



**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR-
KAPURTHALA HIGHWAY, KAPURTHALA**

E-TENDER DOCUMENT - 2024

FOR

Providing Mess Services for (Girls Hostel No. 1,2)

Handwritten signatures and initials.

**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR-
KAPURTHALA HIGHWAY, KAPURTHALA**

**NOTICE INVITING TENDER
(e-Tendering mode)**

I.K. Gujral Punjab Technical University, Kapurthala (Punjab) intends to float open e - tender for Providing Mess Services for Girls Hostel No. 1, 2 (Total 2 Mess) as per the details given below:

Name of work	For providing canteen Services in the Girls Hostels 1 & 2 (Two Hostels in close proximity)
The Currency in which payment shall be made	Indian Rupees (INR)
Date of Publishing	00/00/2024 16/08/2024
Document Download Start Date	00/00/2024 16/08/2024
Start Date for uploading of Bids	00/00/2024 16/08/2024
Last Date for uploading of Bids	00/00/2024 05/09/2024
Date of Opening of Technical Bids	00/00/2024 06/09/2024
Date of Opening of Financial Bids	To be intimated later to the bidders, who have qualified technical bid.
Processing Fee	Processing Fee (as mentioned on the web portal) shall be paid through online mode only
Bid document Fee	Rs.1180/- (Inclusive of GST (applicable)) Mode of payment: online (https://eproc.punjab.gov.in)

[Handwritten signatures]

Earnest Money Deposit	Rs. 60000/- Mode of payment: online (https://eproc.punjab.gov.in)
Bid Validity days	120 days (From last date of opening of tender)
Date of Commencement of All Mess	Within 15 days from date of issuance of work Order
Performance Security	Rs. 140000/- Performance security is required to be submitted within 10 days from the date of issuance of work order.
Email Address	registrar@ptu.ac.in

1. For participating in the above e-tendering process, the bidder shall have to get them registered in <https://eproc.punjab.gov.in> and get User ID and Password. Class 3 digital signature is mandatory to participate in the e-tendering process. For any clarification or difficulty regarding e-tendering process, please contact **Help Desk Number** 0172-2970263, 0172-2970284 (on Government working days from 09.00 AM to 05.00 PM) or call at 24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787. International Bidders are requested to prefix 91 as country code. The blank tender documents can be obtained from Punjab Government e-procurement website:- <https://eproc.punjab.gov.in>
2. All bids (both Technical and Financial) should be uploaded in the **E-procurement portal (<https://eproc.punjab.gov.in>)**. No manual bids will be accepted.
3. Bidders are advised to visit the I.K. Gujral Punjab Technical University Web site to get themselves updated for information on this tender. Corrigendum and addendum (if any) will be uploaded on IKGPTU website **only (www.ptu.ac.in/Tender.aspx) and/or E-procurement portal (<https://eproc.punjab.gov.in>)**. Bidders are advised to visit web page and update themselves. Corrigendum/addendum are the part of tender documents and Bidders are supposed to upload the same, duly signed as per the guidelines given in the tender document.

Four *6* *in A*

I.K Gujral Punjab Technical University

INSTRUCTIONS FOR E-TENDERING

1. Instructions for Online Bid Submission:

- Bid to be uploaded in two parts i.e. Technical Bid and Financial Bid.
- Technical Bids should not contain any commercial details. Failure may result in rejection of the bid.
- Only authorized person should sign the tender/quotation/undertaking. His name, designation and address should be given in capital letters. University may not consider the tender unless and until all the documents are properly signed by the authorized signatory.
- All the columns of the quotation form shall be duly, properly and exhaustively filled in. Quotations shall be only in figures.
- The quotations will be regarded as constituting an offer or offers open to acceptance in whole or in part or parts at the discretion of I.K. Gujral Punjab Technical University, Kapurthala (Punjab).
- The scanned copies of all the required documents must be uploaded with the bids.

2. Minimum Criteria/ Qualifications for Bidding

Following are the minimum criteria/requirements for the bidders participating in the bidding process (Documents must be provided in support of the following otherwise University may not consider the tender)

S. No.	criteria	Supporting Documents required
I	Bidder must be a proprietorship/Cooperative society/ Company registered with Statutory Authority.	• Copy of certificate of registration
II.	Bidder should have minimum of two years' experience in running Mess/Canteen/Food Court/ Dhaba/ restaurant. The experience is to be counted from 2021.	• Copies of work orders and completion certificates/ satisfactory certificate issued. • Certificate of proof

Handwritten signatures and initials:
A1

iii	<p>The average annual turnover of the bidder from the Mess/Canteen/Food Court/ Dhaba/ restaurant should Rs.500000/- (Rs.Five Lakh only) in the two years, as mentioned at Sl. No. 2 above. in the period during the last 03 financial years 2021-2022, 2022-2023 & 2023-24).In this regard, the bidder should submit copies of audited Balance sheets including profit and loss accounts for the relevant financial years as above.</p>	<p>Certificate from the Chartered Accountant and copy of audited balance sheets/P&L Accounts</p>
iv	<ul style="list-style-type: none"> • Food Safety Certificate issued by FSSAI. • GST No. • ESICNO. • EPFNO • FSSAI • PAN • Detail of Bank Account Number 	
v	<p>The tenderers shall have to furnish the declaration that:</p> <p>a) They have not been black listed by any Govt./Semi Govt./Private Institutes or any other organization due to any reason(s).</p> <p>b) They are ready to get the catering capabilities inspected by the officer/ committee of the University to judge the level of competency for undertaking the work.</p> <p>c) The utensils/equipment required for the work is owned by the bidder.</p> <p>They undertake not to object their disqualification on the basis of above declaration if found wrong and misrepresented.</p>	
	<p>The tenderer is to give declaration that: They have not been black listed by any Govt./Semi Govt./Private Institutes or any other organization due to any reason(s).</p>	

[Handwritten signatures and initials]

3. Regarding EMD

- a) EMD Amount for all mess Rs. 60000
- b) No interest will be paid on EMD amount.
- c) The EMD will be returned to unsuccessful Tenderer as per e-proc.punjab.gov.in process.
- d) Earnest money or Performance Security will be forfeited if the bidder unilaterally withdraws the offer, or unilaterally amends, impairs or rescinds the offer within the period of its validity.
- e) EMD shall be refunded after submission of Performance Security by the successful

4. Acceptance/ Rejection of Bids

- a) I.K. Gujral Punjab Technical University, Kapurthala (Punjab) reserves the right to reject any or all offers without assigning any reason.
- b) I.K. Gujral Punjab Technical University Main Campus, Kapurthala (Punjab) reserves right to take decision according to requirement and no claim on whatsoever ground shall be entertained from the bidder.

5. Performance Security

The successful bidder should be required to deposit Performance Security of Rs. 1,40,000/- within 30 days from the date of receipt of Purchase/supply Order. The Performance Security should be issued by a nationalized/ scheduled bank in favour of "Registrar, I.K. Gujral Punjab Technical University, Kapurthala (Punjab)" to be valid for a period as per tender documents beyond the date of completion of warranty period. Performance Security will be refunded at the end of the contract after clearance of all the dues.

6. Risk Purchase Clause

In event of failure to supply the meals within the stipulated period, the IKGPTU has all the right to procure the meals from the other source(s) on the total risk of the supplier under risk purchase clause.

[Handwritten signatures and initials]

I.K Gujral Punjab Technical University

(Other Terms and Conditions)

1. Mess dining Hall & Kitchen

2. Serving Utensils will be provided by the University.

3. Proper supply of water in the mess kitchen will be provided by the University.

4. Similarly proper arrangement will be made by the IKGPTU for cleanliness of the surroundings of the mess. However the cleanliness of the Mess Dining Hall & Kitchen shall be the responsibility of the contractor.


5. Standard illumination equipment will be provided by the IKGPTU in mess area however if any extra illumination or any extra electrical equipment is needed by the contractor, in that case the contractor will arrange the same by incurring expenditure on its own, for its proper use and maintenance.

6. Furniture (tables and chairs) in the mess dining hall will be provided by the by IKGPTU.

7. All the necessary civil, electrical and plumbing works required for the mess dining hall, kitchens and other food services shall be done by the IKGPTU but contractor shall be responsible for its upkeep and maintenance.

8. The all mess billing (2 Mess) of last one year is approximately above 20 Lakhs. This figure is just for information about volume of work but didn't process any bidding on University.

9. The Contract would be for duration of Two year (this period will start from the issuance of the work/supply order) extendable up to one year on the same terms & conditions, on the basis of satisfactory performance, of the contractor. The Contractor shall vacate the premises on the expiry of the period of contract or vacate the premises even before the expiry of contract (if the contract is terminated by the University before the expiry date of contract) unless the contract is extended/ renewed for another term period as decided by the competent authority of the University.



10. University reserves the right to terminate the contract at any time if the contractor fails to comply with the terms & conditions of the contract. However, contractor may terminate the contract by giving one month notice in advance.
11. The timing and the working days of Mess services will be regulated by the University.
12. In case it is noticed that contractor is not complying with the terms and condition of the tender document. He/She will be issued warning by the Chief Warden to take correction measures within a period of 07 days. If no improvement is noticed then 2nd warning will be issued. Still, If no improvement is noticed, then second Warning letter will be issued. Still, if no improvement is noticed, then chief warden will forward the case to Head of Student Welfare for the termination of contractor.
13. The contractor shall pay the electricity bill, for which a separate sub- meter has been installed. The rate of electricity shall be the same, which IKGPTU will pay to PSPCL. Estate office will generate the electricity bill and forward the same to the warden for the recovery.
14. No water supply and sewage charges will be recovered from the contractor, keeping in view the number of students.
15. The Contractor should quote the rates along with the quantity for supply of items mentioned in the enclosure, duly signed and dated. The rates will be valid for one year and contractor will not ask to increase the rates throughout the year.
16. The eatables served by the Contractor should be wholesome and clean. In case of any rotten or substandard eatables penalty will be imposed by the competent authority on the recommendations of the Mess Committee.
17. The Cooks should know the preparation of North Indian food, south Indian food and continental food also.
18. The Contractor should provide sufficient number of cooks, waiters and other servants for delivering proficient services and would be liable for their misbehavior, misconduct or any other act of disobedience. Possession and use of Alcohols, tobacco products etc. will be punishable and will lead to the termination of tender.
19. The Contractor must also ensure that the staff & waiters wear neat and clean

Handwritten signature and initials: S. S. m. A.

uniform while on duty.

20. The standard menu table for Mess (Annexure I) should be strictly followed by the contractor. Any change from the menu table without prior permission will lead to the penalty. Mess menu may be revised as per the availability of raw material/ fresh/seasonal vegetable with prior permission to the Chief Warden.

Students (Hostellers, until or unless they are not vacating the hostel) will pay on Monthly basis as per the rates quoted at Annexure I and with the below given formula:-

Sr. No.	Min. / Max. Charges and Mess off system	Additional Clause	Eg.
1.	The student will pay for twenty days as minimum monthly charges (w.r.t. additional clause)	Diet charges for 1 day (Breakfast + Lunch & Dinner)* no of days	i.e. In case of approved medical or duty leave through proper channel one will pay less from Minimum monthly charges.
2.	The Mess off will be for full day and minimum for two days	Mess off is for the whole day (Breakfast + Lunch & Dinner)	And from first day to last day off
3.	The information for the Mess off shall be made one day before, in register kept in the warden office.		
4.	During the summer/winter vacations or during the training/course/seminar etc. (with the approval of HOD) the mess charges will not be charged from the students		

21. The payments of the mess charges by the students will be made against bills submitted (within a week), exceeding of the period may lead to a penalty of Rs. 10 /-per day for a maximum period of 7 days; thereafter the mess account may be closed.

22. Mess bidder or his representative manager is required to present in the mess when the food is served in the mess.

23. The contractor will be solely responsible for rising of the bills.

24. The contractor shall collect the mess bill amount directly from the students by any mode and will provide the receipt of the same to the students.

Handwritten signatures and initials:
A1

the University.

29. The Contractor shall be bound to keep the premises neat, clean and tidy at all times in accordance with the bye-laws of the Municipal Council/ committee Health department or any other government department's norms related to run mess. The Contractor will arrange sweeper for Kitchen and dining area.
30. Mess premises and storage units may be inspected by the committee constituted by the competent authority of the University at any time for checking hygiene, cleanliness and quality of eatables etc.
31. The University may call for the advice of the Local SMO on matters of hygiene in the mess.
32. The Contractor shall not make any additions or alterations in the premises without the prior permission of the competent authority.
33. The security deposited by the Contractor according to the terms of Contract shall be refunded within 30 days after the expiry of the contract, upon production of NOC, and no interest shall be paid on the same.
34. If the contractor wants to discontinue the services then contractor will give Three month notice.
35. The Contractor shall be responsible for fulfilling the requirement of all the statutory liability pertaining to various Labour Laws. In case of any violation is noticed, the university reserves the right to terminate the contract.
36. The University will not be responsible for any type of compensation, if any mess staff is injured while on duty. Personal Insurance of each mess staff has to be borne by the Contractor.
37. The Tenderer shall ensure that the age of the workers deployed will be more than 18 years and shall comply all the statutory requirements.
38. The Contractor will not sub let the contract any part of this to any other party or individual without the prior permission of the competent authority.
39. The contractor and his staff will make their own residential arrangement outside the premises of the University (Only limited accommodation if available in the campus may be provided free of cost).
40. Government rules and regulations issued from time to time will be binding to the bidders.
41. Disposal of the Garbage will be the responsibility of the contractor.

[Handwritten signatures and initials]
A₁

42. It is brought to the notice of interested vendors/contractors that during the vacations in summer and winter there will be a very low number of students in the hostel for food.

43. The contractor will be liable to pay all statutory/non-statutory dues and penalties imposed by any authority of the State/Central Govt. for the work done by the contractor contact period.

44. Other eatables may be served with the permission of the competent authority as per the canteen rates

45. Hygienic Cooking:

- (a) Cooks will cover head.
- (b) All cooking vessels and utensils shall be cleaned by boiling water or sterilized by steam.(Optional)
- (c) Before cooking, raw material like pulses, rice etc. it shall be visually examined for any contamination.
- (d) Cooked foodstuffs shall be always covered with lids.
- (e) There shall be no contact of clothes of the cooks with the cooked food during cooking and service.
- (f) The vessels containing cooked material shall not be kept on the floor.
- (g) While cooking, exhaust system should be switched-on.
- (h) Only fresh refined edible oil shall be used and all care shall be taken for standard oil usage and quality of cooking oil as per IS standards.
- (i) There shall not be any spillage of cooked material/waste over the shelves, floor, tables etc.

46. Waste Management:

- (a) Care shall be taken to use minimum amount of water required for cleaning and sterilizing to avoid the water wastage.
- (b) The garbage and waste disposal from the kitchens and the dining area shall be the responsibility of the contractor. All the transportation charges regarding waste and garbage disposal shall be borne by the contractor.
- (c) The solid waste shall be collected in drums/collecting bins to be kept at identified places.

Green Bins : For collection of organic/Bio-degradable wastes waste.

Handwritten signatures and initials:
A signature on the left, a signature in the middle, and the initials "A." on the right.

Red Bins : For collection and other re-cycle able waste.

- (d) The solid waste collected shall be transported by contractor to waste dumping yard. While transporting the waste from identified place to waste yard, care shall be taken to ensure that waste does not spill over during transit and the containers are properly emptied and cleaned.
- (e) Bio-degradable and kitchen waste collected from Green Bins shall be disposed of by composting, if so decided by the IKGPTU otherwise it shall be got removed from the campus by the contractor at his cost. Packing paper, card boards, boxes stationery scrap, curtains, waste papers, cloth etc. shall be collected in a separate garbage bin. Polythene waste bags shall be collected compacted and properly disposed of. Oily dusters/cloths shall be kept in a separate container and shall be disposed of at identified place on regular basis by the contractor.
- (f) Drainage system below the water coolers shall not be obstructed by spillage of vegetables, waste edibles, grease polythene bags, dusters.

47. Safety requirements:

- (a) The contractor should ensure that there is no short-circuiting resulting in incidents of fire. There shall be no loose electrical connections and temporary fittings. Emergency fire extinguishers provided by IKGPTU shall be kept at appropriate places of work, which shall be periodically got checked for proper use from IKGPTU.
- (b) The regulating valves of LPG supplied to the kitchen shall be inspected regularly to ensure that on / off system is in order to avoid accident.
- (c) First Aid box containing bandages, Spirit, Ointments, Antiseptic creams, lotions and immediate relief tablets shall be made available by the contractor at prominent location and known to all staff.

48. Noise Control:

- (a) Maximum efforts shall be done to reduce noise arising out of stacking of vessels, utensils, transporting and cleaning operations.
- (b) All individual shall also be advised to make minimum noise.

49. Conservation of Energy:

[Handwritten signatures and initials]

- (a) Fans, tube lights and other electrical appliances shall be switched off when not required.
- (b) Use optimum quantity of water at dish washing machine while flushing/cleaning the utensils and vessels.
- (c) Save LPG Gas consumption by keeping the vessels flat bottom and properly covered while cooking.
- (d) Ensure optimum use of the steam, check and rectify leakage regularly.

50. If anybody suffers any health hazard-ness after consuming the eatables available at the canteen, then the contractor shall be solely liable for the consequences arising out of the same and the IKGPTU shall not be responsible for the same.

51. Arbitration:

- (a) All disputes between the IKGPTU and the contractor arising out of this agreement entered into or in relation thereto or regarding the interpretation of any clause, terms and conditions thereof shall be referred to the VC, IKGPTU acting as such at the time of reference or any other person as may be nominated by the VC who will be the sole arbitrator and his decision will be final and binding. In case the nominated Arbitrator is unable to commence or continue Arbitral proceedings for any reason whatsoever, the VC shall nominate/appoint another officer of IKGPTU who shall then decide the reference. The provision of Arbitration and Conciliation Act 1996 shall apply.
- (b) All the disputes relating to this contractor are the subject matter of territorial jurisdiction of Kapurthala/Jalandhar.

52. The Contractor will vacate the premises even before the expiry of contract (if the contract is terminated by the University before the expiry of contract) on the order of the competent authority of the IKGPTU.

53. The rates for various items finalized will be valid for a period of Two Years if need to be revised separate committee will work on it other getting the required approvals of competent authority. No escalation what so ever, is permissible during the validity of the contract, However, due to some major conditions or unfavorable circumstances the IKGPTU may review the rates as special cases at its discretion. The contractor, however, shall not cause to stop the supply of food items on this account awaiting revision.

54. All the disputes relating to this contractor are the subject matter of territorial jurisdiction of Kapurthala/Jalandhar.

- (j) Proper strength of cleaning powder for efficient cleaning to remove oil

[Handwritten signatures and initials]

and sticky material shall be ensured and thoroughly flushed with fresh running water for remnant alkaline removal on the dishes; plates etc. shall also be ensured.

- (k) Washed utensils may be sterilized by steam pressure if so required.
- (l) Clean and fresh duster/cloths shall be issued to cooks on daily basis.

be & m A

I.K Gujral Punjab Technical University

(Financial Bid)

Menu for Mess

Sr.No.	Break Fast	Lunch	Evening	Dinner
Monday	1.Bread Jam /Prantha 2.Pickle 3.Tea (150ml)	1.Rice+Roti 2.Rajma 3.Seasonal Vegetable 4.Curd 5.Salad	1. Tea 150 ml 2. Samosa	1.Rice+Roti 2.Moong Dal (yellow) 3.Seasonal Vegetable 4. Salad 5.Custerd/Ice-Cream
Tuesday	1.GobhiPrantha/ Mix Sprouts 2.Curd /Butter 3.Pickle 4.Tea (150ml)	1.Rice+Roti 2. Dal Kali 3.Seasonal Vegetable 4.Veg. Raita 5.Salad	1. Tea 150 ml 2. Noodles	1.Fried Rice+Roti 2.Mixdal/Raungi 3.Seasonal Vegetable 4.Salad
Wednesday	1. Veg. Sandwich (2pc) /Prantha 2.SeasnoI Fruit 3.Tea/Milk (150ml)	1.Rice+Roti 2.Black Chana 3. Seasonal Vegetable 4.Curd 5.Salad	1. Tea 150 ml 2. MixPakora	1.Rice+Roti 2.Maushroom/Paneer 3.Mix Vegetable 4.Salad 5.Gulabjamun/Rasgulla
Thursday	1.Poori (4pc) / BreadJam 2. JeeraAloo/Curd 3.Pickle 4.Tea/Milk (150ml)	1.Rice+Roti 2. Curry Pakoda3.Seasonal Vegetable 4.Papad 5.Salad	1. Tea 150 ml 2. Poha/Mathi/ Matri	1.Rice+Roti 2.Manchurian 3.Seasonal Vegetable 4.Salad
Friday	1.Paneer Prantha/ Eggs 2.Curd/Butter 3.Pickle 4.Milk fruit (150 ml)	1.Rice+Roti 2.Dal Makhni3.Seasonal Vegetable 4.Curd 5.Salad/Papad	1. Tea 150 ml 2.Namkeen	1.Rice+Roti 2.Arhar dal 3.Seasonal Vegetable with Paneer 4.Salad 5.Kheer
Saturday	1.Aloo Prantha 2.Curd /Butter 3.Pickle 4.Milk (150ml)	1.Rice+Roti 2.Arhardal 3.Seasonal Vegetable with Paneer 4.Salad 5.Curd	1. Tea 150 ml 2.Veg.Sandwitch	1.Rice+Roti 2.Mixed Dal 3.Seasonal Vegetable 4.Salad 5.Papad
Sunday	1.DalPrantha 2.Curd /Butter 3.Pickle 4.Tea (150ml)	1.Bhaturay/Rice 2.White Channa 3.Jeera Aloo (Dry) 4. Raita 5.Salad	1. Tea 150 ml 2. Biscuit.	1.Rice+Roti 2.Kali Dal 3.Seasonal Vegetable 4.Salad 5.Sewai

82 8

Note:

1. Curd, butter, sweet dish and paneer items-one serving to each person.
2. Vegetable should be seasonal and should not be repeated within the same week.
3. For breakfast bread pc (with butter/ Jam) can be taken instead of Paratha/Poori.

4. **Brands of consumables:**

- | | | |
|------|------------------------|---|
| i) | Salt: | Tata Annapurna, Nature fresh |
| ii) | Cooking Oil: | Sundrop, Godraj, Saffola, Ricella, SoyabeanOil |
| iii) | Spices : | MDH, Ashoka, Catch, Ramdev |
| iv) | Atta: | Ashirvad, Pillasbury, Annapurnna, Agmark ChakkiAtta |
| v) | Ketchup: | Maggi, Kissan, Heinz, Tops |
| vi) | Pickle: | Mother's or Parvin or Priya or Bedekar or Nilon's or Tops |
| vii) | Milk & Curd: | Verka, Super, Metro. Amul and Nestle. |
| | Viii) Butter& Paneer : | Amul, Verka, Britannia, Nutralite |
| ix) | Bread: | Kwality, Bonn, Kitty, Britannia |
| x) | Jam: | Kissan, Tops, Heinz, Cremica |

