

**TENDER  
FOR RUNNING THE MESS  
IN  
GIRLS HOSTEL**



**Last date of Submission:**

**07/11/2024 at 1:00 PM**

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**MAHATMA GANDHI GOVERNMENT ENGINEERING COLLEGE**

**KOTLA (JEORI), RAMPUR BUSHAHR,**

**DISTRICT SHIMLA, HIMACHAL PRADESH. PIN 172101**

**Telephone No. : 01782-292904-292905**

**Website: [www.mggec.ac.in](http://www.mggec.ac.in)**



**OFFICE OF THE DIRECTOR / PRINCIPAL  
MAHATMA GANDHI GOVT. ENGG. COLLEGE, KOTLA (JEORI)  
RAMPUR BUSHAHR DISTRICT SHIMLA (H.P)**

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Website [www.mggec.ac.in](http://www.mggec.ac.in)

**TENDER FOR MESS SERVICE IN GIRLS HOSTEL**

**BID REFERENCE** : GEC/KJR/STORE/GIRLS HOSTEL MESS/2023

**LAST DATE AND TIME FOR RECEIPT OF BIDS** : 07/11/2024 at 1:00 PM

**TIME AND DATE OF OPENING OF BIDS** : 07/11/2024 at 03:30 PM

**PLACE OF OPENING OF BIDS** : O/O Director/Principal, Mahatma Gandhi Govt. Engineering College, Kotla (Jeori), Rampur Bsr. District Shimla, (H.P.) 172101

**ADDRESS FOR COMMUNICATION** : O/O Director/Principal, Mahatma Gandhi Govt. Engineering College, Kotla (Jeori), Rampur Bsr. District Shimla, (H.P.) 172101



Tender No.: GEC/KJR/STORE/GIRLS HOSTEL MESS 2023/4170 Dated: 18.10.2024

Director/Principal, Mahatma Gandhi Government Engineering College Kotla (Jeori) Rampur Bsr. District Shimla, (H.P.) 172101 invites sealed tender for running mess service in girls hostel in premises of this institute at Kotla (Jeori) on monthly rent basis and as per terms and conditions laid down in the tender document.

Sr. No.	Menu Items	Earnest Money Deposit (EMD)	Performance Security
1.	Attachment as Annexure-I	Rs. 25,000/- (Rs. Twenty Five Thousand Only)	Rs. 40,000/- (Rs. Forty Thousand Only)

- The tendering document may be obtained from the office of Mahatma Gandhi Government Engineering College Kotla (Jeori) Rampur Bushahr District Shimla (H.P.) 172101 during office hours namely, from 10.00 hrs to 17.00 hrs, on all working days on the submission of a written application to the above office and upon payment of a non-refundable fee of Rs. 500/- in the form of a demand draft from any nationalized bank in favour of **Director/Principal Mahatma Gandhi Government Engineering College Kotla (Jeori), Rampur Bushahr, District Shimla, (H.P.)** The tender document can also be download from the college website [www.mggec.ac.in](http://www.mggec.ac.in). The firms who download the tender document from the institution website are required to submit a demand draft of Rs. 500/- (Five hundred only) non-refundable in separate envelope in the favour of Director/Principal, Mahatma Gandhi Government Engineering College Kotla (Jeori), District Shimla, (H.P.) payable at **Rampur**
- The provisions in the instructions and in the general conditions of the contract are based on the provisions of the standard tendering document.
  - Price of bidding document : (₹ 500.00) (₹ Five Hundred Only) (non-refundable) (To be attached outside Technical bid in separate envelop )
  - Last date and time for Receipt of bid : 07/11/2024 at 01:00 PM
  - Time and date of Opening of bids : 07/11/2024 at 03:30 PM
  - Place of opening of bids : O/O Director/Principal, Mahatma Gandhi Govt. Engineering College, Kotla (Jeori), Rampur Bushahr, District Shimla (H.P.) 172101
  - Address for communication : O/O Director/Principal, Mahatma Gandhi Govt. Engineering College, Kotla (Jeori), Rampur Bushahr, District Shimla (H.P.) 172101
  - All bids must be accompanied by a bid security as specified in the bid document and must be delivered to the above office at the date and time indicated above, failing which tender/ bid will not be considered.
- Tenders will be opened in the presence of bidder or their representatives who may wish to attend the meeting on the specified date and time.
- In the event of the date specified for bid receipt and opening being declared as a closed holiday, the due date for submission of bids and opening of bids will be the following working day at the appointed time and place.



**TERMS AND CONDITIONS** (For running mess in Girls Hostel)

1. Mahatma Gandhi Government Engineering College Kotla (Jeori), Rampur Bushahr, District Shimla (H.P.) 172101 invites sealed tenders for running Mess Service Girls Hostel on fixed cost basis in the premises of the institute from reputed contractors/societies/firms/agencies etc. The tender document may either be obtained from the office of the institute on all working days or may also be downloaded from the institute website i.e. [www.mgcec.ac.in](http://www.mgcec.ac.in).
2. The contract will be awarded for a **period one year** at the first instance. However, **extension for next year may be granted subject to satisfactory performance certified by "Mess Committee"** duly constituted by competent authority.
3. The contract shall be deemed to be bare contract only of the said mess. The overall control and superintendence shall remain vested in the undersigned whose officials at all reasonable hours shall be entitled to inspect the said mess about its bonafide use.
4. Sale or use of tobacco products, alcoholic products and other intoxicants are strictly prohibited. Playing cards and smoking is prohibited in the premises.
5. The contractor shall not be entitled to allow any other person to occupy the mess or to use any part thereof. The contractor shall not admit any person into partnership or become partner or to let or sub-let the mess.
6. The sealed quotations should reach the institute, latest by **07/11/2024 upto 1:00 PM**. The bid will be opened on **07/11/2024 at 03:30 PM** at in the administrative block of the institute in the presence of the bidder's or their authorized representative(s), who will be present at the scheduled date and time.
7. To keep record of inspections, the mess contractor shall maintain an inspection book. The contractor shall display the menu at appropriate places in the mess. **The contractor himself shall be responsible for the recovery of mess dues from students based on taking actual meals in the mess.**
8. In case of unsatisfactory service or misbehavior by the contractor or his employees, the contract may be terminated at any time by the Director-cum- Principal of the Institution after giving one month's notice.
9. **The items served by the contractor should be of a good quality.** The contractor should use only basmati rice and the basmati rice should not be of the size less than half grain. The mess committee will ensure maintenance of proper hygienic conditions and quality of the food served by the contractor. Edible oil for fry items should not be reused. It should be fresh for every time.



10. The special light food (like: Khichadi, dalia and hot water) should be served for sick students on request in advance.
11. On specific religious or cultural occasions such as Janmashtami, Shivratri, and Ramadan (Roza), a vrat (fasting) thali will be provided to students. This special meal should be prepared in accordance with the dietary restrictions and preferences associated with these observances. The mess contractor must ensure that these meals are prepared and served on time, maintaining high standards of quality and hygiene.
12. Cooking should be in hostel mess only, no outside cooked food/except Bakery items shall be allowed.
13. The contractor shall provide adequate number of mess servants (not below the age of 18 years) in the ratio of 1:25 students having at least 02 mess attendants, 01 cook and 01 supervisor. If number of students is up to 60, then, at least three mess servants will be required. Each staff member must be present during all specified meal service times (breakfast, lunch, snacks, and dinner). All staff must wear clean, designated uniforms while on duty. Uniforms should be professional, appropriate to their roles, and must be maintained in a neat and presentable condition at all times. The contractor will be responsible for the conduct and behavior of the servants under his employment. However, the contractor should provide the necessary details of all its employees (permanent, temporary, casual) to the institute. All the employees should be police verified. Medical fitness certificates of all the employees have to be submitted to the institute.
14. Employment of child labor (below 18 years) is totally prohibited.
15. This institute reserves the right to recover/adjust any amount which may be due from the contractor from performance security deposit.
16. The sanitation of kitchen, service area, toilets shall be sole responsibility of the contractor. All the items stored or served shall be properly kept to prevent contamination by flies and dust. The cleanliness of water storage tanks used for the mess is to be done by the contractor himself from time to time.
17. Once the tender is awarded, the contractor will be fully responsible for all repairs and maintenance of the mess facilities. This includes repairs to kitchen equipment, dining area furnishings, plumbing, electrical systems, and any other infrastructure within the mess. The contractor must ensure that all repairs are completed promptly and to a satisfactory standard.
18. All breakage or damage to hostel mess property shall be made good by the contractor. Performance security of Rs. **40,000/- (Forty thousand only)** has to be deposited by the successful bidder at the time of agreement. In case the contractor fail to run the mess services



before the end of contract period, performance security of Rs. **40,000/- (Forty thousand only)** will be forfeited.

19. The performance security shall be in shape of F.D.R. duly pledged for at least 2 years in the name of the Director-cum-Principal, Mahatma Gandhi Govt. Engg. College Kotla (Jeori), Distt. Shimla (H.P.) and shall be valid for 21 days beyond the contract obligations.
20. Gas connection and furniture shall be provided by the institute whereas utensils etc. as per the requirement shall have to be arranged by the contractor. Maintenance and repair of mess property shall be sole responsibility of the contractor and he will return the same to the institution in perfect condition on the termination of the contract.
21. The contractor will return filled gas cylinders at the end of contract.
22. All the filled cylinders should not be placed inside the kitchen or mess area. In the event of breach of this clause, the undersigned shall be competent to cover up the losses from the performance security deposited by the contractor.
23. While using gas & electric appliances, due precaution to ensure safety of the building against fire break may be taken. In the eventuality of any laxity on this account, the amount of loss shall be recoverable from the contractor.
24. The contractor shall be responsible towards his/her workers for any injury/causality while working in the mess. This institute will not be responsible and liable for any compensation whatever.
25. The contractor shall not have a right to close the mess during holidays or vacation, pandemic period without prior permission of incharge of mess committee as the mess facility may be required during these days.
26. The contractor shall be responsible for depositing the monthly mess rent of ₹3,500 (Three Thousand Five Hundred Rupees) with the cashier of the institute on or before the 10th of each month. If the rent not be deposited by the 10th, a penalty of ₹100 per day will be charged for each day of delay. Electricity charges will be based on actual usage, while water charges will be ₹300 (Three Hundred Rupees) per month. Additionally, the contractor may be eligible for a relaxation in the mess rent during the vacation period (Only if when no student is taking mess service and mess contractor is also not using the premises).
27. Quality of food/services provided will be inspected / checked from time to time and if found unsatisfactory, the contract may be cancelled at any time by the institute with/ without furnishing any notice. Decision of the Director/Principal, Mahatma Gandhi Government Engineering College Kotla (Jeori) Distt. Shimla (H.P) with regard to determining the quality of food/service etc. rendered by the contractor shall be final and acceptable to contractor.



28. The contractor shall not use any electrical appliances except Water Purifier, Electrical Tubes, Fans, Fridge, Water Cooler, Electrical Chimney and Electrical grinder.
29. Employees of Mahatma Gandhi Govt. Engineering College or their family members are not eligible to participate in the tender. A 'No-Relation Certificate' as per prescribed format (Annexure I) has to be mandatorily submitted by the Bidder along with bid on his letter head.
30. The bidders are advised to quote rates reasonable and in harmony with the quality of the Mess Menu. The unreasonably low rates may attract disqualification. The decision of the competent authority in this regard will be full and final and binding on all bidders.
31. The tenderer must have prior experience of at least 1 year of running such mess/canteen in Govt. or other reputed organization in present time (not in earlier than five years) and must enclose latest certificate/documentary evidence in this regard. The experience certificate duly signed and stamped by the issuing authority will be considered only.
32. The contractor should have valid/functional PAN, GST and FSSAI registration. Moreover, contractor shall ensure that his/her employees are covered under ESI and EPF.
33. The contractor/service shall be governed by the relevant statues/acts/rules of Govt. of India or /and Govt. of HP, as the case may be.
34. If required, the evaluation committee can act as negotiation committee for the purpose of award of contract.
35. Bidders are advised to inspect the available premises/resources before quoting the rates on any working day.
36. The tender shall be evaluated on the basis of rates quoted per day. In case lowest bidder is not found suitable or disqualified, the tender can be awarded to the next higher bidder. The decision of the competent authority in all the matters shall be final.
37. **The Director cum Principal reserves the right to modify, impose or relax any clause in the terms and conditions.**
38. The Director-cum-Principal, Mahatma Gandhi Govt. Engg. College Kotla (Jeori), Distt. Shimla (H.P.) reserves the right to accept or reject all or any of the tender without assigning any reason, whatsoever, and without any prior notice to the bidder.
39. If a mess contractor is disqualified from providing services in any government or private company of repute during the tenure of the contract, they will be ineligible to apply for future tenders. If such disqualification be discovered after the tender has been awarded, the contract will be immediately cancelled. This measure ensures that only qualified and compliant contractors are engaged for the mess services.



40. The tenderer should furnish Earnest Money Deposit (EMD) of Rs. 25,000/- (Rs. Twenty five Thousands only) along with tender in the form of DD/FDR from any Nationalised Bank drawn in favour of Director cum Principal, Mahatma Gandhi Govt. Engg. College, Kotla (Jeori) otherwise the tender will not be considered. The amount of EMD shall be adjustable towards performance security deposits of successful bidder.
41. The successful bidder shall furnish the required performance security and execute an agreement on a non-judicial stamp paper (embodying the Terms & Conditions of the Tender) within 15 days from the date of acceptance of the agreement.
42. The Director/Principal, Mahatma Gandhi Government Engineering College Kotla (Jeori) Distt. Shimla (H.P) reserves the right of offering the work even if single bid/tender is received.
43. It will be the responsibility of mess contractor to comply with all formalities of labour department including obtaining necessary labour license (if applicable) of the Govt. of Himachal Pradesh of the current works. In case of non-compliance of this, penalty as per government norms may be imposed on the contractor.
44. For all disputes, the jurisdiction shall be at Rampur Bushahr, District Shimla, H.P.
45. Force Majeure shall be applicable as the case may be.
46. Institution has hired hostel/ accommodation facilities for students and staff in HTI complex Kotla (Jeori) from SJVN Ltd. Jhakri on lease/Agreement basis for 11<sup>th</sup> months tenure. In case, SJVN terminates the lease during lease period, the contractor shall close the mess service.
47. The tenderer should submit copies of all documents duly signed in four sealed envelopes as per requirement of this document as under: -
- i) First sealed envelope should be super-scribed as **"Technical Bid-Mess in Girls Hostel"**.
  - ii) Second sealed envelope should be super-scribed as **"Financial Bid- Mess in Girls Hostel"**.
  - iii) Third (Main/Outer) sealed envelope wherein the First and Second sealed envelopes containing "Technical Bid" and "Financial Bid" should be inserted, must be super scribed as **"TENDER FOR MESS SERVICE IN GIRLS HOSTEL IN MAHATMA GANDHI GOVT. ENGG. COLLEGE, KOTLA (JEORI) (H.P.)"**
  - iv) Fourth sealed envelope should be superscripted as **"Tender Document Fee"** and it should be submitted separately in the office before/during submitting the tender document.
48. 'Terms and Conditions' as well as copies of all documents related to Technical/Financial bids should be duly signed and stamped by the bidder.



**TECHNICAL BID**  
**FOR PROVIDING OF GIRLS HOSTEL MESS SERVICES**  
In hostels (Girls) in Mahatama Gandhi Govt. Engg. College, Kotla (Jeori) District Shimla  
(on letter Head of applicant/firm)

1. NAME OF THE CONTRACTOR (BLOCK LETTER): \_\_\_\_\_
2. FATHER'S NAME: \_\_\_\_\_
3. ADDRESS FOR CORRESPONDENCE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. CONTACT NO.: \_\_\_\_\_ E-MAIL ID \_\_\_\_\_
5. AADHAR NO.: \_\_\_\_\_
6. NO. OF OVERALL EMPLOYEES AVAILABLE WITH THE TENDERER (AS ON DATE OF TECHNICAL BID OPENING OF TENDER): \_\_\_\_\_

Sr. No.	Required Documents to be attached with Technical Bid	Attached/Not attached
1.	DD for tender fee of Rs. 500/- (Five hundred only), (to be attached in separate envelope with the tender document) if tender document is downloaded from the website or copy of the receipt of payment (in original)	
2.	Earnest money deposit Rs. 25,000/- (Twenty five thousand only) (if registered under NSIC for catering services then copy of registration be attached)	
3.	Registration certificate issued by FSSAI	
4.	Attested copy of GST Registration	
5.	Attested copy of PAN Card	
6.	No relationship certificate Annexure-II	
7.	Declaration as per Annexure III	
8.	Undertaking as per Annexure IV	
9.	Registration with labour department (If applicable)	
10.	ITR filed copy of last year	
11.	Copy of terms and conditions and every page of the tender duly signed with the seal of the firm/tenderer in token of acceptance of terms and conditions and tender.	
12.	Affidavit to the effect that the prospective bidder is neither blacklisted by and government department nor any criminal case registered against the bidder anywhere in India.	
13.	Experience Certificate(s)	

I certify that the information furnished above is true to the best of my knowledge. I have carefully read, understood and accept all the terms and conditions mentioned in the tender document.

Date: \_\_\_\_\_

Full name, signature of authorized person  
with seal

**FINANCIAL BID**  
**FOR PROVIDING MESS SERVICES IN GIRLS HOSTEL**  
in Mahatama Gandhi Govt. Engg. College, Kotla (Jeori), Rampur Bushahr. District Shimla, HP  
**(on letter head of applicant/firm)**

1. NAME OF THE CONTRACTOR (BLOCK LETTER): \_\_\_\_\_
2. FATHER'S NAME: \_\_\_\_\_
3. PERMANENT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_
4. ADDRESS FOR CORRESPONDENCE: \_\_\_\_\_  
\_\_\_\_\_
5. CONTACT NO.: \_\_\_\_\_ E-MAIL ID \_\_\_\_\_
6. RATES QUOTED PER DAY AS PER THE ATTACHED MENU (IN FIGURES) Rs. \_\_\_\_\_  
RS./DAY\* (IN WORDS) \_\_\_\_\_

BIFURCATION/DETAILS OF OVERALL ONE DAY QUOTED AMOUNT WILL BE:

S. NO.	PARTICULARS	AMOUNT (RS.)PER DAY
1.	BREAKFAST (as per weekly menu)	
2.	LUNCH (as per weekly menu)	
3.	REFRESHMENT	
4.	DINNER ( as per weekly menu)	
TOTAL (IN RS.) FOR Per DAY		

- NOTE:
1. The Flour & Rice used should be good quality.
  2. Pulses used should be of Grade-1.
  3. Refined used should be Grade-1. Mustard oil used should be P-mark.
  4. College guests/staff shall be charged with same rate.
  5. The bid will be awarded on the basis of overall amount of one day.

I certify that the information furnished above is true to the best of my knowledge. I have carefully read, understood and accept all the terms and conditions mentioned in the tender document.

Date: \_\_\_\_\_

Full name, signature of authorized person  
with seal



## MAHATMA GANDHI GOVT. ENGG. COLLEGE, KOTLA (JEORI), SHIMLA (H.P.)

MENU FOR MESS IN GIRLS HOSTEL

DAYS	BREAKFAST	LUNCH	REFRESHMENT	DINNER
MONDAY	MOOLI/ GOBHI /ONION PARANTHA & CURD/BUTTER, TEA/ MILK	RAJMAH, RAITA, RICE, CHAPATI, SALAD	SAMOSA & TEA	ALOO GOBI, KALI MASAR, RICE, CHAPATI, SALAD, SUJI HALWA
TUESDAY	SEVEGITABLE + CHAPATI WITH TEA \MILK	ALOO MATAR, RAITA, RICE, CHAPATI, SALAD	SEASONAL FRUIT\ TEA	BEANS/LADY FINGER, MOONGI, RICE, CHAPATI, SALAD, SWEET SEVAIYAN
WEDNESDAY	CHOLE BHATORE +CHATNI /CURD + TEA	MIX VEG, CURRY PAKODA, RICE, CHAPATI, SALAD	BREAD-PAKODA &TEA	MATAR PANNER, RICE, CHAPATI, SALAD
THURSDAY	SEASONAL VEGETABLE+ CHAPATI, TEA \MILK	DAL MAKHANI, RICE, RAITA, CHAPATI, SALAD	FRUIT CHAT/TEA+ BISCUIT	MIX VEG, MOONGI SABATDAL, RICE, CHAPATI, SALAD, KHEER
FRIDAY	ALOO PARANTHA & CURD/BUTTER, TEA/ MILK	MASOOR DAL, RICE, RAITA, CHAPATI, SALAD	PAKORA & TEA	CHILLI NUTRI, YELLOW CHANA DAL, RICE, CHAPATI, SALAD, BREAD METHA
SATURDAY	ONION PARANTHA, CURD/BUTTER, MILK/TEA	BLACK CHANA, RICE, RAITA, CHAPATI, SALAD	BREAD- SANDWICH& TEA	SHIMLA MIRCH, ARHAR DAL, RICE, CHAPATI, SALAD, RICE KHEER
SUNDAY	PURI, ALOO SABJI, TEA/ MILK	PULAO, RAITA, SALAD	TEA BISCUIT	GIYA\LAUKI \KOFTA, CHILI CHEESE, RICE CHAPATI, SALAD

Note:

1. Quantity of Milk & Tea served should not be less than 200 ml and 150 ml respectively.
2. Minor Comparable/Equivalent changes in the menu may be carried out after consultation with the mess committee/ students and nothing extra will be charged for that.
3. In festive day like Shivratri, Navratra, Janmashtami, Vrat thali consisting of two items at least should be provided to the girls subjected to prior intimation by the student.

**NO-RELATIONSHIP CERTIFICATE**  
(on letter head of firm/bidder/company)

It is certified that I/We, the undersigned, do not have relationship with any of the employees working at Mahatma Gandhi Government Engineering College, Kotla (Jeori) Distt. Shimla HP.

The above statement is true and is submitted against the Tender for running the mess in Girls Hostel at Mahatma Gandhi Government Engineering College, Kotla (Jeori) Distt. Shimla HP.

Date: \_\_\_\_\_

Name, signature and stamp of bidder



**"DECLARATION"**

"I/we hereby declare that I/we have carefully gone through the terms and conditions of Contract & Tender Document Bid invited vide letter No. \_\_\_\_\_ in detail and agreed to the rates submitted by me/us in the above Rate sheet and I/we agree in full":-

1) Signature of the party: \_\_\_\_\_  
(Full Name in block letters)

Capacity in which offer is signed: \_\_\_\_\_  
(Rubber stamp is required)

2) Full Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number (O) : \_\_\_\_\_  
\_\_\_\_\_

**PATICULARS OF BID SECURITY:**

FDR No./ Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ for

Rs. \_\_\_\_\_ Bank \_\_\_\_\_

\_\_\_\_\_ Branch \_\_\_\_\_

Full name, signature of authorized person  
with seal

**"UNDERTAKING"**

1. I, the undersigned certify that I have gone through all the terms and conditions mentioned in the tender document and undertake to comply with them fully.
2. The rates quoted by me are valid and binding upon me for the entire period of the contract.
3. I, the undersigned hereby bind myself to college for providing mess services to the college as per requirement for the period of contract.
4. The agency shall also be responsible for all statutory requirements and compliance with provisions of various Labour Laws and shall abide by the provisions of Minimum Wages Act. Any violation in this regard would attract the termination of the contract.
5. The agency shall also ensure the safety of college property. In case of damage to any equipment/property due to delinquency/negligence of the agency staff the same would be replaced at the cost of agency. The decision of college shall be final in the regard.
6. In case of any lapse on my part or on my staff, the college authorities may cancel my contract and award the work to another agency and the costs difference may be recovered from me and institute can forfeit the security deposit by my firm/agency.
7. The decision of the Director-cum-Principal, Mahatma Gandhi Govt. Engg. College, Kotla (Jeori), District Shimla shall be final and binding upon me in all matters.

Date:

Full name, signature of authorized person  
with seal