Company	
4	Full Postal Address : Telephone/ Fax No./ E-mail	
5	Details of experience of operating mess, in IIT, NIT, Central University or reputed educational University (Private & Govt.) for the last Three years (Separate sheet may be attached). Names of the major clients with their addresses, telephone numbers(enclosed certificates / credentials issued by such clients)	(Attached as enclosure & refer here)
6	Details of infrastructure, persons employed, number of officers/ branches available (attached separate sheet)	(Attached as enclosure & refer here)
7	Details of persons exclusively to be deployed for this work	(Attached as enclosure & refer here)
8	Earnest Money Bank Draft No. & Date, Banker's Name & Branch	(Attached as enclosure & refer here)
9	Proof of Financial Capacity from his bankers / Chartered Accountant	(Attached as enclosure & refer here)
10	An affidavit duly certified by a Notary that the Partners of the firm sole proprietor or Company has never been black listed/ not involved in any Policy Case/ vigilance Enquiry pending or ever been punished by any Hon'ble Court.	(Attached as enclosure & refer here)
11	Latest Income Tax (With TAN/PAN No.) Professional Tax, GST Tax, Service Tax, Reg. No. & Clearance (Last three years) (enclose photo copies)	(Attached as enclosure & refer here)
12	Details of establishment Registration with date obtained from the various authorities (enclose phot copies)	(Attached as enclosure & refer here)
13	Details of E.S.I.C. Registration with Date	
14	Details of E.P.F. Registration with date	
15	Audited balance sheet and Profit/ Loss A/c for the last 3 years (enclose photo copies)	(Attached as enclosure & refer here)

Date:

Signature of Tenderer
Seal & address

PART – II (PRICE -BID)

- a. Price bid should be in the format enclosed with tender at annexure “B” is separate cover. **Failure to provide price bid in sealed separate cover will result in invalidation of the offer.**
- b. Tender envelope should be sealed by sealing wax. **The envelopes containing Technical Bid, Price Bid & EMD should be in separate sealed covers and all the three covers should be put in one sealed cover as indicated above.**
- c. The tender should be clearly filled and signed in ink legibly or type written giving full address of the tenderer. The tenderer should quote in figures as well as in words the amount tendered. Alternation if any, unless legibly attested by the tenderer with his full signature shall invalidate the tender. The tenderer should duly sign the entire tender documents personally.
- d. The tenderer should ensure that the amount are written in such a way that interpolation is not possible. No blank space should be left.
- e. Failure to fulfill any of the conditions given above shall render the tender liable for rejection.
- f. The materials for preparing food should be provided as per brand mentioned in tender documents.

SCHEDULE B

OFFERED RATES OF MESS CONTRACT (PRICE BID) (To be put up in separate envelope for mess)

PRICE QUOTED FOR GANGA MESS (Girls)

Sr. No.	Item	Rate in Rupees
1	Vegetarian Meals per day per person (inclusive of Breakfast, Lunch, Dinner & Tea with snacks) largely based on sample menu enclosed herewith (unlimited serving to each student per day).	

Note:- Rates quoted should be inclusive of all taxes / levy etc. and should be valid at least for 12 months from the commencement of operation.

Declaration by the Bidder

I hereby agree to provide and serve the items mentioned in schedule B as per the rates quoted by me as per the Terms and Conditions mentioned in Schedule C.

Name & Signature of the Bidder

Date:-

Place:-

Address with Phone No. _____

SCHEDULE – C

TERMS & CONDITIONS OF MESS CONTRACT

Mess contractor will be finalized based on experience, contracts executed and 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 up the quality of food served etc. by the mess contractor at the place of his/her current contract of mess. Mess Contractor (herein after referred as contractor) is required to note that health, safety and satisfaction of the authorized hostel inmates (students of MNIT Jaipur) is the prime concern of the hostel authority. On behalf of the students of these hostels, Chief Warden Office is laying down the following terms and conditions which shall be binding to the contractor.

1. To complete the process of awarding the mess work to a firm, there shall be a contract agreement between Mess Council Jaipur and the approved bidder on a Rs. 500/- non judicial stamp paper.
2. The contract shall be purely temporary in nature and shall initially be for one year from the date of start of providing the mess services in a particular mess. The duration of the contract / award can be extended by the Mess Council, Jaipur for another year /s on the approval of the competent authorities of the Mess Council based on the recommendations of the Mess Committee and Warden/s of the hostel, respectively.
3. The quality of performance related to the work shall remains the essence of the contract. Hygiene, adherence to quality service and usage of mess committee approved cooking materials are prerequisite and the contract shall be null and void on the breach of these stands by the firms. The maintenance of safety, health and hygienic conditions in and around the mess / kitchen will be the responsibility of the contractor. Warden's suggestions/ instructions regarding cleanliness have to be followed and the expenditure towards this is to be borne by the contractor.
4. Mess Council shall provide kitchen space, furnished dining space with free water and electric supply.
5. The water supply shall be provided by the Mess Council, however wastage of water shall strictly be avoided by the firm. Any undue wastage of water shall be penalty inviting. The penalty shall be decided by the respective warden and shall be Rs. 5000/- per offence.
6. The Mess Council shall provide the electricity supply and fittings. The electricity fixtures (including fan, tube lights, exhaust fan, switches, plugs and electricity wiring etc.) shall be returned in as received conditions on the completion of the contract.
7. The caterer has to serve as per the menu approved by the mess committee of the hostel a sample menu for a week is attached herewith.
8. The contract is only for Academic year 2019-20. Normal duration of academic year shall be June,2019 to May,2020.
9. The hostel office will provide necessary facilities such as service dishes other items viz working tables, racks, shelf, wet grinder, chapatti puffer, cooking burners, mixer grinder, four door fridge, Idali maker, dosa making, Tawa flour, mixing machine, pulbalizer, gas line storage. 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 have to replace the lost items/

carry out necessary repair subjected to approval and instructions of the respective Warden / Chief Warden. LPG which are required to run the mess will have to be arranged by the contractor.

10. The contractor is required to keep at least one attendant/ mess worker per 25 students. In addition, one mess manager, one cook (as per the applicable Food Safety and Standard Act.) and a helper to cook is also to be provided for effective functioning and arrangements of the mess. Mess workers can either be male or female (aged between 18 to 60 years).
11. One month notice is required on either side for the termination of the contract service if such a condition arises during the contract period.
12. The contractor will run the mess to a maximum number of students as mentioned earlier or as per actual to be informed by the Chief Warden.
13. If the mess management is not up to the mark or the quality of the food is below standard or unhealthy or unhygienic, than Chief Warden on the recommendation of the respective Warden of Hostel Mess is empowered to terminate the contract with a short **notice of one week**. The Hostel Mess Committee's opinion is final as far as the food quality / mess management is concerned.
14. Food / any other items should not be served inside the room of hostel inmates unless in exceptional cases or ill health on directives of Warden.
15. Hygiene, overall cleanliness of surrounding kitchen and the food, raw materials, ingredients etc. are to be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of cooked food shall not be stored / preserved / reserved after meals. Not following wardens suggestions/ instructions in above matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same (upto 10% of monthly bill as decided by Chief Warden office on the recommendations of respective warden).
16. Mess workers and cook should be healthy and medically fit. They are required to have a regular check up with the Institute's Dispensary. If any mess worker is found medically unfit, he may not be given permission to continue his duties and mess contractor has to be replace him immediately without fail.
17. **Contractors are required to provide uniform to the mess workers as follows:-**
 - a. **Gray shirt to the mess workers. (apron, hand gloves and caps)**
 - b. **White Shirt to mess supervisor / Mess Manager.**
 - c. **Identity card to each mess worker.**

It is to be ensured that whenever the mess workers are on duty they should be in uniform.

18. **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, to suit the availability of seasonal vegetables and their market supply by the hostel committee.

19. The meals should be served during the following timings.

Break Fast	07:30 A.M. to 09:30 A.M.
Lunch	12.00 noon to 02:00 P.M.
Tea with Snacks	05.30 P.M. to 06.30 P.M.
Dinner	07:30 P.M. to 09:30 P.M.

The timings may be changed on special days or as and when such circumstances arise.

- 20.No Mess off will be given to individual students under normal circumstances. Mess off would only be given if a student is not keeping well and admitted in hospital / going for academic / sports activity deputed by the Institute and he/she submits application through ERP to hostel office well in advance (at least 3 days in advance) before leaving or during Institute vacation period or any other reason deemed fit by Warden.
- 21.Contractor shall provide light food to the sick students during his /their sickness period and no extra charge will be paid for the same.
- 22.Fortnight payment to the contractor will be made by Warden / Chief Warden in one installment after the submission of actual mess bill.
- 23.Contractor has to collect the guest charges directly from the students / guests.
- 24.At present this mess contract period is for academic session 2019-20 for both the semesters for Girls Hostel. If hostel inmates and hostel authority are satisfied with the performance of the contractor, the contract period may be extended without inviting the tender for the period of next academic years maximum up to 2 year on the same terms & condition.
- 25.The mess utensils are to be cleaned with hot water using good quality detergent powder / soap after every meals.
- 26.Mess contractor or his representative manager is required to remain present in the mess when the food is prepared and served in the mess.
- 27.The payment/ calculation of mess bill would be on actual days of operation of the mess and actual number of students served.
- 28.All the items to be served in the mess including curd shall be prepared preferably in the mess.
- 29.The contractor is required to maintain the details of all his employees / mess workers. This information along with their photographs shall be submitted to respective Warden and also to Chief Warden Office.**
- 30.Liability / responsibility in case of any accident causing injury / death to 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.
- 31.Storage / consumption of any alcoholic drink/ liquor is strictly prohibited. The contractor shall not serve any of such substance / drink in mess / hostel. Smoking, consuming gutakha, tobacco etc. is also prohibited in hostel premises.
- 32.Guest charges shall be decided by the committee of Wardens for ordinary / special meals which shall be slightly on higher side than the approved daily rates of the contractor.
- 33.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.
- 34.The contractor and his workers must behave politely with hostel inmates. The contractor shall be fully 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 has to take action as suggested by the warden under intimation to the Chief Warden.

35. Decision of the 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. 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 of the same.
37. Chief Warden reserve the right to reject any / all tenders without assigning reasons thereof.
38. It is mandatory to mess operator to obtain certificate under new Food Safety & Standard Act, 2011 (FSSSI)
39. Rates of diet may be revised after completion of one year with mutual consent of Mess Committee/ Council of Wardens and vender duly approved by the Chief Warden.

SCHEDULE D -I

Mess Menu (Girls Hostel)

Day	Breakfast	Lunch	Dinner	Snacks
Monday	Poha +Namkeen+Tomato sauce Fruit (Bananas) + Milk+ Bread+ Butter +Jam +Tea	Kadhi+ Gatta Pakoda/ Mix Veg+ Rice+ Roti+ Salad+ Butter Milk +Pickle	Manchurian+ Fried Rice+ Dal+ Roti+ Salad +Pickle	Bhel-Puri+Tea (Green Chutney)
Tuesday	Vada-Sambhar (Coconut Chutney) / Uttapham- Sambhar+ Milk+ Cornflakes + Bread+ butter+ Jam+Tea	Lobia/ Chana Matar+ Rice+ Roti+ Salad+ Butter Milk+Pickle	Gravy Ghana+ Poori +Rice + Salad+Pickle	Sewaiyan+Tea (Tomato Sauce)
Wednesday	Phav-Bhaji+ Coffee+ Bread+ Butter+ Jam+Tea	Rajma+ Aloo Copsicum/ Beans+ Zeera Rice+ Roti+ Salad+ Curd+ Pickle	Seasonal Veg+ Dal+ Rice+ Roti+ Salad+ Egg Curry +Pickle	Fried Idli+Tea (Tomato Sauce)
Thursday	Cutlets+ Sprouts+ Boiled Egg+ Milk+ Bread+ Butter+ Jam+Tea Cornflakes	Seasonal Veg+ Dal+ Onion+Rice +Salad+ Curd or butter milk+Pickle	Malai Kofta+ Dal+ Rice+ Roti+ Salad+ Sweet+ Pickle	Poha+Tea (Tomato Sauce)
Friday	Sandwich/ Pasta (Tomato Sauce)+ Omlette+ Milk+ Bread+ Butter+ Jam+ Tea + Cornflakes	Plain paratha+ Rice+ Rice+ Salad+ Boondi Raita+Pickle	Corn Palak+ Bhindi+ Dal+ Rice+ Roti+ Salad+Pickle	Pulao/ Masala Rice Tea
Saturday	Idli-Sambhar (Coconut Chutney) +Milk+ Bread+ Butter+ Jam+Tea+ Cornflakes	Chole Bhature+ Pulao+ Matar+ Roti+ Salad+ Veg Raita+Pickle	Dal Makhani+ Jeera Aloo/ Aloo Challi + Rice+ Roti+ Salad +Pickle	Samosa+Tea Red Chutney/ Sauce
Sunday	Aloo- Paratha (Pickle) (Methi, Gobi, Pyaz)+ Milk+ Butter+ Jam+Tea + Cornflakes	Kadhai Paneer+ Tandoori/ Lucha/ paratha+ Roti+ Veg+ Pulao+ Salad+ Ice-Cream+Pickle	Dal+ Mix Veg+ Rice+ Roti+ Salad+Pickle	Choumein+Tea Tomato Sauce)

नोट : माह में दो बार दाल, बाटी और चूरमा सुविधानुसार दिया जायेगा ।
माह में मिठाई 04 चार अलग अलग होगी

Evening Snacks

Evening Snacks with Tea							
	सोमवार	मंगलवार	बुधवार	गुरुवार	शुक्रवार	शनिवार	रविवार
1	चावल फाईड	बेड रोल	इडली फ्राई	पोहा	भेलपुरी	सेन्डविच	समोसा

SCHEDULE E

Quality of ingredients and other items.

- i. Butter will be Amul/ Mother Dairy/ Saras/ Nutralite or as approved by the mess committee
- ii. Jam will be of Kissan or as approved by the mess committee
- iii. Oil will be refined oil : Sundrop/ Fortune/ Chamble
- iv. Rice will be good basmati as approved by the mess Committee
- v. Wheat Atta must be approved by the Mess Committee
- vi. Coffee: Nescafe/ Bru or as approved by the mess committee
- vii. Tea must be branded and approved by the Mess Committee
- viii Ketchup and Pickles must be of Kissan/ Nafed/ MTR/ Nilons/ Cremica
- ix Milk will be toned milk of Amul/ Saras/ Mother Dairy.
- x. Salt will be iodised branded salt and masala shall be either or MDH/BMC/ Ramdev/ Reliance/ Catch or as approved by the mess committee
- xi. Besan will be of / Rajdhani/ Shakti Bhog or any Agmark approved by Mess Committee

Brand of any other item required or any of the above items in case of non-availability of above brands, will be mutually decided by the Hostel Mess Committee and the Contractor, and approved by the competent authority.

SCHEDULE –F

Pre qualification and professional evaluation details

Part – I General Details

1. Name & Address of the Bidder & Firm _____
2. Contract Phone Number/ e-mail _____
3. Type of organization / Enterprise _____
4. Registration Details Authority Reg. No. Date _____
5. PAN Card No. _____
6. Service Tax No. and Details _____
7. EMD Details _____

All the details must be filled by the contractor ; otherwise the tender will be rejected.

Date :

(Signature of Bidder)

Place:

Name: _____

Stamp & Seal

Part II Professional Details

Type of Experience Mess

1. Please state mess works 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) Use extra sheet if required.
2. Total turnover in last three years including current work.
3. Staff Available (in numbers) Managers, cook and helper.
4. Give details of termination of any of the previous contracts (if any).
5. Give references at least two numbers) where you are currently providing such services
 - a. _____
 - b. _____

All the details must to be filled 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.

1. Part I and II of Schedule E are to be filled with relevant details.
2. Satisfactory visit report by Committee to contractor's site, if felt necessary.
3. Satisfactory feedback received from reference quoted above & other sites on which contractor has worked, if felt necessary.
4. Minimum annual average turnover during past three year should be Rs. 3 Crore in each year from operating mess.

Date :-

Place:-

(Signature of the Bidder)

Name:- _____

Stamp & Seal