



Gautam Buddha University

Greater Noida – 201 310

Website : www.gbu.ac.in

BID FORM

FOR RUNNING THE HOSTEL MESSES IN UNIVERSITY CAMPUS

Gautam Buddha University

Greater Noida – 201 310

TENDER FOR RUNNING THE HOSTEL MESSES IN UNIVERSITY CAMPUS

Tender	RUNNING THE HOSTEL MESSES IN UNIVERSITY CAMPUS
Opening Date	31 st May 2011
Closing Date	29 th June 2011 upto 3.00 p.m.
Last date of Bid Submission	29 th June 2011 upto 5.00 p.m.
Technical Bid Opening Date, Time & Place	30 th June 2011 at 3.00 p.m. Venue : Conference Room of the Registrar Office, 1 st Floor, Administrative Building.
Estimated Value	Rs.40,00,000/- (per month)
Earnest Money Deposit	Rs.1,00,000/-
Bid System	Two Tier : 1) Technical Bid 2) Financial Bid
Technical Bid Shall Contain	<ul style="list-style-type: none"> i. All documents in support of commercial terms & conditions and eligibility criteria. ii. Bidders Proforma iii. EMD & Tender Fee demand drafts / pay orders.
Financial Bid	The Financial Bid shall contain rate schedule only. The price shall be in words as well as in numeric.

“TECHNICAL BID (BIDDER’S PROFORMA)”
(To be submitted in separate envelope)

1. Name of the Bidder Firm :
2. Address :
3. Name of the Contract Person :
4. Telephone No./Mobile No. :
5. Fax No. :
6. Website / Email ID :
7. PAN No. :
8. Service Tax Registration No. :
9. Firm Registration No. :
10. EPF No. :
11. ESI No. :
12. Experience in providing Mess Services in Universities/Institutions.

(Attested copies of the relevant certificates must be enclosed)

S. No.	Name and address of University/ Govt. Institutions	Experience (year)	From	To
1.				
2.				
3.				
4.				
5.				
6.				
7.				
	Total			

13. Annual Turnover during the last three years (Enclose audited copies of Loss/Profit A/c) :

- Year 2008-09 Rs. :
- Year 2009-10 Rs. :
- Year 2010-11 Rs. :

14. Declaration of Tendering Firm:

I/We M/s.tendering firm for mess services in the University hostel(s), do hereby solemnly affirm that we shall abide by the University rules/conditions of the contract. I/We are aware that the University reserves right to cancel any/all of the tenders without any obligation for explaining the reasons of the decision of cancellation. I/We also understand that the Registrar, Gautam Buddha University is the final authority to decide any dispute arises out of the tender process in question.

(SIGNATURE OF THE BIDDER WITH SEAL)

NAME :

ADDRESS :

.....

.....

Tel./Mobile No.

TECHNICAL BID

SCOPE OF WORK :

“To prepare food and serve breakfast, lunch, evening snacks and dinner for students, guests and visitors of University as per menu suggested by mess Committee and also to maintain the mess and its surroundings clean. The workers have to work under the guidance of Mess Supervisors.

JOB SPECIFICATIONS:

1. To provide breakfast, lunch, evening tea/coffee with snacks and dinner. The number of students/guests will be approximately 2000, which may vary upto 20%.
2. Normally vegetarian food should be cooked and served in the Mess but Non-vegetarian items will be cooked & served as special dishes (once in a week).
3. The food has to be prepared in clean, hygienic and safe conditions as per the menu.
4. The workers should possess experience of working in large canteens, hotels or messes for a minimum period of three years and should have skills of preparing good food.
5. High quality of hygiene, sanitation and safety will be maintained in the kitchens and dining halls. The mess premises should be cleaned and washed daily.
6. The kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and soap solution and moped, after every meal (breakfast, lunch, snacks and dinner) and will be disinfected once in a month or as and when required.
7. The garbage collected from the kitchen, dining halls, dish wash area will be disposed off every morning in closed bins. It is the responsibility of caterer to dispose-off garbage / waste from bin to an appropriate place outside the University campus decided by the competent authority. The surroundings shall be kept clean and hygienic.
8. After every meal (breakfast, lunch, evening tea and dinner) all the utensils, cutlery etc. should be cleaned in soap solution, hot water, dried and kept ready for the next meal. The cleaning material used should be of the quality approved.
9. Water coolers and purifier should be cleaned and maintained as per the instructions by the ‘competent authority’.
10. All the kitchen equipments, utensils, cutlery shall be counted once in a month and the contractor will be responsible for the damage, breakage and loss of any items and its replacement.
11. Students will sit on designated places and vendor will ensure services to the students on their table itself.

(Signature of the Bidder)

Terms and Conditions of the Contract

1. The rates approved under the contract shall be valid for a period of one year from the date of award of the contract, provided that the contract may be extended by mutual consent for a further period of one year at the same rates.
2. The tendering firm must have a minimum of 3 years of experience in running mess services in any Government / Private Universities or Institutions.
3. Earnest Money Deposit (EMD) to the successful contractor will be retained and adjusted against the security deposit.
4. The total security deposit is Rs. 20,00,000/- (Rupees Twenty Lacs Only). The contractor has to deposit a balance security deposit of Rs. 19,00,000/- (Rupees Nineteen Lacs Only) within 7 days after the award of the contract in the form of FDR /NSC/CDR/Bank guarantee in favour or pledged to **Gautam Buddha University, Greater Noida** and is refundable within one month after the completion / termination of the contract after deducting dues, if any. Any penalty/fines/compensation due from the contractor under this contract will be deductible from the security deposit or from the mess bill.
5. The contract may be terminated by either party on one month's notice.
6. The University has separate hostels for boys and girls. Number of students is approximately 2000. Apart from the catering needs to the regular students, there will be official programmes, seminars, conferences for which catering services may be required from the contractor.
7. On special occasions in hostel, the menu will be identified by the Mess Committee and the rates for the same will be approved by the Dean of Students Affairs 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.
8. The caterer will supply meals of wholesome quality and in sufficient or specified quantity, as the case may be, to the residents of the Hostel/Guest House of the University and to the guests participants and other guests for whom arrangements for stay have been made in adjoining guest house and to staff of the University as per the menu prescribed.
9. The Caterer may be asked to cook & serve non-vegetarian dish once in a week in the mess on the coupon basis. **It must be cooked separately.** The non-vegetarian items will be served on the reserved tables in the mess.
10. The caterer shall maintain a suggestion book for recording of suggestions for improvement. The suggestion and complaint book should be kept open for the inspection of the residents and the Dean (Students)/Warden/Competent Authority or his nominee.
11. Residents may use coupons to get 'extra' items not included in the basic menu of the serving items. The meal to the guests/University staff may be provided by the coupons/cash payments, only by prior permission of competent authority.
12. Tea/snacks/meals to the students are to be served in the Mess only.
13. Periodic menu shall be decided by the University Mess Committee. The Caterer shall follow the time schedule for opening and closing of the mess each day.
14. The service provider will be required to provide 'khichri' or any other suitable item for sick residents in lieu of the regular meals.
15. For residents observing fasts, the service provider will provide the substitute items in lieu of the regular meal.

16. One supervisor will always be present during breakfast, lunch and dinner. It is desirable that the same supervisor continues at least for one semester. In case of any change, the Hostel Warden should be informed.
17. The Caterer will make arrangements for hygienic storage and cooking of food and services in the dining hall. He will ensure that the kitchen/dining hall are kept clean and tidy. The service provider will also provide soap cake/liquid soap for the wash basins in the catering area.
18. The Caterer shall take all precautions that all persons engaged by him to do any work for catering service are courteous, honest and free from any virulent or contagious disease(s). The University may ask the caterer to produce (a) medical fitness certificate from the authorized medical attendant of the University; (b) character verification certificate from police for any person engaged by the caterer in performance of this contract. The University may require the caterer to remove and replace any person engaged by the caterer, at its discretion.
19. The GBU may call for the advice of the Medical Officer of GBU on matters of hygiene in the Hostel Mess and such advice of the Medical Officer shall not be contested by the caterer.
20. The service provider will have to register all his employees who will be working in the Hostel premises along with a copy of their photographs, residential details for clearance by the GBU.
21. The Caterer will ensure that all the mess workers wear the proper uniform, cover their head and carry identity card during the service in the University premises. He will also ensure that the cooking area/mess premises are not used as a residence of the workers.
22. Caterer must abide by the Child Labour Law.
23. The Caterer will ensure that salary to his staff is duly paid regularly and he will certify that salary is paid to all of his employees.
24. The minimum number of mess staff for approximately 500 students should be as follows: Cook-03, Helper-06, Service & Cleaning Staff (for cleaning Utensils/tables / floor etc.) - 11.
25. The University will provide chairs and tables, water cooler, refrigerator, gas stove, and all utensils for cooking and serving the food in the Mess. However, caterer has to make their own arrangement for cooking gas (LPG) refilling.
26. Electricity and water will be provided free of cost to run the mess (kitchen & dining hall). The use of electricity will be restricted to light, fans, refrigerators or any other electrical appliances which are considered necessary for smooth functioning of the kitchen/Mess. In no case, will electricity be used for cooking, or heating food.
27. The Caterer will be allowed the use of kitchen and dining hall for discharging this contract. The Caterer shall not make or cook any meal(s) in the premises of the University for supply to any person(s) outside the University or any other University other than the guests and staff of the University.
28. The Caterer shall not make or cause to make any structural alterations or additions to the infrastructure provided to him in the University for cooking and catering purposes.
29. The Caterer shall solely be responsible either for any injury, damage, accident to the workman employed by the Caterer or for any loss or damage to the equipment / property in the work area as a result of negligence / carelessness of its worker.

30. The University takes no responsibility for variation in the demand for catering services to be provided under this contract.
31. In case of any default on the part of caterer, alternative catering arrangements will be made by the University at the risk and cost of the caterer. The Caterer shall be liable to make the lost good by cash payment to the University within two weeks from the date of default.
32. If any defect or deficiency in the performance of this contract is brought to the notice of the 'University authority', the University may terminate the contract.
33. Bill for providing catering services may be raised in the first week of every month with a certificate from the Hostel Warden or any other officer authorized by the University for the purpose verifying the quantity of food consumed and certifying satisfactory quantity of food consumed and certifying satisfactory quality and service.
34. If in case the Caterer has been informed by the "Officer authorised" about the unavailability of certain number of students during breakfast/lunch/dinner then the caterer should prepare appropriate food quantity and adjust the bill accordingly.
35. The Caterer shall display the approved menu prominently in the dining hall.
36. Mess reduction is allowed to the student if he/she remains absent for 03 or more than 03 days with the prior intimation of minimum 02 days in the mess leaving register/warden office. Also he/she will be given mess reduction on winter/summer vacations.
37. On all matters pertaining to this contract, the decision of the Hon'ble Vice-Chancellor of the University shall be final and binding to the mess caterer.
38. Kitchen equipments, dining hall furniture, utensils, cutlery etc. shall be provided by the university.
39. On expiry of the contract, the caterer shall vacate the premises of the University within 24 hours and hand-over the charge of equipment etc. peacefully to the officer nominated by the University.
40. The caterer shall be bound to follow all other terms and conditions framed by the "Competent Authority" from time to time for smooth functioning of Mess.
41. The GBU reserves the right to award mess contract to a single caterer or more.
42. The GBU reserves the right to reject any or cancel all proposals without assigning any reasons, whatsoever.

(Signature of the Bidders)

Solvency Certificate

This is to certify that dealings of M/s.
who have been maintaining Accounts dealing with us for last years are
satisfactory. On the basis of information available with us we assess their Solvency is not
less than Rs..... Lacs.

Signature of Manager of the Bank

Seal of the Bank

Date:.....

Or

as per Bank's standard proforma

Penalties for violation of rules or terms & conditions

The caterer will be fined in case of violation of the following rules:

1. Unavailability of complaint register on the counter/discouraging the complaint would lead to a fine of Rs.1000/- (One Thousand) on the caterer.
2. Three or more complaints of insects found in any meal would invite a fine of Rs.2000/- (Two Thousand) on the caterer.
3. Ten or more complaints of unclean utensils in a day would lead to a fine of Rs.2000/- (Two Thousand) on the caterer.
4. If mess committee agrees that certain meal was not cooked properly then a fine of Rs.1000/- (One Thousand) would be imposed on the caterer.
5. If food for any meal gets over within timings of mess and waiting time is more than 20 minutes, then a fine of Rs.1000/- (One Thousand) would be imposed on the caterer.
6. Changes in menu without permission of Hostel Warden/mess committee would result in a fine of Rs.2000/-(Two Thousand) on the caterer.
7. Fine on any discrepancy (personal hygiene of workers, Kitchen area, dining area etc) will lead to fine of Rs.2000/- (Two Thousand) on caterer.
8. First violation of any rule stated in agreement implies fine as per the rule.
9. Second violation of the same rule in the same calendar month will attract triple the initial amount of fine for the caterer.
10. All subsequent violations of the same rule would invite five times the initial amount of fine.
11. Absence of caterer from mess committee meeting (which will be held once every month) will attract a fine of Rs.2000/- (Two Thousand) on caterer.
12. As and when mess committee proposes a fine it will inform the representative of the caterer and fine will be imposed with consent of the warden.

: Tentative Mess timings :

Breakfast:	7:00 a.m. - 9:00 a.m. (from Monday to Friday) 7:30 a.m. - 9:30 a.m. (on Sunday & University's holidays)
Lunch:	12:30 p.m. - 2:30 p.m.
Evening snacks:	4:30 p.m. - 6:00 p.m.
Dinner:	7:30 p.m. - 9:30 p.m. (in Summer : 16 th March – 15 th Oct.) 7:00 p.m. – 9.30 p.m. (in Winter : 16 th Oct. – 15 March)

Note: The above schedule is subjected to change by the order of Competent Authority.

(Signature of the Bidder)

Approximate Numbers of Students

Sr. No.	Hostels	Number of Students
1.	Sh. Narayan Guru Hostel	189
2.	Ch. Sahuji Maharaj Hostel	189
3.	Sant Ravi Das Hostel	301
4.	Boys Hostel-1	350
5.	Boys Hostel-2	246
6.	Boys Hostel-3	241
7.	Savitri Bai Phule Hostel	180
8.	Rama Bai Ambedkar Hostel	220
9.	Girls Hostel-1 Hostel	379

Gautam Buddha University, Greater Noida, Gautam Budh Nagar U. P.

List of indicative brands of items to be used in catering

S. No.	Item	Brand
1	Milk	Mother Dairy/Parag/Amul (Packed)
2	Bread	Britannia/Harvest
3	Butter	Mother Dairy/Amul/Parag/Britania
4	Jam	Kissan/Tops/Safal
5	Tomato Sauce	Kissan/Maggi/Tops
6	Chilli Sauce	Kissan/Maggi/ Tops
7	Tea	Brook Bond /Taj Mahal/Tata
8	Coffee	Nescafe /Nestle/Bru/Tata
9	Refined Vegetable Oil	Safola/Vital/Sunflower/Dhara/Sundrop
10	Vanaspati Ghee	Dalda/Rath/Bawarchi
11	Mustard Oil	Kanodia/Postman/Bawarchi
12	Rice	Basmati
13	Sugar	Good quality
14	Atta/maida/besan	Agmark Brand
15	Pulses	Good quality
16	Spices	Agmark Brand
17	Fruits/vegetables	Seasonal fresh quality
18	Salad	Seasonal items consisting of green fresh vegetables
19	Ice cream	Mother Dairy/Kwality/Amul

Note: 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 Mess Committee and the service provider and approved by the competent authority.

(Signature of the Bidder)

Gautam Buddha University

Greater Noida – 201 310

FINANCIAL BID

Main Menu

S. No.	Items	Food Items	Rate (In Rs.)
I	Breakfast (per person)	<p>(i) Bread Slices (as required) + Butter 10 gms. or Vegetable cutlets (4) , Bread Slice (as required) Or Stuffed Paratha (Aaloo, Onion, Gobhi,Dal) with Dahi and Achaar (as required) Or Dalia Or Cornflakes (100 gms., cooked weight) Or Pooris /Bhatura with Aloo Matar sabjee/Choley and aachar (as required) Or Poha & Jalebi Or Plain parathas with aloo/choley curry/Dahi</p> <p>(ii) Tea/Coffee (150 ml.) or Milk (200 ml.) (Egg/Boiled egg should be served in the breakfast on coupon basis.)</p>	
II	Lunch (Per person)	<p>1. Rice (Basmati) / Veg Pulao (as required)</p> <p>2. Fried Dal/Grams or Beans curry/rajma/chhola (as required)</p> <p>3. Seasonal vegetable (as required)</p> <p>4. Dahi (75-100 gm)/Raita/seasonal fruit (01 piece)</p>	

		5. Seasonal green salad with lemon 6. Achaar/Chutney (in standard packs) and papad fried one 7. Chapati/Tandoori/Tawa/Nan/Poori/Paratha	
III	Evening Snacks (Per person)	(i) Biscuits/pakora/samosa/patties/butter toast/cutlets /Noodles /Aaloo Bonda (02 nos. or as required depending on the item) Or Dosa/Uttpam (01 no.) with coconut chutney Or Idli / Vada (02 nos.) with Sambhar and coconut chutney (ii) Tea/coffee (150 ml.)	
IV	Dinner (Per person)	1. Pulao/rice (boiled) Basmati 2. Fried Dal or any other preparation with gravy. 3. Seasonal Vegetable - dry 4. Mixed achaar/chatney 5. Mixed green salad with 1/4 piece of lemon 6. Sweet Dish (limited) : Ice Cream/ Kheer/ Halwa (Carrot/Soozi/Dal/Lauki)/Custard/ Gulabzmun/ Imarti/ Jalebi/ Shahi Toast (bread +Chasni) 7. Chapati/Tandoori/Tawa/Nan/Poori/Paratha Special Dinner: One vegetable, salad, Fried Rice, Shahi paneer, Naan/Paratha/Chola Bhatura, special desert (in consultation with mess committee)	
		Gross Total (1 to IV)	
		Rate per month per student in Rs. (without evening snacks)	
		Rate per month per students in Rs. (with evening snacks)	

- Non-vegetarian dish /Fruits/Milk/Egg etc. will be served by the caterer on coupon basis. The rates of the items shall be mutually decided by the caterer and mess committee time to time.
- Non vegetarian items must be cooked separately.
- The above contents are only indicative. There may be slight variation in the content based on the feedback of the Mess Committee/students.
- One *paneer* item to be provided three times in a week in addition to the normal menu.
- 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 Chilkewali, 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 in a week.

- Similarly the vegetables of different varieties preferably, seasonal vegetables must be served. The same vegetable must not be served more than twice in 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.

DECLARATION

1. I abide by all the terms & conditions of the tender.
2. The information given in the financial bid by the undersigned is correct.

SIGNATURE OF THE AUTHORISED SIGNATORY: _____

NAME OF THE SUPPLIER : _____

ADDRESS : _____
