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GOVT. OF ASSAM
OFFICE OF THE PRINCIPAL CUM CHIEF SUPERINTENDENT
TINSUKIA MEDICAL COLLEGE & HOSPITAL , TINSUKIA

TENDER FOR CATERING SERVICE IN HOSTELS OF
TINSUKIA MEDICAL COLLEGE & HOSPITAL , TINSUKIA

E-Tenders in two bids (Technical and Financial) system are invited from resourceful and reliable contractor for providing student hostel mess facility at student hostels in TMC&H, Tinsukia initially for 11 months and renewable for further periods based on performance.

Interested bidder shall submit the bid in online mode at the e-Procurement site: <https://assamtenders.gov.in>. The bidder is expected to examine all instructions, terms and conditions in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid. Tender should be addressed to the **Principal cum Chief Superintendent**, TMC&H, Lohari Bongali gaon, P.O. Makum District. Tinsukia Pin. 786170 Assam. Bids received offline or in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances

Important Particulars:					
Brief Description of Goods and services		Cost of Bidding Document Fee		EMD (Bid Security)	
Student hostel mess facility at TMC&H		Rs.2000/-		Rs.1,00,000/-	
Key Dates:					
Sl No.	Schedule	Start Date	Start Time	End Date	End Time
1	e- Tender Publishing	05-08-2024	2.00 PM		
2	e- Tender Download	05-08-2024	2.00 PM	27-08-2024	2.00 PM
4	Bid Submission -	05-08-2024	2.00 PM	27-08-2024	2.00 PM
5	Technical Bid Opening -	27-08-2024	3.00 PM		
6	Financial Bid Opening-	29-08-2024	3.00 PM		


Principal cum Chief Superintendent
 Tinsukia Medical College & Hospital, Tinsukia

SCOPE OF WORK:

The contractor has to prepare and serve breakfast, lunch, evening snacks and dinner for 100 MBBS Students. The contractor has to work basically under the guidance of Mess Management Committee (MMC). 33c

The contractor would be required to run the mess services efficiently to meet the standards set by the MMC of the hostels. A high standard of catering shall be maintained for all items with due regard to quality and purity of food stuff, quality and quantity of dishes, cleanliness in preparation and handling of food items and utmost courtesy of services.

Menu as decided by the MMC in consultation with a Nutritionist/ Dietician will be strictly followed.

Menu items are specified in Schedule-1. The contractor, in consultation with MMC, has to display detailed item wise menu of a particular month by 15th of the previous month on the hostel mess notice board.

A sample of the daily menu to be followed by the bidder is attached with this document. Hostel Mess Menu will be prepared in consultation with the MMC. Menu can be changed, to suit the availability of seasonal vegetables and their market supply with prior approval of the MMC or the student representative in the MMC.

No price hike will be provided to contractor for any reason during the entire duration of the Tender Contract, except Government imposed additional taxes applicable.

Extra items over and above the decided mess menu can be sold at prices decided by the MMC in consultation with the contractor. Serving of extra items is an obligation of the contractor without expecting any minimum number of subscriptions.

When circumstances warrant, the contractor shall cater for additional number of students/staff members, as requested by the MMC at short notice.

The bidders are requested to note that there will be a lean period for the business due to vacation periods. During this period the vendors must provide food to those students who do not avail vacations.

Payment to the vendor shall be made based on the number of students availing the services per month.

All the utensils, gas cylinders, dishes, plates, dining table with chair etc. which are required for serving food to the students has to be provided by the contractor themselves.

In case of using electrical appliances in the kitchen, the contractor has to pay the extra electricity bills required for running the appliances as per the sub-meter installed according to the existing norms

(32c)

**TERMS AND CONDITIONS ALONG WITH RESPONSIBILITIES
OF CONTRACTOR**

(1) **Eligibility Criteria:** The contractor who is willing to participate in the tender must fulfill the following criteria:

- i. At least 3 years of experience for running hostel mess/ catering/dietary service in medical college under Central/State Govt./Autonomous Body/Statutory Body etc. Please arrange to provide your written statement regarding the fulfillment of this experience criteria by you based on the documentary evidence submitted by you indicating the name of the organization (s) served, period of contract (s), value of contract (s), numbers of customers/users served per day on average etc. Please note that copies of work orders, performance certificates / completion certificates etc. supporting the fulfillment of this criterion are to be submitted without fail.
- ii. Should have valid catering/canteen, Food Safety and Standards Act, license/ registrations with the appropriate authorities.
- iii. Should have Average Annual Turnover of at least Rs. 1 crores during the last 3 financial years.
- iv. Should have valid PAN No.

(In case of Firm, PAN of the Firm or proprietor certificate of the Firm of Pan holder to be submitted.)
- v. Should have valid labour licence.
- vi. Income tax returns along with Final Account (Balance Sheet, Profit & Loss A/c & Trading A/c) for the last 3 financial years.
- vii. Valid GST registration certificate.
- viii. Affix Court Fee Stamp of Rs.8.25 (Rupees eight point two five paisa) or IPO of Rs. 10/- (Rupees Ten) only (in case of bidders from outside of the State of Assam)
- ix. Copy of valid trade licence of the bidder manufacturer/sole proprietorship/ firm/agency etc.
- x. The concerned firm/company whose product has been declared as of spurious or adulterated quality and any criminal cases is filled and is pending in any court shall not be eligible to participate in the bidding process. Convicted firms/company shall also not be eligible to participate in the bid. Similarly, blacklisted/banned/debarred firms/company by any central/state govt. or its organization or autonomous bodies. A notarised undertaking in Rs. 100 (one hundred) stamp paper should have furnished in original along with the tender document.
- xi. Affidavit in Rs. 100 (one hundred) stamp paper in support of tender is to be enclosed in original duly signed by Notary Public.
- xii. Copy of undertaking to abide by the Prevention of Food Adulteration Act.
- xiii. Original documents are to be shown as per demand of tender inviting authority during the tender evaluation process.

Documentary evidence in support of all the above is essentially required.

(2) Tender Fee of Rs. 2,000/- (Rupees two thousand only) (Non-refundable) in the form of NEFT/ Net Banking (Bank Transfer) only, through e-procurement system. (312)

(3) Earnest Money Deposit (EMD) of Rs. 1.00,000/- (Rupees one lakh only) in the form of NEFT/ Net Banking (Bank Transfer) only, through e-procurement system.
The EMD of the unsuccessful bidders would be auto returned after rejection on the e-Procurement portal, to that account from which the EMD amount was transferred

Note:- The EMD Deposited by the tender shall not bear any interest to the contractor.

(4) PERFORMANCE BANK GUARANTEE & EXECUTION OF CONTRACT:

- Firm whose offer is accepted will have to furnish Performance security through Bank Guarantee/FDR of an amount equal to 5% of the work value in favour of Principal cum Chief Superintendent, TMC&H, Tinsukia issued by any scheduled bank.
- The performance Bank Guarantee submitted should be valid for 12 months.
- The Performance Bank Guarantee shall be refunded within 15 to 90 days after satisfactory completion of the contract as per order, or after the expiry of contract on satisfactory completion of the same whichever is later.
- No interest will be paid on Performance Bank Guarantee/ Earnest Money Deposit.
- In case of breach of any terms and conditions of the contract or on unsatisfactory performance, the amount of security deposit shall be forfeited by the authority and the decision shall be final.
- The expenses of completing and stamping the agreement shall be paid by the bidder

(5) TMC&H will have right to make good any due from the contractor from the performance security deposit.

(6) Period of Contract: The contract will be operative for a period of one year from the date of award, extendable at discretion of the TMC&H subject to satisfactory working, on the same terms and conditions as the case may be, and the rates as decided by the TMC&H in consultation with the MMC will be final.

(7) Termination of contract: TMC&H reserves the right to terminate the contract on 1 month notice, if the performance is not satisfactory. In case contractor wants to quit before the expiry of the contract, contractor must give 2 month's' notice to TMC&H, or must stay till the time the next contractor take over themess.

(8) TMC&H administration/MMC of the hostels would reserve the right to check on cleanliness and upkeep of premises and quality of provisions, and quality of the food.

(9) Food Hygiene Inspections: MMC of the hostels and students union will carry out periodic inspection and surprise checks to ensure quality of food, hygiene, and cleanliness.

(10) PENALTIES: Failure to supply food in terms of quality, quantity and as per the menu will attract penalty. In this regard, the authority nominated by the Principal, TMCH shall be the competent Authority with regard to imposition of penalty. Penalties imposed shall be adjusted against payment due to the contractor / performance security deposit of the contractor. Severity of hygiene failure shall be assessed and decided by the MMC of the boy's hostel and fined appropriately. In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract.

Contractor's performance will be evaluated by the MMC at any moment during each month on a variety of factors including quality of the ingredients used, performance of the cooking staff, cleanliness and hygiene, catering quality and punctuality, etc. Non-compliance with any

conditions laid out in this document can result in instant monetary fine/termination of contract.

(200)

- (11) The rate (s) once fixed would remain applicable at least for 11 months and will be revised on request of the contractor if contract extended subject to approval by the MMC. TMC&H reserves the right to disallow/amend the request of contractor in this regard.
- (12) The offer should be kept valid for acceptance for a period of at least 90 days from the date of the tender opening.
- (13) The contractor should ensure that the entire catering premises are kept hygienic and clean.
- (14) The contractor is bound to maintain cleanliness in and around the canteen and will dispose off the waste material outside the TMC&H Campus at its own cost and as per law. No staff member of the TMC&H will be engaged for the purpose and it shall be entire responsibility of the contractor.
- (15) Cleaning and Housekeeping of kitchen and dining area will be the sole responsibility of the contractor.
- (16) Cleaning of utensils, cutlery, crockery, kitchen equipment, furniture, mess water cooler is also responsibility of the contractor. The highest possible standards are expected in this regard.
- (17) Cleaning of the plates and utensils should be done with hot water, soap water and all utensils must be properly cleaned and dried.
- (18) All possible measures must be taken to ensure hygiene in the kitchen and mess. These include the provision of ample Liquid soap for hand wash at basin, clean towels to clean hand, hand gloves for mess workers who handle the food items, head caps for mess workers and other measures as advised by the MMC.
- (19) The mess workers must undergo health check and all the relevant investigation as will be outlined by the Medical Board
- (20) Mess workers should be provided the necessary training so as to maintain the highest possible standard of hygiene, as is expected.
- (21) Preventive pest control measures will have to be done by the contractor at regular intervals.
- (22) Engagement of required staff, providing uniforms etc. shall be done by the contractor with approval of the MMC of the hostels. The workers should always use hand gloves, caps, face mask and hand sanitizer while working (hair found in food is not acceptable). Contractor should provide a minimum of two pairs of uniform to the workers and ensure that workers report for duty in clean uniforms.
- (23) The contractor shall be responsible for the proper conduct and behavior of the employees engaged.
- (24) The contractor shall not deploy any minor employees to work in the canteen, proclaimed offender, persons involved in criminal cases or with criminal back ground, and with debt burden.
- (25) The contractor must comply and implement all the statutory provisions of the State & Central Acts relating to the employment of labour, i.e., various Acts relating to payment of Minimum Wages, ESI, PF, Bonus, etc., and all other statutory benefits, as amended from

time to time at its own cost (from within the rate quoted). All the relevant documents/registers need to be kept at TMC&H premises. In the event of non-compliance, the contractor will be solely responsible for any penalty/fine imposed by the statutory bodies. 129c

(26) In case, if any of the contractor's staff suffer any injury or damage or meet with an accident while discharging their duty, the entire cost of compensation should be borne by the contractor. For this purpose, the contractor may cover his staff with adequate insurance policy.

(27) The personnel engaged by the contractor for the service will not be an employee of the TMC&H and there will be no employer-employee relationship between the TMC&H and the personnel so engaged by the contractor.

(28) The contractor shall, at their cost, maintain adequate stock of food grain, grocery. The contractor shall be responsible for proper hygienic storage of all raw materials.

(29) No food cooked in the mess may be taken out of the premises without prior permission of the MMC of the hostels.

(30) Vegetarian and Non Vegetarian food will be cooked and served separately.

(31) The contractor shall not construct or make any structural alterations or install additional fittings inside the premises of the work place without prior written approval from the competent authorities.

(32) Major civil and electrical works will be attended by TMC&H. Minor maintenance jobs such as replacement of light bulbs, tube lights etc. are the responsibility of the catering contractor.

(33) Assistance to the contractor:

(i) The rent free premises with kitchen, dining hall, store for the mess will be provided by TMC&H, Tinsukia. Upkeep of all items provided by the TMC&H will be the sole responsibility of the contractor. Empty Cylinder (commercial) and refilling of cooking gas cylinders shall be on the part of the contractor. Extra items in addition to the above mentioned items shall be arranged by the contractor at his cost. Service utensils shall have to be maintained @ $\frac{3}{4}$ th of the student strength.

(ii) Water for cooking, washing and cleaning will be provided free of cost. The contractor should adopt conservancy measures and avoid unnecessary wastage of water.

(iii) Drinking water through water filter-cum-purifiers.

Electricity will be provided free of cost for the exclusive purpose of lighting and fans and not for cooking purpose under any circumstances. The contractor has to pay the extra electricity bills required for running the appliances as per the sub-meter installed according to the existing norms.

(34) The contractor shall use only branded and best quality raw materials for preparing the food. Brands of products will be decided by the MMC. MMC reserves the right to check the raw materials used for cooking and the cooking processes for compliance with the approved norms.

(35) The employees cannot reside in the place of work except to the extent necessary for their duty in respect of the functioning of the Mess.

- (36) Smoking and consumption/distribution of Alcohol is strictly prohibited.
- (37) The contractor shall not appoint any sub-contractor to carry out his contract.
- (38) The contractor shall be responsible for proper handling and safe custody of all the items of cooking and serving utensils/kitchen equipment and furniture. Repair and maintenance of such items, where necessary, shall be carried out by the contractor and the contractor shall not claim any reimbursement of expense on this account. At the time of expiry of the contract the contractor has to hand over these items in proper working conditions. In case of any loss or damage, those items should be replaced by a newly purchased similar item, to the satisfaction of the issuing authority.
- (39) The items should be prepared after proper washing and cleaning of raw materials, wherever necessary. The cooked food, which is ready to be served, shall be transferred to serving utensils, and shall be kept warm and covered under hygienic condition using specific storing articles provided for the purpose. Serving cold items (Except those expected to be served cold) and/or serving re-heated items are not permitted. Such acts may invite disciplinary action against the contractor.
- (40) The contract shall be directly terminated against any consequences due to food poisoning.
- (41) The contractor shall at all times during the tenure of the contract follow all directions and instructions given by the TMC&H authority and MMC concerning every aspect of service and maintenance. The decision of the TMC&H shall be final in all matters.
- (42) Food should also be served to the hostel rooms in case of sick students as and when required under the direction of the warden. Special food like khichdi /Dalia should be provided by contractor on request by students who got sick
- (43) Water Coolers and purifier and cold storage should be cleaned and maintained at regular intervals as well as per the instructions by the authority.
- (44) Successful contractor shall have to execute an agreement on a prescribed format.
- (45) The Principal, TMCH reserves the right to review and modify the terms and conditions of the contract for better functioning of the service and such terms & conditions will be included at a later date.

(46) EVALUATION METHOD:-

Before evaluation of the technical bid, bidders are expected to meet the eligibility criteria. Bidders failing to meet these criteria or not submitting requisite supporting documents/documentary evidence for supporting the eligibility criteria, are liable to be rejected summarily. If any document produced in support of the eligibility criteria turns out not to be genuine, the EMD/Security Deposit stands automatically forfeited, whether before award of work or otherwise.

The successful bidder will be selected on combined evaluation of Technical and Financial Bid. 70% weightage will be given to Score on Technical Evaluation and 30% weightage to Score on Financial Proposal. It will be Quality cum Cost evaluation.

128e

The quality cum cost evaluation criteria of eligible bidders are set out below:

(1) Scoring on Technical Bid:

S. No	Criteria	Maximum Marks
1	Bidders fulfilling minimum experience criterion either as per clause i. (a) or i. (b) under Eligibility Criteria.	40
2	Bidders having additional experience over and above the minimum experience criterion as per clause i. (a) under Eligibility Criteria (10 marks for each year).	30
3	Bidders fulfilling minimum average annual turnover criterion as per clause (iii) under Eligibility Criteria.	20
4	Bidders having average annual turnover exceeding the minimum average annual turnover as per clause (iii) under Eligibility Criteria (05 marks for every 10 lakhs)	10
Total Technical Score		100

Notes:

26c

1. Documentary proof for the above mentioned parameters must be submitted, otherwise marks will not be awarded on the given criteria.
2. The opening of Financial Bid of only those contractor/firm shall be considered who qualifies in the technical bid evaluation as evaluated by the Committee, whose decision in this regard shall be final and binding.
3. Explanation- If a bidder has secured 80 marks out of the total 100 marks in technical evaluation, his weighted score on technical bid shall be considered as 56 i.e. (80 x 70%)

(2) Scoring on Financial Bid:

The price proposal with lowest quoted total price (LP) amongst the Price proposals will be given a financial score of 100 and other Price proposals shall be given financial scores that are inversely proportional to their quoted total prices(QP).

Financial Score of Firm:

$$100 \times (LP / (QP))$$

Where,

LP = Lowest quoted total Price and QP = Quoted total Price of Firm

Note: Explanation- If a bidder has secured 80 marks out of the total 100 marks in financial evaluation, his weighted score on financial bid shall be considered as 24 i.e. (80 x 30%)

(3) Final Evaluation (Quality cum Cost Evaluation):

The total score (S) shall be, $S = St \times 0.70 + Sf \times 0.30$.

Where,

S = Total Score.

St = Score on Technical Bid, Sf = Score on Price Proposal.

On the basis of the combined weighted score for quality and cost, TMC&H will rank the bidders in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as 1 followed by the proposals securing lesser marks as 2, 3, 4, 5 etc.

Bid with the highest total score (S) shall be considered as highest ranked evaluated bid and the contract shall be awarded to such bidder at their quoted price.

INSTRUCTIONS TO BIDDERS

(250

- (1) The bids shall be submitted in sealed envelope super scribing "Tender for Catering Service in Hostels of TMC&H, Tinsukia". This envelop should contain two separate sealed envelopes as under:
- (2) Tender should be Addressed as following :

Principal cum Chief Superintendent, Tinsukia Medical College and Hospital
Lohari Bongali Gaon, P.O. Makum District. Tinsukia Pin. 786170 Assam

i. Envelop 1 (Technical Bid): this envelope shall include the following:

- (i) Profile, with all relevant signed documents as mentioned in Terms and Conditions.
- (ii) Tender document duly signed and sealed on each page as a token of acceptance of the terms & conditions mentioned in the tender.
- (iii) Power of attorney in favour of signatory of bid, if applicable.

ii. Envelop 2 (Financial Bid): This will consist of the details of financial matters which will be submitted only in the form of BOQ_XXXX .xls in Online Mode.

(Reference for BOQ-To be quoted in format provided on e-Procurement Portal)

Particulars	Rate per student per day (Without GST)	Applicable GST	Rate per student per day inclusive of GST-In figure	Rate per student per day inclusive of GST-In word
Our quotation for the mess is:.				

(3) Prospective bidders are advised to visit the hostel mess premises before participating. They should assess the volume of business by themselves. The TMC&H will not guarantee any minimum/maximum business.

(4) For any clarification during the tendering process, prospective bidders may contact at the official e-mail: tinsukiamedicalcollege@gmail.com during office hours on any working day.

Performa for Technical Bid

Photograph of
tenderer

Bidder Profile(General Information)			
1.	Name of the Company /Firm with complete registered address		
2.	Name of Tenderer /Representative /Applicant (Authorized Signatory)		
3.	Complete Postal Address of the tenderer with contact (Phone/ Mobile No)		
4.	Legal Status (Individual /ProprietaryFirm /PartnershipFirm/ Limited Company/ Corporation)		
5.	Year of Commencement of Business (attach documentary evidence)		
Mandatory Information			
6.	Statutory details (attach photocopy of each)		
	(i) Registration No-		
	(ii) Validity of Registration Number (upto)-		
	(iii) PAN Card No-		
	(iv) Aadhar Card No of the tenderer-		
	(v) GST Reg.No-		
7.	Food Safety (FSSAI) Reg.Nos. for running Restaurants /StudentsCanteen/ Similar Establishments (for last three years)-		
8.	Earnest Money is to be paid In favour of "The Principal cum Chief Superintendent, Tinsukia Medical College, Tinsukia" EMD money is to be deposited in the form of Demand Draft only; otherwise application will not be treated as valid.	Amount:Rs.2,00,000/- Demand Draft No: Name of the Bank: Dated:	
9.	The bidder should have experience of satisfactorily running canteen(s)/ hostel (s) continuously for last three years in reputed educational institutes/Government Sector/similar organizations.. Above Bidder's performance /experience must be provided as per format at (Annexure-III) for each work completed (and in hand) in last three years. Annexure-III should be certified by a responsible person from the certifying organization.		
10.	The bidder's average annual financial turnover (gross) in catering services/similar establishments during the last two financial years should not be less than Rs. 1 cr.Volume of business done during the last two years (submit documentary evidence like audited balance sheets and Profit & loss accounts etc.). All financial documents submitted must be auditedandstamped byanauthorized CharteredAccountant/CompanySecretary.		
	Details of Annual financial Turnover for financial years	2021-22	2022-23
			2023-24
11.	Current/Saving Account No with Bank name and Branch name (attach attested copy by the Manager of the mentioned branch)		

(Name & Signature of Bidder-cum-Applicant)

For Office Use only:-

1. EMD-attached/not attached
2. Statutory details- attached/not attached
3. Income tax Assessment Certificates- attached/not attached
4. Audited balance sheets and profit & Loss Accounts Statement- attached/not attached
5. Details of Annual financial turnover for financial years- attached/not attached
6. Bank Accounts Details: attached/not attached

Annexure- I**UNDERTAKING BY THE APPICANT**

(To be submitted along with the Technical Bid in Rs. 100 stamp paper duly signed by notary public)

I/We, S/o

resident of _____

_____ here by

solemnly agree to abide by the Terms & Conditions of the Tender.

Any breach of the Clause/Clauses will render my contract null and void.

I have understood completely this tender document and the terms and conditions therein. I agree to serve the eatables on the rates as decided from time to time and pay the license fee and other related charges on time. I have also understood that I have to maintain the high standard, quality and hygiene of all the eatables.

Signature of the Bidder with date

Stamp (if, any)

Annexure II

(To be submitted along with the Technical Bid in Rs. 100 stamp paper duly signed by notary public)

I/We(Name)_____

Contractor/Firm/individual_____do hereby

solemnly affirm and declare that the individual/firm are not blacklisted by any Govt./Semi

Govt./Public Sector/ Corporation/office or any other entity.

DEPONENT

DATE&TIME

THEADDRESS_____

VERIFICATION

Verified that the content of above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed there from.

DATE&TIME

DEPONENT

Annexure-III**FORMAT FOR PERFORMANCE CERTIFICATION REFERRED****(To be submitted along with the Technical Bid)**

(Please furnish the information for each individual work from the employer for whom the work was/being executed and also submit work order and work completion certificate)

1. Name of the Contract/Establishment & Location: _____

2. Name & Designation of the contact person with Tele/ Mobile No:
3. Agreement No.(if applicable):
4. Scope of Contract/Establishment:
5. Contract Cost:
6. Period(from-to):
7. No. of persons deployed by your firm
8. Dining strength (No. of persons):
9. Performance Report:
 - i. Quality of Food-Excellent/Very Good/Good/Fair
 - ii. Quality of Service-Excellent/Very Good/Good/Fair
 - iii. Overall Performance-Excellent/Very Good/Good/Fair
10. Compliance of all Statutory Requirements-Yes/No:

(Seal of the Organization)

(Signature with date of the
Authorized representative of the
Organisation)

Particulars	Rate per student per day (Without GST)	Applicable GST	Rate per student per day inclusive of GST-In figure	Rate per student per day inclusive of GST-In word
Our quotation for the mess is:.				

Basic Menu: The following mentioned breakfast, lunch and dinner shall be served every day (except the closure day) in unlimited quantity on a SELF SERVICE basis.

Breakfast: The breakfast will include one fruit daily (banana can be given on a maximum of 3 days per week and other fruits on rest 4 days). It will also include eggs and Sprouts on alternate days. Sprouts must contain at least three items each of which should be available separately.

FOR VEGETERIANS- egg must be replaced with items like curd, sweets etc.

One among the following indicative items shall be served on a particular day. The schedule of the items for a week/month shall be decided by the hostel MMC in consultation with the contractor. The menu of the items may vary as per demand of the students and authority.

(i) Varieties of Paratha (aloo/Gobhietc), Green Chutney, pickle (ii) Roti, sabji (iii) Masala Dosa, sambar, Groundnut/Coconut chutney (iv) Poha, yellow peas curry (v) bread-jam/butter (7 slices of dimension 10 x 10 x 1 cm) with 20 grams of butter or with 10 grams of butter and 10 grams of fruit jam.) (vi) Poori, sabji

Lunch

Unlimited plain Rice on all 7 days along with any other special rice items as mentioned in the menu eg. Dum biryani, tomato rice, jeera rice, curd rice etc.

- Adequate Dal (all varieties to be served alternately)
- One unlimited vegetable curry and one unlimited dry vegetable
- Adequate Salad and pickle
- Fried Papad (adequate) – 5 days a week, roasted papad- 2 days a week

Dinner

- Adequate plain Rice on all 7 days along with any other special rice items as mentioned in the menu (egg. Dum biryani, tomato rice, jeera rice etc.)
- Adequate Chapati (with and without Ghee).
- Adequate Dal (all varieties to be served alternately).
- Non veg items like egg, fish, chicken, mutton to be provided as per decision in the meetings.
- In case of students not having chicken, mutton alternate such as fish, egg, paneer etc must be provided accordingly as per prior info.
- Veg items for vegetarian's like paneer, rajma, chola, soya bean etc.
- One Adequate vegetable curry and one adequate dry vegetable.
- Adequate Salad.

- Pickle, LEMON.
- Sweet Dish (1 pieces of premium sweet or equivalent quantity as decided by the mess council), (either in lunch or in dinner).

(192)

Special Dish: One additional item (chicken/paneer dish) shall be served along with the basic menu every Sunday.

SAMPLE ROUTINE FOOD ITEMS

BREAKFAST

MONDAY	PURI-KABULI, ALOO BHAJI, FRUITS , TEA/COFFEE.
TUESDAY	ROTI- GHUGNI, FRUITS, EGG, TEA/COFFEE.
WEDNESDAY	PARATHA, CHANA DAL, FRUITS, TEA/COFFEE.
THURSDAY	BBJ (BREAD BUTTER JAM), (TOASTED BREAD) ,EGG, FRUIT,TEA/COFFEE.
FRIDAY	PURI – GHUGNI, POHA, FRUIT, TEA/COFFEE.
SATURDAY	FRIED RICE, CHANA DAL, FRUITS, TEA/COFFEE.
SUNDAY	ALOO PARATHA, CURD,KABULI,FRUITS,EGG,TEA/COFFEE

LUNCH

Every meal must contain salad, pickle, lemon (seasonal), papad (as in basic menu)

MONDAY	JEERA RICE,DAL,DRY VEG(BHAJI),VEG CURRY
TUESDAY	PLAIN RICE,DAL,DRY VEG(BHAJI),VEG CURRY
WEDNESDAY	VEG PULAO,SPECIAL CURRY,CHUTNEY.
THURSDAY	PLAIN RICE,DAL,DRY VEG(BHAJI),VEG CURRY
FRIDAY	PLAIN RICE,DAL,DRY VEG(BHAJI),VEG CURRY
SATURDAY	PLAIN RICE,DAL,DRY VEG(BHAJI),VEG CURRY
SUNDAY	PLAIN RICE, ALOO DAM , DRY VEG,PAKORA, FINGER CHIPS,CHUTNEY.

EVENING SNACKS

MONDAY	TEA/COFFEE,PIYAJI
TUESDAY	TEA/COFFEE,ALOO STUFF BREAD CHOP
WEDNESDAY	TEA/COFFEE,BISCUIT, BHUJIA
THURSDAY	TEA/COFFEE,SAMOSA
FRIDAY	TEA/COFFEE, MAGGIE
SATURDAY	TEA/COFFEE,ALOO CHOP
SUNDAY	TEACOFFEE,PAKORA

DINNER

Every meal must contain chutney, pickle, lemon (seasonal), papad (as in basic menu)

(182

MONDAY	PLAIN RICE / ROTI, FISH CURRY, DAL, DRY VEG.
TUESDAY	PLAIN RICE / ROTI, EGG CURRY, DAL, DRY VEG.
WEDNESDAY	PLAIN RICE / ROTI, MUTTON, DAL, DRY VEG
THURSDAY	PLAIN RICE / ROTI, MASALA PANEER, DAL DRY VEG, SWEET
FRIDAY	PULAO / ROTI, CHICKEN CURRY, DAL, DRY VEG
SATURDAY	PLAIN RICE / ROTI, FISH CURRY, MURI GHONTA, DAL, DRY VEG,
SUNDAY	VEG FRIED RICE, CHILLI CHICKEN, SWEET

DINNER (FOR VEG) in replacement of major curry item

MONDAY	VEG MANCHURIAN
TUESDAY	PANNER CURRY
WEDNESDAY	RAJMA CURRY
THURSDAY	-same as basic routine-
FRIDAY	CHOLA (KABULI CHANA)
SATURDAY	MALAI KOFTA
SUNDAY	CHILLI PANEER

DINING TIMINGS

Breakfast – 6.30 -9.30 AM (on working days) and- 07.00-10.00 AM (on holidays)

Lunch - 12:00pm - 2:30 pm and (12:15pm - 2:45pm on holidays)

Dinner - 8:00pm - 10:15pm and (upto 10:30 pm on holidays)

Live Counter: A live counter is to be operational during the mess timings (7AM to 10-30PM), and is to make and serve the following indicative items upon demand by the students, on extra payment basis the rate which will be decided by the MMC in consultation with the contractor from time to time. The following extra items must be served at the live counter.,

EXTRA ITEMS

17e

Item
Cold Drinks, Curd, Sweets, Ice Creams etc
Variety of dosas- Sada/Onion Dosa; Masala Dosa; Onion/Tomato Uttapam, Etc.
Variety of Frankie's-Paneer Frankie, Egg Frankie, Veg Frankie
Milk Shakes- Rose Milk Shake, Apple Milk Shake, Chocolate Milkshake, Bournvita Milkshake, Cold Coffee, Banana Milkshake, Butterscotch, Chikoo Shake , Mango Milkshake, Badam Lassi, Mango Lassi, etc.
Sandwiches- Veg / Aloo / Egg, Sandwich, Chicken Sandwich, Bread Butter
Rolls- Veg Roll, Chicken Roll, Veg Burger, Veg Patties, Paneer Roll, etc
Soups and instant noodles
Juices
Parathas-Aloo parathas, Onion parathas, Gobi parathas, Palak parathas, Mix Veg parathas, Paneer parathas etc.
Egg Items (omelette, Egg. Bhurji, scrambled)
Hakka Noodles and fried Rice (veg/egg/chicken) and other Chinese items (Dry Chilly Chicken, Chilly Paneer)
Dal Khichdi
Gravy Items- Paneer, Chicken, etc

* The rates mentioned are inclusive of the all types of applicable duties/taxes etc.

I/We shall provide the items as per this menu & Rate(s) for current Financial Year if the Contract is awarded to me/us.

(Name & Signature of Bidder-cum-Applicant)

116e

TERMS AND CONDITIONS ALONG WITH RESPONSIBILITIES
OF CONTRACTOR

(24) Eligibility Criteria: The contractor who is willing to participate in the tender must fulfill the following criteria:

- xiv. At least 3 years of experience for running hostel mess/ catering/dietary service in medical college under Central/State Govt./Autonomous Body/Statutory Body etc. Please arrange to provide your written statement regarding the fulfillment of this experience criteria by you based on the documentary evidence submitted by you indicating the name of the organization (s) served, period of contract (s), value of contract (s), numbers of customers/users served per day on average etc. Please note that copies of work orders, performance certificates / completion certificates etc. supporting the fulfillment of this criterion are to be submitted without fail.
- xv. Should have valid catering/canteen, Food Safety and Standards Act, license/ registrations with the appropriate authorities.
- xvi. Should have Average Annual Turnover of at least Rs. 1 crores during the last 3 financial years.
- xvii. Should have valid PAN No.
- (In case of Firm, PAN of the Firm or proprietor certificate of the Firm of Pan holder to be submitted.)
- xviii. Should have valid labour licence.
- xix. Income tax returns along with Final Account (Balance Sheet, Profit & Loss A/c & Trading A/c) for the last 3 financial years.
- xx. Valid GST registration certificate.
- xxi. Affix Court Fee Stamp of Rs.8.25 (Rupees eight point two five paisa) or IPO of Rs. 10/- (Rupees Ten) only (in case of bidders from outside of the State of Assam)
- xxii. Copy of valid trade licence of the bidder manufacturer/sole proprietorship/ firm/agency etc.
- xxiii. The concerned firm/company whose product has been declared as of spurious or adulterated quality and any criminal cases is filled and is pending in any court shall not be eligible to participate in the bidding process. Convicted firms/company shall also not be eligible to participate in the bid. Similarly, blacklisted/banned/debarred firms/company by any central/state govt. or its organization or autonomous bodies. A notarised undertaking in Rs. 100 (one hundred) stamp paper should have furnished in original along with the tender document.
- xxiv. Affidavit in Rs. 100 (one hundred) stamp paper in support of tender is to be enclosed in original duly signed by Notary Public.
- xxv. Copy of undertaking to abide by the Prevention of Food Adulteration Act.
- xxvi. Original documents are to be shown as per demand of tender inviting authority during the tender evaluation process.

Documentary evidence in support of all the above is essentially required.

(25) Tender Fee of Rs. 2,000/- (Rupees two thousand only) (Non-refundable) in the form of NEFT/ Net Banking (Bank Transfer) only, through e-procurement system.

(26) Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees one lakh only) in the form of NEFT/ Net Banking (Bank Transfer) only, through e-procurement system. The EMD of the unsuccessful bidders would be auto returned after rejection on the e-Procurement portal, to that account from which the EMD amount was transferred

Note:- The EMD Deposited by the tender shall not bear any interest to the contractor.

(27) PERFORMANCE BANK GUARANTEE & EXECUTION OF CONTRACT:

- Firm whose offer is accepted will have to furnish Performance security through Bank Guarantee/FDR of an amount equal to 5% of the work value in favour of Principal cum Chief Superintendent, TMC&H, Tinsukia issued by any scheduled bank.
- The performance Bank Guarantee submitted should be valid for 12 months.
- The Performance Bank Guarantee shall be refunded within 15 to 90 days after satisfactory completion of the contract as per order, or after the expiry of contract on satisfactory completion of the same whichever is later.
- No interest will be paid on Performance Bank Guarantee/ Earnest Money Deposit.
- In case of breach of any terms and conditions of the contract or on unsatisfactory performance, the amount of security deposit shall be forfeited by the authority and the decision shall be final.
- The expenses of completing and stamping the agreement shall be paid by the bidder

(28) TMC&H will have right to make good any due from the contractor from the performance security deposit.

(29) Period of Contract: The contract will be operative for a period of one year from the date of award, extendable at discretion of the TMC&H subject to satisfactory working, on the same terms and conditions as the case may be, and the rates as decided by the TMC&H in consultation with the MMC will be final.

(30) Termination of contract: TMC&H reserves the right to terminate the contract on 1 month notice, if the performance is not satisfactory. In case contractor wants to quit before the expiry of the contract, contractor must give 2 month's' notice to TMC&H, or must stay till the time the next contractor take over the mess.

(31) TMC&H administration/MMC of the hostels would reserve the right to check on cleanliness and upkeep of premises and quality of provisions, and quality of the food.

(32) Food Hygiene Inspections: MMC of the hostels and students union will carry out periodic inspection and surprise checks to ensure quality of food, hygiene, and cleanliness.

(33) PENALTIES: Failure to supply food in terms of quality, quantity and as per the menu will attract penalty. In this regard, the authority nominated by the Principal, TMCH shall be the competent Authority with regard to imposition of penalty. Penalties imposed shall be adjusted against payment due to the contractor / performance security deposit of the contractor. Severity of hygiene failure shall be assessed and decided by the MMC of the boy's hostel and fined appropriately. In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract.

Contractor's performance will be evaluated by the MMC at any moment during each month on a variety of factors including quality of the ingredients used, performance of the cooking staff, cleanliness and hygiene, catering quality and punctuality, etc. Non-compliance with any conditions laid out in this document can result in instant monetary fine/termination of contract. (11)

(34) The rate (s) once fixed would remain applicable at least for 11 months and will be revised on request of the contractor if contract extended subject to approval by the MMC. TMC&H reserves the right to disallow/amend the request of contractor in this regard.

(35) The offer should be kept valid for acceptance for a period of at least 90 days from the date of the tender opening.

(36) The contractor should ensure that the entire catering premises are kept hygienic and clean.

(37) The contractor is bound to maintain cleanliness in and around the canteen and will dispose off the waste material outside the TMC&H Campus at its own cost and as per law. No staff member of the TMC&H will be engaged for the purpose and it shall be entire responsibility of the contractor.

(38) Cleaning and Housekeeping of kitchen and dining area will be the sole responsibility of the contractor.

(39) Cleaning of utensils, cutlery, crockery, kitchen equipment, furniture, mess water cooler is also responsibility of the contractor. The highest possible standards are expected in this regard.

(40) Cleaning of the plates and utensils should be done with hot water, soap water and all utensils must be properly cleaned and dried.

(41) All possible measures must be taken to ensure hygiene in the kitchen and mess. These include the provision of ample Liquid soap for hand wash at basin, clean towels to clean hand, hand gloves for mess workers who handle the food items, head caps for mess workers and other measures as advised by the MMC.

(42) The mess workers must undergo health check and all the relevant investigation as will be outlined by the Medical Board

(43) Mess workers should be provided the necessary training so as to maintain the highest possible standard of hygiene, as is expected.

(44) Preventive pest control measures will have to be done by the contractor at regular intervals.

(45) Engagement of required staff, providing uniforms etc. shall be done by the contractor with approval of the MMC of the hostels. The workers should always use hand gloves, caps, face mask and hand sanitizer while working (hair found in food is not acceptable). Contractor should provide a minimum of two pairs of uniform to the workers and ensure that workers report for duty in clean uniforms.

(46) The contractor shall be responsible for the proper conduct and behavior of the employees engaged.

(47) The contractor shall not deploy any minor employees to work in the canteen, proclaimed

offender, persons involved in criminal cases or with criminal back ground, and with debt burden.

(48) The contractor must comply and implement all the statutory provisions of the State & Central Acts relating to the employment of labour, i.e., various Acts relating to payment of Minimum Wages, ESI, PF, Bonus, etc., and all other statutory benefits, as amended from time to time at its own cost (from within the rate quoted). All the relevant documents/registers need to be kept at TMC&H premises. In the event of non-compliance, the contractor will be solely responsible for any penalty/fine imposed by the statutory bodies.

(49) In case, if any of the contractor's staff suffer any injury or damage or meet with an accident while discharging their duty, the entire cost of compensation should be borne by the contractor. For this purpose, the contractor may cover his staff with adequate insurance policy.

(50) The personnel engaged by the contractor for the service will not be an employee of the TMC&H and there will be no employer-employee relationship between the TMC&H and the personnel so engaged by the contractor.

(51) The contractor shall, at their cost, maintain adequate stock of food grain, grocery. The contractor shall be responsible for proper hygienic storage of all rawmaterials.

(52) No food cooked in the mess may be taken out of the premises without prior permission of the MMC of the hostels.

(53) Vegetarian and Non Vegetarian food will be cooked and served separately.

(54) The contractor shall not construct or make any structural alterations or install additional fittings inside the premises of the work place without prior written approval from the competent authorities.

(55) Major civil and electrical works will be attended by TMC&H. Minor maintenance jobs such as replacement of light bulbs, tube lights etc. are the responsibility of the catering contractor.

(56) Assistance to the contractor:

(iv) The rent free premises with kitchen, dining hall, store for the mess will be provided by TMC&H, Tinsukia. Upkeep of all items provided by the TMC&H will be the sole responsibility of the contractor. Empty Cylinder(commercial) and refilling of cooking gas cylinders shall be on the part of the contractor. Extra items in addition to the above mentioned items shall be arranged by the contractor at his cost. Service utensils shall have to be maintained @ 3/4th of the student strength.

(v) Water for cooking, washing and cleaning will be provided free of cost. The contractor should adopt conservancy measures and avoid unnecessary wastage of water.

(vi) Drinking water through water filter-cum-purifiers.

Electricity will be provided free of cost for the exclusive purpose of lighting and fans and not for cooking purpose under any circumstances. the contractor has to pay the extra electricity bills required for running the appliances as per the sub-meter installed according to the existing norms.

- (12)
- (57) The contractor shall use only branded and best quality raw materials for preparing the food. Brands of products will be decided by the MMC. MMC reserves the right to check the raw materials used for cooking and the cooking processes for compliance with the approved norms.
- (58) The employees cannot reside in the place of work except to the extent necessary for their duty in respect of the functioning of the Mess.
- (59) Smoking and consumption/distribution of Alcohol is strictly prohibited.
- (60) The contractor shall not appoint any sub-contractor to carry out his contract.
- (61) The contractor shall be responsible for proper handling and safe custody of all the items of cooking and serving utensils/kitchen equipment and furniture.. Repair and maintenance of such items, where necessary, shall be carried out by the contractor and the contractor shall not claim any reimbursement of expense on this account. At the time of expiry of the contract the contractor has to hand over these items in proper working conditions. In case of any loss or damage, those items should be replaced by a newly purchased similar item, to the satisfaction of the issuing authority.
- (62) The items should be prepared after proper washing and cleaning of raw materials, wherever necessary. The cooked food, which is ready to be served, shall be transferred to serving utensils, and shall be kept warm and covered under hygienic condition using specific storing articles provided for the purpose. Serving cold items (Except those expected to be served cold) and/or serving re-heated items are not permitted. Such acts may invite disciplinary action against the contractor.
- (63) The contract shall be directly terminated against any consequences due to food poisoning.
- (64) The contractor shall at all times during the tenure of the contract follow all directions and instructions given by the TMC&H authority and MMC concerning every aspect of service and maintenance. The decision of the TMC&H shall be final in all matters.
- (65) Food should also be served to the hostel rooms in case of sick students as and when required under the direction of the warden. Special food like khichdi/Dalia should be provided by contractor on request by students who got sick
- (66) Water Coolers and purifier and cold storage should be cleaned and maintained at regular intervals as well as per the instructions by the authority.
- (67) Successful contractor shall have to execute an agreement on a prescribed format.
- (68) The Principal, TMCH reserves the right to review and modify the terms and conditions of the contract for better functioning of the service and such terms & conditions will be included at a later date.

(69) **EVALUATION METHOD:-**

Before evaluation of the technical bid, bidders are expected to meet the eligibility criteria. Bidders failing to meet these criteria or not submitting requisite supporting documents/documentary evidence for supporting the eligibility criteria, are liable to be rejected summarily. If any document produced in support of the eligibility criteria turns out not to be genuine, the EMD/Security Deposit stands automatically forfeited, whether before award of work or otherwise.

The successful bidder will be selected on combined evaluation of Technical and Financial Bid. 70% weightage will be given to Score on Technical Evaluation and 30% weightage to Score on Financial Proposal. It will be Quality cum Cost evaluation. (ue)

The quality cum cost evaluation criteria of eligible bidders are set out below:

(4) Scoring on Technical Bid:

S. No	Criteria	Maximum Marks
1	Bidders fulfilling minimum experience criterion either as per clause i. (a) or i. (b) under Eligibility Criteria.	40
2	Bidders having additional experience over and above the minimum experience criterion as per clause i. (a) under Eligibility Criteria (10 marks for each year).	30
3	Bidders fulfilling minimum average annual turnover criterion as per clause (iii) under Eligibility Criteria.	20
4	Bidders having average annual turnover exceeding the minimum average annual turnover as per clause (iii) under Eligibility Criteria (05 marks for every 10 lakhs)	10
Total Technical Score		100

1. Documentary proof for the above mentioned parameters must be submitted, otherwise marks will not be awarded on the given criteria.
2. The opening of Financial Bid of only those contractor/firm shall be considered who qualifies in the technical bid evaluation as evaluated by the Committee, whose decision in this regard shall be final and binding.
3. Explanation- If a bidder has secured 80 marks out of the total 100 marks in technical evaluation, his weighted score on technical bid shall be considered as 56 i.e. (80 x 70%)

100

(5) Scoring on Financial Bid:

The price proposal with lowest quoted total price (LP) amongst the Price proposals will be given a financial score of 100 and other Price proposals shall be given financial scores that are inversely proportional to their quoted total prices(QP).

Financial Score of Firm:

$$100 \times (LP / (QP))$$

Where,

LP = Lowest quoted total Price and QP = Quoted total Price of Firm

Note: Explanation- If a bidder has secured 80 marks out of the total 100 marks in financial evaluation, his weighted score on financial bid shall be considered as 24 i.e. (80 x 30%)

(6) Final Evaluation (Quality cum Cost Evaluation):

The total score (S) shall be, $S = S_t \times 0.70 + S_f \times 0.30$.

Where,

S = Total Score.

S_t = Score on Technical Bid S_f = Score on Price Proposal.

On the basis of the combined weighted score for quality and cost, TMC&H will rank the bidders in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as 1 followed by the proposals securing lesser marks as 2, 3, 4, 5etc.

Bid with the highest total score (S) shall be considered as highest ranked evaluated bid and the contract shall be awarded to such bidder at their quoted price.

INSTRUCTIONS TO BIDDERS

9c

- (5) The bids shall be submitted in sealed envelope super scribing "Tender for Catering Service in Hostels of TMC&H, Tinsukia". This envelop should contain two separate sealed envelopes as under:
- (6) Tender should be Addressed as following :

Principal cum Chief Superintendent, Tinsukia Medical College and Hospital
Lohari Bongali Gaon, P.O. Makum District. Tinsukia Pin. 786170 Assam

iii. Envelop 1 (Technical Bid): this envelope shall include the following:

- (i) Profile, with all relevant signed documents as mentioned in Terms and Conditions.
- (ii) Tender document duly signed and sealed on each page as a token of acceptance of the terms & conditions mentioned in the tender.
- (iii) Power of attorney in favour of signatory of bid, if applicable.

iv. Envelop 2 (Financial Bid): This will consist of the details of financial matters which will be submitted only in the form of BOQ_XXXX.xls IN ONLINE MODE.

(Reference for BOQ-To be quoted in format provided on e-Procurement Portal)

Particulars	Rate per student per day (Without GST)	Applicable GST	Rate per student per day inclusive of GST-In figure	Rate per student per day inclusive of GST-In word
Our quotation for the mess is:.				

(7) Prospective bidders are advised to visit the hostel mess premises before participating. They should assess the volume of business by themselves. The TMC&H will not guarantee any minimum/maximum business.

(8) For any clarification during the tendering process, prospective bidders may contact at the official e-mail tinsukiamedicalcollege@gmail.com during office hours on any working day.

(8c)

Performa for Technical Bid

Photograph of
tenderer

Bidder Profile(General Information)		
1.	Name of the Company /Firm with complete registered address	
2.	Name of Tenderer /Representative /Applicant (Authorized Signatory)	
3.	Complete Postal Address of the tenderer with contact (Phone/ Mobile No)	
4.	Legal Status (Individual /ProprietaryFirm /PartnershipFirm/ Limited Company/ Corporation)	
5.	Year of Commencement of Business (attach documentary evidence)	
Mandatory Information		
6.	Statutory details (attach photocopy of each)	
	(i) Registration No-	
	(ii) Validity of Registration Number (upto)-	
	(iii) PAN Card No-	
	(iv) Aadhar Card No of the tenderer-	
	(v) GST Reg.No-	
7.	Food Safety (FSSAI) Reg.Nos. for running Restaurants /StudentsCanteen/ Similar Establishments (for last three years)-	
8.	Earnest Money is to be paid In favour of "The Principal cum Chief Superintendent, Tinsukia Medical College, Tinsukia" EMD money is to be deposited in the form of Demand Draft only; otherwise application will not be treated as valid.	Amount:Rs.2,00,000/- Demand Draft No: Name of the Bank: Dated:
9.	The bidder should have experience of satisfactorily running canteen(s)/ hostel (s) continuously for last three years in reputed educational institutes/Government Sector/similar organizations.. Above Bidder's performance /experience must be provided as per format at (Annexure-III) for each work completed (and in hand) in last three years. Annexure-III should be certified by a responsible person from the certifying organization.	
10.	The bidder's average annual financial turnover (gross) in catering services/similar establishments during the last two financial years should not be less than Rs. 1 cr.Volume of business done during the last two years (submit documentary evidence like audited balance sheets and Profit & loss accounts etc.). All financial documents submitted must be auditedandstamped byanauthorized CharteredAccountant/CompanySecretary.	
	Details of Annual financial Turnover for financial years	2021-22 2022-23 2023-24
11.	Current/Saving Account No with Bank name and Branch name (attach attested copy by the Manager of the mentioned branch)	

(Name & Signature of Bidder-cum-Applicant)

For Office Use only:-

7. EMD-attached/not attached
8. Statutory details- attached/not attached
9. Income tax Assessment Certificates- attached/not attached
10. Audited balance sheets and profit & Loss Accounts Statement- attached/not attached
11. Details of Annual financial turnover for financial years- attached/not attached
12. Bank Accounts Details: attached/not attached

Annexure- I**UNDERTAKING BY THE APPICANT**

(To be submitted along with the Technical Bid in Rs. 100 stamp paper duly signed by notary public)

I/We, S/o

resident of _____

_____ here by

solemnly agree to abide by the Terms & Conditions of the Tender.

Any breach of the Clause/Clauses will render my contract null and void.

I have understood completely this tender document and the terms and conditions therein. I agree to serve the eatables on the rates as decided from time to time and pay the license fee and other related charges on time. I have also understood that I have to maintain the high standard, quality and hygiene of all the eatables.

Signature of the Bidder with date

Stamp (if, any)

6e

Annexure II

(To be submitted along with the Technical Bid in Rs. 100 stamp paper duly signed by notary public)

I/We(Name)_____

Contractor/Firm/individual_____do hereby

solemnly affirm and declare that the individual/firm are not blacklisted by any Govt./Semi

Govt./Public Sector/ Corporation/office or any other entity.

DEPONENT

DATE&TIME

THEADDRESS_____

VERIFICATION

Verified that the content of above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed there from.

DATE&TIME

DEPONENT

Annexure-III**FORMAT FOR PERFORMANCE CERTIFICATION REFERRED****(To be submitted along with the Technical Bid)**

(Please furnish the information for each individual work from the employer for whom the work was/being executed and also submit work order and work completion certificate)

11. Name of the Contract/Establishment & Location: _____

12. Name & Designation of the contact person with Tele/ Mobile No:
13. Agreement No.(if applicable):
14. Scope of Contract/Establishment:
15. Contract Cost:
16. Period(from-to):
17. No. of persons deployed by your firm
18. Dining strength (No. of persons):
19. Performance Report:
 - i. Quality of Food—Excellent/Very Good/Good/Fair
 - ii. Quality of Service-Excellent/Very Good/Good/Fair
 - iii. Overall Performance-Excellent/Very Good/Good/Fair
20. Compliance of all Statutory Requirements—Yes/No:

(Seal of the Organization)

(Signature with date of the
Authorized representative of the
Organisation)

Particulars	Rate per student per day (Without GST)	Applicable GST	Rate per student per day inclusive of GST-In figure	Rate per student per day inclusive of GST-In word
Our quotation for the mess is:.				

Basic Menu: The following mentioned breakfast, lunch and dinner shall be served every day (except the closure day) in unlimited quantity on a SELF SERVICE basis.

Breakfast: The breakfast will include one fruit daily(banana can be given on a maximum of 3 days per week and other fruits on rest 4 days). It will also include eggs and Sprouts on alternate days Sprouts must contain at least three items each of which should be available separately.

FOR VEGETERIANS- egg must be replaced with items like curd, sweets etc.

One among the following indicative items shall be served on a particular day. The schedule of the items for a week/month shall be decided by the hostel MMC in consultation with the contractor. The menu of the items may vary as per demand of the students and authority.

(i) Varieties of Paratha (aloo/Gobhietc), Green Chutney, pickle (ii) Roti , sabji (iii) Masala Dosa, sambar, Groundnut/Coconut chutney (iv) Poha, yellow peas curry (v) bread-jam/butter(7 slices of dimension 10 x 10 x 1 cm) with 20 grams of butter or with 10 grams of butter and 10 grams of fruit jam.) (vi) Poori, sabji

Lunch

Unlimited plain Rice on all 7 days along with any other special rice items as mentioned in the menu eg. Dum biryani, tomato rice, jeera rice, curd rice etc.

- Adequate Dal(all varieties to be served alternately)
- One unlimited vegetable curry and one unlimited dry vegetable
- Adequate Salad and pickle
- Fried Papad (adequate) – 5 days a week, roasted papad- 2 days a week

Dinner

- Adequate plain Rice on all 7 days along with any other special rice items as mentioned in the menu (egg. Dum biryani, tomato rice, jeera rice etc.)
- Adequate Chapati (with and without Ghee).
- Adequate Dal (all varieties to be served alternately).
- Non veg items like egg, fish, chicken ,mutton to be provided as per decision in the meetings.
- In case of students not having chicken, mutton alternate such as fish, egg, paneer etc must be provided accordingly as per prior info.
- Veg items for vegetarian's like paneer, rajma, chola, soyabean etc.
- One Adequate vegetable curry and one adequate dry vegetable.

- Adequate Salad.
- Pickle, LEMON.
- Sweet Dish (1 pieces of premium sweet or equivalent quantity as decided by the mess council), (either in lunch or indinner).

32

Special Dish: One additional item (chicken/paneer dish) shall be served along with the basic menu every Sunday.

SAMPLE ROUTINE FOOD ITEMS

BREAKFAST

MONDAY	PURI-KABULI, ALOO BHAJI, FRUITS , TEA/COFFEE.
TUESDAY	ROTI- GHUGNI, FRUITS, EGG, TEA/COFFEE.
WEDNESDAY	PARATHA, CHANA DAL, FRUITS, TEA/COFFEE.
THURSDAY	BBJ (BREAD BUTTER JAM), (TOASTED BREAD) ,EGG, FRUIT,TEA/COFFEE.
FRIDAY	PURI – GHUGNI, POHA, FRUIT, TEA/COFFEE.
SATURDAY	FRIED RICE, CHANA DAL, FRUITS, TEA/COFFEE.
SUNDAY	ALOO PARATHA, CURD,KABULI,FRUITS,EGG,TEA/COFFEE

LUNCH

Every meal must contain salad, pickle, lemon (seasonal), papad (as in basic menu)

MONDAY	JEERA RICE,DAL,DRY VEG(BHAJI),VEG CURRY
TUESDAY	PLAIN RICE,DAL,DRY VEG(BHAJI),VEG CURRY
WEDNESDAY	VEG PULAO,SPECIAL CURRY,CHUTNEY.
THURSDAY	PLAIN RICE,DAL,DRY VEG(BHAJI),VEG CURRY
FRIDAY	PLAIN RICE,DAL,DRY VEG(BHAJI),VEG CURRY
SATURDAY	PLAIN RICE,DAL,DRY VEG(BHAJI),VEG CURRY
SUNDAY	PLAIN RICE, ALOO DAM , DRY VEG,PAKORA, FINGER CHIPS,CHUTNEY.

EVENING SNACKS

MONDAY	TEA/COFFEE,PIYAJI
TUESDAY	TEA/COFFEE,ALOO STUFF BREAD CHOP
WEDNESDAY	TEA/COFFEE,BISCUIT, BHUJIA
THURSDAY	TEA/COFFEE,SAMOSA
FRIDAY	TEA/COFFEE, MAGGIE
SATURDAY	TEA/COFFEE,ALOO CHOP
SUNDAY	TEACOFFEE,PAKORA

DINNER

Every meal must contain chutney, pickle, lemon (seasonal), papad (as in basic menu)

12e

MONDAY	PLAIN RICE / ROTI, FISH CURRY, DAL, DRY VEG.
TUESDAY	PLAIN RICE / ROTI, EGG CURRY, DAL, DRY VEG.
WEDNESDAY	PLAIN RICE / ROTI, MUTTON, DAL, DRY VEG
THURSDAY	PLAIN RICE / ROTI, MASALA PANEER, DAL DRY VEG, SWEET
FRIDAY	PULAO / ROTI, CHICKEN CURRY, DAL, DRY VEG
SATURDAY	PLAIN RICE / ROTI, FISH CURRY, MURI GHONTA, DAL, DRY VEG,
SUNDAY	VEG FRIED RICE, CHILLI CHICKEN, SWEET

DINNER (FOR VEG) in replacement of major curry item

MONDAY	VEG MANCHURIAN
TUESDAY	PANNER CURRY
WEDNESDAY	RAJMA CURRY
THURSDAY	-same as basic routine-
FRIDAY	CHOLA (KABULI CHANA)
SATURDAY	MALAI KOFTA
SUNDAY	CHILLI PANEER

DINING TIMINGS

Breakfast – 6.30 -9.30 AM (on working days) and- 07.00-10.00 AM (on holidays)

Lunch - 12:00pm - 2:30 pm and (12:15pm - 2:45pm on holidays)

Dinner - 8:00pm - 10:15pm and (upto 10:30 pm on holidays)

Live Counter: A live counter is to be operational during the mess timings (7AM to 10-30PM), and is to make and serve the following indicative items upon demand by the students, on extra payment basis the rate which will be decided by the MMC in consultation with the contractor from time to time. The following extra items must be served at the live counter.,

EXTRA ITEMS

Item
Cold Drinks, Curd, Sweets, Ice Creams etc
Variety of dosas-Sada/Onion Dosa; Masala Dosa; Onion/Tomato Uttapam, Etc.
Variety of Frankie's-Paneer Frankie, Egg Frankie, Veg Frankie
MilkShakes- Rose Milk Shake, Apple Milk Shake, Chocolate Milkshake, Bournvita Milkshake, Cold Coffee, Banana Milkshake, Butterscotch, Chikoo Shake ,Mango Milk
Shake, Badam Lassi, Mango Lassi, etc.
Sandwiches- Veg / Aloo / Egg, Sandwich, Chicken Sandwich, Bread Butter
Rolls- Veg Roll, Chicken Roll, Veg Burger, Veg Patties, Paneer Roll, etc
Soups and instant noodles
Juices
Parathas-Alooparathas, Onion parathas, Gobi parathas, Palakparathas, Mix Veg parathas, Paneerparathas etc.
Egg Items (omelette, Egg. Bhrji, scrambled)
Hakka Noodles and fried Rice (veg/egg/chicken) and other Chinese items (Dry Chilly Chicken, Chilly Paneer)
Dal Khichdi
Gravy Items-Paneer, Chicken, etc

* The rates mentioned are inclusive of the all types of applicable duties/taxes etc.

I/We shall provide the items as per this menu &Rate(s) for current Financial Year if the Contract is awarded to me/us.

(Name & Signature of Bidder-cum-Applicant)