

Haryana Vishwakarma Skill University, Dudhola, Palwal
Plot No. 76, HIPA Complex, Sector 18, Gurugram, Haryana
Tel. 0124-2344669

EXPRESSION OF INTEREST (EOI) for Students Mess and Canteen Facility

Haryana Vishwakarma Skill University, invites sealed bids under two bid systems (Technical bid and Financial Bid) from reputed firms/ agency/ service providers etc. for running of Hostel **Mess** and **Canteen** in ITI Kharkhara for providing Mess/Canteen facility for the students of Haryana Vishwakarma Skill University, Gurugram, Haryana till **2.30 p.m. on 11.12.2017**. Bid received in due time shall be opened on **11.12.2017 at 3.30 p.m.** in the presence of intended parties/their representatives who may like to be present at that time. The inspection of the ongoing facilities will be carried on **13.12.17 and 14.12.17**.

Interested parties may download the tender documents from the website <http://hvsu.ac.in/Bids> & apply as per the terms and conditions mentioned in the EOI along with EMD in form of Demand Drafts of Rs. 1000/- as refundable EMD and Rs. 500/- as non refundable application fee in favour of **Haryana Vishwakarma Skill University, Payable at Gurugram**.

BIDS should be submitted in a two bid system (Technical Bid and Financial Bid separately) from reputed firms/ agency/ service providers etc. located in Haryana and NCR. The Contract can be extended or terminated on account of satisfactory services or unsatisfactory services rendered by the firm, at the discretion of Haryana Vishwakarma Skill University.

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(A) Minimum Eligibility Criteria for application under EOI for student Mess

- i.** Registration Certificate of the Firm.
- ii.** Valid License under Food Safety and Standards Act 2006.
- iii.** PAN and GSTIN No.
- iv.** The Bidder should not have been blacklisted by any organization at any point of time.
- v.** Client list along with contact details.

(B) General Terms & Conditions of contract

1) CATERING SERVICES for Mess and Canteen

1.1 The students shall reimburse the meal charges. HVSU and the agency will work on the modus operandi of financial transaction as agreed mutually at the time of the agreement.

1.2 The electricity and water facility shall be provided to the agency on monthly rental basis

1.3 It is understood that the contractor accepts the terms and conditions as mentioned in the EOI form. The contractor shall prepare and serve fresh and hygienic food to the employees/ students/ visitors/ stakeholders of the University and such other as approved by the University.

1.4 The **number of students at the University may vary from 20 to 60 at present.** The service provider will have to cook and serve the meals three times during the day and all such times as decided by the University authorities. However, during vacations/ special occasions, when the student strength is few and limited, the contractor shall take a written permission from the Hostel Incharge in advance to close a mess and canteen.

2) MENU & QUALITY

The fresh, wholesome and hygienic eatables prepared in standard cooking oil to be provided by the Contractor shall be of the type and in quantities with fixed prices as indicated in **Annexure-B**. The Contractor shall not prepare or serve any other item without the prior approval of the University. The quality of the food items/ cooking medium and hygiene will be top priority and will be checked every day by hostel in charge / authorized agent of the University.

3) QUALITY OF RAW MATERIALS AND FINISHED PRODUCTS

The food shall be good, wholesome and of best quality as approved by the University. Before using the raw materials and other ingredients for cooking, the Contractor shall ensure their quality and wholesomeness. The University through its authorized representatives, shall have the authority to carry out test checks at their convenience of the raw materials, ingredients, for cooking, cooking arrangements and the finished eatables and will have absolute right to have the cooked or raw items which do not meet the standards, at his/her Sole discretion, get the items, destroyed and to impose the penalty at the cost of the Contractor.

4) SERVICE POINTS & TIMING

The contractor shall be required to provide catering services for **Mess and Canteen** in the Boys' Hostel Mess premises from Monday to Sunday at timings as may be intimated in advance from time to time as per requirement of the University.

(C) CONTRACTOR'S OBLIGATIONS

1.1 The Contractor shall be responsible for the proper upkeep and maintenance of the furniture and fixtures provided by the University.

1.2 Cooking and serving utensils and cutlery will be provided by the contractor and will be maintained by him in clean and hygienic conditions and replace the broken or dirty ones.

1.3 The Contractor will have to depute individual Supervisors for the canteen, who should always be present on the duty.

1.4 The Contractor shall keep the entire premises, utensils, crockery etc. clean, neat and hygienic. He will ensure that furniture of the Canteen premises, crockery and cutlery, utensils, kitchen pantry, wash basins, drainage system washed and cleaned in hygienic way as directed by the Hostel In-charge or any other authorized representative. It shall be the responsibility of the

contractor to maintain the main **Canteen and Mess** and the pantries clean, neat and hygienic, for the purpose he is required to engage adequate staff.

1.5 The contractor shall be responsible for arranging the cooking gas, stove and any other item required for catering and fooding services, for cooking and maintenance of the same.

1.6 All basic needs like cooking aid; manpower etc. in mess will be arranged by the contractor himself.

1.7All crockery items required for serving the food and its preparation are provided by the contractor.

1.8 The quality and quantity of the food served by the contactor shall confirm to the quality standards (A few makers of the raw material mentioned in the Annexure- B). All the bills for purchase of consumables & non- consumable items should be towards the name and claim of the contractor. The contractor is not permitted to purchase the items in name and account of the University.

1.9 The contractor shall have no claims of any type of cost increase towards the University on account of any consequences like the imposition of restrictions or regulations by any local/ public bodies or such other unforeseen acts of the God, strikes, lock outs etc., which may happen beyond the control of the Hostel/ University

The bidder is requested to read and understand the document carefully and sign each and every page indicating that he has read all terms and conditions as mentioned in the Bid document

If the students go on strike or the University is closed abruptly for reasons beyond its control and that even students do not take their meals in the mess on any day(s), the contractor shall have no claim for any damages/ losses incurred to him. However, in case of such unforeseen cases, the matter may be resolved in consultation with Hostel/ University authorities for the smooth functioning of the mess.

1.10 During the period of contract, the contractor is not allowed to appoint any sub- contractor for running the Mess and Canteen. The contractor to whom contract is awarded will be solely responsible for running the catering/ dining services in the **Canteen/Hostel's mess**.

1.11 The contractor will have to provide the meals on all working days including holidays.

1.12 The contractor or designated representative of the contractor should be present in the mess during preparations/ services of the meals and shall be responsible for attending the disputes/ mistakes/ complaints regarding meals preparation and services.

1.13 The contractor will provide the restricted diet only to those hostellers who are suffering from any illness. However the said student must take prior permission from the hostel in-charge

1.14 The EOI has to be accompanied by a bid document fees of Rs. 500/- and Earnest Money Deposit of Rs. 1,000.00 (Rupees One Thousand only) in the form of Demand Drafts/pay orders in favour of “Haryana Vishwakarma Skill University” payable at Gurugram. The successful bidder will have to deposit a Performance Security Amount of Rs. 25,000/- (Rs. Twenty Five Thousand only) with Haryana Vishwakarama Skill University, in the form of FDR/ Bank Guarantee in favour of **Haryana Vishwakarama Skill University, Plot No. 76 HIPA Complex, Sector-18, Gurugram**, for the due fulfillment of the contractual obligations which is refundable without any interest on termination of the contract after deducting any penalty/ any liability imposed by this office on account of unsatisfactory services.

(D) Contract Period

1.1 The contract is initially for a period of one year and can be renewed after the expiry of this period on yearly basis on mutually agreed terms and conditions. The committee constituted by the University is authorized to negotiate with the contractor at the end/during the contract for the daily diet charges, rebates, and menu variations keeping in view the consumer price index.

1.2 However, the contract may be terminated by either party without assigning any reason thereof by giving one month's notice in writing in advance. Further, in case of breach of any terms and condition of the contract by the contractor, the hostel authorities may terminate the contract at their discretion with immediate effect for the reasons to be given in writing in advance at that time. The contractor shall be responsible for all the liabilities incurred by him including the wages for the mess workers/servants for the period of contract and after the termination of contract so far on the mess servants engaged by him for running the mess.

(E) Other Terms & Conditions for Mess and Canteen

1.1 Quoted rates will remain valid for one year. All the fluctuations will be borne by contractor himself.

1.2 The contractor will provide Uniforms, with shoes, gloves and Identity cards to all the mess workers employed in the mess and they must be in dress and identity cards during their duty hours in the mess. All staff will be clean shaved.

1.3 The mess workers and supervisor will have short hair, trimmed nails, cook must wear a cap following all the hygiene, and free from any illness while on duty.

1.4 For medical fitness they will have to individually produce fitness certificate from a doctor which will be renewed every 3 months.

1.5 The contractor will have to pay D.C. rates as prescribed by Haryana Government to the mess employees engaged by the contractor for running the mess as by competent authority/Haryana Govt. and as revised from time to time. The contractor will have to submit a certificate at the end of each month to the office of the Mess in Charge stating that minimum wages as per rules/ acts revised from time to time have been paid to the mess workers engaged by him for running the mess in the hostel **along with the payment details and supporting**

documents. He shall have to pay the wages to the mess workers employed by him by **7th of every month.** In case of non-submission of payment details to the mess workers in due time as assigned by the Hostel in Charge, the hostel authorities are free to cancel the contract, if required.

1.6 The contractor will deduct employee's share of PF and ESI from the wages to be paid to the mess workers towards their provident fund account and deposit the same with his part of the contribution in the office of the Provident Fund Commissioner. He will have to comply with all provisions of the EPF act 1952 and ESI as revised from time to time. The contractor would be covered under the EPF and MPF act 1952 and ESI.

1.7 The payment of the fooding bills will be reimbursed by the students the modus operandi will be decided on mutually agreed basis.

1.8 The electricity and drinking water will be made available by the Hostel authorities in mess on monthly rental basis. The electricity in dining hall and outside sitting space in front of canteen is provided by the university. **Electricity and water charges for the kitchen usage area are to be paid by contractor.** However, misuse of these things by the contractor will not be tolerated at any cost. In case of emergency, the hostel authorities may ask the contractor to make arrangements for availability of water for proper usage under mutually agreed terms and conditions between the hostel authorities and the contractor. However, such shortages of water for proper usage must be informed to the hostel authorities by the contractor well in advance, so that necessary action may be taken on time.

1.9 In case of any dispute between the successful Bidder and the hostel authorities, the decision of the Vice Chancellor/Registrar of the University shall be final and binding on the contractor.

1.10 Successful bidder must be abiding by the Memorandum of Understanding.

1.11 All legal disputes shall be subject to jurisdiction of Gurgaon courts only.

(F) SCOPE OF WORK for Canteen and Mess

The service provider / contractor will be responsible for all the arrangements of this catering service, from procuring of food items, providing manpower for cooking, serving, cleaning and maintenance of the canteen / mess services to the employees, students and other stakeholders of the University. All items procured, cooked and served should be of good quality and standard brand. The quantity and quality of meals and other items shall be as approved by the University, The quantity and quality of the ingredients to be used for preparation of meals shall be strictly in accordance with the norms laid down in Annexure –B.

The contractor will be fully responsible for good and appropriate behavior and hygiene of its employees and cleanliness and hygiene of the canteen, kitchen and surrounding area, disposal of the garbage collected will be in the scope of the contractor.

(G) Selection of the Bidder:

1. The sealed envelopes containing the bids marked **‘QUOTATIONS FOR STUDENT MESS AND CANTEEN FACILITY’** should be deposited/put in the Quotation Box kept in the Office of Haryana Vishwakarma Skill University, Room No. 202, Plot No. 76, HIPA Complex, Sector-18, Gurugram, Haryana on or before 2.30 PM on 11.12.2017. The tenders will be opened on the same day at 3.30 PM in the office of Haryana Vishwakarma Skill University, Gurugram in the presence of bidders/ their representatives who may like to be present. Date for opening of Financial Bids will be intimated to all bidders on the same day. The quotations received without application fees and the earnest money deposit will not be entertained and will be summarily rejected.
2. The technical competency of the bidder will be decided on the basis of the documents submitted by him and after inspection of the ongoing facilities managed by him through the committee formed by the University for this purpose.
3. The bidder is requested to submit list of clients along with contact details and phone numbers of the contact persons.

**Deputy Registrar
HVSU**

ANNEXURE- A
TECHNICAL INFORMATION OF THE BIDDER

1. Name of the Bidding firm :
2. Office Address :
3. Mobile Number :
4. E-Mail Address :
5. Name & Designation of authorized representative(s) with Phone/mobile No. :
6. Registration Certificates (Please enclose relevant valid certified copies in support) :

| SN. | Description | Details to be furnished by the Bidder | Page No in your EoI/Bid |
|------------|---|--|--------------------------------|
| 1. | FSSAI License | | |
| 2. | PF Registration No. District & State | | |
| 3. | ESI Registration No. District & State | | |
| 4. | Labour License | | |
| 5. | Municipal Food License (FDA) | | |
| 6. | PAN card | | |
| 7. | GST registration no. | | |
| 8. | Trade License/Firm Establishment Regn. No | | |
| 9. | Authorization Certificate (containing the attested specimen signature) to sign this Bid/EoI document | | |
| 10. | In case of partnership/private limited, relevant documents in support are to be attached by the bidder. | | |

Seal and Signature of Bidder

ANNEXURE- B
MENU FOR MESS
(Schedule of Menu for the Mess)

| Day | Morning Breakfast | Lunch | Evening Snacks | Dinner |
|------------------|---|---|-----------------------------|--|
| Monday | Bread Cutlet+ Milk Tea or Dosa + Milk Tea | Rice+ Dal+Sabji+ Roti+ Salad+ Achar | Biscuit/toast + Milk Tea | Rice+ Dal+ Veg Curry+ Roti+ Salad |
| Tuesday | Idli with Sambhar & Chutney+ Milk Tea | Rice with Aloo Matar+ Veg Curry+ Dal+ Kheer+ Salad+ Achar | Bread pakoda | Rice+ Dal+ Veg Curry+ Tomato Chutney+ Roti+ Salad |
| Wednesday | Puri with Sabji+ Milk Tea | Rice+ Dal+Rajma/Chhole Curry+ Roti+ Veg Curry | Sandwiches | Rice+ Dal+ Veg Curry+ Kadi Pakora+Roti+ Salad +Sweet |
| Thursday | Idli with Sambhar & Chutney+ MilkTea | Veg Pulao+ Raita+ Dal+ AlooJeera+ Roti+ Salad | Bread Roll | Rice+ Rajma+ Veg Curry + Papad+ Roti+ Salad |
| Friday | Poha/Upama/Dhokl+ MilkTea | Rice+ Dal+ Paneer Curry + Roti+ Salad+ Achar | Tikki Chhat | Rice+ Chole+ Mixed Veg + Papad+ Roti+ Salad |
| Saturday | AlooParatha(stuffedwith Aloo)+ MilkTea | Rice+ Black Dal+ Veg Curry+ Roti+ Salad + Achar | Biscuit/toast + Milk Tea | Special Dinner Raita+Papad+ Pulao+ Panir veg + Puri |
| Sunday | Paratha with Aloo ki Sabzi + Milk Tea or Uttappam+MilkTea | Rice+ ChanaDal+ Veg Curry+ Roti+Salad + Achar | Bhel / Bhajia | Rice+ Masoor Dal+ Veg Curry+ Roti+ Papad+ Salad |

RATE LIST

Kindly note and must be abide by the following:

1. The Butter must be AMUL/Mother Diary/Vita make.
2. Paneer must be of Amul/ Gopal Ji, Mother Dairy/Vita.
3. JAM must be Kissan/ Cremica/ Heinz/Maggi/ Tops
4. Atta should be Shakti Bhog/ Ashirwad/Patanjali/ Pillusbury.
5. All preparations of milk must be of Vita/ AMUL/Mother Diary Full cream Milk, including Kheer and Curd
6. Bread must be Britannia/ Harvest make/Perfect Bakery/ English Oven
7. All packed items should be used in the mess before their due expiry dates
8. Sauce must be Kissan/Cremica/Heinz/Maggi/Tops
9. Refined/Mustard oil must be of Nature Fresh/Fortune/safola/SunDrop/ Patanjali
10. Rice should be basmati and raw quality of rice must be get verified from hostel office.

Name of the Contractor:

Rates Quoted in Rs. for :

| Morning Breakfast | Lunch | Evening Snacks | Dinner |
|--------------------------|--------------|-----------------------|---------------|
| | | | |

Seal & Signature of the Contractor with date