

## **Information regarding Mess Tender – 2024-25**

### **List of Documents:**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Page No.</b>
1.	Tender Notice	2
2.	Detailed Notice Tender Document (1 page)	3
3.	Tender Form (2 pages)	4
4.	Financial Bid (1 page)	6
5.	Terms & Conditions (Eligibility Criteria) (1-page) containing the list of documents to be attached with Tender Form	7
6.	Financial Terms & Conditions (1-pages)	8
7.	General Terms & conditions (on a judicial stamp paper of Rs.100) (2-pages)	9
8.	Menu	11

**SHRI KRISHNA AYUSH UNIVERSITY, KURUKSHETRA**  
(Established by the State Legislature Act-25 of 2016)

**TENDER/BID NOTICE**

Sealed tenders/bids are invited from the experienced and financially sound Mess Contractors/Agencies having GST & Service Tax No. and at least 2 years' experience of running mess of a hostel having capacity of at least 150 residents in a State University/Central University/Deemed University/Govt. Institute/Govt. Department, for allotment of mess work of providing 3 meals per day to the residents of Boys' & Girls' Hostel Institute for Ayurved Studies & Research, SKAU, Kurukshetra for one year (for approximate 200 students)

Tender/Bid Form along with Financial and General Terms & Conditions (Undertaking) and Menu etc. can be had from the office of the undersigned or may be downloaded from the University website <https://skau.ac.in/>. Tender/Bid Form will be accepted upto 01 July 2024 till 10:00 AM in the O/o Registrar, Shri Krishna AYUSH University Kurukshetra and the same will be opened on 01 July, 2024 at 11:00 AM in the office of Principal IAS & R, SKAU, Kurukshetra. Tender/Bid Form duly filled in must accompany EMD (Earnest Money Deposit) of Rs.50,000/- (Rupees Fifty Thousand only) and cost of Tender/Bid Form (non-refundable) of Rs.100/- (Rupees One Hundred only), in the shape of Bank Drafts favoring '**Registrar Shri Krishna AYUSH University Kurukshetra**'. Tender/Bid Form without earnest money, cost of tender/bid form, incomplete or conditional tender/bid and received after due date will not be considered and summarily rejected. University reserves the rights to accept or reject any tender/bid without assigning any reason. The University has the right to alter/delete/add any terms & conditions at any time during the tenure of contract. The Tenders can be rejected without assigning any reason. Tender(s) will be accepted by Speed Post/Registered Post/By Hand/Through Courier. The University/office will not be responsible for any postal delay.

REGISTRAR  
SHRI KRISHNA AYUSH UNIVERSITY KURUKSHETRA

## **DETAILED NOTICE/TENDER DOCUMENT**

Tenders/Bids are invited for allotment of contract of Hostels Messes in single stage two cover systems and request for Technical Bid/Financial Bid:

Sr. No.	Name of services	EMD to be deposited by Bidder	Tender Document fee & services fee	Opening Date & Time of Bid/Tender
1.	Contract of Hostels Messes	Rupees Fifty thousand only (through Demand Draft)  Deposited along with tender form positively	Rs.100/- (non-refundable/adjustable)	.....at <b>11:00 AM</b>

That in case of holiday on the date of opening of the tenders, the tenders shall be opened on the next working day.

Under this process, the Technical Bid application as well as Price/Financial Bid shall be invited at single stage under two covers i.e. Technical & Commercial Envelope. Eligibility and qualification of the applicant will be first examined on the basis of the details submitted under first cover (Technical Bid) with respect to eligibility and qualification/criteria prescribed in this Tender/Bid document. The price Bid under the second cover shall be opened of only those Applicants whose Technical Bids are found as per the requirements of the tender document.

## **TENDER FORM**

(To be submitted upto 01.07.2024 till 10:00 AM in the Office of Registrar, SKAU,  
Kuruksehtra)

Please paste here  
Tenderer's recent  
passport size  
photograph.

**Nature of Service**

**Providing Mess work for three meals per day  
to the residents of University Hostel**

1. Name of Tenderer/Bidder : \_\_\_\_\_

2. Age (attach age proof) : \_\_\_\_\_

3. Complete Address (attach address proof) : \_\_\_\_\_

4. Telephone/Mobile No. : \_\_\_\_\_

5. Period of contract : 2024-25 (01 year)

6. Registration No. of Individual/ Firm/ Company (Annexure-I) : \_\_\_\_\_

7. GST No. (copy enclosed) (Annexure-I) : Yes/No

8. PAN (copy enclosed) (Annexure-II) : Yes/No

9. FSSAI Certificate (copy attached) (Annexure-III) : Yes/No

10. Service Tax No. (copy attached) (Annexure-IV) : Yes/No

11. Income Tax Return of last two years (copy attached) (Annexure-V) : Yes/No

12. Experience-cum-Character Certificate (attach proof) (Annexure-VI) : Yes/No

13. Self-declaration Affidavit regarding black listing (Annexure-VII). : Yes/No

14. Earnest Money : Rs.50,000/-

D.D. No. \_\_\_\_\_ date \_\_\_\_\_  
(payable at Kurukshetra in favour of Registrar Shri  
Krishna AYUSH University Kuruksehtra)  
Name of the bank \_\_\_\_\_

Encls: As above.

**Signature of Tenderer/Bidder**  
**P.T.O.**

**Undertaking:**

I have gone through the terms & conditions and the menu supplied along with Tender/Bid Form which I have fully understood. I do hereby undertake to abide by all the terms & conditions including instructions to be issued by the hostel authorities, Shri Krishna AYUSH University Kurukshetra, Kurukshetra from time to time for due discharge of undertaking. I have not been black listed/debarred for doing the said business by any institution nor there is litigation with any institution with regard to running the mess.

Place :

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

**Signature of Tenderer/Bidder**

**Witness/Referees:**

**Mr./Ms. \_\_\_\_\_ is known to me for the last \_\_\_\_\_ years.**

1. \_\_\_\_\_

\_\_\_\_\_

**Signature**

2. \_\_\_\_\_

\_\_\_\_\_

**Signature**

TO BE SENT IN A SEPARATE ENVELOPE

**FINANCIAL BID**

**BID DOCUMENT FOR MESS SERVICES FOR UNIVERSITY HOSTELS SHRI  
KRISHNA AYUSH UNIVERSITY, KURUKSHETRA  
Rate of Meal**

**RATE OF THREE MEALS PER DAY (BREAKFAST, LUNCH & DINNER TAKEN  
TOGETHER AS PER MENU PRESCRIBED IN THE TENDER DOCUMENT)**

Item No.	MEAL	(Rate in Rupees excluding GST)	
		Figure	Words
1.	Breakfast, Lunch & Dinner (as per menu) Boys Hostel		
2.	Breakfast, Lunch & Dinner (as per menu) Girls Hostel		

**Signature of bidder with seal**

**Terms & Conditions (Eligibility Criteria):**

1. The Tenderer/Bidder must have atleast 2 years experience in running mess in a State University/Central University/Deemed University/Govt. Institute/Govt. Department. Attach copy of experience (Annexure-VI).
2. The Tenderer/Bidder shall produce a Character Certificate from the concerned authority that he/she bears a good moral character (Annexure-VI).
3. A Self declaration Affidavit the fact that:
  - i) The Tenderer/Bidder has not been blacklisted/debarred by any State University/ Govt. Institute for running hostel mess in such institution (Annexure-VII).
4. Identity Proof of Tenderer/Bidder (Aadhar Card/Ration Card/Driving License).
5. The Tenderer/Bidder must submit the following documents with the Tender Form:
  - 1) Regn. No. of Individual/Firm/Company as the case may be. (Annexure-I)
  - 2) GST No. (Annexure-I)
  - 3) PAN No. (Annexure-II)
  - 4) Valid Food License (FSSAI) (Annexure-III)
  - 5) Service Tax No. (Annexure-IV)
  - 6) Income tax return of last two years (Annexure-V)
  - 7) Affidavit (Experience) (Annexure-VI)
  - 8) Affidavit (Black Listed) (Annexure-VII)

## **Financial Terms and Conditions:**

### **SECURITY**

1. The successful Contractor shall have to make following payments:

**Earnest Money:- Rs. 50,000/-** (Rupees Five Thousand only) in the shape of Bank Draft in favour of Registrar, Shri Krishna AYUSH University, Kurukshetra payable at Kurukshetra which is to be given along with tender form.

2. Electricity, Water Supply, space will be provided by the University.
3. Stove, Refrigerator, Utensils etc. for cooking and serving the food shall be arranged by the Service Provider without additional cost.
4. The Committee has the right to reject or to accept the bid of any tenderer on the basis of past performance or financial strength or experience upto the satisfaction of the Committee. The committee has also the right to allot any mess contract other than for which the tenderer has applied. The Committee has the right to decide a uniform diet rate for all girls' hostels and a uniform diet rate for all boys' hostels at the time of negotiation or as decided by the Committee without compromising with food quality. The allotted party shall be liable to supply food as per prescribed menu and subject to fulfilment of other terms & conditions.

***To be executed on the judicial paper worth Rs.100/- (within 30 days after allotment of Mess Contract)***

**SHRI KRISHNA AYUSH UNIVERSITY, KURUKSHETRA**  
**GENERAL TERMS & CONDITIONS/UNDERTAKING**

1. That the mess entrusted to me by the University/Hostel authorities will be utilized for doing the business of serving meals three times a day to the hostel residents and it would be kept by me in perfect hygienic and sanitary conditions and in order. The mess premises shall be handed over back to the University/hostel authorities after the termination of contract period i.e. one year from the date of award of contract, in the same condition with all the fittings and fixtures, furniture etc. as were provided by the University/Hostel or to be provided in due course during the contract period.
2. That the service staff would be employed by the service provider.
3. That the mess workers/service staff would be kept neat and clean with properly washed dress/uniform.
4. That I will not entertain my guests in the hostel.
5. That I shall charge the rate of per diet/per day @ **Rs**        + **GST** which will include Breakfast, Lunch and Dinner as agreed upon with the hostel authorities together with Menu of Breakfast, Lunch and the Dinner. The GST will be charged extra as applicable.
6. I shall deposit the GST monthly. In case of any delay I shall be personally responsible.
7. That I shall deposit Security of Rs. **50,000/-** (adjusted in EMD) which will be refundable to me after the termination of contract period. The security shall bear no interest in any form. The approved menu shall be prominently displayed on the Notice Board inside the mess hall by me.
8. That I undertake to render satisfactory service to the hostel residents. University/Hostel authorities shall have the right to exercise check in any form at any time.
9. That in case of any default, complaint or deterioration of required quality or if otherwise observed, I shall be responsible for any penalty levied by the University/Hostel Authorities and shall deposit the penalty within a week from the date of issue of such orders.
10. That in case of any loss or damage to the residents of the hostel due to my negligence or on the part of my employees, I shall be responsible to make good the loss to the residents. In the event of dispute about the extent of compensation payable to the residents for the loss/damage done by me or any one of my employee, the matter shall be decided by the Chief Warden/University authorities whose decision shall be final and binding upon me.
11. That all hostel property inside the Mess Hall shall be my responsibility. I will take care of all the items of the hostel in the Mess & Dining Hall and chairs & tables, water cooler, issued to me by the hostel office.
12. To avoid any dispute regarding the mess bill, I shall maintain a mess register and allow the students to SIGN on a regular basis regarding mess on & off and shall be countersigned by me in the presence of the hostel residents on daily basis.
13. That the approved menu and diet charges shall be prominently displayed on the Notice Board inside the Mess Hall by me.
14. That I shall take the responsibility of collection of Diet charges from the residents.
15. That I will not charge from resident during summer vacation (approx 01 month) and winter break (approx 15 days). That I will not permitted any other commercial activity.
16. That no outsider i.e. non-resident of the hostel(s) shall be allowed to take food without prior consent/permission of the Warden/Chief Warden.

17. That **no room service will be provided** to the hostel residents except on valid medical grounds, after the approval of the Chief Warden. In case of violation of this rule, **a fine of Rs.100/- each** will be imposed on me as well as residents.
18. That I shall not transfer or sublet the mess in full or part thereof. I undertake to run the Mess myself.
19. That I will use only branded and good quality of raw-material for preparation of meals i.e. wheatflour, pulses, spices, refined oil, Jam, Bread and Milk/dairy products etc. There will be no compromise with the quality of food.
20. That the University/Hostel Authorities shall have the right to cancel the contract of running the mess of\_at any time without assigning any reason.
21. That the University/Hostel Authorities will have the right to delete/add any clause of this licensedeed.
22. That I have fully studied and understood the above terms and conditions and undertake to abide by all these terms and conditions fully.
23. That I shall be solely responsible for any incident of food poisoning etc.
24. That I shall agree, if I terminate the contract before the expiry of period without serving a notice of three months in advance, the University/Hostel Authorities is free to forfeit my EMD.
25. That I shall cooperate with the Hostel Authorities regarding garbage disposal of the mess and follow their instructions to ensure proper disposal.
26. That I shall be bound to submit an affidavit of my staff along with their address proof taking fullresponsibility of my staff.
27. No unauthorized person shall enter in the mess of hostel without written permission of the ChiefWarden/University authorities.
28. I assure that I shall not employ any **child laborer in the mess** whose age is less than 14 years otherwise legal action may be taken against me according to the Law of Land.
29. Smoking and consumption of alcohol/intoxicants in the hostel premises is strictly prohibited.
30. In case of any dispute arises in this respect, the Registrar, SKAU, KKR shall be the sole arbitrator and his/her decision shall be final and binding on both the parties.
31. Breach of terms of the contract or unsatisfactory service may lead to imposition of fine/ issue of warning and/or termination of contract.
32. All disputes concerning in any way with this work are subject to SKAU, KKR jurisdiction only.
33. The mess hall and kitchen will be kept neat and clean all the time.

**Dated :**

**Signature of the applicant**

**Surety No.1**

**With full permanent Address**

**Surety No.2**

**With full permanent Address**

## MESS MENU (BOYS HOSTEL/GIRL HOSTEL)

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Break Fast 08:30 am- 09:30 am	आलु पराठा + दही + चाय	गोभी or seasonal filling + दही + चाय (पराठे)	Sandwich	दाल पराठे +चाय+दही	Simple पराठे + आलू सूखी सब्जी + चाय	पनीर पराठे + चाय + दही	Poha X3, SandwichX3 + चाय
Lunch 01:00PM- 02:00 PM	राजमा + बुंदी रायता + चावल + रोटी+ सलाद	दाल (मूंग) + रायता खीरे+ रोटी + चावल + सलाद	कोफते+ रायता+ रोटी+चावल +सलाद	कढी + जीरा आलू/ प्याज टमाटर+रोटी+ चावल+सलाद	चने + पुलाव + Simple रायता + रोटी + सलाद	मखनी दाल + चावल+रोटी+र ायता + सलाद	छोले भट्ठे x 2 आलु सब्जी + मसाला + पुरी + रायता + सलाद
Dinner 07:30PM - 09:00 Pm	(घीया / तारी + दाल (चणे की) +रोटी	Mix Veg. +खीर + रोटी	पनीर + चटनी (टमाटर)+ रोटी	पेठा + दाल मसूर + रोटी	आलू मेथी + दाल मूंग + रोटी	दाल + बैंगन भरता + रोटी	सूखी सब्जी + पूदीना चटनी + रोटी

**Evening Tea:** 05:00 – 05:30 PM

**Snacks on every 15<sup>th</sup> Day of Month:** कचोरी / समोसा / ब्रैड पकोडा