

**APPLICATION FORM**

1. Name of Candidate: \_\_\_\_\_
2. Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Latest  
Passport  
size  
Photograph

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3. Registration Number/GST No. : \_\_\_\_\_
4. Whether Quality Certification obtained from any of the Food Courts/ Dining facilities (Provide supporting Documents) : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Qualification of the Tenderer/ Applicant : \_\_\_\_\_  
 \_\_\_\_\_
6. Details of Cooks and their Expertise : \_\_\_\_\_  
 \_\_\_\_\_
7. Details of security deposit ( Rs. 50,000/-) with Demand draft No. and the name of the issuing nationalized Bank : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Bidder's Solvency (Capital Employed –Rs. In Lakhs) : \_\_\_\_\_
9. Whether the firm/company has ever been blacklisted by any Govt./ Non-Govt. Agency: (If Yes, why?) \_\_\_\_\_
10. Present assignments, if any : \_\_\_\_\_  
 (Attach Proof) \_\_\_\_\_

I certify that the information given above is true to the best of mine/our knowledge and is being supplemented by supporting documents along with the application form. I will abide by all terms and conditions mentioned in the bid document. My claim for the award of contract stands cancelled; in case of any false information furnished by me in the application form in this regard.

Date :

Place:

(Signature)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## RATE LIST

Name of the Applicant:

Rates Quoted in Rs. per day per student as per Menu in Annexure C details: [ie B] Rs. \_\_\_\_\_

(Amount in words):

\_\_\_\_\_

[ **Max. Rs. 100/-**]

(Signature of Applicant)

## **NOTICE INVITING TENDER**

Sealed quotations are invited by the Principal for Running of Boys' Hostel Mess at Government College Sanjauli, Shimla premises for as detailed below:

### **(A) INFORMATION TO BIDDERS**

1. The detailed Tender document shall be available at Website of the College i.e. [www.gcsanjauli.edu.in](http://www.gcsanjauli.edu.in)
2. The bids are to be submitted in hard copy by post or in person to "Principal, COE Govt. College Sanjauli, Shimla 171006".

### **(B) GENERAL TERMS & CONDITIONS OF CONTRACT (GCC)**

#### **1. CATERING SERVICES**

##### **1.1 SERVICES TO BE RENDERED**

Approximately 160 undergraduate students reside in the two Hostels, only for boys right now, (85 in one and 75 in other) of this college (strength may vary due to Covid-19 restriction). The cooking of the items and their services during the dining hours is to be carried out separately in hostels. However, during vacations/ special occasions, when the student strength is less than 60 in both hostels, a written permission from the Warden in advance should be taken to merge messes for that period.

##### **1.2 MENU & QUALITY**

It is understood that the contractor accepts the terms and conditions enclosed in the tender form. The contractor shall prepare and serve fresh and hot meal to the resident students of Hostel according to the Annexure- A. The Contractor shall not prepare or serve any other item without the prior approval of the Warden.

##### **1.3 QUALITY OF RAW MATERIALS AND FINISHED PRODUCTS**

The food shall be good, wholesome and of best quality as approved by the Hostel Committee. Before using the raw materials and other ingredients for cooking, the Contractor shall ensure their quality and wholesomeness. The College through its authorized representatives, shall have the authority to carry out test checks at their convenience of the raw materials, ingredients, for cooking, cooking arrangements and the finished eatables and will have absolute right to have the cooked or raw items as do not meet, in his/her Sole discretion, the standard of wholesomeness, destroyed at the cost of the Contractor.

##### **1.4 SERVICE POINTS & TIMINGS**

- 1.4.1 The contractor shall be required to provide catering services in the Boys' Hostel Mess from **Monday to Sunday** at timings as may be intimated in advance from time to time as per requirement of the College.
- 1.4.2 Contractor should deploy on his own at least one employee for dish washing and cleaning.

## 2. CONTRACTOR'S OBLIGATIONS

- 2.1 The Contractor shall be responsible for the proper upkeep and maintenance of the Mess premises, furniture and fixtures, cooking and serving utensils and cutlery, provided by the College, if any, otherwise he will have to arrange his own. When material supplied by the College becomes unserviceable, the same, if these are to be replaced by the contractor at its own cost.
- 2.2 For any damage, breakage or loss of any equipment of property of the College the Contractor shall have to make good the same at his own cost. The College reserves the right of free access through its authorized representative(s) to inspect the canteen, stores, equipment and food for ensuring their wholesomeness, cleanliness, quality and quantity at all times without any prior notice.
- 2.3 The Contractor shall keep the entire premises, utensils, crockery etc. clean, neat and hygienic.
- 2.4 The Contractor shall not, without prior consent in writing by the College, assign or subject the contract or any part thereof to any other part provided that it shall not relieve the contractor from any obligations, duty or responsibility under the contract.
- 2.5 All basic needs like cooking aid or fridge etc. in canteen will be arranged by the contractor himself.
- 2.6 All crockery items required for serving the food and its preparation are provided by the contractor.
- 2.7 During the period of contract, the contractor is not allowed to appoint any sub-contractor for running the mess/canteen. The contractor to whom contract is awarded will be solely responsible for running the catering/ dining services in the Hostel's mess.
- 2.8 The contractor will have to provide the meals on all working days including holidays. The mess will remain closed during the summer and winter vacations as specified in the office orders issued by Institutional authorities. Generally, the summer vacations commence on May 22<sup>nd</sup> and end on June 15<sup>th</sup> and the winter vacations commence on January 1<sup>st</sup> and end on February 4<sup>th</sup>.
- 2.9 The contractor will be entitled to claim mess bills for a minimum of 25 days spread over one month for each student. Those students who take meals more than 25 days, they will be charged for extra days in addition to the charges of 25 days. The contractor will have to give rebates to all students who remain absent from the mess for full day with prior information in writing to the mess contractor through Warden. In case, any student is permitted for the rebate, but he joins in the dinner only on his last rebated day, single/full diet charges would be charged by the contractor. Also Principal has authority to raise rebates for special cases.
- 2.10 The contract is initially for a period of one year and can be renewed after the expiry of this period on yearly basis on mutually agreed terms and conditions. The Hostel

committee constituted by the Principal is authorized to negotiate with the contractor at the end/during the contract for the daily diet charges, rebates and menu variations keeping in view the consumer price index. However, the contract may be terminated by either party without assigning any reason by giving one month notice in writing in advance. Further, in case of breach of any terms and condition of the contract by the contractor, the Principal may terminate the contract at their discretion with immediate effect without giving any reasons in writing. The contractor shall be responsible for all the liabilities incurred by him including the wages for the mess workers/servants for the period of contract and after the termination of contract so far on the mess servants engaged by him for running the mess. **Quoted rates will remain valid for one year. All the fluctuations will be worn by contractor itself.**

- 2.11 The contractor will provide Uniforms, gloves, masks, sanitizers and Identity cards to all the mess workers employed in the mess and they must be in proper dress during their service in the mess.
- 2.12 The contractor will have to pay minimum wages rates as prescribed by H.P Government to the mess servants engaged by the contractor for running the mess and as revised from time to time.
- 2.13 The contractor will have to collect the money from the students at his own. The contractor will have to submit a consolidated bill along with list of defaulters showing the amount against each student after deducting the rebate, for making the payment, to the Warden by 12<sup>th</sup> of every month, so that the appropriate action may be taken to get the bill cleared.
- 2.14 The electricity and drinking water will be made available by the Hostel in the mess only. The electricity in dining hall is provided by the hostel. Electricity charges for the kitchen usage area are to be paid by contractor. However, misuse of these things by the contractor will not be tolerated at any cost. In case of emergency, the hostel authorities may ask the contractor to make arrangements for availability of water for proper usage under mutually agreed terms and conditions between the hostel authorities and the contractor. However, such shortages of water for proper usage must be informed to the hostel authorities by the contractor well in advance, so that necessary action may be taken on time.
- 2.15 In case of any dispute between the successful Bidder and the hostel committee, the decision of the Principal of the College shall be final and binding on the contractor.
- 2.16 Successful bidder must abide by the Memorandum of Understanding.

### 3 ENGAGEMENT OF LABOUR

- 3.1 The Contractor shall at his cost, employ adequate number of catering staff such as supervisors, Cooks, helpers, Services Boys, Sweepers and other persons for smooth and efficient running of the mess services,

- 3.2 The Contractor shall make regular and full payment of wages/salaries and other payments to the employee and furnish necessary proof, as and when demanded by the Principal.
- 3.3 The Contractor shall arrange Police verification of all his staff and issue Identify cards bearing photographs of the canteen employees, for gate entry who shall exhibit it prominently during working hours.
- 3.4 The Contractor shall ensure that all canteen employees, during their working hours, wear neat and tidy uniforms and use hygienic gloves supplied by the Contractor. No mess and canteen employee shall be allowed to continue his duty without uniform and hygiene.
- 3.5 The employees of the Contractor will be subject to medical examination once in a year at Contractor's cost by registered medical practitioner. The employees should be free from all communicable, contagious and other diseases. In the event of any employee of the Contractor being found medically unfit, the Contractor shall arrange his replacement.
- 3.6 "The contractor shall not deploy any minor for the Mess work."

#### **4 CONTRACTOR'S LIABILITY**

The Contractor shall be solely and exclusively liable for the payment of any and all taxes or hereafter imposed, increased or modified from time to time and all Income Tax, Sales Tax now in force and hereafter increased and all pensions or annuities now or hereafter imposed by the Central Govt. or State Govt. authority which are imposed with respect to or covered by the wages, salaries or other compensation paid to person employed by the Contractor.

#### **5 SECURITY DEPOSIT**

An amount of **Rs. 50,000/- (Fifty Thousand only)** will be required to be deposited by the contractor to the College, as interest free security deposit, during currency of contract, for the mess. The security will be deposited by successful bidder after receiving the allotment letter within a week.

#### **6. LIABILITY**

- 6.1 Maintain adequate manpower as per requirement (at least 3 in each mess).
- 6.2 Contractor shall, on award of the contract, furnish the list containing names and address of his staff along with their proper Police verification reports.
- 6.3 Contractor shall engage such reasonable number of employees in different categories as may be necessary to meet the obligations under the contract. In case the College finds that the required number of employees are not engaged by the contractor, the college shall be at liberty to ask the contractor to engage more number of employees in one or more categories and the Contractor shall forthwith engage extra employees as asked for the College (at Contractor's cost).

#### **7. MATERIALS**

7.1 Contractor shall purchase and keep the raw material stock of minimum 05 days required for the preparation of various items, including the controlled items of good quality at his own cost. Contractor shall abide by the local Government laws relating to stocking of eatables, sale of food etc. and shall obtain the necessary licenses from the competent authority, wherever applicable. The College at its direction through its authorized representative may check the stock position of all the items to see that the above is being complied by the contractor.

7.2 Contractor shall not exhibit or cause to be exhibited in the canteen premises any printed or written notices or advertisements of any kind, whatsoever except notices related to the working of the canteen.

7.3 Contractor shall be required to sign an indemnity bond, pledging that it will be sole responsibility to keep all the fixed assets and furniture, cutlery etc. in safe custody and shall hand over the same to college AS AND WHEN DEMANDED. Any loss or breakage in these items shall be at the cost and responsibility of the contractor, and shall be made good by contractor. Replacement of utensils, cutleries, furniture etc. provided by college, if any, shall be made by the College Only for the Normal wear and tear. In respect of all other items, normal wear and tear will be decided by the College. Breakage and all other losses whatsoever and replacement required to be made shall be made good by the contractor at his cost in the manner as decided by the College. In case of contractor fails to make the aforesaid losses, the college shall be at liberty to recover the cost of these items from the security deposit and the due payable by college to the contractor.

## **8. COVID GUIDELINES**

Due to COVID-19 like unpredictable situations/circumstances, the terms and conditions of the contract are liable to be followed/modified as per the guidelines issued by the government and higher authorities time to time or as and when applicable (Annexure-B). COVID appropriate behavior must be followed always in the premises.

## **9. TERMINATION OF CONTRACT**

8.1 If more than three complaints come from resident students and verified by Hostel Committee or the quality of items supplied by the contractor and /or the services rendered are unsatisfactory or in any extraordinary circumstances or that the contractor has violated any terms and conditions of the contract and agreement, then in that event, the College will be entitled to terminate this contract at any time without assigning any reasons whatsoever and without notice.

8.2 If the contractor commits fraud or engage in any other illegal or unethical activities, or in any activities which the College, in its reasonable judgement believes could adversely affect the reputation of the College, the contract shall be terminated without notice.

## **10. GENERAL**

9.1 Contractor shall adhere to quality standard, safety practices and avoid hazardous and unsafe working conditions.

9.2 Electricity and water should not be wasted.

## ANNEXURE- A MENU FOR MESS

DAY\MEAL	BREAK FAST (8:00-9:00 am)	LUNCH 1:00- 3:00 pm	EVENING SNAKS (5:00-6:00 pm)	DINNER (8:00-9:00 pm)
MONDAY	Aloo-Parantha+ Curd+ Pickle	Black Chana-Aloo Rice	Tea 4-biscuits	Malka+ Vegetable Rice+ Chapattis
TUESDAY	Bread(4 piece)-Jam+ Tea	Rajama Rice	Tea	Moong-Dal Chana+ Sevaiyan+ Rice+ Chapattis
WEDNESDAY	Gobhi-Parantha+ Tea+ Pickle	Dal Chana Rice	Tea 1-patties	Black Chana+ Vegetable+ Rice+ Chapattis
THURSDAY	Mix Veg+ Roti	Moong Rice	Tea	Rajmah + SujjikaHalwa+ Rice+ Chapattis
FRIDAY	Ajwain-Plane Parantha+ Butter+  Tea	Mash Rice	Tea 1-Fan	Chicken + Paneer+ Rice+ Chapattis (Chicken 100gms and Paneer 50gms per student)
SATURDAY	White Channa-Aloo+ Chapati+ Pickle	Malka Rice	Tea 1-Samosa	Moong dal+ Vegetable+ Rice+ Chapattis
SUNDAY	Milk- 200 ml Bread	Fried Rice Curd	Tea	Dal Chana + Kheer Rice+ Chapattis

\*Seasonal Veg: 1.Gajjar Matar, 2. AlooMethi, 3. AlooGobhi, 4. AlooGajarMatar, 5. Bhartha and 6. Lauki with Chana Dal 7. Mix Veg (Aloo, Gobhi, Gajar, Beans, Mattar) (Raw material should be good quality)

Kindly note the following essential and obligatory points:

1. The Butter must be AMUL/Mother-Diary make.
2. Paneer must be of Amul/Vita/Verka/Mother-Dairy.
3. JAM must be of Kissan.
4. Atta should be Shakti Bhog/Ashirwad/Patanjali.
5. All preparations of milk must be of Kamdhenu/Vita/Verka/Mother-Diary Full cream Milk, including Kheer and Curd.
6. All packed items should be used in the mess before their due expiry dates.
7. Sauce must be Kissan/Cremica/Heinz/Maggi/Tops.
8. Refined/Mustard oil must be of Nature Fresh/Fortune/Saffola/SunDrop
9. Rice should be basmati and raw quality of rice must be get verified from hostel office.
10. Fresh Pickle should be available all the time.
11. Fresh Salad should be served during dinner without any limit and it must be comprised of kheera,mooli, gajar, hari-mirch, onion and other essential constituents.

**ANNEXURE-B**  
**(COVID-19 Guidelines)**

**The COVID-19 Guidelines will be as per the directions the government and higher authorities issued from time to time. For details refer the following links or resources:-**

1. <https://ndma.gov.in/>
2. [https://www.ugc.ac.in/pdfnews/4613471\\_Guidelines.pdf](https://www.ugc.ac.in/pdfnews/4613471_Guidelines.pdf)
3. <https://hpsdma.nic.in/>
4. <https://gcsanjauli.edu.in/>