

**Date:**

**LETTER OF BID**

To

The Principal  
DIET Mattarsham  
Hisar

**Ref: Notice Invite for running a Mess in the DIET Hostel for Super 100 Programme**

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the Bidding Documents for running a Mess in the DIET Hostel for Super 100 Programme.
3. Our bid shall be valid for a period of 60 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
4. We also declare that Government of Haryana / India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
5. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,

Authorized Signatory

(Authorized person shall attached a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation

*(To be printed on Bidder's letterhead)*

## **TENDERER'S PROFILE**

### **General :**

1. Name of the firm.....
2. Name of the authorized person submitting the Tender "Shri/ Smt.....  
.....
3. Designation of the authorized person submitting the Tender.....
4. Address of the firm .....  
.....  
.....
5. Tel no. with STD code (O).....(Fax).....(R).....
6. Mobile No. of the person submitting the Tender.....
7. Registration & incorporation particulars of the firm:
  - (i) Private Limited
  - (ii) Public Limited
  - (iii) Any other – Please specify.....
8. Name of Director(s).....
9. Email ID of Director (s).....
10. Mobile Number of Director (s).....
11. Tender's bank, its address and current account number .....  
.....
12. Permanent Income Tax number, Income Tax circle .....  
**(Please attach copies of income tax return for last three year).....**
13. Service Tax Number.....  
**(Please attach copies of Service Tax Registration Number)**
14. TIN Number.....

15. Particulars of EMD

(i) Demand Draft / Bank Guarantee No.....

(ii) Date.....

(iii) Name of Bank.....

iv) Address of Bank.....

16. Particulars of Tender Fee

i) Demand Draft No. ....

ii) Date. ....

iii) Name of Bank.....

iv Address of Bank. ....

**Place:**

**Date:**

Signature of Bidder/Authorized signatory.....

Name of the Bidder.....

Seal of the Bidder

### **UNDERTAKING**

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in Haryana.
4. I/We give the rights to the competent authority of the office of the Principal DIET Mattarsham Hisar forfeit the Earnest Money/Security money deposit by me/us in case of breach of conditions of Contract.
5. I hereby undertake to run the mess as per the directions given in the tender document/contract agreement.

**Place: Date:**

Signature of Bidder/Authorized signatory.....

Name of the Bidder.....

Seal of the Bidder

## **TENDER FORM**

Tender No. : DIET/HSR/01/2021/7380-81

Tender Fee: Rs.500/-(Rs. Five Hundred)

EMD: Rs. 2,00,000/-( Rs. Two Lakh)

Last date for submission: 02:00 pm 20.01.2021

### **Sub:- Contract for running a Mess in the DIET hostel for Super 100 Programme**

Principal DIET Mattarsham, Hisar intends to invite sealed tenders for running a mess in the DIET hostel for Super 100 programme (60 students) for one year.

Interested parties with minimum 02 years experience in Govt./Semi Govt. or private organization may submit their tenders for running the mess initially for one year. The food & beverages to be provided / served in the mess are as per **Annexure-I.**

### **TERMS & CONDITIONS:**

1. The Contractor will be responsible for compliance of all statutory laws.
2. The Contractor will display the menu in the mess premises.
3. The Contractor will have to make his own arrangements for transportation of raw material, food items, cooking accessories etc. to the canteen.
4. The Contractor shall assess for himself the likely requirement of food items required for each day for 60 students. No assurance can be given for the minimum amount of consumption other than this.
5. The Contractor shall use only reputed brands for the various eatables/Beverage for example Milk- Vita/ Amul, Refined oil (Fortune/Ginni oil), Spices (MDH, Everest Brand, etc.), Rice (Branded only), Tata / ISI mark salt. Artificial sugar will not be used.
6. No person below 18 years of age shall be employed by the contractor for work in the mess.
7. No kerosene oil/coal shall be used by the contractor in the mess premises. Only LPG commercial connections will be used for cooking purpose.
8. The contractor as well as his workers will have to seek the permission of Principal DIET to stay in the hostel at night. It will be the total discretion of the Principal in this regard.
9. Earnest Money of Rs. 200000/- ( Rs. Two Lakh ) will be deposited by the Contractor in the shape of demand draft in favour of Principal DIET Mattarsham Hisar which will be refunded to unsuccessful bidders after signing the agreement with the lowest bidder.
10. The successful bidder shall sign the agreement within 10 days from the date of allotment and the EMD amounting to Rs.200000/- ( Two Lakh ) deposited will be retained as Security Deposit. Failing to sign the agreement in the allotted period, the EMD deposited shall be forfeited and the contract will be offered to the next lowest bidder.

11. The agreement shall be valid initially for a period of one year and it may be extended further for another one year as per the directions of the department. The powers of Principal DIET Mattarsham Hisar will be final in this case.
12. The price quoted by the lowest bidder i.e. L-1 will be made part of agreement and will be valid for one year. After one year the same rates shall continue or the directions of the department will be followed after mutual agreement for the extended period of contract. The powers of Principal DIET Mattarsham Hisar will be final in this case. The contractor will supply only such items specifically mentioned in the menu and approved by the committee.
13. The contractor will be responsible for providing all food items mentioned in the menu given in Annexure-I. During running of mess, for any additional items, which the contractor intends to supply, the weight/quantity of such items should be specified while quoting the proposed sale price of such items. The rates will be finalized by the committee constituted for the purpose.
14. Water and electricity expenses will be borne by the contractor. Mess, kitchen and store will be provided free of cost by the institute and contractor will be responsible for proper handling and safe custody.
15. In case of any food poisoning/Contamination the contractor will be held fully responsible and he will bear all the expenses caused due to food poisoning/contamination to any person/persons.
16. The Contractor will employ adequate number of staff in order to maintain efficiency to standards desired by the Institute.
17. All persons engaged by the contractor shall be the Contractor's own employees and they will claim no privileges from the institute. The Contractor will be directly responsible for the administration of his employees as regards general discipline and courteous behaviour.
18. The Contractor will get all his workers medically examined from approved Registered Medical Practitioner recognized by Indian Medical Council, to be free from communicable diseases in addition to general fitness and will also ensure that waiters on duty are in proper uniform with name plates. The Contractor will also ensure that neat and clean uniforms are provided to his staff.
19. The Contractor will be responsible for cleanliness of crockery, cooking utensils, furniture, fixtures and fittings, etc. in the kitchen as well as the dining hall. The institute will not provide any cleaning materials/dusters, etc. for the same.
20. Very high standards of hygiene and cleanliness shall be observed in the running of mess by the staff engaged by Contractor including those responsible for collection of used utensils and periodic disposal of waste and refuse. The disposal of waste shall be done by Contractor at his own cost to the dumping yard of Municipal Corporation daily. Nothing extra on this account shall be paid.
21. The Mess shall be opened for catering from 7:30 a.m. to 8:30 p.m. on all seven days of the week. Management will have the right to declare holidays and to keep the mess closed for the specific number of days.

22. Institute shall have the right to search the Contractor's employees at any time while going out of the office premises and there shall be no grievance expressed/felt on this account either by Contractor or his employees.
23. The Contractor will have to furnish the statement showing the names and wages of all the employees engaged for Hostel mess. Any addition/deletion must be communicated to the Institute.
24. Institute nominees reserve the right to take samples of the edibles/raw materials from the mess for the purpose of inspection and testing with a view to maintain the quality. Such samples will be taken by authorized person/persons.
25. The Contractor will ensure that hazardous or inflammable or any intoxicating material is not stored in the mess premises.
26. The Contractor shall not sublet or assign the license or use the space provided for running the mess for purposes other than running a mess and shall not allow anybody to reside in the licensed premises and shall not use the same or part of it for stocking or keeping articles other than those needed for use in the mess. Contractor shall not be permitted to make any structural additions and alterations in the mess without written sanction of the Principal DIET Mattarsham Hisar.
27. The Contractor shall be responsible for all damages or losses to the mess property by the Contractor or his staff and shall be liable to make good of any such loss or damage except those due to reasonable use or wear and tear or such as caused by an act God.
28. Institute will not be in any way responsible for any loss or damages accruing to any goods, stores or articles that may be kept by the Contractor in the Mess premises including kitchen and other rooms.
29. For termination for this agreement two months notice will be required from either side in writing. The Contractor shall vacate the licensed premises peacefully after the expiry of the licensed period and/or earlier if desired by the institute and shall hand over the same to the authorized officer along with all furniture, fittings and other articles as may have been provided, from time to time and the decision of Principal DIET Mattarsham Hisar shall be final and binding upon the Contractor. The Contractor shall be free to remove without any damage to the mess property the articles that might have been brought by the Contractor.
30. The Contractor has a bare permission only to run the mess in the institute premises during the Contract period and nothing contained in this document shall be construed as demise in law of the said institute premises or any part thereof and shall not give any legal title or interest to the Contractor.
31. Contractor should provide firms PAN Number issued by Income Tax Department with his quote within 30(thirty) days of award of contract. No payment will be released without submission of PAN number. All payments will be made through cheque , RTGS , etc.
32. The price quoted in Price Schedule will be fixed and valid for the contract period.
33. The items as mentioned in **Annexure- II** will be provided by the Client to the contractor for utilization in the mess on client's premises free of cost.

34. A mess management committee will be nominated by the institute to inspect and ensure hygiene and proper services in the canteen.
35. *In case of deficiency in quality of service and hygiene is noted by the committee due to failure of contractor, the institute can impose a fine of Rs. 1000/- at first instance and subsequent lapse a fine of Rs 2500/- and for third instance a fine of Rs. 5000/- shall be imposed . If the lapse is repeated for the fourth time the bank guarantee shall be forfeited and the contract shall be terminated.*
36. The contractor shall indemnify the client against all losses, damages, compensation etc. under the provision of Haryana shops and essential act or modification, if any and other law, issue relating or made herein under from time to time.

### **INSPECTION**

Inspection of the material supplied can be done at any time by the committee as may be authorized by Principal DIET Mattarsham Hisar.

### **DISPUTES**

In case of any dispute regarding the contract the same shall be referred to Principal DIET Mattarsham Hisar whose decision shall be final and binding on both the parties.

\_\_\_\_\_  
**Signature of the Authorized Officer**

\_\_\_\_\_  
**(Sign. of the Tenderer)**

**Complete Address**

\_\_\_\_\_

\_\_\_\_\_

**Telephone/Mobile No.** \_\_\_\_\_



## ANNEXURE-I

### MENU

#### Menu for super 100 students

<u>DAYS</u>	<u>BREAKFAST</u>	<u>LUNCH</u>	<u>DINNER</u>	<u>SUPPLEMENT DIET</u>
<b>Monday</b>	2 Prantha + Tea/Curd + Sabji	Rajma + Rice + Raita + Chapatti + Salad	Chapatti + Seasonal Vegetable +Dal+ one piece of sweet	Fruit (Seasonal) + Milk (250ml)
<b>Tuesday</b>	2 Parantha + Tea/Curd + seasonal vegetable	Chhole + Chapatti + Rice + Salad + Raita	Chapatti + Aaloo Matar+ Rice+One piece of sweet	Fruit (Seasonal) + Milk (250ml)
<b>Wednesday</b>	2 Prantha + Tea/Curd + Sabji	Rice + Chapatti + Kadhi Pakoda + Salad + Raita	Dal + seasonal sabji + Chapatti + Sevian/kheer	Fruit (Seasonal) + Milk (250ml)
<b>Thursday</b>	Khichadi + Curd or Bread Pakora+Tea	Black Chane + Rice + Chapatti + Salad + Raita	Chapatti + matar paneer+Rice	Fruit (Seasonal) + Milk (250ml)
<b>Friday</b>	Aloo + Puri +Tea	Mix Dal + Chapatti + Rice + Raita	Chapatti + Mix Veg+ One piece of sweet	Fruit (Seasonal) + Milk (250ml)
<b>Saturday</b>	Parantha + Mix Veg + Tea/Curd	Rice + Chapatti + Kadhi Pakoda + Salad	Dal + Chapatti + Seasonal vegetable	Fruit (Seasonal) + Milk (250ml)
<b>Sunday</b>	Poha + Halwa + Tea/Curd	Chole Bhature + Raita + Salad + chutney	Seasonal Sabji + Chappati + Rasgulla/gulab jamun	Fruit (Seasonal) + Milk (250ml)

Note:- व्रत वाले दिन बच्चों को व्रत के अनुसार खाना दिया जाएगा।

**Annexure-II**  
**INFRASTRUCTURE BEING PROVIDED BY THE CLIENT**

<b>Sr. no</b>	<b>Items</b>	<b>Unit</b>	<b>Quantity</b>	<b>Remarks</b>
a	Kitchen	No's	01	
b	Store Room	No's	01	
c	Room for cleaning dishes	No's	01	
d	Dining Hall	No's	01	