



**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**  
**COLLEGE OF ENGINEERING JAGTIAL**

**Nachupally (Kondagattu), Kodimial (M), Jagtial Dist.-505 501, Telangana (India)**

**TENDER NOTICE**

Tender Notification Number: **JNTUHCEJ/Hostel Mess/Boys/Girls/2018**, dated:**09-03-2018**

**NOTICE INVITING TENDER FOR RUNNING OF HOSTEL MESS TO JNTUH CEJ  
GIRLS HOSTEL**

<b>Name of Work/ Service</b>	Running of Hostel Mess to JNTUH CEJ Girls Hostel
<b>Brief Scope of Work</b>	Providing Breakfast, Lunch and Dinner for about 600 hostel students of JNTUH CEJ, on fixed lump sum, “daily rate” basis.
<b>Tender Document</b>	The tender document can be downloaded from the JNTUH CEJ website <a href="http://www.jntuhcej.ac.in">www.jntuhcej.ac.in</a>
<b>Cost of Tender Document (Non refundable)</b>	The downloaded tender document shall be accompanied by demand draft for <b>Rs.5000/-</b> (Rupees Five thousand only) drawn in favor of “ <b>The Principal, JNTUH CEJ</b> ” payable at Nachupally, Jagtial Dist. Telangana State - Pin 505501 <b>other wise tender will be summarily rejected.</b>
<b>EMD Amount</b>	Tender application should be accompanied with EMD in a form of Demand Draft for <b>Rs.3,00,000/-</b> (Rupees Three lakhs only) payable through demand draft drawn in favor of <b>The Principal, JNTUH CEJ</b> payable at Nachupally, Jagtial Dist. Telangana State - Pin:505501. <b>For unsuccessful bidders the EMD shall be refunded after finalization of tenders and for successful bidders EMD amount shall be paid after completion of contract period without any interest.</b>
<b>Pre Bid Conference Date &amp; Time</b>	<b>19-03-2018 at 3.00 PM.</b> (Venue: Conference Hall, Administrative Building, JNTUH CEJ)
<b>Last date and time for submission of tender</b>	<b>02-04-2018 up to 3.00 PM.</b>
<b>Address for submission of tender</b>	<b>The Chief Engineer/ Director BICS</b> Administrative Building, JNTUH, Kukatpally, Hyderabad, Telangana State - Pin 500072
<b>Date and Time of Opening of Technical Bid</b>	<b>02-04-2018 at 3.30 PM.</b> (Venue: <b>office of the Chief Engineer/ Director BICS Administrative Building, JNTUH Kukatpally, Hyderabad. Telangana State – Pin 500072</b> )
<b>Date of Opening of Price Bid</b>	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.
<b>Bid Validity</b>	90 days from the date of Price bid opening.
<b>Mode of Submission of Tender</b>	Conventional Tender Box system

Signature of the Principal, JNTUHCEJ

## TABLE OF CONTENTS

This Tender document consists of 33 pages and the contents have been divided into following Sections. Application Format for Technical Bid and Price Bid are given at ANNEXURE-I and ANNEXURE-II respectively.

Sl. No.	Description	Section Reference	Page No.
1	Overview	A	3
2	Scope of work	B	3
3	Basic Eligibility conditions for submitting bids	C	4
4	Pre bid conference	D	5
5	Procedure for submission of Tender	E	5-6
6	Tender Fees and Earnest Money deposit	F	7
7	Technical Bid and Price Bid	G	7-8
8	Bid Evaluation Criteria	H	8-10
9	Details of approximate number of diners in each mess, type of kitchen and dining hall	I	11
10	Specific and Special terms and conditions of the contract	J	11-16
11	Application For Technical bid	ANNEXURE-I	17-22
12	Declaration	-	23
13	Performance Evaluation of Mess contractors	ANNEXURE-V	24
14	List of Items provided by the college for Girls hostel mess	ANNEXURE-VI	25
15	Check List and Important Dates	-	26-27
16	Application For Price bid	ANNEXURE-II	28-29
17	Common Menu for Girls Hostel Mess	ANNEXURE-III	30
18	Selected Branded items to be used	ANNEXURE-IV	31
19	Form of Agreement	-	32
20	Form of Lease Period	-	33

Signature of the Bidder

  
 Signature of the Principal, JNTUHCEJ

## SECTION A : OVERVIEW

The JNTUH College of Engineering Jagtial, Nachupally (V), Kondagattu, Kodimial (M), Jagtial Dist. Telangana State (herein after referred to as JNTUH CEJ) has been established in the year 2007 as a constituent college of JNT University Hyderabad (JNTUH). The college offers B.Tech (Undergraduate) and M.Tech (Post graduate) programmes. There is strength of around 1400 students and 200 teaching and non-teaching staff. About 600 Girl 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 600 Girl hostellers.

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

## SECTION B : SCOPE OF WORK

The essence of contract is to prepare and serve food to about 600 hostel students of JNTUH CEJ 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
- i) 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/JNTUHCEJ. 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 CEJ.*

Signature of the Bidder

Signature of the Principal, JNTUH CEJ

## 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., 2016-2017, 2015-2016, 2014-2015 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 550 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., 2016-17, 2014-15 and 2015-16, duly audited by Chartered Accountant, shall not be less than Rs.25.00 lakhs (Rupees twenty five lakhs) 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 of an amount Rs.25,00,000 /- (Rupee twenty five lakhs only) shall be enclosed with the Technical Bid.

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., 2016-2017, 2015-2016, 2014-2015 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 Hostel Committee, JNTUH CEJ hereby reserves the rights to relax/ alter/ modify/ add, any or all the conditions.**

Signature of the Bidder

Signature of the Principal, JNTUH CEJ  


## SECTION D : PRE BID CONFERENCE

1.0 With a view to ascertain the remarks/ views of the prospective bidders on the tender stipulations, terms and conditions, it has been decided by the Committee constituted for the purpose of mess contract to conduct a Pre-Bid conference on 19/03/2018 at 3.00 PM. (Venue: Conference Hall, Administrative Building, JNTUH CEJ).

2.0 The purpose of the conference will be to clarify the requirement of our students and to answer the questions of the prospective bidders on technical bid and other issues that may be raised at the conference.

3.0 If the prospective bidder finds any discrepancies or omissions in the tender document or is there any doubt as to their meaning, he should at once address the committee, for clarification at the time of Pre bid conference, so as to get clarification and submit his tender in time.

4.0 No extension of time will be given for submission of tender on any account.

5.0 Any modification of the bidding documents which may become necessary as a result of the Pre bid conference shall be made knowingly to all the bidders by The Principal, JNTUH CEJ through a notification of amendment in the website [www.jntuhcej.ac.in](http://www.jntuhcej.ac.in)

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

- a. The tender document shall be downloaded from the JNTUH CEJ website [www.jntuhcej.ac.in](http://www.jntuhcej.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:

Signature of the Bidder

Signature of the Principal, JNTUH CEJ  


Sl. No	On the top of the Cover, to be super scribed as	Contents of the Covers
(i)	<b>“Cover A: “Tender for Running of Hostel Mess to JNTUH CEJ Girls Hostel”</b> Name of the bidder: Tender Notice Number:	This cover contains Covering letter with D.D.’s for amount of Tender Fees (Rs.5,000/-) and EMD amount of Rs.3,00,000 along with Sealed cover B & Sealed cover C
(ii)	<b>“Cover B: Technical Bid cover”</b> 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.,
(iii)	<b>“Cover C: Price Bid Cover”</b> 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.

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 CEJ 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 500072**

- h. If all the two inner envelopes/covers (cover B & cover C) and the one outer Cover (i.e., Cover A) are not sealed and marked as instructed, **HC/ JNTUH CEJ** 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 envelopes/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 500072 on or before the last date for the specified in the Tender Notice.**
- k. HC/JNTUH CEJ 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 CEJ 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.

Signature of the Bidder

Signature of the Principal, JNTUH CEJ



## SECTION F : 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.5,000/-** (Rupees Five thousand only) drawn in favor of **The Principal, JNTUH CEJ** payable at Nachupally, Jagtial Dist. Telangana State - Pin 505501 towards tender cost **otherwise tender will be summarily rejected**
  2. Demand Draft for **Rs.3,00,000/-** (Rupees Three lakhs only) payable through demand draft drawn in favor of **The Principal, JNTUH CEJ** payable at Nachupally, Jagtial Dist. Telangana State – PIN 505501. **For unsuccessful bidders the EMD shall be refunded after finalization of tenders and for successful bidder EMD amount shall be paid after completion of contract period without any interest.**
- b. The Technical Bid without Demand Drafts for Tender Fee, EMD shall be rejected out rightly.

## SECTION G : 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.
- h. The technical bid will be opened on 02/04/2018 at 3.30 PM in "**Office of the Chief Engineer/ Director BICS, Administrative Building, JNTUH, Kukatpally, Hyderabad. Telangana State - Pin 500072**" 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 CEJ reserve the right to shortlist the acceptable technical bids.

Signature of the Bidder

Signature of the Principal, JNTUH CEJ

**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/ JNTUHCEJ** 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 H : 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 CEJ 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 to receive on the spot information regarding quality of food services provided. The bidder should provide food & necessary arrangements to HC/JNTUH CEJ members. After the inspection, the HC/JNTUH CEJ 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 CEJ 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 CEJ, 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 CEJ 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 CEJ, under their Total Turnover.

Signature of the Bidder

Signature of the Principal, JNTUH CEJ



- f. HC/ JNTUH CEJ 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.
- m. The HC/JNTUH CEJ 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.
- n. 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/ JNTUHCEJ** 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/ JNTUHCEJ is final in awarding the contract. HC/ JNTUHCEJ reserve the right to negotiate if L1 price is not the lowest acceptable price to HC/ JNTUH CEJ inter-alia, other reasons. If L1 price after negotiations is still not the lowest acceptable price to HC/JNTUH CEJ, 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 CEJ, it reserves the right to refloat the tender.**

- o. In the event of bid being accepted, the bidder is expected to enter into a contract with the Principal, JNTUHCEJ which shall be governed by the terms and conditions given in the tender document and any matter mutually agreed upon.
- p. 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/ JNTUHCEJ reserves the right to reject such tender at any stage.
- q. HC/ JNTUH CEJ 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.
- r. No JNTUH CEJ employee and/ or their dependants/relatives/partners are eligible to submit their offer against this tender.

#### **TECHNICAL BID CRITERIA:**

- s. 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.
- t. 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
- u. 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.
- v. All received tenders shall be initially evaluated on technical parameters, being described in Section C & ANNEXURE-I of Tender Document
- w. 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.

Signature of the Bidder

Signature of the Principal, JNTUH CEJ

**STEPS OF EVALUATION:**

Steps of Evaluation	Criteria	Impact of unavailability of requisite document
1 <sup>st</sup>	Submission of sealed covers as per item nos. f to g of Section E	Tender shall be summarily rejected and no further evaluation of the tender shall be done
2 <sup>nd</sup>	Two separate DDs for Tender Fees, EMD amount	As above
3 <sup>rd</sup>	Signing & stamping of all pages of tender document	As above
4 <sup>th</sup>	Experience certificate as specified in item No.1 of Section C	As above
5 <sup>th</sup>	Average Annual Turnover as specified in item no.2 of Section C	As above
6 <sup>th</sup>	Solvency Certificate as said in item no.4 of Section C	As above
7 <sup>th</sup>	Food License, Labour License and other mandatory certificates as said in item no.5 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/ JNTUHCEJ** 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/ JNTUHCEJ is final in awarding the contract. HC/ JNTUHCEJ reserve the right to negotiate if L1 price is not the lowest acceptable price to HC / JNTUH CEJ inter-alia, other reasons. If L1 price after negotiations is still not the lowest acceptable price to HC/JNTUH CEJ, 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 CEJ, it reserves the right to refloat the tender.

**In case of conflict, the decision of HC/JNTUH CEJ is final.**

**DUE DATES:**

<b>Pre Bid Conference Date &amp; Time</b>	<b>19-03-2018 at 3.00 PM.</b> (Venue: <b>Conference Hall, Administrative Building, JNTUH CEJ</b> )
<b>Last date and time for submission of tender</b>	<b>02-04-2018 up to 3.00 PM.</b>
<b>Date and Time of Opening of Technical Bid</b>	<b>02-04-2018 at 3.30 PM.</b> (Venue: office of the <b>Chief Engineer/ Director BICS, Administrative Building, JNTUH, Kukatpally, Hyderabad. Telangana State – Pin 500072</b> )

**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 JNTUHCEJ in the manner and appended to this document.

Signature of the Bidder

Signature of the Principal, JNTUH CEJ

## SECTION I : DETAILS OF APPROXIMATE NUMBER OF LUNCH / 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	500-600	Equipped with a kitchen and a dining hall of seating capacity around 300 at a time

## SECTION J : 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 & 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.	The Price for Girls hostel mess (i.e., Mess Rate Per day Per student) including breakfast, lunch & 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.
3.	Bidders should quote rate for all menus listed in ANNEXURE III, along with rates for extra items.
4.	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 CEJ as a party to the dispute.
5.	<b>Billing and Payment:</b> The mess contractor shall submit the mess bill with GST as applicable from time to time every month on or before 10 <sup>th</sup> 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 from time to time. 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.
6.	While calculating the Monthly Mess Bill amount, in respect of student diners who stay away for more than THREE days, (N-x) formula shall be applied for mess reduction/ rebate, where N is the number of days of a month and 'x' is the number of days absent
7.	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.
8.	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.

Signature of the Bidder

Signature of the Principal, JNTUH CEJ

9.	In case of any special event organized in the Hostel for which food is arranged from another mess contractor/ restaurant, the students will get a discount corresponding to the food charges for that meal accordingly recoveries will be included in the mess bills payable to the contractor.
<b>B. BASIC AMENITIES</b>	
1.	The HC/ JNTUH CEJ will provide basic facilities such as available few utensils, furniture and other gadgets for carrying out preparation of food and service activities in dining room. These facilities will be 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.	HC/JNTUH CEJ will provide plates, spoons, cups, jugs, tumblers etc., as per the inventory.
3.	The HC/ JNTUH CEJ will provide electricity to the Mess contractor for the exclusive purpose of running the dining facilities at free of cost of TS EB, applicable for JNTUH CEJ. Electricity will not be allowed to be used for cooking purpose.
4.	The Mess contractor should be solely responsible for the arrangements of gas refills out of his own resources and its safe custody and usage.
5.	The HC/ JNTUH CEJ will 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 CEJ.
6.	On expiry of the agreement, all the equipment/articles/facilities 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 equipment/ articles/ facilities. 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 CEJ.
<b>C. PUNCTUALITY AND DISCIPLINE</b>	
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 CEJ should be forthwith acted upon. The suggestion book should be kept open for inspection of wardens.
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 CEJ.
5.	The mess contractor shall not employ any mess worker whose track record is not good. He 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 its 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.	<b>PENALTY:</b> 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/ JNTUHCEJ 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. a. Continuous bad performance will result in termination of the contract.

Signature of the Bidder

Signature of the Principal, JNTUH CEJ

	<p>b. Refer <b>ANNEXURE-V</b> for Reviewing the Performance of the mess contractor.</p> <p>c. The Principal, or his authorized nominee, HC/ JNTUH CEJ shall be the Competent Authority with regard to imposition of Penalty. The mess contractor may appeal to the HC/ JNTUHCEJ for reduction/waiver of penalty. The decision of The HC/JNTUHCEJ shall be final.</p>
<b>D. MENU RELATED</b>	
1.	The Bidder shall provide Hostel Mess as per the menu prescribed. Basic daily menu (Breakfast, Morning Tea/Coffee, Lunch and Dinner) to be served by the mess contractor is given at <b>ANNEXURE III</b> . The HC/ JNTUH CEJ 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.
<b>E. Mess Operation related</b>	
1.	Tentative Mess Timings: <b>Breakfast:</b> 07.00– 09.30 Hours, <b>Lunch:</b> 12.00 –14.30 Hours, <b>Dinner :</b> 19.00- 22.00 Hours
2.	<b>Period of mess operation &amp; contract:</b> Usually the period of contract is <i>12 months i.e., from the date of agreement or up to a date specified by the University/JNTUHCEJ. However if the performance of the contractor is found satisfactory the contract period may be extended based on the recommendations of the Hostel Committee JNTUHCEJ.</i>
3.	During vacation time HC/ JNTUH CEJ will inform the mess contractor well in advance about the need for providing services and the strength of the students for mess may vary randomly during holidays.
4.	No withstanding anything contained in the terms and conditions, the HC/ JNTUH CEJ 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.
5.	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.
<b>F. Quality of food and Hygienic conditions related</b>	
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 <b>ANNEXURE IV</b> . Brands of other items will be decided by the HC/ JNTUH CEJ. 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/ JNTUHCEJ 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.

Signature of the Bidder

Signature of the Principal, JNTUH CEJ



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.
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 CEJ 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 HC/ JNTUH CEJ. Such quality audit may be a test audit or random audit.
<b>G. Work force related</b>	
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 &amp; 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><b>Note :</b> 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.
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 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 appoint, 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 CEJ 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

Signature of the Bidder

Signature of the Principal, JNTUH CEJ



	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 CEJ shall produce the registers and records for verification and comply with other directives issued by the HC/ JNTUH CEJ 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.
<b>H. Terms &amp; conditions</b>	
4.	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.
5.	The College/ University authorities shall have every right to inspect the MESS without any notice and can seal the MESS in case of violation of terms and conditions.
6.	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
7.	In case the Mess is to be closed for any maintenance & other reasons, prior permission from the Principal shall be taken in writing, at least one week in advance.
9.	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.
10.	The Lessee will have to abide by the decisions taken by the College from time to time for proper running of the HOSTEL MESS
<b>I. Legal &amp; safety conditions related</b>	
1.	In case the mess contractor fails to operate the contract or comply with any of the contractual obligations, HC/ JNTUH CEJ 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 CEJ 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 CEJ together with the costs incurred by HC/ JNTUH CEJ 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 CEJ 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 and maintain hygiene in mess premises.

Signature of the Bidder

Signature of the Principal, JNTUH CEJ

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 CEJ / 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 CEJ. All legal disputes shall be subject to the jurisdiction of court at Jagtial, Telangana State.
10.	HC /JNTUH CEJ 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 the Bidder

Signature of the Principal, JNTUH CEJ

**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 <b>Section C</b> 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	
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 the Bidder

Signature of the Principal, JNTUH CEJ

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 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)
		2014-15	
		2015-16	
		2016-17	
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.		

Signature of the Bidder

Signature of the Principal, JNTUH CEJ

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, 2016-17 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). <b>If so</b> , 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, <b>if any</b> , filed with ESI for the financial year 2016-17	
24	Have you registered Under Employees Provident Fund (EPF) & Miscellaneous Provisions Act? <b>If so</b> , enclose copy of the registration certificate. Also provide a copy of the latest remittance made by your firm towards EPF.	

Signature of the Bidder

Signature of the Principal, JNTUH CEJ  


25	Copy of the statement of returns, <b>if any</b> , filed with EPFO for the financial year 2016-17	
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.25 lakhs from the banker to be enclosed)	
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, <b>if any</b>	
35	Give information, if any, regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder <b>is / was</b> involved	
36	Number of cooks, servers, cleaners, supervisors proposed to be deployed by the bidder for the proposed catering strength of 600 Girl students at JNTUH CEJ Girls Mess	Chef
		Supervisors
		Cooks
		Servers
		Cleaners

Signature of the Bidder

Signature of the Principal, JNTUH CEJ



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

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 Diners	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 2016-17, 2015-16 and 2014-15

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 Diners	Period of Contract	
					From	To

39 Any other information, document which may help HC/ JNTUH CEJ 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 the Bidder

Signature of the Principal, JNTUH CEJ

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="276 369 799 533"> <tr> <td colspan="2" data-bbox="276 369 799 416">Menu Items</td> </tr> <tr> <td data-bbox="276 416 564 533">Menu for Girls</td> <td data-bbox="564 416 799 533">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.

Signature of the Bidder

Signature of the Principal, JNTUH CEJ

## 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 CEJ to approach the Bank issuing the solvency certificate to confirm the correctness thereof.
- ✓ I/ We also authorize the HC/ JNTUHCEJ 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 CEJ, Jagtial 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 :

Signature of the Bidder

Signature of the Principal, JNTUH CEJ

## 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/ JNTUHCEJ 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 CEJ shall be the Competent Authority with regard to imposition of Penalty. The mess contractor may appeal to the HC/JNTUHCEJ for reduction/waiver of penalty. The decision of The HC/JNTUHCEJ shall be final.

I / We agree to the above terms and conditions.

Signature of the Bidder

Signature of the Principal, JNTUH CEJ

## ANNEXURE – VI

In the following List available items shall be provided by the College for Girls Hostel Mess

Sl. No.	Name of the Item
01	Steel Plates
02	Single Burner Stove
03	Double Burner Stove
04	Idly Box
05	Aluminium utensils (12 Kgs, 10 Kgs)
06	Aluminium Bagonas (25 Kgs, 30 Kgs)
07	Cylinders (Bharath Gas)
08	Iron Kadai (Big)
09	Grinders
10	Dosa batti with Cylinder connection
11	Saratham
12	Jali ginnelu (Big)
13	Jali Gantelu
14	Dining Tables & Benches
15	Lagan / Mootha
16	Stroom Cooking Equipment with idly
17	Dekisa
18	Tharmas
19	Bakitlu
20	Steel Thatlu
21	Idly Hot Box
22	Steel Can
23	Jali Thattalu
24	Aluminium Thattalu Big
25	Steel ginnelu (for curd)
26	Small steel glasses
27	Big steel glasses
28	Jug (plastic)
29	Jug (steel)
30	Steel Gantelu (big)
31	Steel sambar gantelu
32	Steel pappu gangelu

Signature of the Bidder

Signature of the Principal, JNTUH CEJ

**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 <b>Section C</b> 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 <b>two separate demand drafts towards Tender Fees, EMD along with covering letter</b> have been kept inside a separate Cover A and the said Cover super scribed, as per the instructions given in <b>Section E and Section F</b> of the tender document.	
3.	Whether the Application for Technical Bid is submitted in the Application prescribed in <b>ANNEXURE I</b> 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: <ul style="list-style-type: none"> <li>i. Proof of Labor License in the relevant field (i.e., Mess, Catering services, Hotel, Restaurant)</li> <li>ii. Proof of Food License as per food &amp; safety Act 2006 in the relevant field (i.e., Mess, Catering Services, Hotel, Restaurant)</li> <li>iii. Registration of firm, agency/proprietorship/ ownership as Mess contractor</li> <li>iv. Proof of Registration of all tax and latest Remittance</li> <li>v. Proof of Registration of GST, IT, PAN &amp; latest remittance</li> <li>vi. Proof of ESI Registration &amp; latest remittance</li> <li>vii. Proof of EPF Registration &amp; latest remittance</li> </ul>	
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 <b>Index or Table of Content</b> of all enclosures to the Technical bid has been prepared and attached with the Technical bid, to facilitate quick reference?	

Signature of the Bidder

Signature of the Principal, JNTUH CEJ



7.	Whether Application for Technical Bid (i.e., ANNEXURE-I to the tender document) along with required enclosures are kept inside a <b>separate Cover</b> and the said Cover is super scribed as per the instructions given in <b>Section E</b> of the tender document?	
8.	Whether the Price Bid is submitted in the Application prescribed in the <b>ANNEXURE-II</b> 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 <b>Section E</b> of the tender document	
11	Whether the <b>two separate Covers i.e., cover B &amp; C</b> 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 <b>Section E</b> of this tender document?	
12	<b>Whether all the THREE envelops</b> are properly sealed and bear the name and complete address of the bidder?	
	<b>Important dates</b>	
	Tender Notification date	09-03-2018
13	Pre bid conference date and time	19-03-2018 at 3-00 PM
	Last date for submission of tender	02-04-2018 up to 3.00PM
	Date of opening of Technical Bid	02-04-2018 at 3.30 PM

Signature of the Bidder

Signature of the Principal, JNTUH CEJ

**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 Principal,**  
 Administrative Block,  
 JNTUH College of Engineering Jagtial,  
 Nachupally (V), Kodimial (M),  
 Jagtial Dist. Telangana State.

Sir,

In response to the Tender notification Number: **JNTUHCEJ/Hostel Mess/Boys/Girls/2018**, dated: 09-03-2018 we are submitting the price bid as below:

<b>MINIMUM BASE RATE FIXED BY JNTUHCEJ FOR RUNNING OF GIRLS HOSTEL MESS</b>		
S. No	Menu Description	Rate (in Rs.)* Per day per one student for breakfast, lunch & 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	<b>Rs.60/-</b> <b>(in words Rupees Sixty Only)</b>

<b>RATE OFFERED BY THE BIDDER FOR RUNNING OF GIRLS HOSTEL MESS</b>		
S. No	Menu Description	Rate (in Rs.)* Per day per one student for breakfast, lunch & 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 Girl student per day was decided by the HC/ JNTUHCEJ 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 the Bidder

Signature of the Principal, JNTUH CEJ

2. The JNTUHCEJ 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 CEJ for running of Girls 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 CEJ and the rate shall be valid at least for a period of 12 months.

Place :  
Date :

Signature of the bidder with Name and seal  
Name :  
Designation :  
Seal :

Signature of the Bidder

Signature of the Principal, JNTUH CEJ

**ANNEXURE-III****Common Menu for Girls Hostel Mess**

<b>Day</b>	<b>Break Fast</b>	<b>Lunch (Unlimited)</b>	<b>Dinner (Unlimited)</b>
Sunday	Idli-5 (250 gr), Chutney, Sambar Tea and Milk (100 ml)	Plain Rice, Chicken (5 pieces or 150 gr), Sweet, Veg. deep fry, Pappu, Sambar, Curd, pickle	Plain Rice, Curry, Sambar, Roti Chutney, Curd
Monday	Chapathi-2 (250 gr), Chutney, Tea and Milk (100 ml)	Plain Rice, Curry, Pappu, Sambar, Papad, Curd, pickle	Plain Rice, Curry, Curd Rice, Sambar, Chutney
Tuesday	Poori-5 (150 gr), Pappu Tea and Milk (100 ml)	Plain Rice, Boiled Egg(1) or Mirchi (3), Curry, Pappu, Sambar, Curd, pickle	Plain Rice, Curry, Sambar, Roti Chutney, Curd
Wednesday	Idli-3 (150 gr), Wada-1(60 gr), Chutney, Allam Chutney Tea and Milk (100 ml)	Plain Rice, Chicken (5 pieces or 150 gr), Veg. Manchuria, Fried Curry, Pappu, Sambar, Curd, pickle	Plain Rice, Curry, Sambar, Pickle, Curd
Thursday	Masala Dosa-1 (120 gr), Chutney, Upma Tea and Milk (100 ml)	Plain Rice, Curry, pappu, Sambar, Papad, Curd, pickle	Veg. Biryani, Alu Kurma, Sambar, Raitha
Friday	Poori-5 (150 gr), Alu Kurma Tea and Milk (100 ml)	Plain Rice, Egg Curry, Alu Bajji(3), Curry, Pappu, Sambar, Curd, pickle	Plain Rice, Curry, Sambar, Roti Chutney, Papad, Curd
Saturday	Mysore Bajji-5 (200 gr) Chutney Tea and Milk (100 ml)	Plain Rice, Curry, Pappu, Sambar, Papad, Curd, pickle	Plain Rice, Curry, Pappu, Charu, Curd, Pickle

Note :

- Chutney : Readymade/Instantly prepared/ Roti Pachhadi (Gongura/Pudina/Tomato/Dosakai)
- Pickle : Preserved one (Avakai / Nimmakai/ Chintakai/ Tomato thokku)
- 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 Morning
- Veg. Biryani should have Alu, Carrot, Green peas, Millmaker
- Chicken should be prepared with gravy with four pieces
- Quality Milk with sufficient quantity should be supplied
- Sour and liquid Curd should not be served

Signature of the Bidder

Signature of the Principal, JNTUH CEJ

**ANNEXURE-IV**  
**Selected Branded Items to be used**

<b>Name of the ingredient</b>	<b>Brand Permitted to be used for Cooking</b>
1. RICE	Sona masury/BPT/HMT of High quality
2. ATTA/ WHEAT	Aashirvad/ Pillsbury/ Annapurna or equal good standard
3. SALT	Tata / Anna Purna/ Nature Fresh/ Kristal for all purposes
4. OIL	Sundrop, Godrej, Vijaya, Safola, Golddrop
5. MILK	Amul/ Vijaya/Jagtial diary Milk alone should be used for all purposes (higher fat content)
6. TEA	Brook Bond, Lipton, Tata, Chakra Gold
7. COFFEE	Nescafe/ Bru/ Green label
8. PICKLE	Priya/ Ruchi / Home made
9. DAL	Good quality, clean, fresh and stone/ dust free any standard brand
10. CHICKEN / MUTTON	Fresh and high quality

Signature of the Bidder

Signature of the Principal, JNTUH CEJ

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

An agreement made this \_\_\_\_\_ day of \_\_\_\_\_ between the Principal, JNTUH CEJ, Nachupally, Kondagattu, Jagtial 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 CEJ, Nachupally, Kondagattu, Jagtial (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 CEJ Girls Hostel and accepted by the Principal, JNTUH CEJ, Nachupally, Kondagattu, Jagtial 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 services during the contract period	As per Section J item No.C:1-8

For non-performance of the contract to the satisfaction of the HC JNTUHCEJ 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 PRINCIPAL (JNTUHCEJ)

Place:.....  
Date:.....

Place:.....  
Date:.....

In the presence of .....

- 1.
- 2.

- 1.
- 2.

Signature of the Bidder

Signature of the Principal, JNTUH CEJ



## LEASE PERIOD

Running of Hostel Mess to JNTUH CEJ Girls Hostel shall be for a period of one calendar year and will commence from 01-06-2018 and ends on 31-05-2019. The lease period can be extended further based on the recommendations of the HC JNTUHCEJ 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.

SIGNATURE OF APPLICANT

PRINCIPAL

Signature of the Bidder

Signature of the Principal, JNTUH CEJ

