



### **IMPORTANT INSTRUCTIONS**

1. All the instructions to the bidders are important and required to be complied with. Please ensure that the tender are to be submitted by post/ courier on or before 15th July 2017, 1.00PM.
2. The Earnest Money Deposit is acceptable in the form of Account payee Demand Draft from any of the commercial banks, payable at Ludhiana, drawn in the name of The Principal, **S.C.D.Government College, Ludhiana**. Earnest money in any other form is not acceptable and the tender shall be treated as invalid.
3. Tenderer should clearly write on the top of the envelope "Quotation of Girls Hostel Mess/Boys Hostel Mess/Canteen/Cafeteria/Tuck Shop".

### **INSTRUCTIONS TO BIDDERS**

1. The tenderer shall be paid Rs. 1900/- per month per student of all the meals to be served as per terms and conditions.
2. The last date and time for receipt of Tender is **15th July 2017, 1.00PM**.The tenderer himself will be responsible to ensure that his tender is received on or before the said last date and time by Registered post or Courier. Any tender, which is submitted/received after the last date and time shall not be considered under any circumstances. The SCD Govt. College, Ludhiana shall not be responsible for any delay or any other cause that may lead to delay in the receipt of the Tender at the above said designated address beyond the last date and time.
3. The Tender shall be opened on **17th July 2017, 11.00AM** in the office of the Principal, SCD Govt. College, Ludhiana. In the event of the date of receipt or opening of tender being a holiday or being declared a holiday, the last date of receipt/opening of the tender shall be the next working day at the same time and venue.
4. Only those Applicants will be considered/shortlisted who have experience of atleast five years in serving the North Indian cuisine in Girls Colleges/Institutions of the region, since most of hostel residents of SCD Govt. College, Ludhiana come from Punjab and adjoining states. An experience certificate indicating number of students to whom meals were served duly issued by the Principal of the College /Institution is required to be submitted.
5. The mess contract is open for only for an individual contractor. No organisation/Firm /company is allowed to participate in the bid.
- 6.The Contractor will not run more than one Mess/Canteen/Food Court in college.
7. Subletting of contract is not allowed under any circumstances. The contractor shall be present at the time of cooking and serving of meals.
8. The tenderer must furnish the latest valid Income Tax PAN/TAN No. issued by the competent authority.
9. The contracts for two Hostels Mess and Canteen will be awarded to the two tenders (one contract to each) who quote lowest of the two rates (L1 and L2). However the rates of the lowest bidder (L1) would have to be accepted by the other bidder quoting L2 for which they would give written acceptance on the spot, otherwise the mess contract will be offered to the next bidder.
10. Any attempt direct or indirect, to cast influence, negotiation on the part of the tenderer with the officials/authority to whom he shall submit the tender or the tender accepting officials/authority before the finalization of tenders shall render the tender liable for rejection.

11. The contractor shall execute service agreement with the college after the award of contract as per terms and conditions.
12. The contract shall be awarded for one session ie, 2017- 2018.
13. The applicable law governing the Service Agreement shall be the law of India. The courts of Ludhiana alone shall have the jurisdiction to try any matter, dispute or reference between the parties arising out of this agreement. It is specifically agreed that no court outside Ludhiana shall have jurisdiction in the matter.
14. The Principal, SCD Govt. College, Ludhiana reserves all rights to accept or reject any tender without assigning any reason and also to impose/relax any terms and conditions of the tender.
15. In case of violation of any of terms and conditions as mentioned above & mentioned in the service agreement, the contract will be rescinded immediately and Earnest Money shall be forfeited.

SCD Govt. College, Ludhiana

**TENDER /QUOTATIONS FOR THE AWARD OF CONTRACT OF GIRLS HOSTEL MESS**

**IN SCD Govt. College, Ludhiana**

The SCD Govt. College, Ludhiana invites tenders for the award of Contracts of Girls Hostel Mess

<b>Sr. No</b>	<b>Name of work/ contract</b>	<b>Earnest Money In Rupees</b>	<b>Last Date and time of deposit of Tenders documents</b>	<b>Date &amp; time of opening of Bid</b>
1.	<b>Mess Contracts for Hostel</b>	<b>Rs.36,000/-</b>	<b>15 July 2017, 1.00PM</b>	<b>17 July 2017, 11.00AM</b>

**CONDITIONS:** Detailed Terms and Conditions are as follows.

1. The contract shall be awarded only for the session 2017-18.
2. Application quoting the rates with DD of Rs 500/ in favour of Principal SCD Govt College Ludhiana must reach in the office of SCD Govt. College, Ludhiana on or before 15th July 2017, 1.00PM by registered post/ courier
- 2 In the event of the date of receipt or opening of tender being a holiday or being declared a holiday, the last date of receipt/ opening of the tender shall be the next working day at the same time.
- 3.The Principal, SCD Govt. College, Ludhiana reserves all rights to reject any or all the tenders without assigning any reason.

Principal

**SCD Govt. College, Ludhiana**  
**SERVICE AGREEMENT FOR GIRLS HOSTEL MESS CONTRACT**

Agreement between the Principal SCD Govt. College, Ludhiana and -----  
-----, resident of -----w.e.f.

Session 2017-2018 on the following terms and conditions:-

1. That the contractor will deposit Performance Security in the form of an Account payee Demand Draft issued by Commercial Bank in an acceptable form within 7 days from the date of issuance of letter of intent as decided by the college contracts committee. The Performance Security should remain valid for a period of three months beyond the date of completion of all contractual obligations.

2. That the Contractor will be paid Rs. .... /- (Rs. .... only) as Mess charges per student per month, comprising Breakfast, Lunch, Evening Tea and Dinner as per Menu approved by the Committee. All meals will be served Buffet.

**3. Menu and schedule of the meals to be given to the hostel resident students:**

**i. Buffet Breakfast :** will consist of

- a) Pranthas, butter/curd
- b) Bread-butter/jam ,
- c) Milk/ tea

Note: students will have choice to eat any/all the food items.

**ii. Buffet Lunch:-** Will consist of

- a) Dal/Rajmah/Soyabean/Channa/Rongi/Karhi,
- b) Raita/Curd,
- c) Rice & Chapati,
- d) Salad

**iii. Evening Tea:** will consist of

- a) Tea
- b) Four assorted Biscuits/Snacks

**iv. Buffet Dinner;-** will consist of

- a) Dal,
- b) Fresh vegetables,
- c) Chapati and Rice.
- d) Salad

e) Dessert: sweet dish will be served twice a week.

**Note:**

***Only fresh vegetables as approved by the Hostel Welfare Committee will be served.***

1. The contractor will be paid 75% of the monthly charges for the month of October 2017, 75% of the monthly charges for the month of January 2018. For the months of July 2017 and June 2018 the charges will be paid by the students on per day basis.
2. That the contractor will be paid after deduction of Rs. 2 % of the gross mess bill as Mess Fund.
3. That the contractor shall be present at the time of cooking and serving of meals.
4. That meal will be served only after getting it checked by the Hostel warden/Hostel Committee/Contract Committee.
5. That if any particular meal is not properly cooked or if found unfit for consumption by the Inspecting Committee, the contractor has to arrange substitute food for the same.
6. That the contractor will be responsible for the proper maintenance of the utensils, furniture and electric gadgets, like water cooler handed over to him. All articles supplied to the contractor shall be physically verified by a committee appointed by the Principal periodically. The contractor shall hand over all the articles issued to him at the completion of period of contract to the Hostel Warden.
7. That the Contractor can sell branded desserts/ice cream, milk, biscuits etc. at subsidized rates as approved by the committee at special service counter. The contractor is not allowed to sell articles other than eatables in the hostel.

8. That the contractor will keep flour, dals, sugar, bread etc. in covered containers. That Rice, Atta, Cooking Oil, Tea leaves to be used will be of quality as given below:-
  - a. Milk, Verka /Vita :Full Cream.
  - b. Cooking oil or Ghee, (Soybean/Sunflower/groundnut/Mustard/Ghee) of good quality ISI mark
  - c. Atta :Whole Wheat ISI Mark
  - d. Jam:Branded.
  - e. Butter: Branded.
  - f. Rice: Basmati
  - g. Bread: Branded
  - h. Fresh Vegetables
  - i. Tea Leaves: Branded
9. In the Hostel Canteen all range of Verka products should be available.
10. That the contractor will be responsible for the maintenance of water purifier and electrical fittings. In case, it is found not functioning by the Inspecting Committee, he/she will be fined Rs. 1000/-. Contractor will pay Rs. 200/- PM as water charges and Rs. 1500/- as Electricity charges.
11. That the contractor will arrange his own Refrigerator/Deep Freezer.
12. That the cooking of the food will be done on the cooking gas only. Empty LPG cylinders will be provided by the college.
13. That no outsider will be allowed to dine in the Girls hostel mess without the prior permission of the Principal. The Contractor will not send any packed food outside the College without the prior permission of the Principal.
14. That the Contractor will be required to submit the Mess Bill in the college office, in duplicate by the 3<sup>rd</sup> of every month duly verified by the concerned Hostel Warden.
15. That the Mess Contractor will adjust any excess payment made to him.
16. That the contractor will appoint sufficient number of staff (Cooks, waiters, sweepers) to cook & serve the food & to maintain cleanliness and hygienic conditions in and around the kitchen and Dining hall. The Servants must wear proper uniform provided by the contractor and cover their heads, while serving and cooking the meals. In no case the servant should be below the age of 14 years.
17. That the contractor is required to get the medical checkup done of all of his workers.
18. That the Mess Contractor will get the antecedents of his employees verified (Police Verification) and give necessary information to the Principal & Hostel Warden to this effect. Any servant replaced, will be similarly informed to the Principal.
19. That the contractor will use the allotted premises only as a work place and not for residential purpose.
20. That no servant will be allowed in the Hostel without the Identity Card provided by the College duly signed by the Principal.
21. That the Contractor should see that none of the servants either leave or come to his hostel after 9.00 P.M.
22. That the Contractor will have to submit the duly signed list of the servants to the Hostel Warden.
23. That no servants shall stay in the Hostel Mess during the night. He shall stay in servant's room separate from the mess. That the contractor will have to deposit Rs. 200/- per month as water charges and Rs. 1500/- per month as Electricity charges.
23. That the contractor shall maintain daily attendance register of the inmates.
24. That the contractor will get license from the Health Department and will be held responsible for any negligence on his part in preparing meals.
25. That Smoking and consumption of Alcohol by the contractor or by any of his workers is strictly prohibited in the Hostel and College campus.
26. That the SCD Govt. College, Ludhiana on its part shall not be liable to pay any charges, dues ,compensation under any of the industrial loss or other losses applicable in this behalf to any of the workers which shall be the responsibility of the contractor only
27. That the Principal has the right to add or delete any other condition to this contract keeping in view the interest of the students and can also terminate the contract at any time.
28. That the contract shall be awarded for One Session. i.e. 2017-18.
29. That the agreement shall be deemed to have been made/ executed at Ludhiana for all purpose. In the event of any dispute related to the interpretation of rights or

liabilities arising out of this agreement, the same shall, at first instance, be amicably settled between parties. If any dispute is not amicably settled, the same shall be referred to the sole arbitrator i.e. Principal which shall include acting/officiating Principal and the verdict of the arbitrator shall be final and binding upon both the parties.

30. That the applicable law governing this Service Agreement shall be the law of India. The courts of Ludhiana alone shall have the jurisdiction to try any matter, dispute or reference between the parties arising out of this agreement. It is specifically Agreed that no court outside and other than Ludhiana shall have jurisdiction in the matter.
- 31 That for any violation of the terms & conditions of the contract, the contract will be terminated and the performance security will be forfeited.

I, -----, resident of -----  
----- have read and understood the above terms and conditions and these are acceptable to me.

Place :

Dated :

Lessee

#### **Members of the Contract Committee**

Principal,  
SCD Govt. College, Ludhiana

SCD Govt. College, Ludhiana

**TERMS OF PAYMENT**

1. Contractor will be required to submit the Mess bill in duplicate, duly verified by the HOSTEL WARDEN, by the 3<sup>rd</sup> of every month in the office.
2. Payment of all the bills submitted by the Contractor will be made only after the realization of the same from the students.
3. That the contractor will be paid after deduction of Rs. 2% of the gross mess bill as Mess Fund.
4. All the payments shall be made by the SCD Govt. College, Ludhiana after deducting Income Tax at source wherever applicable as per provisions of the Income Tax Act, 1961.
5. The contractor will be paid 75% of the monthly charges for the month of October 2017, 75% of the monthly charges for the month of January 2018. For the months of July 2017 and June 2018 the charges will be paid by the students on per day basis.
6. That the Mess Contractor will have to adjust any excess payment made to him.
7. The mess contractor will be responsible for making payment of wages to the workers employed by him.



# SCD Govt. College, Ludhiana

## PROFORMA FOR EVALUATION OF PERFORMANCE OF THE TENDER

1. Name of the Person with complete address both residential \_\_\_\_\_  
and permanent and Telephone Nos. \_\_\_\_\_  
\_\_\_\_\_
2. Whether documentary proof, in support of 1 above is submitted on line? Yes / No
3. Whether an experience certificate of running Mess in Girls Colleges in the region has been submitted? Yes / No
4. Whether the Tenderer submitted DD of Rs. 500/- in favour of Principal, SCD Govt. College, Ludhiana Yes / No
5. Whether the self-attested copy of latest Income Tax Assessment Certificate/PAN/TAN No. has been submitted on line? Yes / No
6. Whether the Affidavit on non-judicial stamp paper of Rs. 15/- duly attested by the Executive Magistrate that the tenderer has never been blacklisted, has been submitted. Yes / No

Place: \_\_\_\_\_  
Dated: \_\_\_\_\_

Signature of Tenderer \_\_\_\_\_  
Full Name of the Tenderer \_\_\_\_\_  
Address \_\_\_\_\_

**AFFIDAVIT**

I, (Name) \_\_\_\_\_ do hereby solemnly affirm and declare that I am not black listed/prosecuted by any Central/State Governments/ Union Territories / Departments/Offices/ Statutory Bodies / Autonomous Organizations / Research Institutions/any court of law and no criminal case is pending against me in any court of law. I have not been involved in any Criminal activity.

I, (Name) \_\_\_\_\_ do hereby solemnly affirm and declare that I will not run Mess/Canteen/Food Court in any other institution/college or elsewhere for the contract period.

DEPONENT

Place \_\_\_\_\_  
Date \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

**VERIFICATION**

Verified that the contents of above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed therefrom.

Place \_\_\_\_\_  
Date \_\_\_\_\_

DEPONENT

**Note: To be furnished on non-judicial stamp paper of Rs. 15/- duly attested by the Executive Magistrate)**