

class

**U. T. ADMINISTRATION OF DAMAN & DIU,
OFFICE OF THE PRINCIPAL,
GOVERNMENT COLLEGE, DAMAN.**

No. GC/EST/CCF/2017-18/ 165

Dated: 22/07/17

Shoot **TENDER NOTICE**

The Principal, Government College, Daman, on behalf of the President of India invites sealed tenders in two bid system i.e. financial bid and technical bid for providing mess facility in MG hostel, Govt. College, Nani-Daman.

Each of the above blank tender forms with detailed schedule and Terms and Conditions for the above said work may be obtained by paying Rs. 500/- (Rs. Five Hundred Only) non-refundable from the office of the Principal, Government, College, Daman during working days from 24/07/2017 to 31/07/2017 till 13:00 hrs. The tender form is also available on www.daman.nic.in which can also be downloaded and submitted along with DD of Rs. 500/-.

Sealed tender forms superscripted as "TENDER FOR PROVIDING MESS FACILITY IN MG HOSTEL, GOVT. COLLEGE, DAMAN" will be accepted upto 13:00 hours till 31/07/2017. The Dealers/ Firms/ Agencies are informed to submit their tender documents with EMD of Rs 10,000/- (Rs. Ten Thousand only) in form of DD/FDR of any nationalized/commercial/scheduled bank along with the tender documents. Tender documents can be submitted personally/ by post/ by courier. The tenders will be opened if possible, on the same day i.e., on 31/07/2017 at 15:30 hours in presence of the Tender Opening Committee/ Purchase Committee and in the presence of bidders in the office of the Principal.



[Handwritten Signature]

Principal,
Govt. College, Daman

Copy to:-

1. The S.I.O. N.I.C. Daman with request to upload this tender notice on the official website of Administration of Daman and link with official website of Diu and DNH.
2. All Head of offices Of Daman for wider publicity
3. Notice Board Govt. College, Daman.

4454

**U. T. ADMINISTRATION OF DAMAN & DIU,
OFFICE OF THE PRINCIPAL,
GOVERNMENT COLLEGE, DAMAN.**

No. GC/EST/CCF/2017-18/

Dated:

**TENDER FORM FOR PROVIDING CONTRACTED MESS FACILITY AT GOVT.
COLLEGE HOSTEL DAMAN**

ANNEXURE-II

FINANCIAL BID

Rates for providing contracted mess facility for MG Hostel at Govt. College, Daman

Sl. No.	Particulars	Unit inclusive all taxes	Rates Rate per month
1.	Breakfast: Tea/Coffee One Indian B/F with its own accompaniments viz. stuffed paratha, Veg. Poha, Poori-Bhaji, Medu-vada, Idli-sambhar, Bada-pav, etc		
2.	Buffet Lunch for Students/ Guests: Rice Plain/jeera/biryani/pulao Roti Dal Pickle/Salad One seasonal veg dry/gravy 2 paneer pc/ 2eggs (weekly)		
3.	High Tea: Tea Tea/Coffee Biscuits/ Cookies		
4.	Buffet Dinner for students/ Guests: Rice Plain/jeera/biryani/pulao Roti Dal Pickle/Salad One seasonal veg dry/gravy Any sweet dish (weekly)		
5.	Total Amount		

Other Terms & Conditions:

1. Product related to alcohol, tobacco, pan-masala, cigarettes etc., are STRICTLY PROHIBITED in Govt. College premises.

2. Menu shall be planned with the catering manager every week i.e. Fri/Sat.

3. Mess committee & catering manager will meet to prepare menu for the following week. Any food beverage item indicated above can be replaced by an equivalent item after due approval of the mess committee.

4. Timings for mess: B/F 08:00 hrs to 08:55 hrs, Lunch 12:45 hrs to 14:00 hrs, High Tea 17:15 hrs to 18:00 hrs, Dinner 20:00 hrs to 21:30 hrs.

Signature of the owner/ Proprietor:

Full Name of the firm _____

Address _____

Date:

Seal

2453

**U. T. ADMINISTRATION OF DAMAN & DIU,
OFFICE OF THE PRINCIPAL,
GOVERNMENT COLLEGE, DAMAN.**

No. GC/EST/CCF/2017-18/

Dated:

**TENDER FORM FOR PROVIDING CONTRACTED MESS FACILITY AT GOVT.
COLLEGE HOSTEL DAMAN**

ANNEXURE-1

TECHNICAL BID

1. Name of the Agency/ firm	
2. Address of the Agency/ Firm	
3. Email	
4. Tel/Fax of head office	
5. Date of Establishment	
6. Local/ branch office address, if any, with contact number	
7. Date of Registration with competent authority	
8. Registration validity date	
9. E.M.D. DD/FDR of any nationalized commercial/scheduled bank with branch code and city.	
10. Tender fee Receipt No. & Date of DD/FDR Number	
11. Certificate of minimum experience of two years in the field and reference of atleast two (2) reputed clients in local area	
12. Certificate from clients, if any	
13. GST No.	
14. PAN no	
15. Provident Fund Registration No.	
16. Last three years IT Return	
17. Copy of labour Registration	
18. Bank Account No./ Bank Name & Location	
19. No. of Employees on the roll of Agency/ Firm	

Note: Please enclose copies of all the above documents with technical bid.

I/We certify that I/We have read and understood and accept the contents of the terms and conditions incorporated in the Tender form and 'Note' above and submit this Tender for consideration. I/We certify that the above statements are true.

Signature of the Owner/ Proprietor

Full Name of the Firm: _____

Address: _____

Date:

Seal

Terms & Conditions or providing contracted mess facility at MG hostel, Govt. College, Daman

1. Tender is invited in two bid system (i) Technical Bid & (ii) Financial Bid. The technical bid should contain full information as required in Annexure -I provided herewith. The financial bid will include full information as required in Annexure -II.
2. Technical bid along with the financial bid should be submitted in the tender box in two separate envelopes superscripted as "TENDER FOR PROVIDING MESS FACILITY IN MG HOSTEL, GOVT. COLLEGE, DAMAN" and each written as "Technical Bid" & "Financial Bid". It should contain full information as required in Annexure -I & II provided herewith.
3. The financial bid will be opened after technical bid is qualified.
4. Incomplete bids and bids received after due date and time will not be accepted.
5. The bidder should enclose DD/FDR for Rs. 10000/ (Rs. Ten thousand only) towards EMD drawn on any commercial/nationalized/scheduled bank to the bid document towards EMD. The EMD will not carry any interest rate whatsoever. EMD furnished for previous bids/ tenders will not be adjusted with present bid.
6. That-
 - (i) The successful bidder will have to pay within 10 days from the date of demand an amount equal to 10% of the total contractual value of the contract as security deposit in the form of DD/ FDR in favour of the Principal, Govt. College, Daman which will not carry any interest whatsoever. The security deposit will be returned/ released to the mess contractor on the completion of the contract period.
 - (ii) Non-receipt of the security deposit within the stipulated time limit will result in automatic cancellation of the contract/ order for contractual mess facility without any intimation.
7. The bidders should enclose attested photo-copies of provident Fund Certificate, Firm or Agency's GST Registration and last three years income tax returns whatsoever applicable.
8. The bidder should submit the reference of at least 2 (two) local reputed clients.
9. Any registered firm/ company/ party who have minimum experience of 2 years as on 30/6/2017 in running institutional/industrial catering/ hotel management/ hospitality services will be eligible for bidding for the contract.

MODALITIES

10. THE INSTITUTE WILL ONLY PROVIDE COOKING SPACE, HOSTEL KITCHEN AND DINING SPACE ALONGSIDE KITCHEN. Before bidding, bidders may take a visit to the venue and assess the available infrastructure. The mess contractor shall pay a maintenance charge of Rs. 10000/ on or before 10th of every month for the use of kitchen and dining space which will be reviewed on year to year basis.
11. The mess contractor has to pay for all the consumables i.e., electricity, gas, drinking water etc. at prices regulated by the government institute.
12. The mess contractor can utilize the existing cooking, serving utensils and equipment which may be of use to the mess contractor, if any. All additional modern/ modular equipment required for cooking and serving and also fly killer are to be procured by the contractor. Any new equipment purchased would remain the property of the canteen contractor and can be taken away from mess at the termination of this contract.
13. The use of equipment shall not damage the premises and property and shall not cause any physical danger to any person.
14. Cleaning of the premises in and around area used for cooking/serving/washing utensils etc. shall be the responsibility of mess contractor without any cost.
15. Strict hygienic conditions are to be maintained while cooking and around serving area. The cooks and servers should also be hygienic and clean. Use of disposable gloves and caps wherever required should be followed. Fumigation of canteen and cleaning of exhaust fans should be carried on monthly basis.

16. The edible quality and nutritional value of the food shall be strictly maintained. Any member of mess committee or mess secretary or any authorized personnel by the Principal can inspect the mess without prior notice, the mess contractor, in case of any discrepancy (in terms of food palatability, hygiene or cleanliness) or in case negligence established by a panel including the Principal, secretary mess committee, appropriate punitive action shall be taken against mess contractor.
17. **The mess contractor is required to serve 4 meals i.e. breakfast, lunch, high tea and dinner to the hostel students daily except for the period when the hostel is officially closed. The average attendance in the hostel mess shall be around 45 students per day which probably may go upto 90 students per day during examination period. During operational days proportionate monthly payment to the mess contractor shall be made for 45 students or as per actual attendance of students availing mess facility whichever is higher.**
18. Penalties would be levied for unhygienic cooked food, foreign particles found in the food, using sub-standard/adulterated raw material/product for cooking, unhygienic conditions of cooking area/serving place/ cleaning area/cooks/servers which would be in form of deduction of 25% of food bill for that day (break fast/lunch/high tea/dinner).
19. Bidders shall quote rates per unit (meal) inclusive of all taxes for following:
 - i. Only breakfast
 - ii. Only lunch
 - iii. Only high tea
 - iv. Only dinner
20. **The contractual mess facility (Contract period) is for a period of two months from the date of issue/award of the contract. For further extension at the said terms and conditions (both financial and technical) of this quotation may be considered subject to satisfactory performance and input from mess committee(T& C No. 18 applicable).**
21. Efficiency, promptness, quality service, good behavior of the mess contractor and his staff are the essence of the contract. The mess contractor is required to supervise the operations at all working hours.
22. The mess contractor shall engage fully trained staff and adequately experienced catering staff who are medically fit free from any contagious and non-contagious diseases. The mess contractor shall get his employees medically examined once in six month and produce fitness certificate.
23. The mess contractor shall provide uniform to all their staff engaged and should have police verification certificate from police station, Daman.
24. The mess contractor and his staff may enter the premises of MG Hostel and surroundings but shall not loiter in the remaining premises of the college unnecessarily and shall not move out of their specified operations.
25. The mess contractor shall make necessary arrangements for regular cleaning, collection and disposal of waste generated in the kitchen, dining area and cleaning of utensils area on day to day basis and if need there be multiple times a day and will be responsible for disposal of waste from college premises at his own.
26. The mess contractor shall be exclusively be responsible to meet and comply with legal requirements with respect to the food items prepared and served by him in the mess with respect to material and ingredients incorporation, therein shall be exclusively responsible for any infraction of the provisions of the applicable law with regard to preparation, storage and sale of food, including provisions of the prevention of food adulteration act., the essential commodities and weight and measures act and all rules and orders frames therein.
27. The mess contractor shall have to ensure satisfactory standards of its employee's competence, conduct, cleanliness and integrity. Negligence of duties, indecent behavior, consumption of alcohol or any other narcotics, etc. shall not be condoned.
28. The agency/firm shall not transfer or assign sub contract to any other party.
29. The staff engaged by the mess contractor to whom the contract is awarded is deemed to be the staff of the mess contractor or of the agency/firm and they shall not be considered

C/450

the staff of Govt. College, Daman. The mess contractor is bound to pay minimum wages to his staff as per rules. In no case child labour is to be employed which is a punishable offence.

30. Govt. College, Daman shall not be liable to pay any allowance, salary, compensation, perks or any other benefit under any law in force for the staff engaged by the mess contractor/firm/agency. Contract labourers are eligible for benefit of PF/ESI and the mess contractor/ firm/agency has to ensure the same.
31. The mess contractor shall be responsible and liable for any personal injury or death of his staff and /or property damage or losses due to negligence of his staff in their performance of duties required under the contract in this college.
32. In case of damage/ loss to the college property due to negligence of mess contractor or his staff, the actual cost shall be deducted from the payment bills/EMD after conducting proper enquiry.
33. To whomsoever this contract is awarded shall abide by the instructions issued by Govt. College, Daman.
34. The mess contractor shall have no right or lien upon the premises and he and his staff shall move out of college premises on expiration of this contract.
35. The Principal, Govt. College, Daman being the tender inviting officer reserves the right to reject any or all tenders, in part or full, without assigning any reason.



[Handwritten signature]

Principal,
Govt. College, Daman.

NOTE: Pl. retain one copy of these terms and conditions of this quotation notice duly signed with seal of the firm/agency

If a firm/agency do not fulfill all of the above eligibility criteria mentioned above the tender of the firm/agency shall be duly rejected.

All the terms and conditions of this tender notice are accepted and are binding to me/us.

Place:

(Signature of the owner/partner/contractor)

Date:

Name of the bidder with seal of the firm/agency