



## UGC-HUMAN RESOURCE DEVELOPMENT CENTRE RANCHI UNIVERSITY, RANCHI

### **NOTICE INVITING TENDER**

Sealed tenders are invited for running the Hostel mess of the College for one year in two bid system i.e. (1) **Technical/Qualification Bid** containing, the information regarding the business turn over, experience and other details of the firm, to judge the suitability of the caterer for the ASC hostel mess; (2) **Commercial Bid** containing the price of the items/full day menu etc. the tender document can be purchased from the office of the Director, HRDC, on working days between 11AM and 04 PM from **24.08.2015 to 31.08.2015** on payment of Rs. 1000/- only in the shape of DD drawn in favour of ASC Hostel A/C.

The tenders supported by earnest money (**Rs. 10,000/-**) through a demand draft/banker's cheque in favour of "ASC Hostel A/C", will be received by the office up to **03.09.2015 at 1 p.m.**

The Technical/Qualification Bids will be opened on **03.09.2015 at 03 PM.** in the presence of tenderers or their authorized representative. The authorized representatives of HRDC may also do a spot visit of the establishments of the caterers to assess their suitability as part of the Technical/Qualification Bid. The Commercial Bids of only those who are found suitable by the Committee appointed for the purpose will be opened on a date/time to be decided later on and communicated to such eligible bidders.

The bidder should submit the Technical/Qualification Bid and Commercial Bid in Separate sealed envelopes superscribing "Technical/Qualification Bid" and "Commercial Bid" respectively. These two envelopes should be then put in an envelope and sealed properly and superscribed "Tender for ASC Hostel Mess".

**Tenders should be addressed to the Director, Human Resource Development Centre, Ranchi University, Ranchi – 834008 and superscribed "Tender for ASC Hostel Mess".**

The Director's decision in all matters will be final. The Director also reserves the right to accept or reject any or all of the tenders, without assigning any reasons thereof.

The successful tenderer who is awarded the contract shall have to make a Security Deposit of **Rs. 50,000/-** and shall be bound to sign an AGREEMENT as well as an INDEMNITY BOND as per the enclosed forms at his own cost.

DIRECTOR



**UGC-HUMAN RESOURCE DEVELOPMENT CENTRE  
RANCHI UNIVERSITY, RANCHI**

**ASC MESS TENDER DOCUMENT 2015**

Cost of Tender Document : Rs. 1000/-

Mode of Payment : DD in favour of ASC Hostel A/c

Date of Issue : \_\_\_\_\_

Director, HRDC

Seal

*Annexure – 1*

**Technical/Qualification Bid**

- A. The tenderer should have minimum three years' experience and technical expertise in undertaking similar works with minimum annual turnover of Rs. 30 lacs, exclusively in Catering services, preferably at large institutional establishments, university or college.
- B. Should have the requisite licenses, approvals, certificates from all statutory authorities including Municipal/Labour/P.F./Income Tax/Sales Tax/Commercial Tax ESI Depts. valid for the entire duration of the above work.

1. Name of the applicant :
2. Address of the Registered office :
3. Year of establishment :
4. Type of Organization :

(Whether proprietorship, partnership, private ltd. Company or Co-operative body etc. in case the applicant is a non-individual, certified copy of a Partnership deed/Certificate of Incorporation/Certificate of Registration issued by the Registrar of Cooperative Societies/as the case may be enclosed)

5. Name of the Proprietor, Partners/Directors of applicant with addresses and phone numbers:
6. Details of Registration :  
(Name of registering authority, date and registration number)
7. Whether registered with Government/Semi-Government/Municipal Authorities and since when :
8. Number of years of experience in the relevant field :
9. Address and phone numbers of office through which the proposed work of the HRDC, RU will be handled and the name & designation of the in-charge :

10. a. PAN number in the name of the firm (photocopy to be enclosed) : (Yes/No)
- b. Income Tax return filed for financial years

2012-13, 2013-14, and 2014-15 (Photocopies to be enclosed) : (Yes/No)

c. Service tax/Sales tax/VAT Regn. No :

(Number & photocopy of certificates to be given)

d. Shops and establishment Act. registration number (Photocopy to be furnished) :

e. Contract Labour Act. License No. (Photocopy to be furnished) :

11. Whether ESI and EPF norms are complied : (Yes/No)

ESI Registration No :

EPF Registration No :

12. Whether 24 x 7 service and support will be available (Yes/No)

13. Whether police verification certificate of all staff presently engaged by you kept on record with you : (Yes/No)

14. Number of persons employed : Permanent \_\_\_\_\_ Temporary \_\_\_\_\_

15. Nationalized Bankers' solvency certificate as on date (Not less than Rs. 10 lacs.) as per format C.

Name of the Bank

Date and Amount of solvency certificate

16. Yearly turnover of the organization during last 3 years (enclose copy of audited balance sheet)

Average annual turnover for providing catering services :

Financial Year 2012-13

Financial Year 2013-14

Financial Year 2014-15

17. Ability to provide bank guarantee or other equivalent form of security from a scheduled bank (specify the maximum amount( : Rs. .... lacs.

18. Enclose performance certificates from previous clients since the year 2009-10 separately in respect of catering in a mess.

19. List of similar work executed during the last 3 years for institutional/commercial complexes with average 50 number of participants :

Period of contract		Name and address of the organization with reference letters	Name of the contact person & phone no.	Value of contract and other details	Remarks
From	To				

20. For present offer for Human Resource Development Centre, Ranch University list of machinery and equipments owned and readily available in hand and proposed to be purchased exclusively for the work specified under this tender.
21. Give reference of two respectable officers with designations from Govt./Semi. Govt./Public Sector Corporation/Office with address and phone numbers :
- (i) \_\_\_\_\_ (ii) \_\_\_\_\_
22. I/We certify that no work has been abandoned nor have we/I rescinded any part of any contract since 1<sup>st</sup> April 2016.

*Signature of applicant with seal*

Notes :

1. All the documents enclosed should be arranged and submitted in the same serial order as they appear on the qualification bid.
2. Information has to be filled up specifically in this format.
3. Information shall be limited to the applicant. If any relevant data concerning the group of companies of which the applicant belongs is desired to be given, the same shall be given separately in supplementary sheet.
4. Applicant not providing details or with insufficient details shall be rejected.

**AGREEMENT ON NON-JUDICIAL STAMP PAPER OF Rs. 30/-**

**AGREEMENT**

This agreement made on this \_\_\_\_\_ day of \_\_\_\_\_ between Ranchi University, Ranchi – 834001, through the Director, Human Resource Development Centre, Ranchi University, Ranchi (hereinafter called HRDC, RU) of the one part and \_\_\_\_\_ resident of \_\_\_\_\_ proprietor, (hereinafter called the 'Caterer') of the other part.

WHEREAS IT IS NOW AGREED BETWEEN THE PARTIES AND WITNESSED AS FOLLOWS:

1. That in consideration of the agreed payment to be made by HRDC, RU, to the Caterer, the caterer has agreed to provide the catering services to the participants of the scheduled courses to be conducted by the HRDC, guests and staff of the centre during one year beginning \_\_\_\_\_. The parties may renew the same thereafter by mutual consent.
2. That the items of the menu, which the caterer would be expected to supply in the Mess are as per tender document.
3. That the rates for various items during the period of contract will remain fixed.
4. That the food served by the caterer shall be wholesome and clean and the Director or nominee of the Director may at any time enter upon the premises allotted to the caterer for the purpose of this agreement/contract and take away samples thereof free for purposes of inspection, trial or analysis and the Director's decision about the desirability or quality of the articles offered for consumption in the dining hall shall be final.
5. That a committee, nominated by the Director, will monitor the quality of the food and other items supplied by the caterer including services.
6. The HRDC, RU may call for the advice of the medical officer on matters of hygiene in the Hostel Mess and such advice of the Medical Officer shall not be contested by the caterer.
7. (a) That the caterer would provide a sufficient number of cooks, waiters and other servants in the kitchen, dining hall and mess and shall take all reasonable precautions to see that there waiters and servants while on duty attire themselves in the uniform approved by the director and are professional, civil, sober and honest in their dealings

with the hostel residents and staff and any other users of their services, in this university and

(b) That the caterer shall only employ in his service such persons whose antecedents have been verified by the police and who have also been medically examined at the caterer's own cost and to the satisfaction of the Director. The caterer shall be required to give an undertaking to the Director to this effect.

8. The caterer shall not make any additions/alterations in the premises provided by the HRDC, RU, for use as kitchen and allied purposes to the caterer during the currency of this agreement and or otherwise.
9. The caterer undertakes to keep the premises, kitchen, dining room and other area connected therewith neat, clean and tidy at all times and in accordance with the health/hygienic bye-laws of the Ranchi Municipal Corporation.
10. That all the workers providing the services under this agreement shall be employees of the caterer and the HRDC, RU, shall not have any employer-employee relationship with the employees of the caterer. The caterer undertakes to keep the HRDC, RU, harmless and indemnified against any demand/claim of wages, provident fund, employees state insurance and any other such dues of its employees. The relationship between the caterer and RU is purely contractual and RU is not responsible and/liable for the employees and for staff of the caterer. An indemnity bond on non-judicial stamp paper of Rs. 100/- as per Annexure-I and also an undertaking that he will not employ more than 10 to 12 persons at a single time will be executed by the caterer.
11. Notwithstanding anything contained in clauses 7 and 10 above if any employee and/staff member of the caterer in the opinion of HRDC, RU, is not rendering proper service or is otherwise guilty of any misdemeanor or is found otherwise undesirable, the caterer shall forthwith remove that person from the HRDC, RU campus, with immediate effect and replace him with a suitable person.
12. That the caterer shall have no right or interest in the premises allotted for kitchen, dining hall and other allied purposes and he shall have no right or interest to remain in possession thereof at the end of this agreement or on the termination thereof at any time.
13. The service hours in the Hostel Mess shall be as follows provided that the timings may be modified by the Director if and when considered necessary :

Bed Ted	06:00 a.m. to 07:00 a.m.
Breakfast	07:30 a.m. to 09:00 a.m.
Lunch	01:30 p.m.
Evening Tea	05:00 p.m.
Dinner	08:00 p.m. to 09:30 p.m.

14. All the residents in the Hostel shall their breakfast and meals in the Dining Hall and the caterer shall not be authorized to serve the meals in the rooms of the Hostel except with the written permission of the Director.
15. The caterer shall obtain instructions from the authorized officer of the HRDC, RU, along with the type of menu that may be served in the official lunches/dinners/tea parties to the participants of the training courses.
16. The caterer shall display the approved menu prominently in the dining hall.
17. The caterer shall be provided by the university with necessary area/premises i.e. one dinning-hall, one kitchen and requisite furniture and/or gadgets and he shall be responsible for the proper maintenance of both, the premises as well as the furniture and other gadgets provided by the college. The responsibility for proper maintenance and safety/security of all fitting and fixtures will be of the caterer. The caterer shall pay a nominal amount of Rs. 8,000/- for the above premises per year to be paid in two equal half-yearly installments in advance. The caterer shall pay the revised amount for the above premises as and when revised by the HRDC, RU.
18. The caterer shall make available all other implements for running the mess, things like crockery, cutlery, tables, linen, flower vases, livery etc. for the hostel mess staff etc. and these shall be according to the standard prescribed by the Director.
19. The caterer shall be required to use gas only for cooking purposes for making chapattis etc. All the expenses for gas etc. will be charged to the caterer's account. The HRDC, RU shall not be responsible for any other payment other than mentioned hereinabove in clause 3.
20. In respect of electricity and water consumed in the Hostel Mess a lump-sum amount of Rs. 12,000/- will be charged by HRDC, RU to the account of the caterer per year to be deposited in advance in two equal half-yearly installments. The caterer shall pay the enhanced electricity and water charges as and when the rates are revised by the HRDC, RU.
21. The HRDC, RU, will have a biannual review of this agreement and if at any time it is found that the caterer has failed to fulfill any of the conditions of this agreement or that his working is unsatisfactory, the HRDC, RU, may curtail the agreed period of this agreement and terminate this agreement with a notice period of one month, and make good any losses suffered by HRDC out of the security deposit made by the caterer.
22. That the caterer shall maintain a suggestion book in the dining room for recording of suggestions for improvement by the residents and the staff. Such suggestions, after having the approval of Director, HRDC, should be forthwith acted upon by the caterer.



The suggestions book should be kept open for the inspection of the residents and the Director or his nominee.

23. The caterer shall keep and maintain a register at the entrance of the dining hall wherein all hostellers will sign before taking meals.
24. The caterer shall submit the bill to the HRDC for the food served to the participants of the course soon after the course is over on the basis of menu/rates approved. The payment to the caterer shall be made through cheque after making necessary statutory deductions.
25. The caterer shall pay a sum of Rs. 50,000/- as performance deposit, which shall be refunded, without any interest thereon, at the end of the contract after adjusting the amount of any damage caused to the university by any omission or discrepancy on the part of the caterer or his employee.

In witness whereof the parties have set their hands hereto in the presence of the witnesses.

CATERER

DIRECTOR/HRDC

Witness      1. \_\_\_\_\_  
                  2. \_\_\_\_\_

*Annexure-IV*

**INDEMNITY BOND ON NON-JUDICIAL STAMP PAPER OF Rs. 100/-**

I, \_\_\_\_\_ son of Shri \_\_\_\_\_ resident of \_\_\_\_\_ proprietor of \_\_\_\_\_ and caterer of the Human Resource Development Centre, Ranchi University, Ranchi hereby undertake not to violate any clause/terms and conditions of the agreement dated \_\_\_\_\_ signed between \_\_\_\_\_ and \_\_\_\_\_ for providing meals to the participants/staff/guests of the HRDC, RU,. In case I violate any clause/terms and conditions of the said agreement, the HRDC, RU, will be at liberty to rescind my contract. I further indemnify the HRDC, RU, that in case the HRDC, RU, is asked to pay any amount due to violation of any clause/terms and conditions of this agreement, to my workers on account of provident fund/ESI, etc. I will make good the same to the HRDC, RU, to that extent.

In case I violate this undertaking, the HRDC, RU, will be at liberty to cancel my contract.

CATERER  
SIGNATURE

Witness      1. \_\_\_\_\_  
                  2. \_\_\_\_\_

## **MENU CHART**

<b>Days</b>	<b>Morning Tea (6: to 7a.m.)</b>	<b>Break first (9 to 10)</b>	<b>Tea Break (12:30)</b>	<b>Lunch (1:30 to 2:30)</b>	<b>Dinner (8:30 to 9:30 p.m.)</b>
<b>Monday</b>	Tea	Bread, Butter, Jam, Milk, Cornflex, and Tea	Tea Biscuits	Plain Rice, Roti, Dal, Paneer Butter, Mutton 200 gm/ Sweets two pcs spl (Chena pise rasmalai), Bhujiya, Papad, Salad	Roti, Dal Tadka, BhujiyaSabji, Sewai, Salad
<b>Tuesday</b>	Tea	Paratha, Sabji, Curd & Tea	Tea Biscuits	Plain Rice, Roti, Dal, one Spl. Sabji, Sweets 2 pc, Bhujiya, Papad, Salad	Roti, Dal Tadka, Sabji, Fish Curry, Salad
<b>Wednesday</b>	Tea	Idly, Samber, Chatani Fruits/Sweets and Tea	Tea Biscuits	Plain Rice, Roti, Dal, Paneer Butter/Fish 200gm/ Sweets two pcs, (Chena pise rasmalai) Bhujiya, Papad, Salad	Roti, Mutton, Dal Tadka, Bhujiya, Sabji, Sewai, Salad
<b>Thursday</b>	Tea	Puri Chana, Curd & Tea	Tea Biscuits	Plain Rice, Roti, Dal, one Spl. Sabji, Curd, Bhujiya, Papad, Salad	Roti, Dal Tadka, Bhujiya, Sabji, Khir, Salad
<b>Friday</b>	Tea	Foha Raita, Fruits/Egg, & Tea	Tea Biscuits	Plain Rice, Roti, Dal, Paneer Butter, Chicken 200 gm/ Sweets two pcs, (Chena pise rasmalai) Bhujiya, Papad, Salad	Roti, Dal, Egg Carry, Tadka, Bhujiya, Sabji, Sewai, Salad
<b>Saturday</b>	Tea	Roti, Aloo Dum, Curd & Tea	Tea Biscuits	Plain Rice, Roti, Dal, one Spl. Sabji, Sweets 2 pc, Bhujiya, Papad, Salad	Roti, Dal, Tadka, Bhujiya, Sabji, Egg Curry, Salad
<b>Sunday</b>	Tea	Puri/Kachori, Cholle, Jilebi & Tea	Tea Biscuits	Pullow, Daltadka, Paneer Butter, Bhujiya, Curd, Papad, Salad	Roti, Dal, Tadka, Bhujiya, Sabji, Khir/Egg Kari, Salad

**Note:-** Rice – only Sonachur

Director  
HRDC, RU