

MANIPUR TECHNICAL UNIVERSITY, IMPHAL

(A University established under the Manipur Technical University Act, 2016)

Recognised by UGC under Section 2(f) and Section 22 of UGC Act, 1956

www.mtu.ac.in/www.mtuonline.in

INVITATION OF TENDER

FOR

**Mess Contract
for
Boys and Girls Hostel Mess**

Tender No.	: No. 24/4/2019-MTU/01-2020
Tender Date	: 07/02/2020
Last Date of submission	: 20/02/2020
Opening of Tender	: 21/02/2020
Cost of tender	: Rs.500/- (Rupees Five hundred only) (Non-refundable)

Annexure-1

TENDER DOCUMENT

Tender for Mess **Contract for Boys and Girls Hostel Mess, Manipur Technical University, Imphal**

Date of publication of Tender Document	:	07/02/2020
Last date for submission of tender	:	20/02/2020
Date of opening of technical bids	:	21/02/2020
Date of opening of commercial bids	:	21/02/2020

Instructions

- 1) This Tender Document contains 15 pages.
- 2) Read the tender document carefully before filling.
- 3) Each page of the tender document must be signed with seal of the firm/agency.
- 4) Part A (**Annexure I**) i.e. Technical bid should contain
 - a) Profile of the firm/agency, with all relevant signed documents as mentioned in Terms and Conditions (General).
 - b) Valid *FSSAI* license
 - c) EMD

Sealed cover with superscription "**Tender for Mess Contract for Boys and Girls Hostel of Manipur Technical University, Imphal**"- Part A.

- 5) Part B:- (**Annexure II**) should contain only the Financial Bid.

Seal the cover with superscription "**Financial Bid for Mess Contract for Boys and Girls Hostel of Manipur Technical University, Imphal**"-Part B.

- 6) Put Part "A" and Part "B" in separate sealed covers and put both the sealed covers in one cover addressed to the "**The Registrar, Manipur Technical University, Imphal**" with superscription on the covers as "***Tender for Mess Contract for Boys and Girls Hostel of Manipur Technical University, Imphal***", and send it to Registrar, MTU so as to reach on or before the closing date and time.
- 7) Application form can also be downloaded from the Institute's website. Completed applications should be accompanied by the *Cash*/Demand Draft of Rs. 500/- (nonrefundable), drawn in favor of, **Manipur Technical University**, payable at Imphal towards the cost of the Tender Document.
- 8) If any bidder is exempted for non- submission of form cost and EMD, may provide the valid document in support of his claim along with a certificate from the competent authority for running the mess work only.
- 9) Application without the prescribed fee will not be considered.

1. Scope of Work:

The mess contract will be awarded to successful Tenderer for running the mess for the students residing in Boys and Girls Hostel of Manipur Technical University, Govt. Polytechnic Campus, Takyelpat and presently numbering around **160**.

To prepare and serve morning tea, breakfast, lunch, evening tea with snacks, and dinner for students, staff guests and visitors of the Institute as per decided menu. It is required to maintain the mess and its surroundings neat and clean. Cleaners from the University will not be engaged for kitchen work.

2. Job Specification:

- 1) To provide morning tea, breakfast, lunch, evening tea with snacks and dinner. The number of boarders in the mess will be approximately **160**, which may vary.
- 2) To make necessary arrangements for all cooking utensils, crockery, gas cylinder, stoves including utensils for serving food to the students. Plates, Bowls, stainless steel tumbler glasses, tea spoon, table spoons and forks.
- 3) The food to be prepared in clean, hygienic and safe conditions as per the menu decided by students or/and the authorities of Manipur Technical University, Imphal with mutual consent.
- 4) The garbage collected from the kitchen, dining hall, dish wash area must be disposed of every morning and evening. The surroundings shall be kept clean and hygienic.
- 5) The kitchen, dining hall, hand wash area, dish wash area etc. will be washed with water and soap solution and mopped, after every meal (breakfast, lunch and dinner) and disinfected once in a month or as and when required.
- 6) High quality of hygiene, sanitation and safety will be maintained in kitchen and dining halls. All the surrounding area of the mess premises should be cleaned and washed daily.
- 7) The mess will be opened at 5.00 am and closed by 09.00 PM and keys of the mess shall remain with the successful contractor on all the seven days of the week. Any changes in the timings will require the approval of the authorities at Manipur Technical University, Imphal.
- 8) Food shall be served through counters on self-service basis. Water shall be served on the dining tables.
- 9) After every meal (breakfast, lunch and dinner) all the plates, cups, Bowls, water glass, spoons, forks, knives etc., are to be cleaned in soap solution and hot water and dried and kept ready for the next meal. All the vessels used for cooking also should be washed in soap solution and hot water and properly cleaned vessels should be made available for cooking the next meal. The cleaning material used should be of approved quality.
- 10) After every round of meal, table including floors should be cleaned / wiped before serving next batch of students.

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- 11) Water coolers and purifiers should be cleaned every 15 days and should be maintained as per the instructions from the authority.
- 12) Proper cleaning of all vessels, utensils, dining area, kitchen, water coolers etc. should be of high quality. Any shortcoming in this regard attracts penalty.
- 13) The contractor will be responsible for the loss of any items provided by Manipur Technical University i.e. equipments, furniture, electrical equipment, RO utensils etc and make up the loss if found damaged or short.
- 14) Maintenance charges and water charges have to be paid by the contractor as decided by the competent authority of the institute.
- 15) Electricity charge shall be borne by the University.

3. Terms and conditions: (General)

- 1) Tenderer should be registered and licensed contractor/firm/caterer for the said job type as specified in Section-2. Appropriate documents/Certificates issued from appropriate authorities should be enclosed to support this.
- 2) **FSAAI** license is compulsory.
- 3) Tenderers should have a minimum of **three years' experience** in providing similar type of services. A Tenderer who has worked with Government/ Public Sector undertaking / Large industrial establishment / organizations / companies / institutions shall be given preference and a certificate of performance should be enclosed duly indicating the period of contract and type of payment received.
- 4) The Tenderer should have a minimum turnover of Rs. 20,00,000/- (Rupees Twenty Lakhs) Per Annum on average basis for the last three years. Balance sheets for the last three years, duly certified by Chartered Accountant, to be submitted with the tender document.
- 5) The Tenderer should have valid PAN, GST and CST/VAT Registration as applicable.
- 6) The Tenderer shall deposit **EMD of Rs. 1,30,000/- (Rupees One lakh thirty thousand only)** by way of crossed Demand Draft / Banker's Cheque, drawn in favour of **Manipur Technical University**, payable at Imphal. EMD should be valid for at least 45 days beyond final bid validity period. EMD will not carry any interest and the same will be refunded to the unsuccessful Tenderer within 30 days from the date of tender opening or finalization of the tender whichever is later. Any tender without EMD in Part-A will be summarily rejected.
- 7) Only successful vendor's EMD will be retained as a part of security deposit and is refundable after 06 months of termination of the contract without any interest, after deducting dues if any, to the institute.
- 8) If, two or more tenderers are found quoting L-1, then the Tenderer who is found to have the highest number of years of experience with maximum turnover during the last 03 years will be most preferred by **Manipur Technical University**, Imphal as successful bidder.
- 9) The tenderers quoting mess charge less than Rs. 2300/- PM per student (all inclusive), their tenders shall be rejected forthwith. The tenderers are therefore advised not to quote the minimum mess charge less than Rs. 2300/- per student PM (all inclusive).

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- 10) The tender document is non-transferable.
- 11) Tender should be submitted in two parts, namely, Part A and Part B.
- 12) If the contractor fails to carry out the jobs as per the terms and conditions agreed upon, he is liable for forfeiture of EMD/Security Deposit in additions to penalty.
- 13) The contractor shall be solely responsible either for any injury, damage, accident to any worker by the agency or for any loss or damage to the equipment/property in the areas of work.
- 14) The workers employed by the contractor shall wear uniform and name badge, which is provided by the contractor and the agency, shall be responsible for the discipline of his workers. The workers are not employees of the University and shall not have any claim whatsoever on the University and shall not act detrimental to the interest of the University. Workers shall not form union or carry out trade union activities in the campus.
- 15) The University reserves the right to terminate the contract on 01 months' notice, without assigning any reason. The contractor can also terminate the contract by giving 01 month's notice and clearing all the dues to the University, if he is not willing to continue the contract.
- 16) The performance of the successful bidder will be watched for initial three months. In case, the performance is found un-satisfactory the contract will be terminated forthwith without assigning any reason thereof.
- 17) The University reserves the right to terminate the contract on 1 month notice anytime, if the performance is not found satisfactory.
- 18) If, at any time it is found that the tender was awarded based on any false/ misleading information furnished by the Tenderer, the University reserves the right to terminate the contract immediately.
- 19) The contractor will have no right to ask for any accommodation or space, in the campus, for mess-workers, etc.
- 20) Sub-letting/sub-contracting the work is not permissible under any circumstances.

4. Submission of Tender: _

Part A

- a) Profile of the Tenderer
- b) Tender Document duly signed and stamped
- c) EMD
- d) Self-Evaluation Sheet

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Part B

a) Financial Bid stating the rates

The tender should be submitted under “Two Cover System”, the first cover is termed as Part-A, which shall contain tender documents, profile of the Tenderer, EMD of **Rs. 1,30,000/- (Rupees One lakh thirty thousand only)** and self-evaluation sheet. This cover should be super scribed as Tender for Mess Contract for Boys and Girls Hostel Mess of Manipur Technical University, Imphal, Contract Part-A. The second cover is termed as Part-B, which should be superscripted with Financial bid for Mess Contract for Boys and Girls Hostel Mess of Manipur Technical University, Imphal Contract Part-B. Both covers should be placed in a bigger cover with superscription **Tender for Mess Contract for Boys and Girls Hostel Mess of Manipur Technical University, Imphal** addressed to the **Registrar, Manipur Technical University, Govt. Poly. Campus, Takyelpat, Imphal West-795004** and submitted on or before the last date of tender submission.

- 1) Quotes price should be for the tentative menu provided as **Annexure III**.
- 2) Quoted price should be inclusive of all taxes and duties.
- 3) The quoted price should not be less than Rs.2300/- per month per student (all inclusive).
- 4) The offer should be valid for a period of at least 03 months beyond the date of the tender opening and no condition whatsoever can be attached to the price offered.
- 5) The contract will be for a period of **one year**, which could be extended further, on satisfactory services and on mutual consent of both the parties at the end of one year.
- 6) Institute reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof. In all matters pertaining to this tender, the decision of the Competent Authority shall be final and binding.
- 7) All tenders and covers should bear the name and address of the Tenderer and all the pages of the tender document must bear the seal and signature of the Tenderer.
- 9) The completed tenders should reach to the office of the **Registrar, Manipur Technical University, Govt. Poly. Campus, Takyelpat, Imphal West-795004** as per the schedule mentioned as Annexure – 1.
- 10) The technical bids will be opened as per the schedule mentioned in Annexure – 1 in the Institute in the presence of the tenderers who may wish to be present, either by themselves or through their authorized representatives.
- 11) On the scheduled date, only Part-A i.e., technical bids will be opened on the basis of information provided in Part-A, Financial Bid in Part B submitted by the short listed tenderers, will be opened.
- 12) The Institute may form a committee to inspect the food quality provided by the Tenderer elsewhere. The institute may also ask the Tenderer to provide the items or sample testing before the finalization of the bids.
- 13) The contractor shall fulfill all statutory requirements pertaining to minimum wages and other statutory benefits and proper account of payments including minimum wages being made to the workers of the agency. The contractor shall be solely responsible for any failure to fulfill the statutory obligations and shall indemnify the Institute against all such liabilities, which are likely to arise out of the agency’ failure to fulfill such statutory obligations.
- 14) In case of any conflicting and/or conditional terms and conditions in the tender, the tender shall be summarily rejected.
- 15) The workers employed by the contractor should not have any criminal background; an affidavit to this effect must be attached with the tender by the Tenderer.
- 16) Successful contractor shall execute an agreement on a prescribed format.

5. Terms and Conditions as part of agreement

- 1) **Disputes:-**All disputes that may arise shall be referred to the **Vice Chancellor, Manipur Technical University, Govt. Poly. Campus, Takyelpat, Imphal West-795004**, whose decision shall be final.
- 2) **The duration of the contract:** The duration of this contract is for a period of **one year**, this may be extended further, on mutual consent and subject to satisfactory performance of the contract.
- 3) **Payment Terms:** The payment will be made monthly on satisfactory completion of job contract services and related miscellaneous works mentioned in the scope of work and job specifications and as per actual manpower supplied. In case of shortfall in supply of manpower, the payment will be deducted at the rate of 1.25 times of the applicable wages in addition to the penalty as specified in our tender document under Penalty clause. The bill should be submitted on or before 10 of succeeding month and payment will be made within 20 days after the bills are duly certified by concerned person of the Institute, who will supervise the above work. The contractor has to indicate bank account no. attached with AAdhar card. The proof in the form of copy of challans for payment of statutory taxes to be furnished to the Institute quarterly.
- 4) **Indemnity:** The Institute shall be indemnified for all losses due to commissions and omissions of any person deployed by the contractor. There shall not be any loss or damage caused to the Institute (people and/or property) on account of any employees or staff and the same shall be commissions of contractors. It shall be made very clear that the employees/ staff engaged by the contractor shall not be treated or considered as employees of the Manipur Technical University under any circumstances. The contractor shall defend, indemnify and hold the Institute harmless from any liability or damage, law suits, penalties imposed by any State and Central Government Department or statutory body or by a third party for reasons of violation of any of their statutory provisions or requirements. The Institute shall not be liable for any damage or compensation payable to any worker or to any person as a consequence of his work and the Institute shall be completely indemnified accordingly.
- 5) **Security Deposit:** The contractor shall provide Performance Bank Guarantee as Security Deposit of Rs. 2,00,000/- (Rupees Two Lakhs Only) from the nationalized bank in favour of the **Manipur Technical University**, payable at Imphal before the commencement of the contract.

If the contractor fails to carry out the entrusted job contract services and related miscellaneous works within the stipulated time and as per the scope of work and job specification, Institute reserves the right to impose penalty as specified in the Penalty Clause and has the right of getting the work done through someone else.

The security deposit furnished by the contractor will not carry any interest and will be refunded:-

- i. On completion of job contract service entrusted to the contractor satisfactorily. If the work is not satisfactory he is liable for forfeiture of security amount deposited.
- ii. The security deposit made by the contractor to be released only after producing the proof of compliance and provident fund, minimum wages etc.

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The books of accounts regarding attendance, acquaintance, wage paid, PF accounts etc., are to be maintained properly and produced for inspection to the Institute, whenever asked for and the Institute can take penal action for the non-compliance.

The contractor shall provide the required number of efficient and reliable workers, in the respective categories for all shifts on all the days of week.

The contractor shall be responsible for the discipline of his workers.

The normal working hours of all the mess are from 5.00 am to 09 pm. However, the Institute may call for special services that may be at times beyond these hours on special occasions, without any additional payments.

6. The guidelines for the workers employed by the contractor

- 1) Shall not act in any way detrimental to the interest of the Institute.
- 2) Are not employees of the Institute and shall not have any claim whatsoever on the Institute.
- 3) **Uniform:** All personnel appointed by the contractor shall wear approved uniforms provided by the agency during working hours for proper identification of employees of different agencies.
- 4) How to follow the security instructions as directed by the warden/caretaker.
- 5) They shall not participate in any strike or protest in any form.
- 6) The Contractor workers can take rest in the room provided in the mess during break timings.
- 7) All the contractor workers are required to do their duty maintaining hygienic, cleaning and safety.
- 8) The List of workers profile has to be submitted to the Registrar, Manipur Technical University for approval and should be employed only on the approval by the Competent Authority.
- 9) The workers should not have any criminal background.
- 10) Contractor shall ensure that the behavior of the workers/staff with the students/mess users is decent. Contractor shall be responsible for any miss- behavior and/or abusive language by the workers/staff and necessary action may be taken in any of such occurrence.
- 11) Smoking and consumption of alcohol by any of the mess staff in the Institute premises is strictly prohibited.
- 12) All the required quantity of materials and laborers for Mess Contract and related miscellaneous works will be at the cost of the contractor, he shall furnish the staff position, implements, equipments, tools and plants for this work as proposed to be deployed by him. Whenever any claim for the payment of whether liquidated or not, money arises out of or under this contract against the contractor, the Institute shall be entitled to recover such sum by appropriating part or whole, the security deposit by the contractor. In the event of security deposit money being insufficient, then the balance or the total sum recoverable, shall be deducted from any sum then due or which at any time thereafter may become due to the contract under this or any Security Deposit shall be withheld till such claims of the Institute and finally adjudicated upon and paid by the contractor.

7. Termination of contract in the initial stage

The Institute reserves the right to cancel the award of the contract in case the food items/ meals are not found satisfactory for first 15 days from the date of the commencement of the contract.

8. Penalty Clause

1. Work not done satisfactorily would be recorded and rejected for payment. Reasons for rejection would also be recorded (Cleanliness, sufficient staff, service quality, food quality & quantity, quality of raw material etc. are some of the parameters for evaluation.)
2. Penalty shall be a maximum of Rs. 5,000/- per fault/unsatisfactory work to be decided by Wardens.
3. If a written complaint is received (verified by a minimum of 10 students) on shortage of food, an amount equivalent to 50 student's meals shall be deducted from the payment on three such occasions the contract shall be liable to be terminated.
4. The cost of execution of the work at the risk as well as the penalty shall be recovered in the next bill that falls due and if the amount of recovery exceeds the bill amount, recoveries shall be made from the Security Deposit, which has to be made good within 15 days of the short fall.
5. If the quality of raw materials are not up to the mark in surprise/routine checking by the authority, 10-50% amount of that day will be deducted based on the low grade quantity. If any eatable of expiry date is found, penalty of Rs. 2000/- per incidence shall be imposed and all such material will be seized by the Institute. On three such occurrences the contract will be liable to be terminated.
6. If the food quality is not up to the mark and/or insufficient quantity on inspection, 10-50% amount of that day will be deducted. On three such occurrences, the contract will be liable to be terminated.
7. Periodic feedback will be taken from the students/ mess users. Contractor has to take care of the suggestions/concerns of the mess users and should report the action-taken to the concerned warden.

Annexure I

Technical Bid

Note: Put in Part A

Profile of the Tenderer (Technical Bid)

PART - A

Tender for job contract for boys and girls students mess at Manipur Technical University, Imphal

1. Name of the firm/ Organization:
2. Address:

3. Telephone No./ Mobile No. & Name of the Contract person:

4. Fax No.
5. Email ID:
6. Month and year of establishment:
7. Name of Proprietor/ Partners/ Directors:
8. No. of years of experience in this field, with references and Certificate:

9. Annual Turnover during the last three financial year
(Enclose copies of Audited Financial Statement)

2018-19
2017-18
2016-17

10. PAN No. and Copy of the latest assessment in order
11. Registration No. (Attach Proof)
12. CST /GST No. (Attach Proof), as applicable.
13. Bank Details (Bank Name, No. (attached Aadhar Card),
& Address) (For ECS Payment)
14. Details of EMD

Technical Bid

Note: Put in Part A

Details of Previous Contracts

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	*Nos of Workers employed By the Agency	Remarks
From	To					

Give details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by our officials

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	*Nos. of Workers employed By the Agency	Remarks
From	To					

Place

Date

Signature of the Tenderer

Annexure II

Financial Bid

Note: Put in Part B

PART - B

Financial Bid for boys and girls students mess at Manipur Technical University, Imphal

Rate to be quoted per students per month (morning tea/breakfast/ lunch/ tea & snacks/dinner) as per attached menu.

1. For Boys Hostel

Rs -----per student per month (all inclusive)

2. For Girls Hostel

Rs -----per student per month (all inclusive)

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Self-Evaluation Sheet

Please fill up this “Self-Evaluation Sheet” and indicate the appropriate reference (Page Number) for following items to establish technical eligibility. Failing to fill up this sheet may lead to disqualification.

Keep this sheet on top of all other documents, for easy evaluation.

Sl. No.	Particulars	Mentioned Yes/ No	Mentioned Ref. No./ Page No.
1	Copy of valid licenses/ registration certificates		
2	Affidavit for not convicted by the court of law		
3	Copy of balance sheet for the last three financial years or any authentic document in support of Annual Turnover		
4	Documents in support of experience for last three years		
5	Copy of VAT/CST/GST/Service Tax registration Certificates as applicable		
6	EMD in favor of Manipur Technical University, payable at Imphal		
7	Copy of PAN Card		
8	Technical bid (all pages) signed by tenderer		
9	Financial bid (all pages) signed by tenderer		

(Signature of the Tenderer)
With name and Seal

Place: _____

Date: _____

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(A University established under the Manipur Technical University Act, 2016)

Recognised by UGC under Section 2(f) and Section 22 of UGC Act, 1956

www.mtu.ac.in/www.mtuonline.in

1. Mess Menu for Boys' Hostel, Manipur Technical University:

Day	Breakfast (7.00-8.00am)	Lunch (12.00-1.00 pm)	Evening Tea (5.00-5.30 pm)	Dinner (7.30-8.30 pm)
Monday	Puri + Uti +Banana+ Milk tea	Dal + Kanghou	Ruskit+ Red Tea	Mix Vegetable +Bora+ Saak
Tuesday	Quality Bread+ Egg+ Banana + Milk Tea	Dal + Papad + Ametpa	Biscuit + Red Tea	Chicken+ Eromba+ Champhut
Wednesday	Puri+ Dal+ Halwa+ Milk Tea	Dal + Eromba + Champhut	Samosa +Red Tea	Kangsoi + Kanghou + Ametpa
Thursday	Chow + Banana + Milk Tea	Dal + Kanghou	Biscuit + Red Tea	Egg + Eromba + Champhut
Friday	Khechri + Uti + Banana + Milk Tea	Dal +Papad + Ametpa	Ruskit + Red Tea	Fish (Rohu/ Grass crap etc) +Ametpa + Champut
Saturday	Quality Bread + Egg+ Milk Tea	Dal + Eromba + Champhut	Samosa + Red Tea	Kangsoi + Bora + Saak
Sunday	Paratha + Saak + Kher + Milk Tea	Uti + Eromba + Champhut	Biscuit + Rea Tea	Chicken + Dal

2. Mess Menu for Girls' Hostel, Manipur Technical University:

Day	Breakfast (7.30-8.30am)	Lunch (12.00-1.00 pm)	Evening Tea (5.00-6.00 pm)	Dinner (7.30-8.30 pm)
Monday	Macroni+ Tea +Egg + Banana	Kangshoi +Iromba + Kanghao	Tea + Samosa	Dal + Kanghao + Champhut
Tuesday	Quality Bread+ Tea +Egg+ Banana	Shak + Iromba +Champhut	Tea + Biscuit	Shak + Iromba + Champhut
Wednesday	Chow + Tea+ Egg + Banana	Dal + Iromba + Champhut	Tea + Ruskit	Fish + Iromba + Champhut
Thursday	Halwa + Tea + Egg +Banana	Kangshoi + Iromba + Kanghao	Tea + Samosa	Shak + Kanghao + Champhut
Friday	Chow + Tea + Egg + Banana	Dal + Iromba + Champhut	Tea + Biscuit	Egg + Iromba + Champhut
Saturday	Quality Bread + Tea +Egg + Banana	Kangshoi + Iromba + Kanghao	Tea + Ruskit	Dal + Kanghao + Champhut
Sunday	Puri + Tea + Egg + Banana	Utti+ Iromba + Champhut	Tea + Biscuit	Chicken + Iromba + Champhut