



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

COLLEGE OF ENGINEERING MANTHANI

Centenary Colony, Pannur (V), Ramagiri (M), Peddapally-505212, Telangana State

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Tender Notice No. JNTUH/ED/KBD/Girls Hostel Mess/3598/2017-18, Dated: 05-06-2018

TENDER DOCUMENT

NAME OF SERVICES : **Running of Girls Hostel Mess at JNTUH CEM GIRLS Hostel.**

NAME AND ADDRESS OF THE SERVICE PROVIDER WHO DOWN LOADED THE BID DOCUMENTS. : _____

TENDER NOTICE

**NOTICE INVITING RUNNING OF GIRLS HOSTEL MESS AT JNTUH CEM
GIRLS HOSTEL, JNTUH COLLEGE OF ENGINEERING MANTHANI**

Name of Work	Running of Girls Hostel Mess at JNTUH CEM GIRLS Hostel.
Brief Scope of Work	PROVIDING BREAKFAST, EVENING TEA, LUNCH AND DINNER FOR ABOUT 450 HOSTEL STUDENTS OF JNTUH CEM, ON FIXED LUMP SUM, "DAILY RATE" BASIS.
Tender Document	The tender document can be downloaded from the JNTUH www.jntuh.ac.in or www.jntuhcem.ac.in
Cost of Tender Document (Non-refundable)	The downloaded tender document shall be accompanied by demand draft for Rs. 5,900/- (Rupees Five thousand Nine hundred only) " The Registrar, JNTUH, Hyderabad " payable at Hyderabad otherwise tender will be summarily rejected
EMD Amount	Tender application should be accompanied with EMD in a form of Demand Draft for Rs. 3,00,000/- (Rupees Three Lakhs only) payable through demand draft drawn in favour of " The Registrar, JNTUH, Hyderabad " payable at Hyderabad For unsuccessful bidders the Security Deposit shall be refunded after finalization of tenders and for successful bidders SD amount shall be paid after completion of contract period without any interest
Date and Time for submission of tender	Only on 21-06-2018 up to 3.00 p.m.
Address for submission of tender	The Chief Engineer/ Director BICS Administrative Building JNTUH, Kukatpally, Hyderabad, Telangana State - Pin 500085
Date and Time of Opening of Technical Bid	21-06-2018 at 3.30 p.m. (Venue: The Chief Engineer/Director BICS, Administrative Building, JNTUH, Kukatpally, Hyderabad, Telangana state-Pin 500085)
Date and Time of Opening Price Bid	Will be informed later to the technically acceptable shortlisted bidders as described in Section H, Para-b. These bidders have to produce their original certificates & documents for verification before opening of price bid
Bid Validity	90 days from the date of Price bid opening
Mode of Submission of Tender	Conventional Tender Box system

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SECTION A : OVERVIEW

The JNTUH College of Engineering Manthani, Centenary Colony, Pannur (V), Ramagiri (M), Peddapally Dist. Telangana State (herein after referred to as JNTUH CEM) has been established in the year 2010 as a constituent college of JNT University Hyderabad (JNTUH). The college offers B.Tech (Undergraduate) programmes. About 450 Girls students are residing in college hostels and some staff members are residing in Quarters. College buildings, Hostels and Quarters all are situated within Campus.

The College intends to engage a reputed catering firm to operate Girls hostel mess and provide tasty & hygienic foods.

Sealed tenders in the two cover system are invited from reputed catering firms to prepare and serve food to residents of about 450 Girls hostellers.

The management and administration of the JNTUH CEM GIRLS HOSTEL is vested with Hostel Committee (herein after called as HC/JNTUHCEM) is headed by the Principal, JNTUH CEM with staff & students as committee members.

SECTION B: SCOPE OF WORK

The essence of contract is to prepare and serve food to about 450 hostel students of JNTUH CEM on turnkey contract basis. The scope of work includes the following:

I) Running of Girls Hostel Mess

- a) Cooking the food in Girls hostel kitchen and serving meals to students in Girls hostel (Breakfast, Lunch and Dinner)
- b) Cooking the food in Girls Hostel kitchen and serving meals to students in Girls hostel (Breakfast, Lunch and Dinner)
- c) Cleaning of utensils, Kitchen and serving items at the specified locations.
- d) Cleaning of Cooking, dining and other auxiliary areas
- e) Employment and Supervision of required manpower for the above mentioned jobs
- f) Maintenance of books, ledgers, other records and documents related to running of the Mess as per the Rules & Regulations governed by the State, Central & Local bodies. Further shall comply with all statutory provisions thereof, in obtaining registration, licenses, filing returns, submitting information as per Labour Act, Food & Safety Act, Income Tax, GST etc.,
- g) Maintaining hygienic environment in the catering areas.
- h) Procurement of groceries, vegetables, raw materials and other ingredients for running of the mess, out of catering contractors own expenses and out of contractors own arrangement and Safety and Security of workers deployed by the mess contractor, equipments, utensils and other items in the kitchen and dining hall

Period of Contract: Usually the period of contract is **12 months i.e., from the date of agreement or up to a date specified by the University/JNTUHCEM. However if the performance of the contractor is found satisfactory the contract period may be extended based on the recommendations of the Hostel Committee JNTUH CEM.**

SECTION C : BASIC ELIGIBILITY CONDITIONS FOR SUBMITTING BIDS

1. The bidder should have experience in having successfully run the Hostel Mess for the past three financial years i.e., 2015-2016, 2016-2017, 2017-2018 out of which minimum of one year should obey the following criteria.
 - ☑ One similar completed work (preferably in a Hostel Mess of a renowned / similar Educational Institution) having not less than 450 persons on its dining strength.
 - ☑ **Note: Similar nature of work means running of Hostel Mess successfully in:**
 - (A) **Renowned Government/Quasi Government Educational Institutions** such as Indian Institute/s of Technology, Indian Institute/s of Management, National Institute/s of Technology, All Indian Institute of Medical Sciences / Central Universities/ State Universities/ Deemed Universities.
 - (B) **Running of Large Industrial/ Institutional Canteens successfully in the State or Central Public Sector undertakings organizations / statutory and Autonomous Bodies etc.,**
2. **Average Annual Turnover:** The bidders average annual turnover (gross) in Hostel Mess services during the last three financial years i.e., 2015-2016, 2016-2017, 2017-2018, duly audited by Chartered Accountant, shall not be less than Rs.40.00 lakhs (Rupees Forty lakhs only) on weighted average.
3. **Experience Certification:** The bidders' experience for each work completed in the last three years and work in hand should be certified by the responsible official i.e., Head of the institution / concerned organization/Agreement Authority. The certificate(s), work order, agreement shall be enclosed with Technical bid.

Note: Agreement copies, work order shall not be treated as proof of experience certificates. The bidder shall invariably produce experience certificates in support of eligibility as specified at Section C:1 & 2. Duly indicating the dining strength and turnover amount per year.

4. **Financial Solvency:** A Solvency certificate from any Nationalized /Scheduled bank for not less than an amount of Rs. 40,00,000/- (Rupees Forty Lakhs only) shall be enclosed with the Technical Bid. The solvency certificate should be submitted as per the Annexure VII. In addition to the above, The bidders **should enclose attested copies** of the following active & valid certificates issued by Telangana/Andhra Pradesh State Governments in the Technical Bid of the years i.e., 2015-2016, 2016-2017, 2017-2018 for a active corresponding to the experience claimed under Section C: 1&2

1	Proof of valid Labor License in the relevant field (i.e., Mess, Catering services, Hotel, Restaurant) Form-II & IV
2	Proof of Food License as per food & safety Act 2006 in the relevant field (i.e., Mess, Catering services, Hotel, Restaurant)
3	Registration of firm, agency/ proprietorship/ ownership as Mess contractor
4	Proof of Registration of all tax and latest remittance
5	Proof of Registration of GST, IT, PAN & latest remittance
6	Proof of ESI Registration & latest remittance
7	Proof of EPF Registration & latest remittance

The above mentioned basic eligibility conditions are mandatory, broad guidelines for bidder to qualify for technical bid are enclosed elsewhere in the document. **The Chief Engineer/Director, BICS, JNTUH hereby reserves the rights to relax/ alter/ modify/ add, any or all the conditions.**

SECTION D : PROCEDURE FOR SUBMISSION OF TENDER – GENERAL INSTRUCTIONS TO THE BIDDERS

- a. The tender document shall be downloaded from the JNTUH CEM website www.jntuh.ac.in or www.jntuhcem.ac.in
- b. The bidders shall not make any changes in the Applications of Technical and Price Bid.
- c. All correspondence and documents relating to the tender shall be written in English.
- d. No paper/ page shall be detached from the tender document (except the application for price bid in ANNEXURE-II). No addition or alteration should be made in the tender document.
- e. The bids should be submitted in legible handwriting/ printing/ typing without any ambiguity in ANNEXURE-I and ANNEXURE-II of the tender document. If any correction is necessary the same shall be made after scoring out the old entry. All the corrections shall be attested with full signature of the tenderer.
- f. The tender shall be submitted as per the procedures and requirements stipulated herein. This tender is based on two covers system i.e.,
 - ☑ **Sealed Cover A** : Covering letter with D.D.'s for Tender Fees, EMD amount and with Sealed cover B & Sealed cover C
 - ☑ **Sealed Cover B** : Technical Bid Cover and
 - ☑ **Sealed Cover C** : Price Bid Cover
- g. The method of submission of tender in sealed covers is given below:

Sl.No.	On the top of the Cover, to be super scribed as	Contents of the Covers
1	“Cover A: “Tender for Running of Hostel Mess to JNTUH CEM Girls Hostel” Name of the bidder: Tender Notice Number:	This cover contains Covering letter with D.D.’s for amount of Tender Fees (Rs.5,900/-) and EMD amount of Rs.3,00,000/- along with Sealed cover B & Sealed cover C
2	“Cover B: Technical Bid cover” Name of the bidder: Tender Notice Number:	This cover contains all the pages of tender document except the application for price bid in ANNEXURE-II. Detach ANNEXURE-II from tender document and rest of the tender document pages including technical bid application stipulated in ANNEXURE-I shall be duly filled and signed by the bidder. All these pages except the application for price bid along with other required documents shall be kept in this cover B along with experience certificate etc.,
3	“Cover C: Price Bid Cover” Name of the bidder: Tender Notice Number:	This cover contains application for price bid stipulated in ANNEXURE-II. Detach this page from tender document after furnishing information in price bid, bidder should place this in Cover C.
<p>Note:- Two separate sealed Covers i.e., cover B & cover C should be placed & kept within a LARGER Size, Cover A, along with covering letter, DD’s for EMD and tender Fee super scribing “Tender for Running of Hostel Mess to JNTUH CEM Girls Hostel”. The sealed cover shall be dropped in the tender box kept at the office of the “The Chief Engineer/ Director BICS, Administrative Building, JNTUH, Kukatpally, Hyderabad. Telangana State - Pin 500085”</p>		

- h. If all the two inner envelops/covers (cover B & cover C) Cover and the one out Cover (i.e., A) are not sealed and marked as instructed, **HC/ JNTUH CEM** will assume no responsibility for the misplacement or premature opening of any of the Cover. Any Cover opened prematurely will be rejected. All the two inner envelops/covers should have the name and address of the bidder.
- i. The bidders are cautioned that furnishing of incomplete/ ambiguous information, suppression of facts and alteration of prescribed format will entail outright rejection of tender application.
- j. The sealed tender shall be dropped in the tender box kept at the office of the **“Chief Engineer/ Director BICS, Administrative Building, JNTUH, Kukatpally, Hyderabad. Telangana State – Pin 500085 on or before the last date for the specified in the Tender Notice.**
- k. HC/JNTUH CEM will not accept any responsibility or grant any relaxation of time for any delay in submission of tender.
- l. The bidders shall bear all costs incurred by them in bid preparation and submission. All activities in connection with the preparation of bid will be the sole responsibility of the bidder.
- m. Bidder or his authorized representatives may personally visit Mess and dining facilities available at JNTUH CEM premises at his/ their own cost under prior intimation.
- n. Submission of the bid will therefore be considered as meeting the requirements of having fully read and understood the tender document and the scope of work prescribed herein along with any other modification pursuant to the pre-bid.

SECTION E : TENDER FEES AND EARNEST MONEY DEPOSIT

- a. As detailed below, the bidders should furnish two separate demand drafts towards Tender Fees, EMD.
 1. The downloaded tender document shall be accompanied by demand draft for **Rs. 5,900/- (Rupees Five thousand Nine hundred only)** “**The Registrar, JNTUH, Hyderabad**” payable at Hyderabad **otherwise tender will be summarily rejected**
 2. Demand Draft for **Rs. 3,00,000/- (Rupees Three Lakhs only)** payable through demand draft drawn in favour of “**The Registrar, JNTUH, Hyderabad**” payable at Hyderabad **For unsuccessful bidders the Security Deposit shall be refunded after finalization of tenders and for successful bidders SD amount shall be paid after completion of contract period without any interest.**
 3. The Technical Bid without Demand Drafts for Tender Fee, EMD shall be rejected out rightly.

SECTION F : TECHNICAL BID AND PRICE BID

FOR TECHNICAL BID

- a. **The TECHNICAL BID** should be furnished in the Application stipulated in the ANNEXURE-I of this tender document.
- b. Technical bid consists of **Section A to Section J** of the tender document and the application for technical bid at ANNEXURE-I.
- c. The bidder needs to agree with all the terms and conditions of the tender document unconditionally without any alterations.
- d. All pages of the tender document must be signed by the authorized signatory and sealed with stamp of bidding agency/ firm/ company as a token of having accepted the same.
- e. Technical bid and all the required enclosures of the Technical Bid should be serially numbered and any over writing/ erasures in the bid made by the bidder shall be signed by the person signing the bid.
- f. The bidders are permitted to attach separate sheets wherever necessary along with the application of technical bid.
- g. There shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever, or, the price bid is enclosed in the Cover super scribed, “Technical Bid”, the bid document will be summarily rejected in the first instance itself.

The technical bid will be opened on **21-06-2018 at 3.30 p.m.** at “**Office of the Chief Engineer/ Director BICS, Administrative Building, JNTUH, Kukatpally, Hyderabad. Telangana State - Pin 500085**” in the presence of Hostel Committee members with the bidders or their representatives.

- i. At the time opening of Technical bid, the name of those who have submitted their offers along with the details of EMD will only be read out and no other information/ details whatsoever will be shared at this stage.
- j. **Mere submission of information does not entitle the bidders to meet the eligibility criteria.** Committee reserves the right to verify and vet, any or all the information submitted by the bidder.
- k. Making misleading or false representation in the bid document will lead to disqualification of the bidder resulting in forfeiture of EMD.
- l. The HC/ JNTUH CEM reserve the right to shortlist the acceptable technical bids

FOR PRICE BID

- a. The **PRICE BID** consists of ANNEXURE-II of the tender document.
- b. The minimum base rate (exclusive of GST but inclusive of TDS etc.) for Girls mess services per Girl student per day was decided by the **HC/ JNTUHCEM** as indicated in ANNEXURE-II. A Variation of (-) or (+) 5% of minimum base rate as indicated in ANNEXURE-II would be allowed in quoted rate by the bidder. i.e. Bidders quoting rates, less than 95% or more than 105% of the minimum base rate as indicated in ANNEXURE -II will be rejected.
- c. Price bid must indicate the daily rate (i.e., Mess Rate Per student per day), for the menu indicated in **ANNEXURE-III** of the tender document.
- d. The Unit rate should be quoted in figures as well as words for all the items in the price bid. Wherever there is a difference in the two, the rates in words will be taken as final.
- e. **The format of Price bid indicated in ANNEXURE-II shall be typed on the Letter Head (letter pad) of the bidding Agency/ Firm and ANNEXURE-II shall be signed and kept in separate sealed Cover (Cover C).**
- f. The quote shall remain valid and open for acceptance for a period of 90 days from the date of opening of price bid.

SECTION G : BID EVALUATION CRITERIA**PRE-REQUISITE:**

- a. **STAGE-1:** Technically qualified bids alone are eligible for opening of price bid. Date of opening of price bids will be decided after technical bids have been opened and evaluated by the Committee.
- b. **STAGE-2: The HC/ JNTUH CEM or its authorized representatives shall visit the sites of the technically qualified bidders to inspect the taste, hygienic conditions of the present contracts of the bidder as produced in Experience Certificate to receive on the spot information regarding quality of food services provided. The bidder should provide food & necessary arrangements to HC/JNTUH CEM members. After the inspection, the HC/JNTUH CEM members shall submit report on the quality of food "Satisfied/Not satisfied". The bids of "not satisfied" bidders shall be summarily rejected and their price bid will not be opened. The price bids of only "satisfied" bidders shall be opened.**
- c. Original certificates & documents of Stage-2 qualified bidders shall be produced for verification before opening of their price bid.
- d. HC/JNTUH CEM will award the contract to the bidders whose bid has been determined to be the most responsive to the bidding document. View above, the bidders are encouraged to provide as much information and description as possible about their organization, their financial strength, profile of the cooks/ manpower, culinary capacity, client profile along with experience certification by their clients and demonstrated capacity in providing the services. The Committee will determine substantial responsiveness of each proposal with reference to tender specifications.
- e. The existing Catering Contractors, who are engaged for rendering catering service in the Hostel Mess of JNTUH CEM, will be assessed based on the current Feedback/ Experience report from the respective Mess. Like that of new entrants (i.e., new bidders), and old entrance existing catering contractors of JNTUH CEM should also furnish EMD and Tender Fees and comply with all terms and conditions, specifications of this tender document. However, they are permitted to include their turnover with JNTUH CEM, under their Total Turnover.
- f. HC/ JNTUH CEM reserves the rights to change, modify, add or alter the bidding process including inclusion of additional evaluation criteria for short listing of bidders at later stages.
- g. The HC/JNTUH CEM reserves the right to reject any or all the tenders, wholly or partly or annul the tender process at any stage prior to award of contract without assigning any reason whatsoever and without any obligation or liability whatsoever.

- h. The minimum base rate (exclusive of GST but inclusive of TDS etc.) for Girls mess services per Girl student per day was decided by the **HC/ JNTUHCEM** as indicated in ANNEXURE-II. A Variation of (-) or (+) 5% of minimum base rate as indicated in ANNEXURE-II would be allowed in quoted rate by the bidder. i.e. Bidders quoting rates, less than 95% or more than 105% of the minimum base rate as indicated in ANNEXURE-II will be rejected.

The decision of the HC/ JNTUHCEM is final in awarding the contract. HC/ JNTUHCEM reserve the right to negotiate if L1 price is not the lowest acceptable price to HC/ JNTUH CEM inter-alia, other reasons. If L1 price after negotiations is still not the lowest acceptable price to HC/JNTUH CEM, it has the right to invite L2 and then L3 bidders for negotiations. Even after the negotiations with L1, L2 and L3, if the price is still not the lowest acceptable price to HC / JNTUH CEM, it reserves the right to refloat the tender.

- i. In the event of bid being accepted, the bidder is expected to enter into a contract with the Principal, JNTUHCEM which shall be governed by the terms and conditions given in the tender document and any matter mutually agreed upon.
- j. Canvassing in any form shall make the tender liable for rejection. If a bidder deliberately gives wrong information in his tender or creates conditions favorable for the acceptance of his tender, the HC/JNTUHCEM reserves the right to reject such tender at any stage.
- k. HC/ JNTUH CEM reserves the right to cancel the contract, if a bidder or bidders obtains the contract as a result of Cartel Formation of tendering or by forged methods at any stage.
- l. No JNTUH CEM employee and/ or their dependents/relatives/partners are eligible to submit their offer against this tender.

TECHNICAL BID CRITERIA:

- m. Technical Evaluation shall be finalized based on the tenderers Experience, Solvency certificates, business turnover, financial strength and stability, contracts executed during the last three years and the guidelines are given in section C.
- n. Besides, scrutinizing the original documents and submitted along with the technical bid, if found necessary the bidder will be interviewed by the Committee to assess the eligibility, capability and suitability of the bidder

The bidders whose technical bids are not found acceptable will be advised of the same and their sealed cover containing price bid will not be opened and EMD amount will be returned to them after finalization of tender.

All received tenders shall be initially evaluated on technical parameters, being described in Section C & ANNEXURE-I of Tender Document

All bidders to fulfill all conditions specified in Section C. Therefore, bidders are required to read the tender document carefully and submit tenders along with all necessary documents to avoid any chance of rejection.

Steps of Evaluation	Criteria	Impact of unavailability of requisite document
1 st	Submission of sealed covers as per item nos. f to g of Section D	Tender shall be summarily rejected and no further evaluation of the tender shall be done
2 nd	Two separate DDs for Tender Fees, EMD amount	As above
3 rd	Signing & stamping of all pages of tender document	As above
4 th	Experience certificate as specified in item No.1 of Section C	As above
5 th	Average Annual Turnover as specified in item no.2 of Section C	As above
6 th	Solvency Certificate as said in item no.4 of Section C	As above
7 th	Food License, Labour License and other mandatory certificates as said in item no.4 of Section C	As above

PRICE BID CRITERIA:

- x. The Price Bid Evaluation shall be carried for the bids those qualified in the Stage-2 (as described Section H, Para-b).
- y. The minimum base rate (exclusive of GST but inclusive of TDS etc.) for Girls mess services per Girl student per day was decided by the **HC/ JNTUHCEM** as indicated in ANNEXURE-II. A Variation of (-) or (+) 5% of minimum base rate as indicated in ANNEXURE-II would be allowed in quoted rate by the bidder. i.e. Bidders quoting rates, less than 95% or more than 105% of the minimum base rate as indicated in ANNEXURE -II will be rejected.

The decision of the HC/ JNTUHCEM is final in awarding the contract. HC/ JNTUHCEM reserve the right to negotiate if L1 price is not the lowest acceptable price to HC / JNTUH CEM inter-alia, other reasons. If L1 price after negotiations is still not the lowest acceptable price to HC/JNTUH CEM, it has the right to invite L2 and then L3 bidders for negotiations. Even after the negotiations with L1, L2 and L3, if the price is still not the lowest acceptable price to HC / JNTUH CEM, it reserves the right to refloat the tender.

In case of conflict, the decision of Hostel Committee of JNTUH CEM.

DUE DATES:

Last date and time for submission of tender	Only on 21-06-2018 up to 3.00 p.m.
Date and Time of Opening of Technical Bid	21-06-2018 at 3.30 p.m. (Venue: The Chief Engineer/Director BICS, Administrative Building, JNTUH, Kukatpally, Hyderabad, Telangana state-Pin 500085)

AWARD OF CONTRACT:

Upon successful emerging in the technical and price bid the bidder will be expected to enter into a service contract with the JNTUHCEM in the manner and appended to this document.

**SECTION H: DETAILS OF APPROXIMATE NUMBER OF BREAK FAST/ LUNCH / EVENING
TEA/DINNER IN EACH MESS, TYPE OF KITCHEN AND DINING HALL**

Dining Facility	Number of students	Available facilities (as per ANNEXURE-VI)
Girls Mess Ground Floor	450	Equipped with a kitchen and a dining hall of seating capacity around 450 at a time

SECTION I : SPECIFIC AND SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

A. ACCOUNTS RELATED	
1	The Price for Girls hostel mess (i.e., Mess Rate Per day Per student) including breakfast, lunch /Evening Tea/Dinner to be quoted by the bidder against this tender shall be inclusive of cost of rice, groceries, vegetables, raw materials and all other ingredients of good quality, fuel cost, labour cost, conversion cost, loading, unloading, transportations and storage of raw materials, salaries, allowances etc., payable to the workers employed by the mess contractor and statutory taxes, duties and levies including all tax. In nutshell, the rate quoted by the bidder shall be all inclusive, fixed, lump sum rate.
2	Bidders should quote rate for all menus listed in ANNEXURE III, along with rates for extra items
3	The bidder shall also furnish a certificate in every Mess Bill to the effect that amount claimed is inclusive of all taxes and dispute, if any arises on that score will be settled amicably between the mess contractor and the all Tax Authorities concerned without involving the HC/ JNTUH CEM as a party to the dispute.
4	Billing and Payment: The mess contractor shall submit the mess bill with GST as applicable from time to time every month along with EPF, ESI, all taxes, GST etc. remittance challans of the subsequent month for the bill payment failing which the bill will not be paid. Upon submission of bill along with the remittance challans, the mess contractor shall be paid bill amount after deducting TDS etc. as applicable. The Penalty to be collected from diners for the performance review and evaluation is given in ANNEXURE-V . The Hostel Administration will not provide any advance for any reason whatsoever. In the event of delay of payment due to any query, objection or dispute with regard to any bill or a part thereof, the mess contractor shall not be entitled for any interest.
5	While calculating the Monthly Mess Bill amount, in respect of student who applied for leave, "N-2" formula is applicable where N no. of days leave applied. The value of n should be $3 < N < 7$ i.e N is not less than 3 not more than 7
6	The bidder should execute an agreement in the non-judicial stamp, incorporating the various terms and conditions. The EMD of Rs.3, 00,000/- (Rupees three lakhs only) will be adjusted as interest free security deposit which shall be refunded after the expiry of the agreement and after adjusting applicable deductions, if any.
7	It will be the sole responsibility of the bidder alone to execute the entire contract on his own. The mess contractor should not assign or sublet the contract.

B. BASIC AMENITIES	
1	The HC/ JNTUH CEM will provide basic items such as utensils & furniture to serve the food in Dining room. These items under the control of the Mess contractor and he/she will be responsible for any damage other than usual wear and tear. (List enclosed in ANNEXURE VI)
2	The HC/ JNTUH CEM will provide electricity to the Mess contractor for the exclusive purpose of running the dining facilities at free of cost. Electricity will not be allowed to be used for cooking purpose. Fire wood also not allowed for cooking.

3	The Mess contractor should be solely responsible for the arrangements of gas refills out of his own resources and its safe custody and usage.
4	The HC/ JNTH CES will provide mess premises, electrical charges water charges at free of cost and no higher charges for the items supplied by the HC/ JNTUH CEM.
5	On expiry of the agreement, all the items provided to the mess contractor shall be returned in good condition subject to the allowable wear and tear and no excuses of any nature whatsoever will be entertained for any loss or any damage to the items. In case of any loss or damage, the Mess contractor will have to replace the lost items / carry out necessary repair, subject to the approval and instructions of the HC/JNTUH CEM.

C. PUNCTUALITY AND DISCIPLINE	
1	Utmost attention has to be given to provide wholesome quality dishes and render good acceptable services besides maintaining punctuality in services without any complaint from diners which is equally important
2	Mess contractor or his mess manager is required to remain present in the mess when the food is served in the mess. The weekly menu should be displayed on the notice board.
3	The contractor shall maintain a suggestion book for recording the suggestions for improvement. Such suggestions as have the approval of the HC/ JNTUH CEM should be forthwith acted upon. The suggestion book should be kept open for inspection of wardens / any official persons.
4	The Mess contractor shall be responsible for the proper conduct and behavior of the mess workers engaged by him. The mess contractor along with his workers has to behave politely with hostel residents. If it is found that any worker has misbehaved with any of the hostel inmates/ hostel staff, the mess contractor has to take action as suggested by the HC/ JNTUH CEM.
5	The mess contractor shall not employ any mess worker whose track record is not good. He/She should not have involved in any crime / offence / police case.
6	The employees cannot reside in the place of work except to the extent necessary for their duty in respect of the functioning of the dining facility. Necessary Permission in writing should be obtained by the mess contractor for overnight stay of his/her employees in the mess. In Girls Mess, no Female workers should be employed.
7	Storage / consumption of any alcoholic drink / liquor is strictly prohibited. The mess contractor shall not serve any of such substance / drink in mess / hostel. Smoking, consuming tobacco etc., are also prohibited in hostel/mess premises.
8	PENALTY: Failure to supply food in terms of quality, quantity and as per the menu indicated in ANNEXURE -III will attract penalty. For not adhering to contractual conditions, the HC/ JNTUHCEM shall be free to impose penalty as deemed fit on the mess contractor. Penalty imposed shall be adjusted against payment due to the mess contractor. Refer Annuxure - V

D. MENU RELATED	
1	The Bidder shall provide Hostel Mess as per the menu prescribed. Basic daily menu (Breakfast, Evening Tea, Lunch and Dinner) to be served by the mess contractor is given at ANNEXURE III . The HC/ JNTUH CEM reserve its right to modify the menu and revise the same at its discretion in consultation with the mess contractor to suit the availability of seasonal vegetables and their market supply
2	Basic menu is unlimited for lunch, dinner and special items like sweet, ice cream, fruits etc. are limited. Special vegetarian/ non-vegetarian items are considered as extras and will not form part of basic menu.

E. Mess Operation related	
1	Tentative Mess Timings: Breakfast: 07.00– 09.00 Hours, Lunch: 12.30 –2.00 Hours, Evening Tea: 4:30-5:30, Dinner: 19:00 – 21.00Hours.
2	I) Serving Conditions: A) Breakfast: Chatny & Samber should be served in Cups placed on the dining table. B) For Lunch & Dinner Rice should be kept in bowls, Samber in buckets are kept in dining table. Dhal , Curries & sweets are to be served in Katories on the table. C) Evening Tea should be kept in Hot container/ Kettle in the dining table.
3	Period of mess operation & contract: Usually the period of contract is 12 months i.e., from the date of agreement or up to a date specified by the University/JNTUHCEM until further orders.. However if the performance of the contractor is found satisfactory the contract period may be extended based on the recommendations of the Hostel Committee JNTUHCEM.
4	During vacation/ Holidays time HC/ JNTUH CEM will inform the mess contractor about the need for providing services and the strength of the students for mess may vary randomly during holidays.
5	No withstanding anything contained in the terms and conditions, the HC/ JNTUH CEM shall be at liberty to terminate the contract by giving 30 days clear notice ending with the expiry of that month of contract without assigning any reason whatsoever.
6	After the award of the contract, the mess contractor shall be on trial for 3 months, subject to fortnightly review of performance, and the continuance of the contract for the remaining period shall be subject to satisfactory performance during the trial period.

F. Quality of food and Hygienic conditions related	
1	The food, raw materials, ingredients etc. are to be of good quality, clean, fresh, nutritious, hygienic and edible. No cooked food shall be stored / preserved after meals.
2	The Mess contractor shall use only branded raw materials and best quality for preparing the food. Procurement of first quality branded groceries; vegetables etc. will be the responsibility of the mess contractor. Selected branded items are attached in ANNEXURE IV . Brands of other items will be decided by the HC/ JNTUH CEM. The members of the Hostel Committee will check all materials brought to the mess as well as cooking practices. In the event of the quality of the food served being poor or not adhering to contractual conditions, the HC/ JNTUHCEM will be free to impose penalty as deemed.
3	Mess contractor shall provide light food such as milk, bread, chapati etc., in lieu of meals to the sick student/s during his/their sickness period and no extra charge will be paid for the same.
4	Keeping the kitchens, dining halls and mess premises neat, clean and hygienic are the responsibilities of the mess contractor. Strict adherence of the hygiene of Mess and its Surrounding is essential. Disposal of waste getting flogged in drainage lines have to be cleared by mess contractor. Warden's suggestions / actions regarding cleanliness have to be followed and the expenditure will be borne by the mess contractor. Any violation on the part of mess contractor is liable for appropriate penal provisions. Disposal of solid waste of Mess to be done at sight Specified by the HC/ JNTUH CEM.
5	The mess utensils are to be cleaned using detergent powder/soap with warm water after every meal
6	Mess contractor shall be solely responsible for cases of incidence of food poisoning and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the mess contractor as decided by the HC / JNTUH CEM for such incidences. Since the services include food and eatable, the provisions of Prevention of Food Adulteration Act, 1954 are binding on the mess contractor.
7	There will be strict check on quality of food. The items of food served will be frequently checked by the Mess Committee constituted by the PRINCIPAL/ JNTUH CEM. Such quality audit may be a test audit or random audit.

G. Work force related	
1	<p>a) Minimum workforce for running the hostel mess successfully shall be employed as per the need and requirement</p> <p>b) Three supervisors must be present in hostels. One of the supervisors should be entrusted the duty of quality control and hygiene & rest of them has to maintain the Girls hostel Mess individually</p> <p>c) One Chef should be employed to maintain taste and quality of food in Girls Hostel</p> <p>Note : If it is required the mess contractor should employ some more additional work force in addition to as described above.</p>
2	The mess contractor is required to maintain the details of all his employees / mess workers. This information along with their photographs shall be submitted to the Hostel Office in the format that may be prescribed. I) Proof of workers like Aadhar/ration card should be produced.
3	Separate staff shall be employed in each category of mess workers i.e., chef, supervisors, cooks, asst. cooks, helpers (i.e., separate for cleaning purpose and serving purpose)
4	Employment of child labour (below the age of 18) is strictly prohibited..
5	The employees of the mess contractor should wear neat & clean uniform along with, cap, gloves etc.
6	All expenses relating to the employment of the mess workers engaged by the Mess contractor shall be within the scope of the Mess contractor. The mess contractor shall have full control over his employees including the right to appointment determine service conditions, discharge, dismiss or otherwise terminate their services at any time. The mess contractor shall be solely responsible for any claim arising out of employment or termination of employment of his mess workers and for statutory payments. The Mess contractor is solely responsible for the payment of minimum wages for their mess worker as per the Government norms and deductions towards PF and ESI. The record of duty hours and pay structure should be maintained as per rules, for inspection by authorized government personnel and HC/ JNTUH CEM and for meeting other statutory and non - statutory benefits/obligations. The mess contractor shall comply with the provisions of the Factories Act, Contract Labour (regulation and abolition) Act, Workmen Compensation Act, Employees PF Act, Minimum Wages Act, Payment of Wages Act, Payment of Bonus Act and the Rules framed there under or any other Laws and Rules as may be applicable from time to time in respect of the workers engaged by him. The mess contractor when required by the HC/ JNTUH CEM shall produce the registers and records for verification and comply with other directives issued by the HC/ JNTUH CEM for compliance of the statutory provisions. Thus, the mess contractor has to follow all labour laws / government laws and all statutory obligations in regard of employing the mess workers. The mess contractor shall be solely responsible for any dispute / violation of labour laws.

H. Terms & Conditions	
1	The Lessee should not transfer the management to any other individual or agency. The Lessee has to appoint a responsible person, who should be present at the premises and supervise the day to day affairs of running of Mess and shall not give scope for any complaints either from students/staff.
2	The College/ University authorities shall have every right to inspect the MESS without any notice and can close the MESS in case of violation of terms and conditions.
3	The food shall be prepared as per the norms laid down by the Food and Drug Administration and shall be of the highest standards of hygiene and sanitation
4	In case the Mess is to be closed for any maintenance & other reasons, prior permission from the Principal shall be taken in writing in advance.
5	In case if any dispute arising between Lessee and the College, the same shall be resolved mutually. However, in case of disagreement, it will be referred to the Registrar, JNTUH, who will be the sole arbitrator and his decision shall be binding on both parties.
6	The Lessee will have to abide by the decisions taken by the College from time to time for proper running of the HOSTEL MESS

I. Legal & safety condition related	
1	In case the mess contractor fails to operate the contract or comply with any of the contractual obligations, HC/ JNTUH CEM reserves the right to get the same done at the mess contractor's risk and cost by another agency apart from recovery of a penalty.
2	The Contractor shall be responsible for providing at his own expense for all precautions to prevent loss or damage from any and all risks and to minimize the amount of any such loss or damage and for the necessary steps to be taken for the said purpose.
3	In case HC/ JNTUH CEM be held liable for any loss, damage or compensation to third parties arising by the Mess contractor, such loss, damage or compensation shall be paid by the Mess contractor to HC/ JNTUH CEM together with the costs incurred by HC/ JNTUH CEM on any legal proceedings pertaining thereto.
4	All necessary personal safety equipments as considered adequate shall be made available by the mess contractor for use by personnel employed on the site and maintained in a condition suitable for immediate use. The mess contractor shall take adequate steps to ensure proper use of equipment by those concerned. Special emphasis will be laid on fire safety norms and proper operation of electrical gadgets/ instruments and firefighting equipment etc., placed at the disposal of the hostel mess. The mess contractor shall take appropriate safety measures against outbreak of fire and will be held responsible in case of such an incident occurring. Liability / responsibility in case of any fire accident or any other accident causing injury/ death to mess worker/s inmates or any of his staff shall be of the mess contractor. The HC/ JNTUH CEM shall not be responsible in any means in such cases.
5	Disposal of waste material shall be done by the mess contractor in accordance with the prevalent rules and regulations. He shall take all needs and precautions to clear off the garbage to a suitable location Specified by the HC/JNTUH CEM and maintain hygiene in mess premises.
6	The contractor will not be permitted to franchise the hostel mess for any other commercial activity outside the scope of student hostels. The Mess Premises should not be used for any other purpose, other than the Mess for Hostel students.
7	Mess workers and cook should be healthy and medically fit. The Mess contractor should ensure that all his workers are free from communicable diseases. If any mess worker is found medically unfit, he/she may not be given permission to continue his/her duties and the mess contractor has to replace him/her immediately without fail.
8	JNTUH CEM / HC will not be liable for any medical attention, injury / loss of life of the mess or any other worker engaged by the contractor in the preparation, transportation of the food items to the Dining Halls and further service as per the contract. A suitable insurance coverage for the staff of mess contractor shall be arranged by the Contractor at contractor's cost towards compensation of any loss to their workmen as per legal provisions.
9	In the event of the disputes, differences, claims and questions arising between the parties hereto arising out of this agreement, all such dispute claims shall be referred to Sole Arbitrator appointed by the HC/ JNTUH CEM. All legal disputes shall be subject to the jurisdiction of High Court of Telangana State.
10	HC /JNTUH CEM reserves the right to review, modify, alter, add and delete any of the terms and conditions of the contract.
11	The Contractor should not transfer the management to any other individual or agency. The Contractor has to appoint a responsible person, who should be present at the premises and supervise the day to day affairs of running of Mess and shall not give scope for any complaints either from students/staff.

Place:

Signature of the bidder with Name and seal

Date:

Name:

Designation:

Seal:

Signature of Bidder

Signature of the Chief Engineer/Director, BICS, JNTUH

ANNEXURE - I**APPLICATION FOR TECHNICAL BID**

(To be submitted in Cover B and to be kept inside a larger size outer Cover)

Important Note:

- (1) Bidders are cautioned that the tabular statement given below is the application format for Technical bid. Hence there should NOT be any indication either in this tabular statement or in the enclosures to this tabular statement regarding Daily Mess Rate/ Rate per Day per student/ Cost/ Price or any other commercial consideration under this contract.
- (2) All information called for in this Application format shall be furnished against the relevant columns in the format. If the information is furnished in a separate sheet enclosed with the technical bid, this fact should be mentioned against relevant column(s). If any particulars/ query are not applicable in case of the applicant bidder, it should be stated as "Not Applicable".

Sl.No.	Description	Information
1	Do you unconditionally agree with all Terms and Conditions stipulated in the Tender Document?	Yes / No
2	Have you furnished Documentary evidence/ proof in support of compliance with the basic eligibility conditions stipulated in Section C of the tender document	Yes / No
3	Details of Tender Fees remittance	Amount: Rs.: DD Number : Date : Name of Bank : Payable at :
4	Details of EMD remittance	Amount: Rs.: DD Number : Date : Name of Bank : Payable at :
5	Details of proof of Addresses	
6	Name and Address of the Applicant / bidder with Telephone / Fax / Mobile and Mail ID/Aadhar card	
7	Year of Establishment / Incorporation	
8	Registration/ Incorporation Particulars (Please attach attested copies of documents of registration/ incorporation of your firm/ Company as required under business law)	

Signature of Bidder

Signature of the Chief Engineer/Director, BICS, JNTUH

9	Legal Status of the bidder (In the case of Partnership Firm, authenticated copy of Partnership Deed, in the case of Public Limited Company authenticated copy of Memorandum and Articles of Association and in the case of Proprietary concern, (Proprietary Firm Registration Certificate should be enclosed as documentary proof)		
10	Bio data or Profile containing name, educational qualifications, occupation and postal address of Proprietor / Partners/ Directors/ Managing Director/ Chairman and Managing Director (please use separate sheet if found necessary)		
11	Name, designation and Phone number of persons authorized to sign the documents on behalf of the Proprietary concern/ Partnership Firm/ Private or Public Limited company (Please attach Power of Attorney / authorization for signing the document. In the case of Proprietary concern bidder may submit attested copy of the PAN card / Election Commission Card / Passport of the Proprietor and authorized signatory in case of proprietor is not signing the tender document)		
12	Name and Designation of the Contact Person/ Representative/ Manager of the Person/ Representative/ Manager of the Agency/ firm/ company with mobile number & email ID		
13	Annual Turnover during the last three financial years. (Copy of the Annual Accounts duly certified by the Chartered Accountant to be enclosed)	Year	Annual turnover of the bidder from catering Business (Rupees in lakhs)
		2015-16	
		2016-17	
		2017-18	
14	Average Turnover in last three financial years from Mess Business	Rs. _____ in lakhs	

15	Are your firm/ company carrying out any other trade/ business in addition to Mess Services? Furnish particulars of other trade/ business carried out.	
16	Total experience (years/ months)	Hostel Mess:
		Institutional/ Industrial Canteen:
		Catering/ Restaurant:
17	Have your firm/ company ever changed its name any time? If yes, provide the previous name and the reasons there for?	
18	Were the company/ firm ever required to suspend mess services for a period of more than six months continuously after you commenced the catering services? If yes, state the reasons	
19	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract	
20	Income Tax Permanent Account Number (Copy of PAN Card to be enclosed)	
21	Income Tax Assessment Completion Certificates/ Assessment Orders for the financial years 2017-18, 2019-17 and 2015-16 (In the event of assessment of the years indicated having not been completed the certificate of the latest assessment completed may be enclosed and the reasons for non-completion of the assessment for the required years may be indicated)	
22	Have you registered under Employees State Insurance Corporation Act (ESI). If so , enclose copy of the registration certificate. Also provide a copy of latest remittance made by your agency/ firm/ company	
23	Copy of the statement of returns, if any , filed with ESI for the financial year 2017-18	
24	Have you registered Under Employees Provident Fund (EPF) & Miscellaneous Provisions Act? If so , enclose copy of the registration certificate. Also provide a copy of the latest remittance made by your firm towards EPF.	

25	Copy of the statement of returns, if any , filed with EPFO for the financial year 2017-18											
26	all tax Registration Number (Proof to be attached).											
27	Copy of all tax Returns if any,.											
28	Copy of GST Registration Certificate (Proof to be attached)											
29	Copy of GST latest challans											
30	Name and address of your banker											
31	Bidders Solvency (Original certificate for an amount of Rs.40 lakhs from the banker to be enclosed as per Annexure VII) unconditional & irrevocable											
32	Brief details of Litigations, if any, connected with Catering work, Current or during the last three years, the Opposite party and the disputed amount.											
33	Specify whether there are any issues / disputes against your agency/ firm/ company before the commissioner of Provident Fund, Employees State Insurance, Labour Tribunal Authorities, etc.,											
34	Give details of Termination of previous contract, if any											
35	Give information, if any, regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is / was involved											
36	Number of cooks, servers, cleaners, supervisors proposed to be deployed by the bidder for the proposed catering strength of 450 Girl students at JNTUH CEM Girls Mess	<table border="1"> <tr> <td>Chef</td> <td></td> </tr> <tr> <td>Supervisors</td> <td></td> </tr> <tr> <td>Cooks</td> <td></td> </tr> <tr> <td>Servers</td> <td></td> </tr> <tr> <td>Cleaners</td> <td></td> </tr> </table>	Chef		Supervisors		Cooks		Servers		Cleaners	
Chef												
Supervisors												
Cooks												
Servers												
Cleaners												
37	Format of ongoing Contracts: The following should be enclosed: (a) Work Orders and Contract/ Agreement copies (b) TDS Certificates issued by the Client comprising of gross bill values for the works done by the mess contractor. (c) Attach separate sheet for each job/ work											

Signature of Bidder

Signature of the Chief Engineer/Director, BICS, JNTUH

Sl.No.	Name and address of the client organization with name, address, mobile number and Email ID of the officer to whom reference may be made	Nature or type of work undertaken (viz., Hostel Mess, Industrial or Institutional Canteen)	Work order Value (Rs.)	Number of Dinners	Period of Contract	
					From	To
38	Format of Completed Contracts during the last three Years : Order Copy, Contract/ Agreement copy should be enclosed. If required, please attach extra sheets. Enclose Experience Certificate or certificate of satisfactory completion from the client organizations for the three financial years 2017-18, 2016-17 and 2015-16					
Sl.No.	Name and address of the client organization with name, address, mobile number and Email ID of the officer to whom reference may be made	Nature or type of work undertaken (viz., Hostel Mess, Industrial or Institutional Canteen)	Work order Value (Rs.)	Number of Dinners	Period of Contract	
					From	To
39	Any other information, document which may help HC/ JNTUH CEM in assessing your capabilities, may be enclosed. The bidder may add any further information that he considers relevant for the evaluation of their bid. The bidder may attach catalogue and other ANNEXURE that would help in providing quality food and services.					
40	Details of quality certifications, if any, obtained viz., ISO 9001- 2000, HACCP etc., (Proof to be attached)					

Signature of Bidder

Signature of the Chief Engineer/Director, BICS, JNTUH

41	Details of Awards, if any received or Reviews in the Media, if any					
42	<p>In the event of selection and award of the contract has to follow menu as mentioned below:</p> <table border="1" data-bbox="236 365 735 490"> <tr> <td colspan="2" data-bbox="236 365 735 409">Menu Items</td> </tr> <tr> <td data-bbox="236 416 480 490">Menu for Girls</td> <td data-bbox="485 416 735 490">As per ANNEXURE III</td> </tr> </table>	Menu Items		Menu for Girls	As per ANNEXURE III	
Menu Items						
Menu for Girls	As per ANNEXURE III					

Note:

1. All the documents enclosed to the Technical Bid should be arranged and submitted in the same serial order as they appear in the Technical Bid.

2. All the pages of tender documents must be numbered, duly signed and stamped by the bidder. If an individual or a proprietor of a firm is a signatory, he / she should sign above the full type written name and current address. In case of partnership firm, all the partners of the firm or a partner holding power of attorney for the firm (a certified copy of the power of attorney should accompany the documents) should sign. In both the cases, a certified copy of the partnership deed and current address of all the partners of the firm shall be furnished. In case of limited company or a corporation, the documents shall be signed by a duly authorized person holding power of attorney for signing the documents, accompanied by copies of the power of attorney and the Memorandum and Articles of Association duly attested by a Notary Public.

DECLARATION

- √ I/ we hereby certify that the information furnished in this tender document is complete and correct to the best of my knowledge.

- √ I/ we understand that furnishing of false information could result in disqualifying for the award of the contract.

- √ I/ We have submitted the requisite solvency certificate and authorize the Principal, HC/ JNTUH CEM to approach the Bank issuing the solvency certificate to confirm the correctness thereof.

- √ I/ We also authorize the HC/ JNTUHCEM or its authorized representative to approach individuals, employers, firms and corporation to visit the works completed by us in the past or are in progress at present, to verify the competence and general reputation.

- √ I/ We do hereby offer to perform and execute the catering contract in conformity with terms and conditions of the contract.

- √ I / We agree that the acceptance of any tender shall be at the sole and absolute discretion of the HC/JNTUH CEM, Peddapally (Dist.) and they do not bind themselves to accept the lowest tender or any tender and may reject any or all tenders received.

Place :

Signature of the bidder with Name and seal

Date :

Name :

Designation :

Seal :

ANNEXURE -V

PERFORMANCE EVALUATION OF MESS CONTRACTORS

Sl.No	Offense attracting penalties
1	Failure to supply food in terms of quality, quantity and as per the menu indicated in ANNEXURE - III will attract penalty. For not adhering to contractual conditions, the HC/ JNTUHCEM shall be free to impose penalty as deemed fit on the mess contractor. Penalty imposed shall be adjusted against payment due to the mess contractor.
2	Continuous bad performance will result in termination of the contract
3	The Principal, or his authorized nominee, HC/JNTUH CEM shall be the Competent Authority with regard to imposition of Penalty. The mess contractor may appeal to the HC/JNTUHCEM for reduction/waiver of penalty. The decision of The HC/JNTUHCEM shall be final.

I / We agree to the above terms and conditions.

ANNEXURE – VI

In the following list available items shall be provided by the College Girls Hostel Mess.

S. No	Name of the Item	Qty for Girls Hostel Mess
1	SS Thali MPL 22 G	
2	SS Bucket 22 G (Steel)	
3	SS Tub	
4	SS Plain Katori	
5	SS ST AP Glass	
6	SS ST Damru Glass	
7	SS Basin 22 G	
8	SS PH Wagralla	
9	JK SS Panja 3	
10	SS Rajbhosg plate 22 G	
11	SS Glumar Jug (S)	
12	Brown & Ivory Khutti	

CHECKLIST & IMPORTANT DATES
(For the use of the bidders only)

Sl.No	To be checked before submitting the bid	Remarks
1	Whether documents in support of meeting the eligibility conditions stipulated in Section C of Tender document (i.e., proof for experience in similar nature of work, annual turnover, experience certification and financial solvency have been enclosed with Technical bid)	
2	Whether two separate demand drafts towards Tender Fees, EMD along with covering letter have been kept inside a separate Cover A and the said Cover super scribed, as per the instructions given in Section E and Section F of the tender document.	
3	Whether the Application for Technical Bid is submitted in the Application prescribed in ANNEXURE I of the Tender document.	
4	Whether duly filled in Technical Bid Application (i.e., ANNEXURE-I to the tender document) is kept on top of the Technical Bid and whether the following documents have been enclosed with the Technical Bid: h. Proof of Labor License in the relevant field (i.e., Mess, Catering services, Hotel, Restaurant) ii. Proof of Food License as per food & safety Act 2006 in the relevant field (i.e., Mess, Catering Services, Hotel, Restaurant) iii. Registration of firm, agency/proprietorship/ ownership as Mess contractor iv. Proof of Registration of all tax and latest Remittance v. Proof of Registration of GST, IT, PAN & latest Remittance vi. Proof of ESI Registration & latest remittance vii. Proof of EPF Registration & latest remittance	
5	Whether Technical Bid and all the required enclosures to the Technical Bid are serially numbered and over writing/ erasures, if any, in the technical bid duly been initialed/ endorsed and signed	
6	Whether an Index or Table of Content of all enclosures to the Technical bid has been prepared and attached with the Technical bid, to facilitate quick reference	
7	Whether Application for Technical Bid (i.e., ANNEXURE-I to the tender document) along with required enclosures are kept inside a Separate Cover and the said Cover is super scribed as per the instructions given in Section E of the tender document	
8	Whether the Price Bid is submitted in the Application prescribed in the ANNEXURE-II of the Tender document	

9	Whether the Price bid has been submitted under the Letter Head of the bidding firm/company/ agency	
10	Whether Application for Price Bid (i.e., ANNEXURE – II to the tender document) has been kept inside a separate Cover and the said Cover is super scribed as per the instructions given in Section E of the tender document	
11	Whether the two separate Covers i.e., Cover B & C containing Technical bid, Price bid along with covering letter & DD's for EMD & Tender fee are placed / wrapped in a Larger size Outer Cover (A) and all the Covers are sealed and super scribed as instructed in Section E of the tender document	
12	Whether all the THREE envelops are properly sealed and bear the name and complete address of the bidder	
13	Important dates	
	Tender Notification date	06-06-2018
	Last date for submission of tender	21-06-2018 up to 3.00 p.m.
	Date of opening of Technical Bid	21-06-2018 at 3.30 p.m.

ANNEXURE - II
APPLICATION FOR PRICE BID

(To be submitted in a separate sealed Cover (Cover C) but to be kept inside the Larger size outer Cover)
Also to be submitted under the letter head of the bidder

To
The Chief Engineer / Director, BICS,
Administrative Building,
JNTUH Kukatpally, Hyderabad
Telangana State
Pin 500085

Sir,

In response to the **Tender Notice No. JNTUH/ED/KBD/Girls Hostel Mess/3598/2017-18, Dated: 05-06-2018** we are submitting the price bid as below:

MINIMUM BASE RATE FIXED BY JNTUHCEM FOR RUNNING OF GIRLS HOSTEL MESS		
Sl.No	Menu Description	Rate (in Rs.)* Per day per one student for breakfast, lunch, Evening Tea & dinner as per the menu specified in ANNEXURE-III (exclusive of GST but inclusive of TDS etc.,)
1	Please refer the menu for Girls hostel mess in ANNEXURE III for quoting	Rs. 67/- (in words Rupees Sixty Seven Only)

RATE OFFERED BY THE BIDDER FOR RUNNING OF GIRLS HOSTEL MESS

Sl.No	Menu Description	Rate (in Rs.)* Per day per one student for breakfast, lunch, Evening Tea & dinner as per the menu specified in ANNEXURE-III (exclusive of GST but inclusive of TDS etc.,)
1	Please refer the menu for Girls hostel mess in ANNEXURE-III for quoting	Rs. _____ (in words Rupees _____)
2	G.S.T.	_____ % (indicate GST %)

Note:

- The minimum base rate (exclusive of GST but inclusive of TDS etc.) for Girls mess services per Girls student per day was decided by the HC/ JNTUHCEM as indicated above. Variation of (-) or (+) 5% of minimum base rate would be allowed in quoted rate of the bidder. Bidders quoted rates, less than 95% or more than 105% of the minimum base rate will be rejected.**

Signature of Bidder

Signature of the Chief Engineer/Director, BICS, JNTUH

2 The JNTUHCEM shall provide mess premises, electrical charges water charges at free of cost and no hire charges for the kitchen equipments and vessels supplied by the HC/ JNTUH CEM for running of Girl hostel mess.

3 **The GST is applicable from time to time.**

I/ we hereby agree to provide hostel mess services as per the terms and conditions of the contract at the parallel rate contract rate as would be decided by the HC/ JNTUH CEM and the rate shall be valid at least for a period of 12 months.

Place :

Signature of the bidder with Name and seal

Date :

Name :

Designation :

Seal :

ANNEXURE - III
Common Menu for Girls Hostel Mess

Day	Break Fast	Lunch	Dinner
Sunday	Masala Dosa, Chutney	Plain Rice, Chicken (5pieces or 150gr), Veg. fry, Pappu, Sambar, Curd, pickle	Plain Rice, Curry, Sambar, Roti Chutney, Curd, Banana
Monday	Chapathi-3,Pappu	Plain Rice, Curry,Pappu,Sambar,Papad Curd,pickle	Plain Rice, Curry,Sambar,Chutney, Curd Banana
Tuesday	Poori-5(150gr),Alu Kurma	Plain Rice,curry,Pappu,Sambar Curd,pickle	Plain Rice,Curry,Sambar,Boil ed egg ,Rice,Roti Chutney,Curd,Banana
Wednesday	Idli-2(150 gr), Wada-2(60 gr) Chutney, Mysore Bajji	Plain Rice,Chicken(5 pieces or 150 gr),Veg.Manchuria, Milmaker Curry,Pappu, Sambar,Curd,Pickle	Plain Rice, Curry, Sambar,Pickle, Curd,Banana
Thursday	Pongal, Chutney, Upma, Chapathi	Plain Rice,Curry,Pappu,Sambar,Papad, Curd,pickle	Veg.Biryani, Alu/Brinjal Kurma,Sambar,Raitha, Banana
Friday	Idli-2,Wada-2, Pappu	Plain Rice,Roasted Egg,Alu Bajji(3) Curry,Pappu,Sambar,Curd,pickle	Plain Rice,Curry,Sambar,Roti Chutney,Papad,Butter milk, Banana
Saturday	Mysore Bajji-5(200 gr) or Masala Dosa-1 (120 gr), Chutney	Plain Rice,Curry,Pappu,Sambar,Papad, Curd, Pickle	Plain Rice,Curry,Pappu, Charu, Butter milk,Banana

Note:

- Chutney : Readymade/Instantly prepared/Roti Pachhadi (Gongura/Pudina/Tomato/Dosakai)
- Pickle : Preserved one (Avakai / Nimmakai / Chintakai / Tomato thooku)
- Any Curry should not be repeated for more than twice in a week.
- Curry should be prepared without pulses (pappu)
- Tea and Milk should be served in the Evening
- Veg.Biryani should have Alu, Carrot, Green peas, Millmaker
- Chicken should be prepared with gravy with five pieces
- Quality Milk with sufficient quantity should be supplied
- Sour and liquid Curd should not be served
- Sweet : Gulab jamoon, Fruit salad, Mysore pak 150(50 grms) Kurbani Ka meeta, Rasgulla(2)

ANNEXURE-IV
Selected Branded Items to be used

Name of the ingredient	Brand Permitted to be used for Cooking
RICE	Sona masury/BPT/HMT / Patanjali
ATTA/ WHEAT	Aashirvad/ Pillsbury/ Annapurna/Patanjali
SALT	Tata / Anna Purna/ Nature Fresh/ Kristal Rock salt
OIL	Sundrop, Godrej, Vijaya, Safola, Golddrop/Patanjali, Refined oil.
MILK	Amul/ Vijaya/ diary Milk alone should be used for all purposes (higher fat content)
TEA	Lipton, Tata, Red Label
PICKLE	Priya/ Ruchi / Vijetha
DAL	Good quality, clean, fresh and stone/ dust free any standard brand
CHICKEN	Fresh and high quality from Ramireddy or Suguna.
EGG	From branded firm like Ramireddy or Suguna
TURMERIC POWDER	Patanjali/AASHirvad/Priya
CHILLY POWDER	Patanjali/AASHirvad/Priya
JEERA	Patanjali/AASHirvad/Priya
MUSTERED SEEDS	Priya/ Ashirvad
SAMBER POWDER	MTR/ Aashirvad/Priya

**FORM OF AGREEMENT TO BE EXECUTED AT THE TIME OF RUNNING OF HOSTEL MESS TO
JNTUH CEM GIRLS HOSTEL**

An agreement made this _____ day of _____
Between the Chief Engineer/Director, BICS, JNTUH Kukatpally, Hyderabad and Sri/Mrs.
_____ (hereinafter called as **Contractor** with
expression shall include his heirs, administrators, executors and legal representatives of the one part) and
the Principal, JNTUH CEM, Centenary Colony, Pannur (V), Ramagiri, Peddapally (hereinafter referred to as
the **University College** the other part). Now this agreement witness as follows:

1. In this agreement word and expression shall have the same meaning as are respectively assigned to the terms and conditions of contract herein after referred to.
2. The following documents shall be deemed to form, be read and construed as part of this agreement viz.
3. In consideration of such rate quoted by the contractor for Running of Hostel Mess to JNTUH CEM Girls Hostel and accepted by the Principal, JNTUH CEM, Centenary Colony, Pannur (V), Ramagiri, Peddapally the agency hereby covenants to complete the services in all respects in conformity with the provision of the contract.

The bidder further noted accepts that:

Payment terms	
After Commencement of work	As per Section J item No.A:1-9
Penalty for failure to maintain quality of As per services during the contract period	Section J item No.C:1-8

For non-performance of the contract to the satisfaction of the HC JNTUHCEM and also for serious failure abide by the terms and conditions of the contract the performance Security will be en-cashed and forfeited.

All disputes and differences of any kind whatsoever arising out or in connection with contract whether during or after completion of contract will be settled amicably in a spirit of co-operation and the decision of the Registrar JNTUH, Kukatpally, Hyderabad shall be final on all such matters and shall be binding on the bidder.

In witness whereof the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year above written

SIGNATURE OF APPLICANT
CONTRACTOR'S COMMON SEAL:

Signature of the Chief Engineer/Director, BICS JNTUH

Place: _____

Place: JNTU Kukatpally

Date: _____

Date: _____

In the presence of _____

1.

1.

2.

2.

Signature of the Bidder

Signature of the Chief Engineer/Director, BICS, JNTUH

LEASE PERIOD

Running of Hostel Mess to JNTUH CEM Girls Hostel shall be for a period of one calendar year and will commence from July 2018 and ends on June 2019. The lease period can be extended further based on the recommendations of the HC JNTUHCEM and depending upon the performance of the Mess maintenance. If extended, the contractor is liable to pay the additional lease amount for the further extended period as per the contract conditions failing which the lease will be cancelled and the EMD deposited will be forfeited.

ANNEXURE - VII
FORM OF SOLVENCY CERTIFICATE BY BANKS

I, _____ Managing Director / Manager/ General
 Manager/Agent of _____ Bank Limited do
 hereby certify that a _____ (here the names and
 addresses of the contractor) to be solvent to the extent of Rs. _____ (Rupees
 _____) as disclosed by the information
 and record which are available with the aforesaid bank.

For the _____ Bank.

Signature of Bank Manager
 (Authorized to Sign)

Date:

Place: