

**REQUEST FOR PROPOSAL FOR HOSTEL MESS SERVICES**

**(E-TENDERING MODE)**

1.	Tender Ref. No & Date	HPNLU/Accounts/Tender/2024-25/02
2.	Tender Description	Hostel Mess Services
3.	Date of Tender Publishing on Tender Portal <a href="https://hptenders.gov.in/">https://hptenders.gov.in/</a> and University website ( <a href="http://www.hpnl.ac.in">www.hpnl.ac.in</a> )	08.01.2025
4.	Pre-bid Queries and site visit at HPNLU	Pre-Bid Queries/Site visit- on any working day during office hours up to the previous day of bid submission Contact No. 0177-2779803
5.	Document Download Starting Date	08.01.2025
6.	Document Download End Date	29.01.2025
7.	Last Date of Receipt of Tender Document (online)/EMD/Tender Fee	29.01.2025
8.	Technical Bid Opening Date	30.01.2025 at 11:00 AM
9.	Address for submission of EMD/Tender Fee	<b>The Registrar Himachal Pradesh National Law University 16 Mile, Ghandal Shimla, Himachal Pradesh - 171014</b>
10.	Duration of Contract	Initially one year from the date of issue of work-order (Subject to agreed terms and conditions /further extension as per tender terms)
11.	Tender Fees	Rs. 10000/- (Non-refundable) Scanned copy to be attached alongwith the tender document and the original copy to be submitted By Hand/By Post at the address above
12.	EMD (Earnest Money Deposit)	Rs.6,00,000/- (Rupees Six lacs only) Scanned copy to be attached alongwith the tender document and the original copy to be submitted By Hand/By Post at the address above
13.	Estimated value of the tender	Rs. 3 Crore per annum (Approx.)
14.	Security Deposit	<b>5 %</b> of the estimated value of tender from any national-ised bank , deposited within 15 days from the date of Signing the Agreement

Note:- MSME firms are exempted from EMD. However, such firms have to deposit the tender fees and Security Deposit (if awarded tender) as per the tender document. The Firms are also required to submit documentary evidence in support of their firm's MSME status.

Sd/-  
Registrar,  
HPNLU Shimla



**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA**

(Established under the Himachal Pradesh Act No. 16 of 2016)

**HPNLU, SHIMLA HOSTEL MESS TENDER DOCUMENT**

**Himachal Pradesh National Law University, Shimla**

## **GENERAL INSTRUCTIONS TO BIDDERS**

1. E-bids are invited for “**Hostel Mess Services at HPNLU Shimla**” through e tender mode for the tender placed on hp tender portal (hptenders.gov.in). Bids not accompanied with right amount of EMD and/or tender fee in the prescribed form are liable to be rejected. The University has kept a “**Reserve Base Price**” on per head per day basis. The financial bids below this reserve price will be out rightly rejected and will not be considered for financial evaluation. The financial bids above the Reserve Base Price will only be considered for evaluation.
2. All the pages of this tender document along with necessary supporting documents as applicable will form the technical bid. These pages should be duly filled. Each page of the bid document shall be stamped and signed/ e-sign by the bidder. The EMD and the tender fee shall be submitted to the address given in the notice/tender document.

### **3. Document for Technical Bid:**

- Minimum 03 years experience and completion certificate in the profession of running a mess (especially in hill/cold areas) of any reputed University/Higher educational institute/Govt. Organisation/ Semi Govt. Organisation. The term 03 years means the period 2021-22, 2022-23, 2023-24. In case the bidders does not possess the experience for the period 2021-22 view COVID restriction, the experience for the period either 2020-21 or 2019-20 will be accepted. **Mandatory**
- The annual turnover of similar services of at least 50 Lakhs during the last 3 financial years i.e, 2021-22, 2022-23, 2023-24 duly certified by the Chartered Accountant alongwith audited balance sheet, income tax returns and GST returns. In case the bidders does not meet the turnover for the period 2021-22 view COVID restriction, the turnover for the period of either 2020-21 or 2019-20 will be accepted. **Mandatory**
- Registration with the food supply department (FSSAI License) from the last three years. **Mandatory**
- PAN & Active GST Registration No. (from last 03 years) **Mandatory**  
(Note:- if the successful bidder happens to be from outside the state, the bidder is required to obtain the local GST)
- Valid labour licence is **Mandatory**.
- The firm should have never been de-barred or black listed. Duly notarised affidavit in this regard must be submitted. **Mandatory**
- Bank solvency certificate is **mandatory**.
- Joint Ventures/Consortium parties shall considered in case the ventures are providing the same nature of services, having requisite experience and working jointly from at least last one year on duly notarized consortium. The turnover, experience and other requisite criteria will be considered only for the period of performing joint business based on the Consortium.

### **4. Evaluation Criteria of Commercial Bids:-**

- Only technical qualified bid based on the technical qualification criteria as per documents mentioned above will be eligible for commercial evaluation.

- The University has kept a reserve price per head per day basis. The method sheet is placed at **Annexure A** for reference. The financial bids below this reserve price will not be considered for financial evaluation. The financial bids above the Reserve Base Price will only be considered for evaluation. The L1 among the reasonable bids will be awarded the tender contract.
5. The tender for providing Catering Services at Hostel Mess at HPNLU shall initially be awarded for a period of one year from date of award of contract. The contract awarded to the successful bidder will be executed in the form of an agreement on stamp paper duly signed by both the parties. However, the tender may further be extended further on mutual agreement subject to providing of satisfactory services by the firm to HPNLU duly executed on agreement. It may also be noted that the rates quoted by the firm (except the statutory payments), terms & conditions of the tender document shall remain unchanged during the contract and extended period, if any.
  6. For any query/Clarification, please contact the Registrar Office of HPNLU during office hours on working days (Contact no. 0177-2779803) or e-mail your query to [registrar@hpnlu.ac.in](mailto:registrar@hpnlu.ac.in). Bidders are requested to seek all clarifications through email at the said e-mail within the stipulated time frame only (i.e up to one working day before the tender closing date). Please note that no query / input from bidders will be addressed from the point of view of modification of any kind in the terms and conditions of the tender. The bidders are also required to visit the website [www.hpnlu.ac.in](http://www.hpnlu.ac.in) and [www.hptenders.gov.in](http://www.hptenders.gov.in) regularly for any further update regarding the tender.
  7. The detail of information to be provided along-with bid, sample menu, penalties, permissible consumables and other instructions are appended at subsequent paragraphs to this document.

## SCOPE OF WORK

### **General Overview:-**

1. Provisioning, cooking, serving and carrying out all the allied services towards providing tasty, healthy and hygienic meals to the residents of the hostels as per a pre-decided menu approved by the Mess Committee of HPNLU, Shimla. A representative menu is given in succeeding paragraphs of this document. Also, for evaluation of commercial bids, HPNLU, Shimla has ascertain a “**Reserve Price**” (Minimum Reasonable Cost of providing catering service on per head per day basis after evaluating the factor costs (i.e. costs on logistics, raw materials, menu, documentation, statutory payments, payments on other contractual obligations, waste management etc.) involved in providing the services required at the mess using its own means. The method sheet for arriving at the cost is placed “**Annexure A**” for reference. The arrived minimum reasonable cost set by the University will be communicated to the participated vendors on the day of opening of financial bid. It must be noted that any prospective bidder quoting unreasonable rates will be rejected.
2. The HPNLU, Shimla has 11 hostels (with 10 food points) overall located in a radius of 10 KM of the University. The total strength of students will be around **700-800**. The food will be cooked in one kitchen only. However, except on Holidays or other days as notified in advance, the breakfast, lunch and snacks will be served in the University campus, whereas the dinner will be served in their respective hostels. On holidays or other days notified in advance, all four meals will served in their respective hostels. The venue and timing are subject to change as decided by the University authorities. The normal meal timings are:-

- **Breakfast – 08:30 to 09:40 AM**
- **Lunch- 12:30 to 1:45 PM**
- **Snacks – 04:15 to 05:00 PM**
- **Dinner – 07:45 to 09:00 PM**

Any deviation to the timing may hamper smooth functioning of the institute program and engagements. Therefore, the mess contractor having experience in Food supplying with the before said conditions and in cold conditions should only apply. Further, any issues arise with respect to the untimely transfer of the food to the hostel will attract stern action against the caterer including financial penalty as stipulated in this document (**Annexure ‘D’**).

3. The terms of the contract, if agreed, will be effective from mutually agreed date.

*Provided* that the caterer/service-provider will be allowed to offer his mess services only after producing the FSSAI Certificate, duly issued in the name and address of Himachal Pradesh National Law University, Shimla.

*Provided* further that the time period of the agreement (if agreed and executed) will be initially for one year, which may be further extended by six months, if the parties mutually agrees and the work is found to satisfactory.

4. That caterer will be required to provide meals to students/staff as per menu (**copy of menu is placed at Annexure ‘B’**) and maintain desired standard as required by the Mess Committee of the University. The menu will be subject to change keeping in view the season. In case of any deficiency either in providing service or quality, caterer will be bound to follow the in-

structions of the Mess Committee, issued from time to time. Further, the caterer shall ensure to serve **separately prepared** medically prescribed less oily, less spicy foods, boiled versions of daily foods (all four times) for a few students declared by the authority. In order to cater to any specific meal requirement arising during the contract period, the caterer will cater to the specific requirement within the quoted rates.

5. That the Menu as decided by the HPNLU authorities and Mess Committee will be strictly followed.
6. The mess-services will be closed during vacations notified by the University in this regard, and no amount will be paid for such notified days.
7. That caterer will be required to maintain a sufficient stock (for approx. 15 days) of food grains strictly as per the brand mentioned in the tender document at caterer cost for preparation of meals. The stock will be verified for its quality/quantity by the Board of Officers/Members of Mess Committee on its arrival.
8. The quality of raw material in terms of milk, paneer, butter, cooking oil, sauce, rice, Atta etc. will be procured by caterer as per the specification (list enclosed for reference at **Annexure 'C'**).
9. The caterer will deploy a minimum 02 persons on every food points to serve the students.

Provided that when the food will be served in University building, caterer will have to keep at least 03 Serving food points with sufficient serving staff and cafeteria plates, spoon, glass etc. The shortage of staff will be deemed to be violation of this agreement and will attract penalty.

10. The quality of food will be duly examined by HPNLU Authorities/Wardens. Any violation/breach will make caterer liable for penal action determined by University Authorities.
11. The staff members of the caterer should be in a dress appropriate for the mess worker under FSSAI norms while on duty and serving the meals.
12. That caterer will deploy one Manager cum Supervisor in consultation with Institute authorities who shall necessarily be present in each shift for coordination and monitoring quality of food and service operations. Absence of the manager during the service hour will be treated as the violation of the rules and regulations and will be subject to penalty.
13. The caterer will supply a list of all employees with names and addresses. The persons engaged by caterer will be the employees of caterer for all intents and purposes. These persons will have to undergo Police Verification and report to this effect will be submitted by caterer to the University within 45 days of coming into force of this agreement. All issues related to wages, pay, EPF, Health insurance, any insurance mandatory as per the laws shall be the sole responsibility of the Caterer. Any license required shall be the responsibility of the caterer.
14. The caterer will segregate the waste material and the same will be disposed off at the cost of caterer at the place/methods, marked by University authorities. The Garbage collection charges @ Rs 15000.00 per month will be deducted from the monthly bill.
15. The caterer will pay the electricity bill as per separate power meter installed by the University. No electric heater etc. is permitted and non-compliance notified at any time, will be considered as act of violation.
16. The water usage charges w.r.t. the Mess Kitchen on actual consumption basis will be deducted from the monthly bill of the caterer.

17. **License Fee:-**The catering contractor has to pay a license fee of Rs. **20,000/-** per month (up to 5th of every month) for the contract period and at such rate as may be fixed by the University for the subsequent period, if the contract is extended.
18. The caterer may be asked to provide food arrangements for special events like conference/meetings/workshops/talks etc. as requested by the Institute. The caterer shall have to quote the rates for the same also. However, the same will not be considered for the evaluation of the bids for the subject tender. The same is essential so as to consider the food arrangements for special event. A negotiation will always be open on this aspect in line with the rates received during the evaluation of the Canteen Tender. The sample menu will be as follows:-

S. No.	Items	Rate	Remarks
1.	<b>High Tea (VVIP)</b> Tea/Coffee/Soup Veg. Cutlet/Paneer Pakoda/Fries/Mix Pakoda/Sandwich (any 02 items + Biscuits) Dry Fruit Bowl (Cashew, Pista, Almond, Raisin Brown -100 gm)		Per Person cost
2.	<b>High Tea</b> Tea/Coffee Veg. Cutlet/Paneer Pakoda/Fries/Mix Pakoda/Sandwich/Veg. Roll (any 01 items + Biscuits)		Per person cost
3.	<b>Veg. Buffet</b> Rice – Pulao (Kashmiri, Shahi Pulao or any other equivalent item requested) Veg. Cuisine – Paneer Dish, Dal, Seasonal Veg. Masala (all three includes) Chapati Raita, Papad, Pickle, Salad (all inclusive) Dessert – Ice Cream/Halwa (Moong Dal/Gazar/Rasgulla)/Kheer (Any One)		Per person cost

19. That the amount deposited as Security Deposit in a form of Fixed Deposit Receipt (FDR)/Bank Guarantee issued on the name of the **“Registrar, HPNLU payable at Shimla”**, will be released on expiry of the term of the agreement. No interest is payable on this security amount.
20. The agreement can be rescinded by either of the party by giving notice, whereby, caterer will be bound to return all the items and accommodation to the University in safe and good condition. In case of any loss or breakage of any kind to such items, the University will have the right to deduct the amount to make good the loss from the security deposit. Provided that in case where the terms of the agreement/Tender are violated by the successful bidder, no notice shall be required.
21. That the dispute, if any, will be resolved by the parties through mutual consultation or arbitration. The arbitrators will be appointed by the Vice-Chancellor, Himachal Pradesh National Law University, Shimla.

22. The courts at Shimla alone will have the jurisdiction to try the matter, dispute or reference between the parties arising out of this Agreement/Contract. It is specifically agreed that no court outside and other than Shimla will have jurisdiction in the matter.
23. If the quality of the food on any day(s) is not proper, the payment for the day(s), when quality is compromised, will be deducted from the monthly bill. Repetition may lead to termination of the contract.
24. That the Non-compliance of the terms and conditions mentioned above will attract penalty as per **Annexure 'D'**. The repeated defaults may lead to termination of contract.

#### **Terms related to Cleanliness and Hygiene: -**

1. The caterer will strictly ensure hygienic conditions of mess, kitchen and dining area. Proper hygiene of all the workers will be strictly maintained and ensured by caterer. Any issue attributable to the caterer in said areas will be sorted by the caterer or will be handled by the Institute out of his i.e. caterer cost.
2. The cleaning and housekeeping of the kitchen and dining area will be the sole responsibility of the caterer. Cleaning of utensils, cutlery, crockery, kitchen equipment, furniture and fittings is also responsibility of the caterer. He should ensure that any dry & wet waste, garbage etc should not be thrown into the drain inlet area to prevent choking of the drain line. Any such services are to be looked into by the caterer in a time bound manner. The violation of not keeping up with the cleanliness and hygiene at all the times will attract penalty (**Annexure 'D'**). Repeated lapses could lead to termination of contract.
3. The HPNLU is a total tobacco/alcohol free campus, therefore none of the staff deployed at the campus should possessing or consuming tobacco products such as bidi, cigarette, chewing tobacco in any form, gutka, masala, pan, alcohol/ banned substances etc. The violation will attract penalty (**Annexure 'D'**). Repeated lapses could lead to termination of contract.

#### **Infrastructural and equipment related terms: -**

1. The basic article/utensils available with the university (**List attached at Annexure 'E'**) required for preparation of meals will be made available to caterer. Other article/equipment as deemed necessary for preparation of food (subject to menu) will be arranged by caterer at caterer cost which will be required to be placed in the HPNLU Mess Kitchen at least one week in advance. The articles provided by the University can be physically verified by the HPNLU under the supervision of the Authorized Officer at any time.
2. The University will provide space required for running Kitchen Mess meant for preparing meals to the students of the University as well as the dining space and the required furniture for dining. Caterer will use the Mess kitchen fixtures like Refrigerator, Burner etc. in an appropriate manner maintaining these in good condition. No accommodation for stay to any caterer/workmen will be provided by the University.
3. The security of licensed premises, equipment, fittings and fixtures, furniture etc. is the responsibility of the catering contractor. **Any damage or theft to the Institute infrastructure by the caterer team or caused due to their negligence will be repaired or replaced at the caterers' cost and shall attract penalty (Annexure 'D').**



4. The major Civil, Electrical and Public Health Works will be attended by the University. Minor jobs will be the responsibilities of caterer and it will be ensured that all the fixtures are working all the time.
5. The caterer has to arrange all cooking needs and serving utensils including plates, glasses, cups, spoon, forks etc. The serving utensils will be vetted by the HPNLU authorities for their quality and fitness before use, therefore the provision may be made in consultation of HPNLU authorities. Upkeep of all items provided by HPNLU will be the sole responsibility of the caterer.

**Daily functioning of the mess: -**

1. Sample menu is placed at **Annexure 'B'**. The menu will normally be formalized for one month and will be subject to change within reasonable limits with mutual consultation with the caterer during mess committee meeting. Menu decided by the University will have to be strictly followed. Any deviation from the decided menu is not allowed, without proper permission from the authority, under any circumstances.
2. The caterer will ensure complete chain of activities so as to provide healthy and tasty meals absolutely on time to inmates on all days. In the process, it is expected that the caterer will ensure highest standards of health, service, aesthetics, layout, professionalism, hygiene and cleanliness to the utmost satisfaction of Institute authorities. In order to achieve highest level of services the caterer will upgrade the skill of the deployed workforce through periodic trainings and updating.
3. The caterer will remain in continuous contact with the wardens/ HPNLU authorities w.r.t the functioning of the mess.

**Special Terms and Conditions**

1. The bidding firms are advised to study carefully the various clauses contained in the Special Terms and Conditions before submitting their bids. Firms willing to participate in the tender may also visit HPNLU and acquaint themselves with the nature and quantum of work involved before submitting the bids.
2. **Contract Implementation.**
  - (a) Sub-contracting of the work will not be allowed.
  - (b) Persons below the age of 18 years shall not be engaged for the work. The caterer will submit medical certificate/any other certificate as age proof of the workmen deployed by him. The caterer will also submit medical certificate to the effect that the workmen deployed by him are fit for work and are not suffering from any contagious/transmissible disease.
  - (c) The caterer shall not change any employee without consent of the authorized rep. of the institute.
  - (d) The caterer(s) shall maintain a register of all his employees and the work assigned to them on daily basis. He should be in a position to produce the same at any given time.

- (e) The register shall be authenticated by the authorized representative(s) of institute on daily basis before closing of the shift.
- (f) Caterer will provide his telephone numbers of his office/residence/mobile on which he can be accessed / approached by institute.
- (g) The caterer will be accountable for any accident, injury and loss of life to the workers deployed by him and shall be responsible for payment of compensation as per law. If need arises, the institute will recover such amount from the caterer to effect payment to the affected person(s).
- (h) The successful agency / firm / company will have to deposit the performance Bank Guarantee in the form of an irrevocable bank guarantee issued by any nationalized bank in the favor of HPNLU, for the amount of Rs. (approx. 5 % of the estimated value of service) within 15 days from the date of issue of work order. This Bank Guarantee will be held against in default in performance and violations of terms and conditions. The Guarantee shall be kept valid for a period of one year or extended period if any plus 60 days' grace period from the date of issue of PBG. Failure to deposit the performance bank guarantee within the stipulated time will be a violation of the terms and condition of the tender and suitable action shall be taken against the contractor including cancellation of the work order/contract and debarment of the firm up to two years.

### 3. Termination of Contract:-

The agreement may be terminated on any of the following Contingencies: -

- (a) On the expiry of the contract period as stated above  
*or*
- (b) By giving one month's notice by the University/ by the caterer/contractor on three month advance notice to the University  
*or*
- (c) By the University without any advance notice on account of:
  - (i) Committing breach Terms and Conditions of this agreement by the Contractor *or*
  - (ii) Assigning the contract or any part thereof to any Sub Contractor by the main Contractor without written permission of the Institute *or*
  - (iii) On Contractor being declared insolvent by competent Court of Law.

During the notice period for termination of the contract, in the situation contemplated above, the service provider shall keep on discharging his duties as before till the expiry of notice period.

### 4. Safety & Insurance.

- (a) The caterer shall follow safety procedures in all respects.
- (b) The caterer shall have to do the appropriate pest control services not later than a quarter at their own cost, which are to be duly verified by the caretaker of the university.

- (c) The caterer will adhere to safe working practices and will take all safety measures necessary for safety of his workmen. He will remain responsible for the safety of his engaged persons. The caterer should provide all necessary safety instructions, personal protective safety equipment to the persons engaged by him as applicable and required.
- (d) The caterer will ensure that the workmen maintain good personal hygiene and shall need to be free from any contagious diseases. The workforce will be subjected to medical check- up of appropriate medical authority identified by HPNLU. Unfit personnel will not be deployed by the contractor. The expenditure on this effect will be paid by the Caterer.
- (e) The caterer has to ensure safety and insurance regarding COVID OR Post COVID or similar situations, protocol for their contracted workers.
- (f) The caterer shall be liable to bear all expenses/damages/compensation in the event of any injury or loss of life of the personnel engaged by him while on duty.

## **5. Security:**

- (a) The caterer and the persons engaged by him should not have any adverse police record and should bear good character. The Police Verification and security clearance initiation for all the workmen and supervisory staff is to be ensured by the caterer at the time of placement of supply order. The receipt of the verification forms by the concerned Police Department will be furnished within 45 days of signing the contract.
- (b) The caterer shall be bound by all security procedures followed at HPNLU and abide by security instructions for all purposes. Workmen engaged by him will be liable for check and search by the security on duty while mustering in and out and also at the other random places and timings. Any breach/violation of security regulations in the work premises by any of the caterer's persons shall be caterer's responsibility.
- (c) The caterer will be responsible for good conduct of his workmen. If any workman is found indulging in undesirable activities, he will have to be withdrawn immediately as asked by the institute and replaced with a new person.
- (d) Institute reserves right to disallow any or all of the caterer's men from being deployed inside the institute campus without assigning any reason.
- (e) In the event of any damage to the property of the institute or life of its employees and/or their dependents, the caterer shall be liable for payment of compensation and/or prosecution in accordance with applicable law and provisions. Compensation for damage to the property of the Institute will be as assessed by authorized representative(s) of the Institute and shall be recoverable from the caterer at market value.

## **6. Statutory Obligations**

The caterer shall abide by and comply with the provisions of all the Acts, Rules and notifications issued by Central/State Govt. as applicable from time to time in respect of the contracted work and all staff employed by him at his own risk & cost,

## **7. Payment to the Caterer(s)**

- (a) Payment to the caterer will be made on monthly basis on presentation of bills and work completion certificate(s) from the authorized representative of the institute. In case of any discrepancy in service or inadequate payment of wages, non-payment to vendors / suppliers, bill payment will be withheld till resolution of all issues.
- (b) Deductions shall also be made from caterer's bills during implementation of the contract that may become due as penalties for violation of rules, terms and conditions, damages, liabilities or for other causes.
- (c) The payment shall be made on the verified satisfactory work and attendance of the mess users submitted by the Office of the Dean Students Welfare.
- (d) The contractor shall compulsorily submit the proofs of payments towards PF, ESIC and GST dues of the previous month for claiming subsequent month's payment.
- (e) During the summer vacation and winter vacation, mess shall be closed and no payment shall be made during the period.

## **8. General**

- (a) The persons employed by the caterer, will have no right whatsoever to claim permanent/temporary employment in this organization. There will be periodical as well as surprise checking of the services provided by the caterer for the subject job by the representative of the institute. In case of default, the contract will be liable for short closure of supply order forfeiting the security deposit.
- (b) The personnel deployed by the caterer will not become member of any trade union of the Institute. If the personnel employed by the caterer indulge in union activities which affect the service obligation of the caterer or safety and security of the Institute, the contract will be liable for termination. In the event of violation, they will be debarred from entering Institute premises and contract can also be considered for termination.
- (c) Further, the personnel deployed by the caterer shall not engage themselves in any undesirable activities within the institute premises. They shall not indulge in any business dealings with any agency directly or indirectly associated with Institute or in trade union activities. In the event of violation, they will be debarred from entering the Institute and contract can also be considered for termination and forfeiture of the security deposit. The personnel deployed by the caterer shall be available at the place of work defined for them. They must not visit undesignated places without valid authorization by Institute.
- (d) No housing/accommodation will be provided by the institute to the personnel deployed by the caterer unless otherwise specifically provided in the contract.

## **9. Indemnity Clause**

The caterer has to execute an indemnity bond stating "The caterer indemnify HPNLU of any issues arising due to un-hygienic preparation, personal hygiene issues and (or) storage of food, improper usage of ingredients and any such issues that may cause harm to anyone using mess catering service due to inefficient or faulty operation".

#### **10. FSSAI Audit Certificate**

In order to strengthen the food safety surveillance, and to ensure food and safety compliance, the caterer has to get the HPNLU mess operation periodically audited as per FSSAI norms in accordance with Food Safety and Standards (Food Safety Auditing) Regulations, 2018 out of his own cost. The audit report has to be presented to the Institute as and when received from the concerned authorities.

**RESERVE PRICE CALCULATION SHEET**

S.No	Item Description	Quantity Per Head Per Day	Per Day Per Head Cost	Specified Brand of Commodity
1	Atta/Flour	200 grams		
2	Vegetable	200 grams		
3	Rice	100 grams		
4	Bread	100 grams		
5	Dal	100 grams		
6	Sugar	90 grams		
7	Salt	16 grams		
8	Tea	5 grams		
9	Coffee	1 grams		
10	Oil	60 grams		
11	Milk(Fresh)	250 ml		
12	Fruit( Fresh)	250 grams		
13	Bourn vita	10 grams		
14	Egg	2 No.		
15	Jam	10 grams		
16	Potato	150 grams		
17	Onion	100 grams		
16	Butter	10 grams		
17	Gas (Actual Basis)			
18	Transportation (as hostels are in 10 KM radius of the University)			
19	Labor cost (Actual Basis)			
20	Misc. Expenditure (Water, Garbage, Electricity, License fee etc. as mentioned in tender document above)			
	<b>Grand Total</b>			

Note:- The price to be calculated very carefully considering the following conditions:-

- Permissible brands of commodities (raw)
- Misc expenditure i.e. Labour Cost, Transportation, Water, Garbage Disposal, Electricity, License, and any other feed provided in the tender document.
- The strength of the students will be around 700.
- The unreasonable quote will be liable to be rejected.

**1. The quantity, or brand to be used in preparation for a dish, as the case may be, shall not change, unless otherwise mentioned in the table, or directed later via notice.**

### HPNLU MESS MENU

Day	Breakfast	Lunch	Snacks	Dinner
Monday	Brown Bread + Banana + Poha (with vegetables and peanuts) + Sandwich with Aloo Fillings (without peanuts) + Tea and Coffee + Bournvita Milk + Boiled Eggs	Ghee Roti + Plain Rice + Rajma + Jeera Aloo + Boondi Raita + Salad + Pickle + Papad	Golgappe + Tea + khatta-meetha paani	Ghee Roti + Jeera Rice + Matar-Paneer / Palak Paneer / Paneer Bhurji + Mix Dal + Salad + Moong Daal Halwa / Suji Halwa / Gajar Halwa
Tuesday	Brown Bread + Apple + Aloo Parantha + Tea and Coffee + Bournvita Milk	Ghee Roti + Pea Pulav + Chole + Moong ki Daal + Salad + Pickle	Vegetable Cutlet (2 pieces) + Tea + Ketchup	Ghee Roti + Jeera Rice + Dalmakhani + Aloo Beans + Salad + Meethee Seviyan / Kheer
Wednesday	Brown Bread + Vada & Idli (3 pieces each) with Coconut Chutney + Sambhar + Tea and Coffee + Boiled Eggs	Ghee Roti + Jeera Rice + Mix Dal + Semi Gravy Aloo Matar + Vegetable Raita + Salad + Pickle + Papad	Aloo pyaaz pakode + Tea + Ketchup + Imli Chutney	Ghee Roti + Rice + Egg Bhurji / Egg Curry + Jeera Aloo / Aloo Shimla Mirch + Maash Daal + Salad
Thursday	Brown Bread + Pav* + Mixed vegetable Bhaji + Tea and Coffee + Bournvita Milk	Ghee Roti + Plain Rice + Kadhi Pakora + Aloo Gobhi + Salad + Pickle + Papad	Aloo Tikki + Chutney (Green / Red) + Tea	Ghee Roti + Jeera Rice + Green Vegetable (Bhindi / Beans / Ghiya) + Massor kidaal + Salad
Friday	Brown Bread + Banana + Poha (with vegetables and fried peanuts) + Fried Sprouts + Tea and Coffee + Bournvita Milk + Boiled Eggs	Ghee Roti + Pea Pulav + Mix vegetable + Daal Makhni + Vegetable Raita + Salad + Pickle + Papad	Red Sauce Pasta (1 serving + 70 grams) or Chilli potato + Tea + Oregano + Chili Flakes	Ghee Roti + Jeera Rice + Matar / Palak Paneer + Moong Daal + Salad
Saturday	Brown Bread + Apple + Pyaaz Parantha + Tea and Coffee + Bournvita Milk + Boiled Eggs	Chole Bhature + Jeera Rice + Pickle + Salad + Boondi Raita	Veg chowmin (1 serving + 70 gm) + Tea	Ghee Roti + Fried Rice + Malai Kofta + Rajma + Palow + Salad
Sunday	Brown Bread + Papaya + Idli and Vada + Sambhar + Coconut Chutney + Tea and Coffee + Bournvita Milk + Boiled Eggs	Ghee Roti + Rice + Kale Chane + Soya Chunks with gravy + Salad + Raita	Vegetable cutlet + Tea + Ketchup	Ghee Roti + Rice + Mix Veg + mixed dal + Salad + Gulab Jamun

**Note:**

- 3 pieces of Brown Bread are required to be served on a daily basis with Jam and Butter (as per the brand mentioned in the contract).
- .2 pieces of boiled eggs will be served as per the menu.
- The quantity of Tea will be 200ml and the milk will be 200 ml per unit.
- Salad means cucumber, onions, carrots, tomatoes, and green chilies.
- Coffee from Nescafe/Bru only AND Milk should be either Amul/Verka/Himfed (Full Cream Milk only)

**PERMISSIBLE BRANDS IN MESS**

<b>Items</b>	<b>Brand</b>
Butter	Amul/Mother Dairy
Ghee	Amul/Kamdhenu/Verka
Jam	Kissan/Tops
Tea	Brooke Bond/Tata Tea/ Marvel
Coffee	Nescafe
Bread	Brown Bread –Bonn
Milk and Curd/Paneer	Amul/Verka/Mother Dairy/Himfed (Full Cream Only)
Dry Spices	MDH/Everest/Catch
Oil	Nutrela/Fortune/Saffola/Sundrop/Nature Fresh
Salt	Tata/Aashirvaad
Sauce	Kissan/Maggi
Dal	High quality products to be used according to the satisfaction of mess committee
Rice	Basmati 1060, Fortune Basmati
Atta	Aashirvaad (Sudh Chakki), Annapurna, Shaktibhog,
Pickle	Mother's Choice, Nilon, Priva
Sugar	High quality products to be used according to the satisfaction of mess committee
Suji, Besan, Maida	High quality products to be used according to the satisfaction of mess committee
Fruits, Vegetables	Fresh Products to be used according to the satisfaction of mess committee

**Penalties for violation of rules**

Monetary penalty, in addition to any other action as deemed fit, as decided by the Dean Students Welfare in consultation with the Mess Committee with the approval of Registrar, shall be imposed on the caterer for using brands other than permissible (as above). The items when received by the party/caterer shall be checked for quality and quantity by the Board of Officers/Members of Mess Committee/HPNLU authorities/.



Annexure ‘D’

<u>Violation</u>	<u>Penalty per complaint</u>
Non-availability of complaint registers on the counter/discouraging students from registering complaints	Rs.2,500/-
Cockroaches, flies, insect etc., in cooked food	Rs.25,000/-
	Rs 30,000/- for repeated violations
Usage of spoiled/stale food ingredients eg: rotten Vegetables, infected grains, expired items.	Rs.10,000/-
	Rs 20,000/- for repeated violations
Poor maintenance/tampering with institute property	Rs.10,000/-
Presence of unwanted items in food: Harmful items like blade, glass, metal wires, nails, Pieces of plastics etc.	Rs.25,000/-
Three or more complaints of unclean utensils in a day	Rs.5,000/-
If mess committee in consultation with students in present mess agrees that certain item of a meal was not cooked properly / overcooked / extra spicy / extra oily	Rs.5,000/-
Food poisoning	Rs 25,000/-
	Rs 50,000/- for Repeated violations
	Further complaints cancellation of PGB and contract
Consumption or possession of Alcohol/tobacco/banned substances	Rs.10,000/-
Non adherence to the timings mentioned in the tender or decided with the respective Mess Committee	Rs.5,000/-
Waiting time is more than 20 minutes for Breakfast ,lunch and dinner	Rs.5,000/-
Changes in menu of any meal without permission of mess committee/appropriate authority	Rs.5,000/-
Change in menu due to any mess equipment being defective /out of sorts for more than 24 hrs	Rs.5,000/-
If the quality of milk/Tea/Coffee is not found to be appropriate, or it is diluted.	Rs.10,000/-
Failure to maintain a proper health checkup of the workers	Rs.5,000/-
Using / storing brands not mentioned in the contract without prior permission	Rs.10,000/-
Noncompliance with workers dress Code	Rs.5,000/-
Use of spurious brands, goods or accessories in preparation / presentation	Rs.25,000/-
Damage to Institute infrastructure over and above cost of repair /replacement (which shall be levied extra)	Rs.5,000/-
If food gets over during the scheduled meal time	Rs.10,000/-
Non attending of monthly meeting of the mess committee by the caterer or his representative.	Rs.5,000/-
Not adhering quarterly pest control, hygiene and cleanliness	Rs.10,000/-

Note:-

List of Items fabricated/fixed in Girls Hostel Mess Block

Annexure E

*Issued to HPNU Mess*

S.No.	Name of Article	Qty/Unit
1	Single Burner Bulk Cooking Range (30"x30"x24")	4 Nos.
2	Wall Mounted Exhaust Hood with Baffle Filters & Light (For Tandoor) (30"x30"x18")	1 Nos.
3	Work Table with 1 U/S (For Tandoor) - (30"x24"x34"+6")	1 Nos.
4	Indian Cooking Range Two Burners with 1 U/S (45"x24"x34"+6")	2 Nos.
5	Wall Mounted Exhaust Hood with Baffle Filters & Light (With Two Burner Ranges) (90"x30"x18")	1 Nos.
6	Work Table with 2 U/S (For Two Burner Ranges) (45"x24"x34"+6")	2 Nos.
7	Single Unit Sink with Bracing (24"x24"x34"+6")	1 Nos.
8	Chapati Plate with puffer, 1 U/S (Hot Plate) (60"x30"x18")	2 Nos.
9	Wall Mounted Exhaust Hood with Baffle Filters & Light (For Hot Plate) (60"x30"x18")	3 Nos.
10	Work Table with 2 U/S (For Hot Plate) (45"x24"x34"+6")	1 Nos.
11	Four Door Vertical Chiller, Approx 1000 Ltr (Static Cooling) (48"x30"x84")	<del>3 Nos.</del> 2 Nos
12	Hard Top Freezer/Cooler, 550 Ltr, (Convertible) (67"x28"x34")	<del>1 Nos.</del> 2 Nos
13	Atta Kneader, U-Shape Tilt (20 kg) (Standard)	1 Nos.
14	Potato Peeler (20 kg) (standard)	2 Nos.

15	Gravy Machine (1.5 HP) (Standred)	2 Nos.
16	Wet Grinder (5 Ltr) (Standred)	1 Nos.
17	Masala Trolly with Nine Bowls (20"x20"+4"x34")	2 Nos. with 9 bowls
18	Work Table with 2 U/S ,O/H (Pick Up table/ Counter) (60"x30"x34"+12"+10")	8 Nos.
19	Food Warmer with 1 U/S, Three Side Covered, Folding Tray Rest Rail (Two Counters of 9 Liters Neutral & Five Containers 20 ltr Hot ) (84"x27"+12"x34")	4 Nos.
20	Food Warmer with 1 U/S, Three Side Covered with Revloving Wheels (Two Conters of 9 Ltrs Neutral & Five Containers of 20 ltr Hot ) (72"x27"x34")	5 Nos.
21	Service trolly with 2 U/S (30"x36"+36")	4 Nos.
22	Wall Mounted Electric Salamneder (30"x13"+13")	1 Nos.
23	Two Unit Sink with Bracing (48"x24"x34"+6")	3 Nos.
24	Wall Mounted Perforated Single Shelve (24"x12")	2 Nos.
25	Single Unit Pot Wash Sink (48"x24"x30)	2 Nos.
26	Dish landing Table with garbagge Chute (45"x24"x34"+6)	2 Nos.
27	Five Shelves Storage/Utensil Rack (36"x18"x72")	5 Nos.
28	Three Shelves Pipe Pot Rack (36"x24"x60")	7 Nos.
29	Pallet (30"x30"x18")	4 Nos.



31	Loading /Unloading Table (standred)	2 Nos.
32	Pre Rinse Unit (Standred)	1 Nos.
33	Vegetable Cutter (Standred)	1 Nos.
34	Vegetable Cutter (Standred)	1 Nos.
35	Blender (2000 Watt) (Standred)	2 Nos.
36	Single Tank Fryer (6ltr) (Standred)	2 Nos.
37	Blower (Standred)	1 Nos.
38	Dumper (Standred)	1 Nos.
39	Cooler (Standred)	1 Nos.
40	Gas Bank (Standred)	1 Nos.
41	LPG Box	1 Nos.

The items, equipments, cutlery items, and any specific item required are to be brought by the Caterer.

The items are required to be placed at hotel mess atleast one week in advance of the commencement of the mess services.

### TECHNICAL BID

<b>S.No</b>	Name & address of the Bidder/ firm with phone number, e-mail and name & telephone / mobile number of contact person. (In case of Proprietary /Partnership firms, the Bid has to be signed by Proprietor/ Partner only, as the case may be)				
<b>1</b>	<b>Experience in the last three years in the following format (attach separate Sheet)</b>				
<b>2</b>	Name & organization with complete address & telephone Nos.	<b>From</b>	<b>To</b>	Total contract period (in year / month)and total contract amount(in Rs.)	Reason for termination
<b>3</b>	Set up of your agency, clearly indicating details of managerial, supervisory & other staff. Also indicate the number of muster roll staff available for performing services				
<b>4</b>	Registration & incorporation particulars: If Proprietorship, partnership, Private Limited, Public Limited (Please attach <b>attested copies</b> of documents of registration/ incorporation of your firm as required by business law)				
<b>5</b>	Valid and authenticated certificate for runningmess / canteen / cafeteria services (please attach <b>attested copy</b> )				
<b>6</b>	Bank Details Address, A/c No.				
<b>7</b>	PAN No. (please attach attested copy)				
<b>8</b>	GST Registration No.				
<b>9</b>	Trade License No. (please attach <b>attested copy</b> )				
<b>10</b>	FSSAI Certificate (please attach attested copy)				
<b>11</b>	Bank Insolvency Certificate (please attach attested copy)				
<b>12</b>	Affidavit regarding the firm has not been blacklisted/debarred from services -Duly notarized				
<b>13</b>	<b>Atttested copy</b> of the income tax return of last three financial years				
<b>14</b>	Please attach agency's balance sheet ( <b>duly certified by a Chartered Accountant</b> for the last 3 financial year)				
<b>15</b>	Power of Attorney / authorization for signing the bid document (Bidder will submit the <b>attested copy</b> of the PAN card/ Election Commission I-Card / Passport of the proprietor & authorized signatory in case of proprietor is not signing the tender document).				

16	Please submit an affidavit that no case is pending with the police against the proprietor / firm / partner or the company (agency).Indicate Convictions if any in the past against the proprietor / firm / partner or the company. In addition to the affidavit, the firm shall produce certificate / verification from local police station.	
17	Following details of the DD /pay order of Rs. 600000/- towards bid security and a <b>DD</b> of Rs. 10000/- (in case tender document is downloaded from website):- <b>DD</b> No.: Date: Drawn on:	

Declaration:-

I/ we hereby declare that I/ we before signing this tender have read and fully understood all the terms & conditions contained herein and undertake myself/ ourselves to abide by them.

I / we further declare that the information / documents furnished above are true and correct and I/ we undertake that any discrepancy (ies) found on later occasions, will make me /us liable for any action, as deemed fit, by the HPNLU, Shimla.

Place:

Date:

(Signature of Bidder/Authorized signatory)

Name:

Address:

Phone:

E-mail:

**SEAL of the Bidder**

## Financial bid

My / Our Quotation for the Mess is Rs. ....  
In words( ..... )  
**per day per student.**

Quotation includes all applicable taxes as detailed below:

<b>Catering charges per day per head</b>	-
<b>Taxes (All)</b>	-
<b>Total</b>	-

As per tender terms & conditions from the date of opening of financial bid, it shall remain binding upon me / us and may be accepted at any time before the expiry of that period.

*NB:- "Discount" or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.*

Date

Place

Signature of the Bidder/Authorized signatory

Name

Address

Tele-

phone

E-mail

**SEAL of the Bidder**