

KURUKSHETRA UNIVERSITY, KURUKSHETRA

(Established by the State Legislature Act-XII of 1956)

('A+' Grade, NAAC Accredited)

TENDER/BID NOTICE

Sealed tenders/bids are invited from the experienced and financially sound Mess Contractors/Agencies having GST & Service Tax No. and atleast 2 years experience of running mess of a hostel having capacity of atleast 150 residents in a State University/Central University/Deemed University/Govt. Institute/Govt. Department, for allotment of mess work of providing 3 meals per day to the residents of Boys' & Girls' Hostels (i) Ch. Devi Lal Bhawan (228) & Swami Vivekanand Bhawan (132), (ii) Ch. Ranbir Singh Bhawan (282) & Dr. Ambedkar Bhawan (100), (iii) Shaheed Bhagat Singh Bhawan (550), (iv) Uttra Bhawan (420), (v) Devyani Bhawan (435), (vi) Kalpna Chawla Bhawan (290), (vii) Luxmi Bai Bhawan (285), (viii) Yamuna Bhawan (380) for the academic session 2020-21 (upto May 2021). The number of seats may increase/decrease.

Tender/Bid Form (separate for each hostel) along with Financial and General Terms & Conditions (Undertaking) and Menu etc. can be had from the office of the undersigned or may be downloaded from the University website www.kuk.ac.in. Tender/Bid Form will be accepted upto 25.06.2020 at 5:00 pm and the same will be opened on 26.06.2020 at 11:00 am in the office of the undersigned. Tender/Bid Form duly filled in must accompany EMD (Earnest Money Deposit) of ₹1,00,000/- (Rupees One Lakh only) per hostel and cost of Tender/Bid Form (non-refundable) of ₹2,000/- (Rupees Two Thousand only) per form per hostel, separately in the shape of Bank Drafts favouring '**Chief Warden, Kurukshetra University, Kurukshetra**'. Tender/Bid Form without earnest money, cost of tender/bid form, incomplete or conditional tender/bid and received after due date will not be considered and summarily rejected. Only one hostel will be allotted to the eligible Tenderer. In exceptional circumstances, more than one hostel can be allotted to a Tenderer as per discretion of the competent authority. Kurukshetra University reserves the rights to award mess contract to a single Tenderer or more and accept or reject any tender/bid without assigning any reason. The University has the right to alter/delete/add any terms & conditions at any time during the tenure of contract. Tender(s) will only be accepted by Speed Post/Registered Post. The University/office will not be responsible for any postal delay. No form will be received by hand or through courier.

CHIEF WARDEN (M & W)

Information regarding Mess Tender – 2020-21

List of Documents:

Sr. No.	Particulars	Annexure No.
1.	Tender Notice	T-I
2.	Detailed Notice Tender Document (1 page)	T-II
3.	Tender Form (2 pages)	T-III
4.	Financial Bid (1 page)	T-IV
5.	Terms & Conditions (Eligibility Criteria) (1-page) containing the list of documents to be attached with Tender Form	T-V
6.	Financial Terms & Conditions (1-pages)	T-VI
7.	General Terms & conditions (on a judicial stamp paper of ₹ 100) (2-pages)	T-VII
8.	Menu	T-VIII

DETAILED NOTICE/TENDER DOCUMENT

Tenders/Bids are invited for allotment of contract of Hostels Messes in single stage two cover systems and request for Technical Bid/Financial Bid:

Sr. No.	Name of services	EMD to be deposited by Bidder	Tender Document fee & services fee (₹)	Opening Date & Time of Bid/Tender
1.	Contract of Hostels Messes	Rupees One Lakh only, per hostel (through Demand Draft) Deposited along with tender form positively	₹2000/- (non-refundable/ adjustable)	26.06.2020 at 11:00 AM

That in case of holiday on the date of opening of the tenders, the tenders shall be opened on the next working day.

Under this process, the Technical Bid application as well as Price/Financial Bid shall be invited at single stage under two covers i.e. Technical & Commercial Envelope. Eligibility and qualification of the applicant will be first examined on the basis of the details submitted under first cover (Technical Bid) with respect to eligibility and qualification/criteria prescribed in this Tender/Bid document. The price Bid under the second cover shall be opened of only those Applicants whose Technical Bids are found as per the requirements of the tender document.

T-III

Please paste here
Tenderer's recent
passport size
photograph.

TENDER FORM

(To be submitted upto 25.06.2020 by Speed Post/Registered Post by 5:00 pm)

Nature of Service : **Providing Mess work for three meals per day to the residents of University Hostel**

(Indicate name of the Hostel)
(Subject to change by the University)

1. Name of Tenderer/Bidder : _____
2. Age (attach age proof) : _____
3. Complete Address (attach address proof) : _____

4. Telephone/Mobile No. : _____
5. Period of contract : 2020-21 (upto 31.05.2021)
6. Registration No. of Individual/ Firm/ Company (Annexure-I) : _____
7. GST No. (copy enclosed) (Annexure-II) : Yes/No
8. PAN (copy enclosed) (Annexure-III) : Yes/No
9. FSSAI Certificate (copy attached) (Annexure-IV) : Yes/No
10. Service Tax No. (copy attached) (Annexure-V) : Yes/No
11. Average annual turn over ₹25,00,000/- (copy of balance sheet attached) (Annexure-VI) : Yes/No
12. Income Tax Return of last two years (copy attached) (Annexure-VII) : Yes/No
13. GST deposited during the financial year 2019-20 (copy attached) (Annexure-VIII) : Yes/No
14. Experience-cum-Character Certificate (attach proof) (Annexure-IX) : Yes/No
15. Affidavit on Non-Judicial stamp paper regarding black listing (Annexure-X). : Yes/No
16. Affidavit on Non-Judicial stamp paper regarding default in payment to any third party(Annexure-XI) : Yes/No
17. Earnest Money : ₹1,00,000/- per hostel
D.D. No. _____ date _____
(payable at Kurukshetra University)
Name of the bank _____

Encls: As above.

Signature of Tenderer/Bidder
P.T.O.

Undertaking:

I have gone through the terms & conditions and the menu supplied along with Tender/Bid Form which I have fully understood. I do hereby undertake to abide by all the terms & conditions including instructions to be issued by the hostel authorities, Kurukshetra University, Kurukshetra from time to time for due discharge of undertaking. I have not been black listed/debarred for doing the said business by any institution nor there is litigation with any institution with regard to running the mess.

Place :

Date : _____

Signature of Tenderer/Bidder

Witness/Referees:

Mr./Ms. _____ **is known to me for the last** _____ **years.**

1. _____

Signature

2. _____

Signature

TO BE SENT IN A SEPARATE ENVELOPE

T-IV

FINANCIAL BID

**BID DOCUMENT FOR MESS SERVICES FOR UNIVERSITY HOSTELS
KURUKSHETRA UNIVERSITY, KURUKSHETRA
Rate of Meal**

**RATE OF THREE MEALS PER DAY (BREAKFAST, LUNCH & DINNER TAKEN
TOGETHER AS PER MENU PRESCRIBED IN THE TENDER DOCUMENT)**

Item No.	MEAL	(Rate in Rupees excluding GST)	
		Figure	Words
1.	Breakfast, Lunch & Dinner (as per menu)		

Signature of bidder with seal

Terms & Conditions (Eligibility Criteria):

1. The Tenderer/Bidder must have atleast 2 years experience in running mess in a State University/Central University/Deemed University/Govt. Institute/Govt. Department for atleast 150 residents. Attach copy of experience (Annexure-IX).
2. The Tenderer/Bidder shall produce a Character Certificate from the concerned authority that he/she bears a good moral character (Annexure-IX).
3. An Affidavit duly issued by the 1st Class Magistrate to the fact that:
 - i) The Tenderer/Bidder has not been blacklisted/debarred by any State University/ Govt. Institute for running hostel mess in such institution (Annexure-X).
 - ii) The Tenderer/Bidder has not defaulted in making payment to any 3rd party during the tenancy of the contract for running hostel mess in any State University/Govt. Institute (Annexure-XI).
4. Identity Proof of Tenderer/Bidder (Aadhar Card/Ration Card/Driving License).
5. In case of girls' hostel mess, the male tenderer aspirant shall not be below the age of 50 years. However, female tenderer would be given preference for girls' hostels.
6. The Tenderer/Bidder must submit the following documents with the Tender Form:
 - 1) Regn. No. of Individual/Firm/Company as the case may be. (Annexure-I)
 - 2) GST No. (Annexure-II)
 - 3) PAN No. (Annexure-III)
 - 4) Valid Food License (FSSAI) (Annexure-IV)
 - 5) Service Tax No. (Annexure-V)
 - 6) Annual Turn Over (copy of Balance Sheet) (Annexure-VI)
 - 7) Income tax return of last two years (Annexure-VII)
 - 8) Copy of GST deposited during the financial year 2019-20. (Annexure-VIII)
 - 9) Affidavit (Experience) (Annexure-IX)
 - 10) Affidavit (Black Listed) (Annexure-X)
 - 11) Experience (3rd party payment) (Annexure-XI)

Financial Terms and Conditions:**SECURITY**

1. The successful Contractor shall have to make following payments:
Earnest Money:- ₹1,00,000/- (Rupees One Lac only) for each tender in the shape of Bank Draft in favour of Chief Warden, Kurukshetra University, Kurukshetra payable at Kurukshetra which is to be given along with tender form.
2. The Contractor shall deposit **₹15,000/-** (Rupees Fifteen Thousand only) in cash as **security for utensils/equipments**. The same shall be refundable at the end of the session after settlement.
3. **Gas installation and empty gas cylinders** will be provided by the hostel against a **Cash security of ₹25,000/-** (Rupees Twenty Five Thousand only). To get refilling of LPG cylinders and to ensure safety measures the maintenance, repair etc. will be entire responsibility of the contractor. The losses for these, if any, shall be deducted from the Contractor.

RENT/ELECTRICITY CHARGES

4. **₹5,000/-** (Rupees Five Thousand only) per month will be charged from the contractor **towards rent/utility charges for the use of Mess premises** in the Hostel with all fittings & fixtures etc. The payment will be deposited by 10th of every month.
5. **₹2,000/- per month will be charged for the use of Utensils** for cooking, serving etc. which shall be supplied by the Chief Warden to the Contractor and have to be returned to the hostel office at the end of the session. Breakage and loss of these utensils shall be responsibility of the Contractor and recovery, if any, at current rates shall be made from the security deposit of the Contractor.
6. The **Electricity Bill** will be charged from the contractor as per actual Consumption/ Electricity Bill.
7. The Contractor and the Mess servant shall be responsible for keeping the Mess neat & clean and maintaining hygienic condition. The Mess staff will wear uniform while on duty & use aprons & overalls provided by the contractor. Non-compliance of this shall make the contractor liable to pay a fine of ₹2,000/- (Rupees Two Thousand only).
8. The Contractor shall not close the Mess without the order of the Chief Warden/Warden. Any such misconduct shall be liable to a fine of ₹5,000/-(Rupees Five Thousand only) or more or termination of contract or both.
9. For violation of any of the obligations and terms & conditions mentioned in the contract/agreement, the contractor shall be liable to pay fine as imposed from time to time by the University Authorities which shall not exceed ₹10,000/- (Rupees Ten Thousands only) at a time.
10. To avoid any dispute regarding the mess bills, the contractor shall maintain a register which shall be countersigned by the Warden/Supervisor.
11. The Committee has the right to reject or to accept the bid of any tenderer on the basis of past performance or financial strength or experience upto the satisfaction of the Committee. The Committee has the right to decide a uniform diet rate for all girls' hostels and a uniform diet rate for all boys' hostels at the time of negotiation or as decided by the Committee without compromising with food quality. The allotted party shall be liable to supply food as per prescribed menu and subject to fulfilment of other terms & conditions.

To be executed on the judicial paper worth ₹100/- (within 30 days after allotment of Mess Contract)

KURUKSHETRA UNIVERSITY, KURUKSHETRA

GENERAL TERMS & CONDITIONS/UNDERTAKING

It would be mandatory for the male tenderers aspirant to run the mess of girls' hostels that he shall not be below the age of 50 years.

1. That the mess entrusted to me by the University/Hostel authorities will be utilized for doing the business of serving meals three times a day to the hostel residents and it would be kept by me in perfect hygienic and sanitary conditions and in order. The mess premises shall be handed over back to the University/hostel authorities after the termination of contract period i.e. **31.05.2021**, in the same condition with all the fittings and fixtures, utensils, furniture etc. as were provided by the University/Hostel or to be provided in due course during the contract period.
2. That the service staff would be employed by me on the ratio of 30 students: 1 Ward Bearer excluding Cook, Chapatiman, Pantryman etc.
3. That the mess workers/service staff would be kept neat and clean with properly washed dress/uniform.
4. That I will not entertain my guests in the hostel.
5. That I will provide washed towels on all the wash-basins after every meal.
6. That I shall charge the rate of per diet/per day @ _____ which will include Breakfast, Lunch and Dinner as agreed upon with the hostel authorities together with Menu of Breakfast, Lunch and the Dinner. The GST will be charged extra as applicable.
7. I shall deposit the GST monthly. In case of any delay I shall be personally responsible.
8. That I shall deposit Security of **₹1,00,000/-** (for each hostel) which will be refundable to me after the termination of contract period. The security shall bear no interest in any form. The approved menu shall be prominently displayed on the Notice Board inside the mess hall by me.
9. I shall pay all other securities and rent etc. whatsoever without any delay.
10. That I undertake to render satisfactory service to the hostel residents. University/Hostel authorities shall have the right to exercise check in any form at any time.
11. That in case of any default, complaint or deterioration of required quality or if otherwise observed, I shall be responsible for any penalty levied by the University/Hostel Authorities and shall deposit the penalty within a week from the date of issue of such orders.
12. That in case of any loss or damage to the residents of the hostel due to my negligence or on the part of my employees, I shall be responsible to make good the loss to the residents. In the event of dispute about the extent of compensation payable to the residents for the loss/damage done by me or any one of my employee, the matter shall be decided by the Chief Warden/University authorities whose decision shall be final and binding upon me.
13. That all hostel property inside the Mess Hall shall be my responsibility. I will take care of all the items of the hostel in the Mess & Dining Hall and chairs & tables, water cooler, refrigerator, gas stove and all utensils for cooking & serving the food in the mess issued to me by the hostel office.
14. That I shall prepare the mess bill for the residents by the 10th of every month, in writing, to the Warden of the hostel. To avoid any dispute regarding the mess bill, I shall maintain a register and allow the students to SIGN on a daily basis regarding the number of diets consumed which shall be countersigned by me in the presence of the hostel residents on daily basis.
15. That the approved menu and diet charges shall be prominently displayed on the Notice Board inside the Mess Hall by me.
16. That no outsider i.e. non-resident of the hostel(s) shall be allowed to take food without prior consent/permission of the Warden/Chief Warden.
17. That I will arrange the identity cards for my workers/staff and their antecedents will be got verified from local police and the report will be submitted to the office of the Chief Warden and the Warden of the concerned hostel.

18. That **no room service will be provided** to the hostel residents except on valid medical grounds, after the approval of the Chief Warden. In case of violation of this rule, a fine of ₹100/- each will be imposed on me as well as residents.
19. That I shall not transfer or sublet the mess in full or part thereof. I undertake to run the Mess myself.
20. That I will use only branded and good quality of raw-material for preparation of meals i.e. wheat flour, pulses, spices, refined oil, Jam, Bread and Milk/dairy products etc. There will be no compromise with the quality of food.
21. That the University/Hostel Authorities shall have the right to cancel the contract of running the mess of _____ at any time without assigning any reason.
22. That the University/Hostel Authorities will have the right to delete/add any clause of this license deed.
23. That I have fully studied and understood the above terms and conditions and undertake to abide by all these terms and conditions fully.
24. That I shall be solely responsible for any incident of food poisoning etc.
25. That I shall agree, if I terminate the contract before the expiry of period without serving a notice of three months in advance, the University/Hostel Authorities is free to forfeit my EMD.
26. That I shall cooperate with the Hostel Authorities regarding garbage disposal of the mess and follow their instructions to ensure proper disposal.
27. That I will employ medically fit persons only. All employees before being engaged by me for duty shall undergo a complete medical check-up and submit a medical fitness certificate from the Govt. Hospital.
28. That I shall be bound to submit an affidavit of my staff along with their address proof taking full responsibility of my staff.
29. No unauthorized person shall enter in the mess of hostel without written permission of the Chief Warden/University authorities.
30. LPG Cylinders shall not be taken out of the fixed system. In case of any misuse or malpractice by me, the contract shall be terminated without any notice. Legal action will be taken against me for the use of kerosene oil, stove or any other prohibited fuels.
31. I assure that I shall not employ any **child labourer in the mess** whose age is less than 14 years otherwise legal action may be taken against me according to the Law of Land.
32. Smoking and consumption of alcohol/intoxicants in the hostel premises is strictly prohibited.
33. In case of any dispute arises in this respect, the Registrar, KUK shall be the sole arbitrator and his/her decision shall be final and binding on both the parties.
34. In case any University employee's/student's complaint is received regarding misconduct/misbehaviour of contractor's personnel, a penalty of ₹5000/- for each such incident shall be levied and shall be deducted from the contractor's bill. Further, the contractor shall remove such personnel from the system immediately.
35. Breach of terms of the contract or unsatisfactory service may lead to imposition of fine/ issue of warning and/or termination of contract.
36. All disputes concerning in any way with this work are subject to KUK jurisdiction only.
37. I shall submit an affidavit duly issued by the First Class Magistrate to the fact that I have never been blacklisted/debarred in the past.
38. The mess hall and kitchen will be kept neat and clean all the time.

Dated :

Signature of the applicant

Surety No.1

With full permanent Address

Surety No.2

With full permanent Address

MENU FOR BOYS' & GIRLS' HOSTELS MESS
(2020-21)

BREAKFAST

MONDAY	Aloo Prantha+Butter/Curd/Tea
TUESDAY	Palak Onion Paratha +Butter /Curd / Tea
WEDNESDAY	Daliya Milk/ Tea
THURSDAY	Onion Paratha+Butter/Curd/Tea MILK/TEA=200 GMS.
FRIDAY	Àloo Paratha+Butter/Curd/Tea
SATURDAY	Plain Prantha+Butter/Curd/Tea
SUNDAY	Palak Onion Paratha +Butter/Curd/Tea

LUNCH

MONDAY	Rajmah + Rice + Chapati + Dahi Raita + Seasonal Salad
TUESDAY	Kala Chana + Rice + Chapati + Dahi Raita + Seasonal Salad
WEDNESDAY	Mix Vegetable + Paneer + Kheer/Halwa + Puri + Rice (special)
THURSDAY	Rice + Chapati + Kadhi + Seasonal Salad + Aalu Zira
FRIDAY	White Chana + Dahi Raita + Rice + Chapati + Seasonal Salad
SATURDAY	Rajmah + Rice + Chapati + Dahi + Seasonal Salad
SUNDAY	Seasonal Vegetables + Mixed Dal + Rice + Chapatis + Dahi + Seasonal Salad

DINNER

MONDAY	Dal Moong Dhuli+Chapati+Rice+Seasonal Salad+Seasonal Vegetable+Kheer
TUESDAY	Dal Masoor Sabut/Chhilka+Chapati+Rice+Seasonal Salad+Seasonal Vegetable
WEDNESDAY	Dal Moong Dhuli + Chapati + Rice + Seasonal Salad + Seasonal Vegetable
THURSDAY	Dal Chana + Paneer + Chapati + Rice + Seasonal Salad
FRIDAY	Dal Urad Dhuli + Chapati + Rice + Seasonal Salad + Mixed Vegetable
SATURDAY	Dal Masoor + Dum Aalu + Chapati + Rice + Seasonal Salad + Kheer/Halwa
SUNDAY	Dal Arhar + Chapati + Rice + Mixed Vegetable + Seasonal Salad

Pickles (Panchranga Achar) shall be served at Breakfast, Lunch & Dinner on all days.

The special lunch indicated against Wednesday will be served on the same day as fixed for all other cooperative messes.

Specimen

Annexure-IX

Experience-cum-Character Certificate

Certified that M/s _____ R/o
_____ has worked as Mess Contractor in
the _____ hostel of the institute for a period of _____
to _____ which has the residential capacity of more than 150 resident students.
His/her work & conduct during the contractual period has been found satisfactory. M/s
_____ bears a good moral character.

Signature of Head of Institute

Full Address of the Institute

Mobile No. of the Institute _____

Specimen

Annexure-X

Affidavit on Non-Judicial Stamp Paper

The deponent M/s _____ R/o
_____ has not been
blacklisted/debarred by any Govt. Institute/State University/Central University for running
hostel mess.

Signature of the Deponent

Verification

I, the above named deponent do hereby solemnly affirm and verify that the
above contents are true and correct to the best of my Knowledge and belief and nothing has
been kept concealed therefrom. Verified at Kurukshetra on this _____ day
of _____ 2020.

Signature of the Deponent

Verification by 1st Class Magistrate

Specimen

Annexure–XI

Affidavit on Non-Judicial Stamp Paper

Certified that M/s _____ R/o _____
_____ has worked as Mess Contractor in
the _____ hostel of this institute for a period of _____
to _____ which has the residential capacity of more than 150 resident students.
It/He/She has not been defaulter in making payment(s) to any 3rd party during the period of the
above said contract and nothing is pending against him.

Signature of Head of Institute

Full Address of the Institute

Mobile No. of the Institute _____