



CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Rd, Vill. Karhara, Post Fatehpur,
PS Tekari, Dist. Gaya-824236 (Bihar). Website: cusb.ac.in

Notice Inviting Tender (NIT)

Index for Tender Form

S. No.	Items	:	Details
1.	Tender Notice No.	:	CUSB/PSD/ADMIN/TENDER/05/2018-19, Dated: 25/05/2018
2.	Name of work	:	Providing the “ Hostel Mess Services ” for approx. 700-800 Students (Boys & Girls) at Central University of South Bihar, SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur, P.S- Tekari, District- Gaya (Bihar) PIN- 824 236.
3.	Earnest Money Deposit	:	Earnest money as mentioned in NIT in shape of Demand Draft drawn in favour of Central University of South Bihar, payable at Gaya from any scheduled Bank.
4.	Pre-bid Meeting	:	01/06/2018 from 11:00 AM onwards at Gaya.
5.	Start of submission of Bids	:	05/06/2018
6.	Last date and time for Receipt of Bids	:	21/06/2018 by 4:00 PM
7.	Date and Time of opening of Technical Bids	:	22/06/2018 by 2:00 PM
8.	Place of opening of Bids	:	CUSB Gaya.

The Prospective Vendors are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids.



CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Rd, Vill. Karhara, Post Fatehpur,
PS Tekari, Dist. Gaya-824236 (Bihar). Website: cusb.ac.in

NOTICE INVITING TENDERS

The Central University of South Bihar invites sealed tenders under two Bid Systems for Providing the “**Hostel Mess Services**” at Panchanpur, Gaya from reputed Caterer / Mess Service Provider. The last date and time of submission of tender document is **21/06/2018 by 4:00 PM**. The detailed tender document is available on the University website **www.cusb.ac.in**. The cost of tender form is Rs. 5,000/ -. The tender forms can be downloaded from University website and be accompanied by DD of Rs. 5,000/- (As cost of Tender) in favour of Central University of South Bihar, payable at Gaya.

Registrar



Technical Bid

for Providing the “**Hostel Mess Services**” at Central University of South Bihar,
Gaya.

Note: This is to be kept in **Envelope “B”** sealed and it should be written on
envelop that **Technical Bid in reference to the Tender for Providing
the “Hostel Mess Services”** at Central University of South Bihar” Gaya.



CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Rd, Vill. Karhara, Post Fatehpur,
PS Tekari, Dist. Gaya-824236 (Bihar). Website: cusb.ac.in

NOTICE INVITING TENDER

The Central University of South Bihar (CUSB), invites sealed tender under two bid system for Providing the “**Hostel Mess Services**” at Central University of South Bihar, Gaya (Bihar) from the reputed Caterer/ Mess Service Provider. Details are as follows:

Sl. No	Description of Goods/ Services	Earnest Money to be Deposited	Last date & time of submission of Tender document	Time & date of opening of Tender (Technical Bid)
1.	Providing the “ Hostel Mess Services ” for approx. 700-800 Students (Boys & Girls both) at Central University of South Bihar, Gaya, Panchanpur Campus	Rs. 4,80,000/-	21/06/2018 by 4:00 PM	As per date of events mentioned in Index of this document.

2. The tender must be accompanied by a Demand Draft of Rs. 4,80,000/- as mentioned above in Indian Rupees only, of a schedule bank drawn in favour of Central University of South Bihar, payable at Gaya as Earnest Money for the above tender and a tender fee of Rs. 5,000/- (Non Refundable).

3. Eligibility Criteria

3.a. Physical

Having concluded similar services in Central Government/ State Government/ PSU/ Universities/ Reputed Higher Educational Institutions of running 320 student mess services for at least 3 organisations or two similar services of having 480 student mess or one similar services having 640 student mess in the last 3 years ending on the last day of the month i.e. upto 30/04/2018. Similar Services means Mess/ Canteen Services in Reputed Higher Educational Institutions i.e. (for Graduate/Post Graduate Students).

3.b. Financial

The Firm should have average annual financial turnover of at least of Rs 2 Crores during the preceding last 3 consecutive financial years starting from F.Y. 2017-18.

4. Sealed tender documents duly signed & stamped on all pages are required to be delivered at Central University of South Bihar, by Registered Post/ Speed Post/By Hand (to be submitted in Tender Box) to reach on or before **21/06/2018 by 4:00 PM**. The Technical Bids opening shall be at CUSB, Panchanpur Gaya campus in presence of the tenderers or their authorized representatives, if any, who wish to attend. The date of opening of the Financial Bids of those bidders declared as qualified in Technical Bids will be displayed on University website. If the office happens to be closed on the date of receipt of the bids or opening of bids as specified, the bids will be received and opened on the next day of opening of the office on the same time and venue which is announced in this bid document / website of the University / communicated through E-Mail.
5. The tenderer shall quote for the services to be provided as given in the tender document, at Panchanpur, Gaya.
6. Tenderers should email their queries, if any, at registrar@cub.ac.in. The clarifications on those queries, if found necessary, shall be uploaded on the University's website.
7. The tender must be submitted in three separately sealed envelopes marked as "A", "B", & "C". The language used shall be English. In case any information is given in foreign language, then translated (in English) copies of those pages must be enclosed, failing which the tender will be summarily rejected.
8. **ENVELOPE 'A' (Earnest Money & Tender Cost)**

The tender shall be accompanied with the cost of the tender document as Rs. 5,000/- (Indian Rupees Five Thousand only) in the form of Demand Draft in **favour of Central University of South Bihar**, Payable of State Bank of India, Gaya, failing which the tender will not be accepted. Tender must also be accompanied with earnest money of Rs, 4,80,000/- as mentioned, in the form of Demand Draft in favour of Central University of South Bihar, payable at Gaya issued by any Scheduled Bank. The Demand Draft towards Earnest Money & cost of tender document should be placed in sealed **Envelope 'A'**.
- 8.a. The tender cost and EMD are not required to be submitted by bidders who are exempted in terms of MSME, Govt. of India guidelines. However, they are required to furnish requisite valid certificate in this regard issued by the Competent Authority.
9. **ENVELOPE 'B' (Technical Bid Document)**
- 9.i. Tenderers should establish their credentials by giving valid documentary evidences of similar services as defined in this document to have been executed in India.

9.ii. Checklist for Envelope ‘B’

- 9.ii.a. Copy of registration of GST.
- 9.ii.b. Copy of proof for Catering service / Food License/FSSAI.
- 9.ii.c. Copy of EPF/ ESI registration.
- 9.ii.d. Health Trade License by the Health Department/MCD
- 9.ii.e. License for eating House
- 9.ii.f. Shop Establishment
- 9.ii.g. License from Fire Department
- 9.ii.h. Copy of Income Tax Permanent Account Number.
- 9.ii.i. Copy of Authorization for Participation in subject bid (not required in case of Proprietorship firm).
- 9.ii.j. Proof of Labour license.
- 9.ii.k. Copy of Small Scale Unit/ MSME/ NSIC Registration under relevant items (if registered).
- 9.ii.l. Copy of Work Order of meeting minimum eligibility criteria (Financial & Physical).
- 9.ii.m. All pages of tender document including various sections and Annexures “A”, except priced bid.

10. Envelope ‘C’ (Financial Bid Document)

- 10.1. The **Envelope ‘C’** shall contain the tender documents and information related to the schedule of services quoting the rates etc. of the item pertaining to the Financial Bid on the Financial Bid document, issued by CUSB, along with the tender document.
- 10.2. All columns shall be duly filled in with specific information on the cost involved.
- 10.3. The rates for the services shall be quoted in Indian Rupees only. Overwriting or used of fluid in financial bid will be summarily rejected.

***NOTE** The Tenderer should clearly mention in all the three envelopes (i.e. A, B and C) clear description of the items for which the offer is being quoted. If any discrepancy is observed the offer would be treated as non-responsive and would be rejected outrightly.

11.
 - **Envelope 'A'** (Earnest Money & Tender Cost),
 - **Envelope 'B'** (Technical Bid Document), and
 - **Envelope 'C'** (Financial Bid Document), shall be in separate sealed envelopes, each marked as "**Envelope 'A'**, **Envelope 'B'** and **Envelope 'C'**", respectively.
 - All the three envelopes shall be submitted together in another big envelope sealed and super-scribing thereon **Tender for Providing the "Hostel Mess Services"**.
 - The envelope should be superscripted with tender reference number and addressed to, **The Registrar, Central University of South, SH-7, Gaya - Panchanpur Road, Village - Karhara, Post- Fatehpur, P.S. Tekari, District - Gaya (Bihar) PIN - 824236.**
 - The envelope marked '**Envelope 'B'**' of only those Tenderers shall be opened, whose earnest money & tender cost are placed in the '**Envelope 'A'**' and found to be in order.
12. The Tender Evaluation Committee will evaluate the Technical Bids and is fully authorized to reject any tender incomplete in nature or on justiciable reasons after giving due opportunity to the prospective Vendors, if the requirements are not met for the complete need of the CUSB. The decision of the Tender Evaluation Committee shall be final. Only those Technical Bids declared qualified by the Tender Evaluation Committee shall be eligible for consideration of Price Bid. Those successful Tenderers for whom the **Envelope 'C'** (Price Bid) is to be opened shall be intimated through University website.
13. **Clarification on Tender Documents**
 - 13.1. During evaluation of tenders, the University authorities/ committee may at its discretion ask the Tenderer for any clarification(s) if so deemed fit. The request for clarification and the response shall be in writing. However, the Tenderer is not permitted to alter the price(s) furnished in the Price Bid (**Envelope 'C'**).
 - 13.2. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price (i.e. obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected. If the Mess Service Provider does not accept the correction of errors, its tender will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
14. The amount of Earnest Money Deposit (EMD), in case of successful Tenderer, shall be refunded on successful completion of signing of agreement and submission of requisite Performance Guarantee. However, EMD of unsuccessful Tenderers will be refunded after the award of the contract to the successful Tenderer.

15. The CUSB, does not bind itself to accept the lowest or any other tender. Tenders not in compliance with any of the prescribed conditions or incomplete in any respect or in presence of any correction not duly dated, initialled by the Tenderer will be liable to be rejected. However, the final decision for accepting or rejecting any or all tenders will be the sole discretion of Vice Chancellor, CUSB.
16. Tender shall remain open for acceptance for a period of 90 days from the date of opening of the tenders. If any Tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to CUSB, then CUSB, shall without any prejudice to any other right or remedy, be at liberty to forfeit full earnest money, absolutely. The decision of Vice Chancellor, CUSB in this behalf shall be final and binding on the Tenderer.
17. The notice Inviting tender shall form a part of the contract document.
18. No additional conditions from the Tenderer shall be acceptable. The tenders having any additional conditions will be summarily rejected without assigning any reason.
19. The Tenderer should meet the Financial & Physical work completion criteria to qualify in the subject tender.

Important: In case the bidder awarded with providing mess services, back out, the university shall award the work to the next bidder on the rate quoted by L-1.

Conditionals bids (Technical as well as Financial shall be summarily rejected and shall not be considered)

Date:

Place:

Signature of the Tenderer



CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Rd, Vill. Karhara, Post Fatehpur,
PS Tekari, Dist. Gaya-824236 (Bihar). Website: cusb.ac.in

TECHNICAL BID PROFORMA

NIT No. : CUSB/PSD/ADMIN/TENDER/05/2018-19 Dated:25/05/2018	
Tender for Providing the “ Hostel Mess Services ”.	
1.	Name of the Organization
2.	Head Office / Registered Office
	Telephone No/mobile No.
	Fax No.
	Email
	Web site (if any)
	Date of Establishment
	Branch Office in Gaya , if any
	(Provide Complete Address)
	Telephone No.
	Fax No./Email
3.	Name of Chief Executive/ Proprietor / Partners with Designation
	Telephone No./Mobile No.
	Fax No./ Email
4.	Name of Contact Person
	Telephone No./Mobile No
	Fax No./Email

5.	Type of Organization	Certified Documents to be enclosed	
a.	Proprietary		Trade License
b.	Partnership		Partnership Deed, Trade License
c.	Private Limited Company		Memorandum of Article
d.	Public Limited Company		Certificate of Registration
e.	Public Sector		Trade License
f.	Authorised Franchise/Channel Partner		Authorisation Certificate

6.	Nature of Business (tick the relevant) and enclosed certificate				
Hotel (Specify Category)		Canteen Services		Catering Services	
Authorised Partner/Franchise		Tour & Travel Agency		Restaurant	
Others Please Specify					

7.	Class / Type of Services/Rendered/ Organising		
Provide Specific Details			
Audited Annual Turnover during last 3 years (Rs. In Lakhs) (enclose Chartered Accountant's certification & Income Tax Return Copy)			
Year	Rupees (in Lakhs)	Annexure (Number)	
2017-18			
2016-17			
2015-16			

8. Commercial Information (enclose Attested Copy wherever Applicable)				
S. No.	Information	Details		Annexure (Number)
a.	GST Registration Number			
b.	Food Supply & Safety			
c.	PAN No.			
d.	Food License (FSSAI)			
e.	Health Trade License by the Health			
f.	License for eating House			
g.	Shop Establishment			
h.	License from Fire Department			
i.	Details of Registration Certificate with DGS&D/NCCF			
j.	SSI/NSIC Certificate			
k.	Current dealership agreement with Principal Letter No. / Date / Valid upto			
l.	Relevant IISI/ SO Certificate, if any			
m.	<u>Bank Details :</u> Account No.			
n.	Name of Bank & Branch			
o.	IFSC Code			
p.	Details of Tender Fee	Name of the issuing Bank & Branch	DD No.	Amount:

q.	Details of EMD	Name of the issuing Bank & Branch	DD No.	Amount:
r.	Details of Previous Supply in Govt. Organisations/ Govt. Educational Institutions (Enclose Work Order & Performance report. Enclose separate sheets duly signed & authenticated.)	Name of the organization	Item Supplied / Qty.	Total Value (Rs in lakhs)

9.	Note
9.1.	Separate information sheet may be provided for item (s) in case space provided is not adequate.
9.2.	Affidavit in the enclosed format on Non Judicial stamp paper duly attested by Magistrate/Notary shall also be furnished by the bidder.

I/ We hereby give an undertaking that the information provided are true to the best of my knowledge and belief. If anything found to be false at any stage my tender will be liable to be rejected and EMD amount will be forfeited.

Seal & Signature of authorized representative:

Date:.....

GENERAL CONDITIONS OF TENDER

1. Definitions

- 1.1. In this Tender, the following terms shall be interpreted as indicated.
- (a) "The Order" means the agreement entered into between the University and the Hostel Mess Service provider including all the attachments and appendices and all documents incorporated as per notification of award.
 - (b) "The Rate" means the price payable to the Mess Service Provider under the Contract for the full and proper performance of its contractual obligations;
 - (c) "The Goods" means all the items, which the Mess Service Provider is required to supply to the University under the Contract;
 - (d) "Services" means services ancillary for providing mess services at the Hostel, such as transportation and insurance, and any other incidental services, training and other obligations of the Mess Service Provider covered under the Contract;
 - (e) "The Service provider" means the individual or firm or the organisation providing the Mess Services.
 - (f) "Day" means calendar day.

2. Application

- 2.1. These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the tender.

3. Contract Amendments

- 3.1. No variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties.

4. Assignment

- 4.1. The Mess Service Provider shall not assign, in whole or in part, its obligations to perform under the Contract, except with the University's prior written consent.

5. Subcontracts

- 5.1. No Sub Contract shall be allowed for these services under the Contract.

6. Termination for Default

- 6.1.** For breach of contract, the University may, without prejudice to any other remedy by written notice of default sent to the Mess Service Provider, terminate the Contract in whole or part
- (a)** If the Mess Services Provider fails to deliver the quality services or fulfill any obligations as specified in the work order the contract may be terminated.
 - (b)** If the Mess Service Provider fails to provide quality hygienic foods to the satisfactory of the students/university authorities the University may terminate the contract.
 - (c)** If it has come to the knowledge of the university at any time even awarding the contract or during the tenure of the contract period the Mess Service Provider, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract the contract may be terminated.

“For the purpose of this Clause”:-

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“Fraudulent practice” a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

7. Termination for Insolvency

- 7.1.** The University may at any time terminate the Contract by giving written notice to the Mess Service Provider, if the Mess Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Mess Service Provider, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the University.

8. Termination for Convenience

- 8.1.** The University, by written notice sent to the Mess Service Provider, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the University's convenience, the extent to which performance of the Mess Service Provider under the Contract is terminated, and the date upon which such termination becomes effective.

9. Resolution of Disputes

- 9.1.** The University and the Mess Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 9.2.** If, after thirty (30) days from the commencement of such informal negotiations, the University and the Mess Service Provider have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms as specified below. These mechanisms may include, but are not limited to, conciliation mediated by a third party, adjudication in an agreed national or international forum, and national or international arbitration.
- 9.3.** In case of Dispute or difference arising between the University and a Mess Service Provider relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996.

10. Governing Language

- 10.1.** The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

11. Applicable Law

- 11.1.** The contract shall be governed by the Law of Contract for the time being in force.
- 11.2** Irrespective of the place of services, the place of performance or place of payment under the contract, the contract shall be deemed to have been made at the place from which the acceptance of tender has been issued.
- 11.3.** Jurisdiction of Courts: The courts of the place from where the acceptance of tender has been issued shall alone have jurisdiction to decide any dispute arising out of or in respect of this contract.
- 11.4.** One month notice will be given by either party for termination of Contract during the tenure of Contract for breach of Clause or otherwise.

12. Taxes and Duties

- 12.1.** Mess Service Providers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred in execution of the contracted services to the University.
- 12.2.** All legal disputes arising out of this contract /bid shall be subject to competent court and forum under judicature of Gaya only.
- 12.3.** Submission of Performance Bank Guarantee as per GFR Rules 2017.



CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Rd, Vill. Karhara, Post Fatehpur,
PS Tekari, Dist. Gaya-824236 (Bihar). Website: cusb.ac.in

Evaluation Process

The Technical bid shall be evaluated as below for 100 marks:

(A) Technical bid (100 marks):

Sl. No.	Subhead	Max Marks	Remarks
1.	Work experience of 02 (two) years for running Mess for at least 320 students in institutions like IIT/ NIT/ IIM/ Central Universities / Centrally funded/PSU & reputed private educational institutions.	40	(i) 50% marks minimum eligibility criteria. (ii) 100% marks for 5 times the minimum eligibility criteria. (iii) In between (i) & (ii) – on prorata basis
2.	(a) Profit Making for last five years preceding to F.Y 2017-18 (01 Marks each for every Year) (b) ISO Certification (05 Marks) (c) Appreciation Letter issued by head of the Educational Institutions for providing satisfactory mess services (Max 10 Marks, 02 Marks for each appreciation letter)	20	
	Average Annual Turnover of Agency exceeding Rs. 25 lakhs in last 3 years ending on 31.03.2018.	40	(i) 50% marks minimum eligibility criteria. (ii) 100% marks for 5 times the minimum eligibility criteria. (iii) In between (i) & (ii) – on prorata basis.
Total (Ts)		100	

Note:

The opening of Financial Bid of only those Agency/ Bidders shall be considered who score 50% i.e. 50 marks or more in their technical bid evaluation (Ts) as evaluated by the Committee, whose decision in this regard shall be final and binding.

- (B) Financial bid:** Before opening of financial bids of those successful bidders in the technical evaluation, their marks obtained shall be made public before them or their authorized representatives.

Financial bid shall be given scoring as below:

The bidder who has quoted the lowest price will be assigned a score of 100 in the financial bid. The other bidders will be allotted score relative to the score of bidder with the lowest quote as below:

$$F_s = 100 * FI / F$$

Where:

F_s = The Financial Score of the Financial Proposal being evaluated
 FI = The price of lowest priced Financial Proposal

F = The quoted price of Financial Proposal under consideration

(C) Combined evaluation

The score of technical bidding would be given 40% weightage, and the financial proposal would be given 60% weightage. The weighted combined score of the Technical bid (Ts), and Financial proposals (Fs) shall be used to rank the bidders on the basis of formula given as below:

$$\text{Combined Score} = 40\% * T_s + 60\% * F_s$$

The first ranked i.e. the highest scoring bidder is eligible for providing mess and catering services for different Hostels Mess at CUSB Gaya.

Terms & Conditions of the bid

1. The Contract is initially for one year, which may be extended for further periods on mutually agreed terms and conditions depending upon the performance of the contractor and the evaluation made by the Committee constituted by the University and on recommendation by the Students representatives.
2. The hostel office will provide certain kitchen equipment as per list mentioned in Annexure- B. The contractor has to take over these items from respective warden of the hostel and same should be handed over to the respective warden after completion/termination of the contract. The items provided by the University to the Contractor will be in the charge of the Contractor and he / she will be responsible for any damage which is not covered under AMC. The AMC of these equipments shall be carried out by the University for initial period of three years. In case of any loss or damage, beyond the scope of the AMC, the Contractor will have to replace the lost items / carry out necessary repair, subject to approval and instructions of the University.
3. RO Water Purifier shall be provided by the University at Mess area, the maintenance of these RO Purifier shall be taken care by the University for an initial period of three years.
4. The University shall provide free electricity for running hostel mess services. The electricity so provided by the University shall be used only for running the Mess. Separate electricity charges is payable by the Mess Service provider to operate the Kitchen equipment listed as Annexure "B". Contractor should not use any additional appliances/equipment on electricity provided. In event of any unauthorized tapping of electricity a penalty of Rs. 1,000/- (One Thousand only) shall be levied per instance and on continuous 03 (three) default on account of above shall lead to termination of contract on recommendation of Committee/ officer In charge.
5. The maintenance of safety, health and hygienic conditions in and around the mess / kitchen will be the responsibility of the contractor. Wardens/ Chairman/ Officer In charge, instructions regarding cleanliness have to be followed and the expenditure towards this is to be borne by the contractor.
6. The Contractor has to arrange the waste disposal as per the prevailing standards stipulated under Swachh Bharat Abhiyan.
7. The Contractor is required to keep at least one attendant / mess worker per 20 students. In addition, one mess manager, cooks and helpers to cook is also required to be provided for effective functioning and arrangement of the mess. All the mess workers must be aged between 18 to 60 years. All workers must be provided uniform by the contractor and must maintain personal hygiene. The contractor and his workers must behave politely with hostel inmates. Medical fitness certificate of each mess employee certifying that he/she does not carry an infectious disease is required to be submitted with the University Authority by the Contractor. No female workmen shall be allowed to work in Mess and Kitchen premises between 6.00 PM to 6.00 AM.

8. Smoking / drinking liquor etc. is strictly prohibited in the University premises.
9. One month notice is required on either side for the termination of the contract service (except during exam period) if such a condition arises during the contract period.
10. Number of hostel students will be 800 approximate (600 boys and 200 girls). Contractor has to cook food at common place and have to serve separately at boys & girls Hostel Mess. However it may be noted that the day scholar and the employee of the University may also dine as per the rate quoted by the Contractor on daily payment basis.
11. The rate quoted for per student per day will be for base menu and will not be changed for the academic year. The University will review the rate after one year if justified. Prices will be modified in line with the prevailing price index. Decision of University in this regard shall be final & binding on the contractor.
12. The Contractor shall provide other prepared food items like biscuits, wafers, namkins and flavoured milk / ice cream etc. in consultation with the Hostel Warden whenever such need, if arises, on additional payment basis.
13. Contractor/Caterer has to serve refreshment (tea, biscuits/snacks/Lunch etc.) in the meeting as per instructions of Hostel Warden/University Authorities.
14. Round the clock canteen has to be operated by the Caterer/ Contractor as per direction of the University for the Students inside the Hostel for tea, refreshments, fast food etc. and the rate of the items served shall be decided by the University Committee. The Rate should not be more than MRP printed on the packed food items.
15. If the mess management is not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, then Institute is empowered to terminate the contract with a short notice of one week and / or impose penalty on contractor. The University Committee's opinion is final so far the food quality /mess management is concerned.
16. Food / any other item should not be served inside the room of hostel inmates unless in exceptional cases or ill health and only on directives of Hostel Warden.
17. Cooking material should be branded and as per FSSAI standards. Substandard material shall not be allowed to be used.
18. Hygiene, overall cleanliness of surrounding, kitchen and the food, raw materials, ingredients etc. should be of standard quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of COOKED FOOD shall not be stored / preserved / re-served after meals. Non adherence of University Authorities instructions in above matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same in the form of monthly bill deduction and even termination of the contract.

19. Mess workers and cook should be healthy and medically fit. They are required to have a regular check up with the University Medical Officer or as directed by the University. If any mess worker is found medically unfit, he will not be given permission to continue his duties and mess contractor has to replace him immediately without fail.
20. It is to be ensured that whenever the mess workers are on duty they should be in uniform with nameplates to be displayed prominently. The uniform should be cleaned / washed at least thrice a week.
21. Base menu is attached with this document (Annexure "A" for Hostel Mess) and University Committee can change the menu in consultation with the contractor. Menu can be changed, to suit the availability of seasonal vegetables and their market supply by the University Committee.
22. Contractor shall provide light food to the sick students during his/their sickness period as per advice of the doctor/Warden and no extra charge will be paid for the same.
23. Monthly payment to the contractor will be made by the University or other arrangement as decided by the University subject to deduction of applicable taxes in one installment after the submission of actual mess bill by the contractor and its verification by the concerned authority.
24. Contractor is required to deposit an amount equal to 10 % of the award value to be calculated on yearly basis, in the form of Account Payee D.D/Bankers Cheque /PBG drawn in favour of Central University of South Bihar payable at Gaya towards security deposit at the time of award of contract within stipulated time if his / her offer is accepted.
25. The mess utensils are to be cleaned (With hot water using detergent powder/soap) and dried after every meal.
26. Mess Contractor or his representative is required to remain present in the mess when the food is served in the mess.
27. All the items to be served in the mess including curd shall be prepared preferably in the respective Mess of that Hostel.
28. The contractor is required to maintain the details of all his employees / mess workers. This information along with their photographs shall be submitted to the University/ Warden Office well in advance before deployment.
29. Liability / responsibility in case of any accident causing injury/death to mess workers or any of his staff shall be of the Contractor. The University/ Hostel authority shall not be responsible by any means in such cases. The contractors should arrange Group Insurance other social security measures to their workers.
30. The contractor has to follow all labour laws / government laws in regard of employing the mess workers. The Contractor shall be solely responsible for any dispute / violation of labour laws / government laws.

31. The Contractor will be solely responsible for compliance of all labour laws & other applicable laws of the Government and University will not be responsible in any manner. Contractor shall be solely responsible in case of incidence/s of food poisoning etc. and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty shall also be imposed on the contractor as decided by the University/ Hostel Warden/ officer In-charge for such incidents.
32. The contractor shall employ any mess worker after verification of their antecedent at their level and an undertaking is required to be submitted by the contractor. The mess worker so employed should not have involved in any crime / offence / police case etc.
33. Storage / consumption of any alcoholic drink / liquor is strictly prohibited. The contractor shall not serve any of such substance/ drink in mess / hostel. Smoking, consuming gutakha, tobacco, etc. is also prohibited in hostel premises.
34. The contractor shall be fully responsible for appropriate behavior of the mess workers. If it is found that any worker has misbehaved with any of the hostel inmates / hostel staff, he has to take action suo motto or as suggested by the University/ Hostel Warden.
35. Contractor will have to prepare the food in the kitchen of the respective hostel on Commercial LPG only. No coal or other fuel will be allowed. Use of heater in the mess shall be strictly prohibited.
36. Decision of the University Committee and concerned Hostel Warden will be final and binding to the contractor in case of any dispute arising out with respect to the terms and conditions of this contract.
37. Mess Service Provider shall enter into an agreement for execution of this contract with the University as per prevalent rules and regulations of Government of India and shall bear full cost for the same.
38. Any dispute arising out of this contract will be interpreted under jurisdiction of court at Gaya only.
39. The Caterer shall have to attend meeting of the mess committee, if he is invited.

Special Terms and Conditions:

- 01.** The Contractor has to develop Mess diet Coupons with Bar Code which shall be produced by the students during messing and the attendance of each student has to be monitored through this system only.
- 02.** The hostel inmates will be liable to pay at least for 25 days mess diet coupons in a month. The hostel inmates shall procure at least 25 days mess diet coupons in advance from the designated place as decided by the University.
- 03.** The Faculty members/ staff and day scholar student may also casually dine in the hostel mess as per their convenience on payment of same rate as fixed for the hostel inmates.
- 04.** The detailed hostel mess rules and regulations as prepared by the University shall be the guiding framework to run the hostel mess by the Contractor.
- 05.** The hostel mess/ kitchen shall be open for inspection of the competent government authority and all necessary support to be provided by the contractor during the inspection.
- 06.** The Contractor has to arrange utensils/ crockeries/ serving plates/ spoons etc other than the list of equipment as mentioned in Annexure-B at their own expenses.
- 07.** University shall provide Gas bank manifold of 12 Commercial LPG Cylinders. Contractor shall arrange LPG connection from any of the Gas Company viz. BPCL, HPCL or INDIAN OIL whose service is better after getting the gas bank created by University inspected at their end. Any minor changes as per the instruction of authorized representative of Gas Company to be done by the Contractor at their own and no additional payment on account of above shall be made by University. NOC on Gas Bank issued by authorized representative of Gas Company to be submitted by contractor to University for record, prior to put the same in operation/ use.
- 08.** Non availability of complaint register on the counter/discouraging students from registering complaints would lead to a fine of Rs. 2500/-.
- 09.** Insects cooked along with food would invite a fine of at least Rs, 10,000/-.
- 10.** Any complaint of soft objects like hair, rope, plastic, cloth etc in food will attract a fine of Rs 2,500/- per complaint.
- 11.** Any complaint of stones/pebbles of diameter more than 2 mm will attract a penalty on the caterer which can range between Rs 300/- to Rs 3,000/- depending on the size of the stone/pebble.
- 12.** Hard and/or sharp objects like glass pieces, nails, hard plastic etc. will attract a penalty of at least Rs 5000/- per incident.
- 13.** Three or more complaints of unclean utensils in a day would lead to a fine of Rs. 3,000/- on the caterer.

14. If mess council agrees that certain item of a meal was not cooked properly then a fine of Rs. 3000/- would be imposed on the caterer.
15. Food poisoning, shall invoke a hefty fine beyond the limit of any fine mentioned above, along with cancellation of contract and possible blacklisting of the caterer.
16. If food for any meal gets over within timings of mess and waiting time is more than 45 minutes for lunch and dinner, and 30 minutes for breakfast and Tiffin, without any justified reason then a fine of Rs. 3,000/- would be imposed on the service provider. The timing for that meal will be extended equivalent to delay time.
17. Change in menu (including fruit/juice/milkshake) of any meal without permission of mess committee would result in a fine of Rs. 3,000/- on the caterer.
18. If the quality of milk is not found up to be appropriate, or it is diluted, a fine of 8,000/- would be imposed.
19. Inappropriate personal hygiene of workers including their dress and/or misbehavior by workers etc. will lead to fine of Rs. 3,500/- on caterer for every instance.
20. Failure to maintain a proper health check up of the workers will attract a fine of Rs. 4,000/- per instance.
21. For any rule stated in the agreement first violation of the rule implies fine as per the rule. Second and subsequent violations of the same rule on a different day within 30 days of previous fine will attract triple the initial amount of fine on the caterer.
22. Absence of proprietor or his representative empowered to take decision from mess council meetings (which will be held once every month) on due invitation will attract a fine of Rs. 20,000/- on caterer.
23. As and when mess council proposes a fine it will inform the representative of the caterer or mess manager and fine will be imposed with consent of the wardens. The levies will be recovered from the monthly bill.
24. Using brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and decided by the mess council with consent with the wardens. However, an opportunity will be provided to the Service providers to represent before the Mess council and the discussion of the Mess Council will be final and binding on the service provider.
25. Severity of hygiene failure shall be assessed and decided by the mess council and fined appropriately. In case of gross failure/negligence a severe penalty will be imposed, which could be a hefty fine as cash and/or summary termination of the Contract.



CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Rd, Vill. Karhara, Post Fatehpur,
PS Tekari, Dist. Gaya-824236 (Bihar). Website: cusb.ac.in

Annexure "A"

Mess Menu

Days	Morning Tea	Breakfast	Lunch	Evening Tea	Dinner
Monday	Tea (100 ml)	Banana Big Size (02), Milk (200 ml), Cornflakes (100 gm), Sandwich Bread Branded (02 Pc with Jam and Butter Proportionately)	Rice, Chapati, Dal, Salad, Mushroom (50 gm with gravy 250 gm)	Tea (100 ml), Branded Biscuit (4)	Rice, Roti, Dal, Seasonal Sabji (200 gm), Sweet (1 Pc)
Tuesday	Tea (100 ml)	Idly (4 Pc, 50 gm each), Urad Vada(2 Pc 50 gm each) Sambhar,(unlimited) Chutney (Proportionately)	Rice, Chapati, Salad, Aloo/ Bhindi Bhujia, Seasonal Sabji (200 gm)	Tea (100 ml), Veg Mix Pakora (2)	Aloo Paratha, Chatni, Sweet (1 Pc)
Wednesday	Tea (100 ml)	Kachauri (6Pc ,50 gm each), Seasonal Sabji with Gravy, Jalebi(150 gm)	Rice, Chapati, , Dal, Salad, Paneer (50 gm with gravey 250 gm)	Tea (100 ml), Bread Pakora(2) with Tomato Sauce sachet	Rice, Chapati, Dal Mix Tadka, Seasonal Bhujia (200 gm)
Thursday	Tea (100 ml)	Banana Big Size (02), Milk (200 ml), Cornflakes (100 gm), Sandwich Bread Branded (02 Pc with Jam and Butter Proportionately)	Rice, Curry-badi, Aloo/Parwal Bhujia, Chapati, Salad	Tea (100 ml), Poha (100 gm)	Dalpuri, Seasonal Sabji (200 gm), Kheer (100 gm)
Friday	Tea (100 ml)	Puri (6 Pc, 50 gm each), Seasonal Sabji (150 gm)	Rice, Chapati , Dal, Paneer (50 gm with gravey 250gm), Salad	Tea (100 ml), Bhujia/Mixture / Chura Fry (100gm)	Rice, Roti (4, 100 gm), Dal, Sabji, Sweet (1)
Saturday	Tea (100 ml)	Paratha (2 Pc, 150 gm each), Seasonal Bhujia (Unlimited)	Khichadi, Aloo/Baigan/Tomato Chokha, Dahi(50gm), Achar, Papad(1)	Tea (100 ml), Branded Biscuit (4)	Sattu Paratha, Achar, Seasonal Sabji (200 gm)
Sunday	Tea (100ml)	Chholey (Unlimited), Bhaturey (2, 150 gm each)	Rice, Chapati , Chips, Dal, Tadka, Raita(200 gm)	Tea (100 ml), Noodles (100 gm)	Zeera Rice, Roti Manchurian with gravy(250 gm)

Note:

1. Pickle, Salt, Peeper of Standard Make (Unlimited) to be placed on table and to be refilled on regular basis.
2. Wherever in the Menu the quantities are not mentioned, it shall be treated as unlimited.
3. The dal to be used in a manner in order to maintain the variety of the food served the type of dals to be used in a week shall be as under:
 - (a) 04 day Arhar Dal to be used
 - (b) 01 day Urad Dhuli Dal
 - (c) 01 day Urad Kali Dal
 - (d) 01 day Chana Dal
4. The contractors are required to quote the rate for Non Veg. meal, if served, separately.

CERTIFICATE

(to be provided on letter head of the firm)

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I also certify that the above information is true and correct in all respect and in any case at a later date, if it is found that any details provided above are incorrect, then the contract given to the above firm may be summarily terminated and the firm may be blacklisted.

Date:

Place:

Authorized Signatory

Name:

Seal

Designation:

Contact No.:



CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Rd, Vill. Karhara, Post Fatehpur,
PS Tekari, Dist. Gaya-824236 (Bihar). Website: cusb.ac.in

AFFIDAVIT

1. I/We the undersigned do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither our firm M/s _____ have abandoned any work/supply nor any contract awarded to us for such works/supplies have been rescinded, during last three years prior to the date of this bid.
3. The undersigned hereby authorize and request any bank, person, firm or Corporation to furnish pertinent information deemed necessary as requested by the Central University of South Bihar, to verify this statement or regarding my (our) competence and general reputation.
4. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the Central University of South Bihar.

(Signed by an Authorized Officer of the Firm)

Title of Officer

Name of Firm

Date:



CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Rd, Vill. Karhara, Post Fatehpur,
PS Tekari, Dist. Gaya-824236 (Bihar). Website: cusb.ac.in

FINANCIAL BID

Note : This is to be kept in **Envelope “C”** sealed and it should be written on envelop that **Providing the “Hostel Mess Services”** at Central University of South Bihar”



CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Rd, Vill. Karhara, Post Fatehpur,
PS Tekari, Dist. Gaya-824236 (Bihar). Website: cusb.ac.in

FINANCIAL BID PROFORMA

(It should be submitted in a separate sealed envelope)

Tender Notice No.: CUSB/PSD/ADMIN/TENDER/05/2018-19, Date: 25/05/2018

Subject: Providing the "Hostel Mess Services".

Name of the Bidder: _____

Sl. No.	Item Description	Rate (Rs.) Per day per student
1.	Meals (Morning Tea, Breakfast, Lunch, Evening Refreshment, Dinner) as per the prescribed Menu	Rs.
Total Amount without GST in words (Rupees)		
Add GST extra @.....%		
Rate Per day/ Per Student (including GST)		Rs.
Total Amount in words: (Rupees)		

Note:

- No overwriting or use of whitener is permitted. If done then it will be summarily rejected.
- The Non Veg items may be served as per the choice of students in place of Paneer and Mushroom, in main meal. No extra charge shall be paid to the Mess Service Provider for such replacement. However the student wish to eat these non veg items as an additional dish to existing menu they will charge extra as per rate quoted by Mess Service Provider.

- Chicken Curry (150 gm chicken with gravy 250-300 gm).
- Egg Curry (02 Eggs).
- Egg Omelette (01 Egg).
- Egg Omelette (02 Egg).
- Egg Boiled (Per PC.).

Date:

Signature

Name:

Designation & seal

Contact No.
E-Mail.id-

UNDERTAKING
[by Tenderer(s)]

Name of the work : _____

Tender No. : _____

We confirm that we have quoted the rates in the tender considering Inter-alia the

1. Tender Document(s) with all Annexures, Scope of Vendor
2. Additional Document(s), if any
3. Financial Bid
4. Corrigendum, if any
5. Pre Bid Meeting Minutes, if any

We, _____ (Name of the Tenderer) hereby certify that we have fully read and thoroughly understood the tender requirements and accept all Terms and Conditions of the tender including all corrigendum/addendum issued, if any. Our offer is in confirmation to all the terms and conditions of the tender including all corrigendum/addendum, if any and minutes of the pre-bid meeting. In the event, our offer is found acceptable and contract is awarded to us, the complete tender document shall be considered for constitution of Contract Agreement.

Signed for and on behalf of
Tenderer(s)

Name of Tenderer(s)

Date : __/__/____

Place :

Seal & Signature of Tenderer

Note :

This declaration should be signed by the Tenderer's authorized representative on their LETTERHEAD who is signing the Bid and to be submitted with tender.

Annexure “B”

List of Kitchen Equipments
(to be provided by the University)

Sl. No.	List of Kitchen Equipments	Capacity/ Dimension	Qty.
1.	Chapati Collection Trolley	600x600x850	2
2.	Chapati Plate with Puffer	1500x600x850+150	1
3.	Chapati Rolling Table with Cross Barsing	1250x600x850+150	1
4.	Atta/ Maida Bin	450x600x750	2
5.	Exhaust Hood with S. S. Filters	1800x900x500/200	1
6.	Work Table with Undershef	700x600x850+150	2
7.	Three Burner Range	1800x600x850+150	1
8.	Exhaust Hood with S. S. Filters	2100x900x500/200	1
9.	Mobile Table	1200x600x850	2
10.	Stock Pot Range	700x700x600	4
11.	Work Table	700x700x600	2
12.	Work Table	600x700x600	1
13.	Island Type Exhaust Hood	2700x2150x500/200	1
14.	Tilting Rice Boiler	100 Ltrs.	1
15.	Drain Trough Grating	500x900x150	2
16.	Tilting Bratt Pan	100 Ltrs.	1
17.	Exhaust Hood with S. S. Filters	1800x900x500/200	1
18.	Four Door Vertical Refrigerator	1500x750x2100	1
19.	Deep Freezer	1500x700x850	1
20.	Roti Making Machine	214x77x138	1
21.	Pot Rack	1200x600x1500	4
22.	Dough Kneader	25 Kgs.	1
23.	Masala Grinder	20 Kgs.	1
24.	Pulveriser	10 Kgs.	1
25.	Chopping Block Table	600x600x850+150	1
26.	Vegetable Cutting Machine Table Top Model	STD	1
27.	Work Table with Undershef	1450x600x850+150	1
28.	Work Table with Sink	1500x600x850+150	1
29.	Idli Steamer	300 Idli	1
30.	Atta/ Maida Bin	450x600x750	2
31.	Chapati Plate with Puffer	1500x600x850	1
32.	Chapati Collection Trolley	600x600x850	2
33.	Island Type Exhaust Hood	1800x900x500/200	1
34.	Work Table	700x700x600	1
35.	Stock Pot Range	700x700x600	2
36.	Sink Table	900x700x850+150	1
37.	Exhaust Hood with S. S. Filters	1800x900x500/200	1

38.	Soiled Dish Landing Table with Garbage Chute & Glass	1800x700x850+150	1
39.	Dustbin	Ø 450MM Round	1
40.	Three Sink Unit	1800x700x850+150	1
41.	Clean Dish Landing Table	1500x700x850+150	1
42.	Clean Dish Rack	1000x450x1800	2
43.	Clean Dish Rack	900x450x1800	3
44.	Pipe Shelf	1800x350	2
45.	Pipe Shelf	1500x350	2
46.	Dirty Dish Trolley	600x600x850	3
47.	Work Table With Sink	1950x600x850+150	1
48.	Work Table with 2 Undershelf	1300x600x850+150	1
49.	Work Counter	1300x750+300x850	1
50.	Hot Bain Marie	1800x750+300x850	1
51.	Cold Bain Marie	1800x750+300x850	1
52.	Glass Rack	400x600x1200	2
53.	Work Table with Sink	1950x600x850+150	1
54.	Work Table with Undershelf	1450x600x850+150	1
55.	Hot Bain Marie	1800x750+300x850	1
56.	Cold Bain Marie	1800x750+300x850	1
57.	Work Counter	1300x750+300x850	1
58.	Glass Rack	400x600x1200	2
59.	Soiled Dish Landing Table with Garbage Chute & Glass	1800x700x850+150	1
60.	Dust Bin	Ø 450MM Round	1
61.	Two Sink Table	1800x650x850+150	1
62.	Clean Dish Landing Table	1500x700x850+150	1
63.	Clean Dish Rack	1000x450x1800	2
64.	Clean Dish Rack	900x450x1800	3
65.	Pipe Shelf	1800x350	2
66.	Pipe Shelf	1500x350	2
67.	Dirty Dish Trolley	600x600x850	3
68.	Weight Scale	500 Kgs.	1
69.	Storage Rack	850x450x1800	4
70.	Storage Rack	900x450x1800	12
71.	Storage Rack	1100x450x1800	2
72.	Garbage Bin	60 Ltrs.	5
73.	Garbage Bin	60 Ltrs.	9

Note

1. The above mentioned Kitchen Equipments shall be provided by the CUSB for running the Mess at University Campus.
2. The Contractor shall be solely responsible for any damage/ loss of equipment and in event of such default, contractor shall make the same good at their own and no excuse on delay of services on account of above shall be entertained.