



Jawaharlal Nehru Govt. Engineering College  
Sundernagar, Distt. Mandi (H.P.)-175018  
Phone No. 01907-267199, 267688  
Website: [http:// www.jngec.ac.in](http://www.jngec.ac.in) Email: [jngechp@yahoo.co.in](mailto:jngechp@yahoo.co.in)



**Tender Document for Providing Mess Services in Boys Hostel (300 students capacity) at Jawaharlal Nehru Govt. Engineering College, Sundernagar, Distt. Mandi, H.P.-175018**

1. Date of Sale of Tender : 19<sup>th</sup> June, 2023
2. Last Date and Time for Receipt of Bids : 10<sup>th</sup> July, 2023 upto 05:00 PM
3. Date and Time of opening of Technical Bid : 11<sup>th</sup> July, 2023 at 12.30 PM
4. Date and Time of opening of Financial Bid : 11<sup>th</sup> July, 2023 at 3.00 PM.
5. Place of Opening of Bids : O/O Director-Cum-Principal,  
Jawaharlal Nehru Govt. Engineering College,  
Sundernagar, Distt. Mandi, H.P.(175018)
6. Address for Communication : Director-Cum-Principal,  
Jawaharlal Nehru Govt. Engineering College,  
Sundernagar, Distt. Mandi, H.P.(175018)



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## TENDER NOTICE FOR MESS

Competitive offers are invited from registered Agencies/Companies/Firms/ Organization for providing of Mess Services in Boys Hostel (300 students capacity) at Jawaharlal Nehru Govt. Engineering College, Sundernagar, Distt. Mandi (H.P)-175018 on the prescribed Performa containing detailed terms and conditions available on the website i.e. [www.jngec.ac.in](http://www.jngec.ac.in) of the Institute.

The tendering document may be downloaded from the institute website or can be obtained from the Office of Director-cum-Principal, Jawaharlal Nehru Govt. Engineering College, Sundernagar, Distt. Mandi (H.P)-175018, during office hours namely, from 10.00 hrs to 17.00 hrs, on all working days on the submission of a written application to the above office and upon payment of a non-refundable fee of Rs. 500/- in the form of a demand draft from any nationalized bank in favour of Director-cum-Principal, Jawaharlal Nehru Govt. Engineering College, Sundernagar, Distt. Mandi (H.P)-175018 payable at Sundernagar. The firms who have downloaded tender document from this institution website through internet are also required to submit a Non refundable demand draft of Rs. 500/- in favour of Director-cum-Principal, Jawaharlal Nehru Govt. Engineering College, Sundernagar, Distt. Mandi (H.P)-175018 payable at Sundernagar.

All tenders/bids accompanied by requisite documents must reach this Institution on or before **10<sup>th</sup> July, 2023 upto 5:00 PM**, failing which tender / bid will not be considered. The technical bids will be opened **on 11<sup>th</sup> July, 2023 at 12:30 PM**. The financial bids of the qualified tenders will be opened **on 11<sup>th</sup> July, 2023 at 03:00 PM**. Bidders are required to remain present at the time of opening of the bids.

### **Scope of Work:**

The caterer is expected to provide the following services:

- (a) Cooking and serving meals (breakfast, lunch, evening snacks and dinner) to student residing in boy's hostel.
- (b) To serve regular meals within institute premises as and when required beyond mess service. Caterer needs to provide breakfast, lunch, evening snacks, and dinner to Institute guests as and when required.

(c) The other important services, which the caterer shall have to provide from the first day of service contract are outlined below:

(i) Cleaning of utensils, kitchen and serving items before and after each meal. Cleaning of cooking, dining, washing and auxiliary areas including furniture and other equipment in the mess premises after each meal. Security of the equipment, utensils and other items in the mess. Regular cleaning of all things in the mess like Fans, Chimneys, etc.

(ii) Maintenance of the equipment in the kitchen and dining area (including dustbin, sink, TV and water cooler, etc.). Maintenance of books, ledgers, suggestion book, other records and documents related to running the mess and as asked for by the Mess Committee.

(iii) Deployment and supervision of required manpower for the above- mentioned tasks.

(iv) Recovery of mess dues from students based on taking actual meals in the mess.

Director-cum-Principal  
Jawaharlal Nehru Govt. Engineering College,  
Sundernagar, Distt. Mandi (H.P.)

## **TERMS & CONDITIONS**

1. The contract will be awarded for a period of one year at the first instance. The contract may be extended for one more year and maximum up to 03 (Three) years based on satisfactory performance certified by Mess Committee duly constituted by competent authority.
2. Although, initially the contract will be awarded for a period of one year. However in case of unsatisfactory service or misbehavior by the contractor or his employees it may be terminated at any time by the Director-cum-Principal after giving one month notice.
3. Applicant must have minimum 3 years experience of running such hostel mess in Govt. or other reputed educational institutes having not less than 225 persons on its dining strength (not in earlier than five years) and must enclose latest certificate in this regard. The contractor/firm should have valid PAN and he should be FSSAI registered. Moreover contractor/firm shall ensure that its employees are covered under ESI/EPF/ Labour act etc.
4. Sale or use of Tobacco products, Alcoholic products and other intoxicants are strictly prohibited. Playing cards and smoking is prohibited in the institute premises. The contractor and his employees shall have to observe all the by-laws/rules of JNGEC authority fixed from time to time.
5. The contractor shall not be entitled to allow any other person to occupy the mess or to use any part thereof. The contractor shall not admit any person into partnership or become partner or to let or sub-let the mess. The caterer / his servant(s)/ his nominee will not be permitted to stay overnight in the hostel premises. The premises of the mess will be used for the purpose for which the allotment will be made and not for any other purpose without the written permission of the competent authority.
6. The contractor shall provide adequate number of mess servants (not below the age of 18 years) in the ratio of 1:25 students having at least 08 mess attendants, 03 cook and 01 supervisor, all should be clean, neatly dressed, medically & physically fit as well civil, sober and honest in their dealings with the students, staff and others. The contractor will be responsible for the conduct and behavior of the servants under his employment. However the contractor should provide the necessary detail of all its employees (permanent, temporary, casual) to the institute. All the employees should be police verified. No person with any offensive police record shall be employed to work in the Hostel/Institute Mess. Medical fitness certificate of the entire employee (on semester basis) have to be submitted to this institute. The Contractor will engage his labour to execute the work, satisfactory as allotted. Such persons engaged by the Contractor shall be his employees for all intents and purpose.
7. The contractor shall provide the services in professional and efficient manner. The contractor shall display the menu at appropriate place in the mess. If any item is not served as per the menu, a suitable penalty will be imposed by the competent authority. **He himself shall be responsible for the recovery of mess dues from students based on taking actual meals in the mess.**
8. The special light food (like: Khichadi, dalia and hot water) should be served for sick students on request in advance.
9. The sanitation of kitchen, mess service area and toilets shall be sole responsibility of the contractor at his own cost. The items served by the contractor shall-be of a good quality. All the items stored or served shall be properly kept to prevent contamination by flies and dust.
10. The Institute Hostel/Mess Committee will ensure maintenance of proper hygienic conditions and quality of the food served by the contractor. In case the contractor fails to maintain proper hygiene and quality in food, then a suitable penalty may be imposed as deemed necessary by the competent authority. For providing inferior quality of services continuously, Institute reserves the right to cancel the contract. In this eventuality, the security deposit will be forfeited and the tenderer is liable to be blacklisted upto five years. If Tender gets cancelled, then vendor has to continue mess service till arrangement of new contactor.

11. To keep record of inspections and suggestions, the mess contractor shall maintain inspection and suggestion books separately. The same should be brought to the notice of Institute Hostel/ Mess Committee at the end of every month.
12. The Contractor shall be responsible for depositing of mess rent with the cashier of this institute on or before 10<sup>th</sup> of every month @ of Rs. 32134/- per month failing which penalty @Rs. 500/- per day will be charged. The contractor will set energy meter installed himself and will pay himself the electricity charges.
13. The tender shall be evaluated on the basis of rates quoted per day. In case lowest bidder is not found suitable or disqualified, the tender can be awarded to the next higher bidder. The decision of the competent authority in all the matters shall be final.
14. Genuineness of rates quoted will be decided by the evaluation committee. The committee as constituted will have full power to discard any offer where rates quoted are not genuine. The decision of the committee in this regard will be full and final and binding on all bidders. If required the evaluation committee can act as negotiation committee for the purpose of award of contract.
15. Bidders are advised to inspect the available premises/resources before quoting the rates on any working day.
16. The Institute would be providing only requisite furniture on free of cost for running mess only.
17. All the equipments will be handed over to the contractor in good and working conditions at the stage of the contract. The contractor shall be responsible for ensuring safety and maintenance of all the equipment/ fixtures installed / provided by the institute, during the entire period of the contract. The contractor will hand over the equipments etc. to the Institute in good and working conditions (except normal wear and tear) at the end of the contract period, or if the contract is terminated prior thereto, on such termination, failing which the Institute will be at liberty to recover the cost for all the damage caused to the equipments etc. from the contractor's bills or the security deposit or in any other manner. The contractor shall take adequate fire pre-cautions.
18. The contractor will make his own arrangement for utensils, cooking gas, crockery, cutlery, glasses and other kitchen equipment. Disposable good quality paper made items for tea etc. shall be allowed, however contractor cannot use any plastic material. Beside this, all utensils like plates, spoons, glasses etc. to be used for serving students will be provided by the contractor.
19. The tenderer will provide two sets of proper uniform to his employees at his cost. The uniform shall be prescribed by the Institute so as to have harmony with other staff of the unit.
20. The contractor should comply with the Minimum Wages Act, Workmen's Compensation Act and Child Labour Act. The Institute shall not be liable in case any dispute takes place between the caterer and his employees.
21. The Contractor must have valid EPF Code No. /ESI Code No./Service Tax Code No., if applicable, throughout the period of contract. He will be responsible to deposit EPF, ESI, Service Tax, etc. with the respective departments in respect of the persons employed by him. The Institute will not be responsible for any liability on this account, whatsoever. The Contractor shall ensure regular health checkup of his persons.
22. If at any stage the involvement of the caterer in any uncalled-for activity is found, inside or outside the premises of the Institute, which may bring disrepute to the Institute, the contract is liable to be terminated by the competent authority without giving any prior notice to the caterer.
23. All items will be cooked in the kitchen of the hostel. No cooked item, except some snacks identified beforehand, will be brought from outside.
24. The Institute may ask the caterer to serve regular meals within its premises as and when required beyond mess service. Caterer needs to provide breakfast, lunch, evening snacks, and dinner to Institute guests as and when required.
25. The caterer would provide breakfast, lunch, evening tea with snacks and dinner. Each of these will have

certain items mandatory for the caterer to provide as a part of the basic menu. Besides these, certain other items (add-ons) will be available on extra messing. The mess menu along with mandatory items is listed in the detailed in Annexure-I.

26. The tender must be accompanied by earnest money of Rs. 50,000/- (Fifty Thousand Only) in the form of DD/FDR from any Nationalized Bank drawn in favour of Director-cum Principal, Jawaharlal Nehru Government Engineering College Sundernagar, Mandi, H.P-175018. The amount of earnest money shall not be accepted through cheque or cash. The DD/FDR of EMD shall be placed in sealed envelope of Part A: Technical Bid. The earnest money of the tenders(s) will be refunded without interest within 02 weeks after the award of the mess contract.
27. Conditional/telegraphic tender received through fax, e-mail or tenders without earnest money and submitted not on the prescribed form shall not be entertained.
28. The tenderer should submit copies of all documents duly signed in three sealed envelopes as per requirement of this document as under: -
  - i) First sealed envelope should be super-scribed as "Part A: Technical Bid".
  - ii) Second sealed envelope should be super-scribed as "Part B: Financial Bid".
  - iii) Third (Main/Outer) sealed envelope wherein the First and Second sealed envelopes containing "Technical Bid" and "Financial Bid" should be inserted, must be superscribed as "TENDER FOR BOYS HOSTEL MESS IN JAWAHARLAL NEHRU GOVERNMENT ENGINEERING COLLEGE SUNDERNAGAR, MANDI (H.P.)"
29. The decision of short listing of technical bid by Director-cum-Principal will be final and binding on all. The Financial Bid of only those technically short listed tenderers based upon the assessment made of credentials etc. will be opened.
- 30. 'Terms and Conditions' as well as copies of all documents related to Technical/Financial bids should be duly signed and stamped by the bidder. Corrections/overwriting, if any, should be authenticated under the signature of the tenderer.**
31. The Service Tax, applicable, should be indicated clearly in the tender form as "Service Tax Extra" alongwith the percentage of Service Tax as applicable failing which it will be treated that the rates quoted by the tenderer are inclusive of service tax. After this no representation/request regarding payment of service tax shall be entertained. Service Tax will be paid to the tenderer provided the service tax registration No. Service Tax Code and Accounting Code is mentioned on the bill/invoice and all relevant formalities including furnishing of forms, if any, are fulfilled by the tenderer. Similarly, the Institute will also not entertain any request for the increase of rates on account of natural calamity, other levies or any other reasons, whatsoever, during the period of contract.
32. The bidder should enclose the copies of filled ITR of last 03 years.
33. The successful bidder to whom the contract has been offered, if he/she does not respond in stipulated period, the offer shall stand cancelled. EMD deposited by such contractor/bidder shall be forfeited and the work will be awarded to the second highest bidder.
34. The successful bidder to whom the contract has been offered shall be required to deposit an amount of Rs. 2,00,000/- (Two Lakh Only) as performance security valid for 01 year duly pledged in favor of Director-Cum-Principal, Jawaharlal Nehru Government Engineering College Sundernagar, Mandi, H.P-175018, in the form of fixed deposit receipt (FDR) issued by any nationalized bank immediately after the completion of tender process/award of work, which will be refunded on expiry of the contract after getting NOC from Director-Cum-Principal, Jawaharlal Nehru Government Engineering College Sundernagar, Mandi, H.P-175018. The suitable deductions will be made out of the security amount, if any goods/ equipments are found to be damaged by contractor.
35. Minimum five (05) days mess off in a sequence can be given to the students, excluding vacations, if mess supervisor is informed one (01) day prior by the students. No mess off for period less than 5 days will be allowed. Students are also allowed to take mess off during vacations as notified by the Institute

affiliating university. The contractor shall not have a right to close the mess during holidays or vacation, pandemic period without prior permission of competent authority as the mess facility may be required during these days.

36. The Director-cum-Principal reserves the rights to accept or reject any or all the tenders without assigning any reason whatsoever. The Director-Cum-Principal reserves the right to modify, impose or relax any clause in the terms and conditions.
37. Any dispute is subject to the jurisdiction of Himachal Pradesh only.
38. The aforementioned terms & conditions shall be binding and operative between the tenderer (contractor) and the Institute.
39. The successful bidder shall furnish the required performance security and execute an agreement on a non-judicial stamp paper of Rs.100/- to be purchased by him (embodying the Terms & Conditions of the Tender) within 15 days from the date of acceptance of the agreement.

**JAWAHARLAL NEHRU GOVERNMENT ENGINEERING COLLEGE SUNDERNAGAR, DISTT.  
MANDI (H.P)**

**MENU FOR BOYS HOSTEL MESS (ANNEXURE-I)**

Meal	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Breakfast</b>	POHA+ SWEET DALIYA + 2 BANANAS/ 2 EGGS	POORI+ ALOO SABZI+ SEASONAL FRUIT	MOOLI/ ALOO/ GOBHI PARANTHA + CURD	MIXED PARANTH A + CURD	CHOCOS CORN FLAKES/ BREAD + 2 BANANAS / 2 EGGS	MASALA DOSHA+ SAMBHAR+ COCONUT CHUTNEY	POORI+ BLACK CHANNA + 2 BANANAS / 2 EGGS
<b>Lunch</b>	PANEER BHURJI+ CHANA DAL	CHOLE BHATURE+ BOONDI RAITA	DAL MAKHANI + FRIED BAINGAN	BLACK CHANA + ALOO MATAR	CURRY PAKODA + MIX VEG	VEG. KOFTA + ARHAR DAL	RAJMAH + BOONDI RAITA
<b>Snacks</b>	VEG. PAKODA (50 gm)	BREAD- SANDWICH (01 No.)	NOODLES (100g)	BREAD- PAKODA (01 No.)	PATTIES (01 No.)	SAMOSHA (01 No.)	ALOO KACHORI (01 No.)
<b>Dinner</b>	ALOO CAPSICUM + BLACK MASOOR DAL+ SEWAI KHEER	ALOO NUTRI +YELLOW MOONG DAL+ HALWA	KADHAI PANEER+ TOOR DAL+ BESAN BARFI (01 No.)	MANCHU RIAN+ SOYA DAL+ FRIED RICE + SEWAI KHEER	MIX VEG + WHITE URAD DAL + FRUIT CUSTARD	SEASONAL VEG (BHINDI MASALA/ ALOO MATAR)+ DAL MAKHANI + GULAB JAMUN (01 No.)	MATAR PANEER + MOONG DAL + HALWA
<b>Compulsory Items (along with aforesaid items)</b>							
<b>Breakfast</b>	MILK (200 ml)/ TEA (150 ml)	BUTTER	JAM	COFFEE POWDER			
<b>Lunch</b>	ROTI (EXCEPT TUESDAY)	RICE	PICKLE	SEASONAL GREEN SALAD			
<b>Snacks</b>	TEA (150 ml)	TOMATO SAUCE	CHUTNEY				
<b>Dinner</b>	ROTI	RICE (EXCEPT THURSDAY)	PICKLE	SEASONAL GREEN SALAD			

Branded items (as given below) should always be used. A suitable monetary penalty will be levied if the specified brand is not used.

1. Butter - Amul /Mother Dairy/ Verka/Britannia/ Gowardhan.
2. Jam – Kissan/ Nature land Organics/Bhuira
3. Ketchup - Kissan/Maggi/ Heinz
4. Masala – MDH/ Everest/BMC/ Zoff/ Badshah/ Catch.
5. Rice - Only basmati rice of a branded/registered company or as approved by the Institute Hostel/Mess

Committee (The basmati rice should not be of the size less than half grain).

6. Atta - As approved by the Institute Hostel/Mess Committee.
7. Besan - As approved by the Institute Hostel/Mess Committee.
8. Oil - Fortune/ Saffola/ Neutralla: Refined Sunflower/Soybean Oil.
9. Tea – Taj Mahal/Tata Tea/ Brooke Bond Red Label/ Waghbakri/Pataka
10. Coffee - Nescafe, Bru, Tata, or approved by Institute Hostel/Mess Committee
11. Pickles - MTR or a brand approved by the Institute Hostel/Mess Committee.
12. Desi Ghee- Amul/ Nestle/ Patanjali/ Aashirvaad Svasti/ Mother Dairy/ Gowardhan
13. Salt- Tata, Captain Cook, or Annapurna
14. Milk - Lactometer reading for cow's milk should range from 24-30 and for buffalo's milk the lactometer reading should be between 26-32. The Institution reserves right to check milk quality randomly and impose fines if the lactometer reading isn't in the specified range.

**Note:**

1. Use of ajinomoto is strictly prohibited and using it will be considered as adulteration.
2. Quantity of Milk & Tea served should not be less than 200 ml and 150 ml respectively.
3. Minor Comparable/Equivalent changes in the menu may be carried out after consultation with the messcommittee/ students and nothing extra will be charged for that.

**Tentative Mess Timings:**

The following timings will be followed:

**Breakfast:** 7.00 am to 9.00 am on weekdays (Monday to Saturday).

7.30 am to 10.00 am on Sunday and Institute Holidays.

**Lunch:** 12.00 pm to 2.00 pm

**Snacks:** 4.30 PM to 5.30 PM

**Dinner:** 7.30 pm to 09.30 pm

**Note:** The above schedule is subject to change by order of Institute Hostel/Mess Committee.

**Part A: Technical Bid for Boys Hostel Mess  
(on letter head of applicant/firm)**

1. NAME OF APPLICANT (BLOCK LETTER): \_\_\_\_\_
2. FATHER'S NAME: \_\_\_\_\_
3. ADDRESS FOR CORRESPONDENCE:  
\_\_\_\_\_  
\_\_\_\_\_
4. CONTACT NO.: \_\_\_\_\_
5. E-MAIL ID: \_\_\_\_\_
6. EMD AMOUNT AND DETAIL: \_\_\_\_\_
7. AADHAR NO.: \_\_\_\_\_
8. PAN: \_\_\_\_\_
9. GST REGISTRATION NO. \_\_\_\_\_
10. FSSAI REGISTRATION NO.: \_\_\_\_\_
11. EPF CODE NO. OF THE FIRM: \_\_\_\_\_
12. ESIC CODE NO. OF THE FIRM: \_\_\_\_\_
13. DETAIL OF DD TOWARDS COST OF TENDER DOCUMENT: \_\_\_\_\_
14. NO. OF OVERALL EMPLOYEES AVAILABLE WITH THE TENDERER (AS ON DATE OF  
TECHNICAL BID OPENING OF TENDER): \_\_\_\_\_

Date: \_\_\_\_\_

Name, signature and stamp of bidder

**CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID**

<b>S. No.</b>	<b>Particulars of Documents</b>	<b>Whether attached 'Yes' or 'No'</b>	<b>Remarks (if any)</b>
<b>1.</b>	EMD of Rs. _____		
<b>2.</b>	Aadhar card.		
<b>3.</b>	PAN card		
<b>4.</b>	GST Registration no.		
<b>5.</b>	EPF code		
<b>6.</b>	ESIC code		
<b>7.</b>	FSSAI registration certificate		
<b>8.</b>	Registration with labor department (if applicable)		
<b>9.</b>	Experience certificate(s)		
<b>10.</b>	Duly signed copy of tender document (Terms and Conditions)		
<b>11.</b>	DD of Rs. 500/- (Tender Cost)		
<b>12.</b>	ITR filed copy of last 03 years		

I certify that the information furnished above is true to the best of my knowledge. I have carefully read, understood and accept all the terms and conditions mentioned in the tender document.

Date: \_\_\_\_\_

Name, signature and stamp of bidder

**Part B: Financial Bid for Boys Hostel Mess**  
**(on letter head of firm/bidder/company)**

1. NAME OF APPLICANT (BLOCK LETTER): \_\_\_\_\_

2. FATHER'S NAME: \_\_\_\_\_

3. ADDRESS FOR CORRESPONDENCE:

\_\_\_\_\_  
\_\_\_\_\_

4. PERMANENT ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

5. RATES QUOTED PER DAY AS PER THE ATTACHED MENU (IN FIGURES)

\_\_\_\_\_RS./DAY\* (IN WORDS)\_\_\_\_\_

BIFURCATION/DETAILS OF OVERALL ONE DAY QUOTED AMOUNT WILL BE:

S. NO.	PARTICULARS	AMOUNT (RS.) PER DAY (IN FIGURES)	AMOUNT (RS.) PER DAY (IN WORDS)
1.	BREAKFAST		
2.	LUNCH		
3.	SNACKS		
4.	DINNER		
TOTAL (IN RS.) FOR ONE DAY			

NOTE: The bid will be awarded on the basis of overall amount of one day. The rates must be mentioned in figures as well as in words. In case of any discrepancy, rates quoted in words will be treated as final. No overwriting /cutting is allowed.

I certify that the information furnished above is true to the best of my knowledge. I have carefully read, understood and accept all the terms and conditions mentioned in the tender document.

DATE:

SIG. & STAMP OF BIDDER  
NAME

PLACE:

ADDRESS