



**SARDAR PATEL UNIVERSITY MANDI (HP)**

(A State Government University)

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**No. SPU-DPD/Girls Hostel/2024-19**

**Dated: 06/08/2024**

**Notice Inviting Tenders**

Sealed tenders are invited from local interested firms/service providers/individuals for running Student's Mess (in a Girls Hostel) at Sardar Patel University, Mandav Complex Mandi (H. P.) Which must reach in the office of Store & Purchase Officer SPU on or before 22/08/2024 up to 11:00 a.m. complete in all respect. Tender document can be downloaded from the University's website: [www.spumandi.ac.in](http://www.spumandi.ac.in). Tender received late or incomplete will not be accepted. The tenders (Technical Bid) will be opened on the same day at 11:30 a.m. in the office chamber of Store & Purchase Officer SPU, in the presence of tenderers or their representatives who may wish to remain present on the day. In case the opening day is declared as holiday, tenders shall be opened on the next working day as per the above mentioned time schedule.

Tenders are to be submitted in Two Bids system i.e. Technical Bid (will contain page 1-3) & Financial Bid (Annexure-A, Page-4). The financial bid shall be opened of the technically qualified tenderers. Tender form fee Rs. 1000/- must be in the shape of Demand Draft in the name of Finance Officer, SARDAR PATEL UNIVERSITY, MANDI (H.P)

**Store & Purchase Officer**

# Tender for Running Student's Mess (in a Girls Hostel) at Sardar Patel

## University, Mandav Complex, Mandi, H.P.

### INTRODUCTION

- The student mess is to be established in the Girls Hostel of the University (at Mandav Complex) and intends to provide food to the students residing in the hostel.
- "Contractor" shall mean the person who is awarded this contract by SPU Mandi to run the Mess in the hostel of the University as per the prescribed terms and conditions of the contract.
- 'Service' The contractor will be required to provide food service in the mess of the hostel.

### SCOPE OF WORK/SERVICE

The Contractor is required to provide food services to the students residing in the hostel as per Menu listed below:

| Particulars                             | Monday  | Tuesday                           | Wednesday                       | Thursday                                  | Friday                                     | Saturday                    | Sunday                                     |
|---|---|-----------------------------------|---------------------------------|---|--|-----------------------------|--|
| <b>नाश्ता<br/>(Breakfast)</b>           | सादा परांठा+<br>मक्खन+चाय                       | चपाती+<br>मौसमी सब्जी.<br>+चाय    | भरवां परांठा +<br>दही+चाय       | सैंडविच<br>/ब्रेड<br>पकोड़ा+दलिया<br>+चाय | सादा परांठा+<br>मक्खन+चाय                  | भरवां परांठा<br>+ दही+चाय   | पूरी+<br>सफेद<br>चने+खीर                   |
| <b>दिन का खाना<br/>(Lunch)</b>          | सफेद चने+<br>चावल                               | माह एवं<br>राजमाह+<br>चावल        | रोटी+<br>मौसमी सब्जी+दही        | रोंगी+चावल                                | काले<br>मसर+चावल+<br>दही                   | रोटी+मौसमी<br>सब्जी+दही     | चावल पुलाव/<br>कड़ी चावल                   |
| <b>शाम की चाय<br/>(Evening<br/>Tea)</b> | चाय +बिस्किट                                    | दूध+ बिस्किट                      | जूस                             | चाय +पकौड़ा                               | चाय + बिस्किट                              | चाय,+मठरी                   | जूस  |
| <b>रात का खाना<br/>(Dinner)</b>         | रोटी+<br>मौसमी सब्जी+<br>पीली दाल+<br>मिष्ठान्न | रोटी+<br>मौसमी सब्जी+<br>मसूर दाल | राजमाह+<br>चावल+<br>गुलाब जामुन | रोटी+<br>मौसमी सब्जी.<br>+ मटर पनीर       | रोटी+<br>मौसमी<br>सब्जी+दाल+<br>मीठा पकवान | चावल+<br>काले चने+<br>रायता | रोटी+<br>मौसमी<br>सब्जी+ पनीर<br>(खास डिश) |

### Mess Rules:

- A. Service in the Mess shall be between Scheduled Hours Only.
- B. Except Mess Manager & Hostel Prefects, No other student is allowed in the mess.
- C. If anyone has any grievances or suggestion regarding food they should report in writing to the hostel warden.
- D. There should be compulsory charges for 45 diets to every student residing in the hostel.
- E. If a student would like to take off from mess then it will be minimum for seven days with prior intimation to the mess incharge.

## TERMS AND CONDITIONS

1. The contractor shall arrange for items i.e. crockery, utensils, boilers, juice machine, cooking gas cylinders, cooking store etc. and items of similar nature of good quality as approved by the SPU at his own cost and maintain the said items in proper and hygienic conditions for due discharge of obligations in respect of running of mess.
2. The contractor will have to make arrangement for cleanliness of Kitchens & Dining area to the satisfaction of the SPU. The contractor shall also be responsible for the safe and hygienic disposal of the mess/kitchen waste.
3. The contractor will have to engage employees of sound character & will remain in proper uniforms for service in the mess.
4. The timings of the mess will be as prescribed by the SPU from time to time subject to change.
5. The cost of the Gas/fuel consumed in the kitchen will be born by the contractor and on expiring of the tenure of the contract. NO DUES CERTIFICATE will have to be submitted in concerned section i.e. Account Section.
6. The contractor shall employ only such persons as are declared medically fit as certified by the Govt. Hospital. No such employee will be under the age of 14 years. Documentary evidence will be provided by the contractor.
7. Only cooking gas is to be used in the mess for preparing hot drinks & cooking which is to be arranged by the contractor including gas cylinders.
8. The contractor will be fully responsible for the repair/maintenance, cleanliness, breakage and damage done to the kitchen, electrical and any other fittings and fixtures installed in the space provided to him by the SPU. Any loss/damage (including repairs) to the same will have to be made good by the Contractor, at his cost.
9. Materials used for cooking purpose tea, coffee, spices, food stuffs, vegetable etc. should be of good quality only will be used. The administration of the SPU reserves the right to inspect the materials at any time.
10. The Water & Electricity for running the mess only will be provided by SPU on rent basis.
11. The contractor will have to engage at least Two persons (One Cook & One Waiter/Cleaner) in the Hotel mess.
12. The contractor will have to get verified the monthly mess bill form the Prefects of the Hostel as well as Warden of the Hostel.
13. The contractor will take all necessary precautions against fire hazards and comply with rules and regulations as laid down by concerned local authorities and to the satisfaction of the SPU.
14. The rate list and menu as approved by the SPU should be displayed conspicuously daily.
15. The contractor will have to employ the required staff at his own cost and bear all the statutory and other liabilities for running the canteen. The contractor will have to pay the minimum wages as per Govt. of Himachal Pradesh. Notifications issued from time to time.
16. The SPU shall not in any manner be treated as the employer of these employees or concerned with the terms of their employment or conditions of their services since the relationship of employer and employees shall always be considered to be between the contractor and such persons as will be employed by him. While engaging his employees the contractor will make these conditions clear to them categorically and in writing, and their acceptance of these terms shall be communicated to the SPU also.
17. The contractor shall obtain license under the Contractor Labour (Abolition and Regulation) Act 1970 (hereinafter referred as the contractor Labour Act) and all other requisite licenses e.g. **license under fssai** at his own cost from the Appropriate

Authorities and comply with the terms and conditions of the license(s) and all other relevant and necessary provisions of the contractor labour Act and the Rules framed there under all such other provisions of laws in any enactment or otherwise laid down by any authority from time to time, it being clearly understood and agreed upon that the entire responsibility for compliance thereof shall always be of the contractor. The contractor shall be fully responsible for any compensation etc. in case of any injury/casualty or mishap to any employees of the mess.

18. The contractor shall not entertain any orders or supply eatables outside, premises.
19. **The contract shall be awarded on the basis of lowest rates quoted for providing food in a day per student.**
20. The contract will be for **One year** to start with from the date of signing the agreement, however can be further extended for one year on same terms and conditions if mutually agreed by both the parties.
21. The Committee reserves the right to repudiate the contract at any time after giving one month's notice, if the Committee is not satisfied with the working of the said contractor. The decision of the Committee in this regard shall be final will be binding on the contractor. The contractor, if he so desires, may seek termination of the contract by giving written notice of not less than three months duration during the agreement period.
22. The contractor will, at all times, ensure discipline decent and courteous behavior by him/his employees while they remain in premises. In case any of his employees, indulges in any act of indiscipline, misbehavior or slogan shouting or indulges in violentact(s) or abets others in doing so and it is prima facie proved, the contractor shall remove the employee concerned from the premises immediately on receipt of written communication from the authorities which will be duly acknowledged by the contractor.
23. Under exceptional circumstances the SPU reserves the right to change any term and condition as and when warranted.
24. In case of any dispute arising out of the interpretation of the terms and conditions of the contract, the decision of the Registrar, SPU, Mandi will be final and binding.
25. The contractor will be required to execute an agreement in the prescribed form in this behalf in case the contract is awarded.
26. Tender form fee Rs. 1000/- must be in the shape of Demand Draft in the name of Finance Officer, SARDAR PATEL UNIVERSITY, MANDI (H.P)
27. Successful bidder will have to deposit Rs. 50,000/- as security in the form of F.D.R. dully pledged in favor of Finance Officer, SPU, SARDAR PATEL UNIVERSITY, MANDI (H.P). No interest will be paid on this amount. The same will be refunded when the contract is over and mess premises are handed over to the SPU and all dues from the contractor have been settled.
28. The contractor will not further sub-contract the contract to any other party. In case the contractor is found having sub-contracted this contract, the contract will be terminated without any notice and security deposit will be forfeited.
29. Every tenderer should be accompanied by a Demand Draft for Rs.10,000/- as earnest money deposit (EMD) drawn in favor of Finance Officer, SARDAR PATEL UNIVERSITY, MANDI (H.P). This amount will be refunded after the contract is finalized. No interest will be payable on this amount.
30. If in any case the contractor violates the terms & conditions of the contract the Security Deposit will be forfeited.

**Signature of the Tenderer**

**Financial Bid**

**(Tender for Running Student's Mess (in a Girls Hostel) at Sardar Patel University,  
Mandi, H.P. )**

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| Description   | Rate quoted per student/person per day<br>(Rs.)  |
|---|--|
| <b>Providing Breakfast,<br/>Lunch, evening tea &amp;<br/>Dinner as per above<br/>menu(Day wise)</b> | <p>Average cost per day per student</p> <p>In Figures Rs. _____</p> <p>In words</p> <p>Rs. _____</p> |

**Signature of Tenderer**