

BABA BANDA SINGH BAHADUR ENGG. COLLEGE, FATEHGARH SAHIB



TENDER DOCUMENT

FOR MESS SERVICES

BABA BANDA SINGH BAHADUR ENGG. COLLEGE

FATEHGARH SAHIB-140407

PUNJAB

## INDEX

### PART I - TENDER DETAILS

Sr. No.	Particulars	Page Nos.
1	Tender Notice	2
2	Eligibility Criteria	3
3	Draft Letter to be submitted by the bidder along with the tender	4
4	Agency/Firm/Company/ Profile	5
5	Terms and Conditions of the tender & General Information	7-9
<b>PART II – FINANCIAL BID</b>		
6.	Meal Charges per student per month	10

**Baba Banda Singh Bahadur Engineering College**

**Fatehgarh sahib-140407**

**TENDER NOTICE FOR MESS SERVICES**

1. Baba Banda Singh bahadur Engg. College Fatehgarh sahib established by SGPC, Approved by AICTE and Govt. of Punjab invites sealed tenders for mess services on contractual basis.
2. Tender document fee of Rs. 1000/- (non-refundable) in the form of DD in favour of “Principal, Baba Banda Singh Bahadur Engineering College Fatehgarh sahib” to be enclosed with the technical bid.
3. The offers may be submitted in TWO-BID SYSTEM (A-Technical Bid and B-Financial Bid), by the reputed and experienced firms/agencies/companies established and functioning in the Northern region of India having valid sanctions and qualified experience in the field of providing mess services in any Public Sector Undertaking (PSU), Govt. Organization, educational institution, or any other reputed private organization, etc.
4. The Principal, Baba Banda Singh bahadur Engg. College Fatehgarh sahib reserves the right to award contract for all required services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest tender. The decision of the Principal Baba Banda Singh Bahadur Engineering College Fatehgarh sahib in this regard shall be final and binding on all.

**Important Dates:**

- (i) Availability of tender Document : 18-05-18
- (ii) Tender Submission: 28-05-18
- (iii) The date and time for opening of: 30-05-18

## **ELIGIBILITY CRITERIA**

1. The contracting agency/firm/company should be from Northern region of India.
2. The contracting agency/firm/company should have the minimum experience of three years as on 30/05/2018 in the field of providing mess services to any Public Sector Undertaking (PSU), Govt. Organization, educational institution, or any other reputed private organization, etc. Experience from Call Centre organizations will not be considered. The tenders of the contracting agency/firm/company with inadequate/irrelevant experience as mentioned above are liable for rejection.
3. The contracting agency/firm/company should submit Technical Bid & Financial Bid in separate sealed Envelopes superscribing "Technical Bid" and "Financial Bid" as the case may be.
4. The rates quoted in the Financial Bid shall be valid for at least 12 months from the date of award of tender. Tender valid for a shorter period shall be liable for rejection.
5. The tender shall be signed by the authorized person and his / her full name and status be indicated below the signature along with official stamp of the contracting agency/firm/company.
6. Team of BBSBEC Fatehgarh sahib shall visit the clients of the eligible bidders to receive on the spot information regarding the quality of services provided, etc.
7. The tenders of the contracting agency/firm/company not in possession of valid statutory sanctions are liable for rejections.

The Principal

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

Baba Banda Singh Bahadur Engineering College

Fatehgarh sahib-140407

Reference: Tender Notice published in Daily newspaper on \_\_\_\_\_,

Sir,

With respect to the tender notice published in above mentioned daily newspaper, I / We hereby submit my / our tender in a required format (Part-I Agency/Firm/Company Profile/Experience] in sealed envelope and Part-II [Financial Bid ] in separate sealed envelope).

I / We have carefully gone through the terms and conditions and prescribed given and I / We accept the same without any alterations / modifications.

Yours faithfully,

Signature

Name:& seal of contracting agency/firm/company

### AGENCY/FIRM/COMPANY PROFILE

Sr. No.	Required information	Description
1	Name of the agency / firm / company	
2	Address of the agency / firm / company	
3	Legal status (individual, proprietary, partnership firm, limited company, corporation, etc.)	
4	Name, designation, and telephone nos. of the contact person. Fax No. E-mail id	
5	Month and Year of commencement of business.	
6	Statutory details (Photocopies to be attached): 1] Registration number of the firm. (as per shop and establishment act.). 2] PAN, 3] GST number.	

9. List of present and past clients in the following format. The information provided will facilitate evaluation of Technical Bid (Please use separate sheet if required without changing the format). Please attach client certificate / work orders etc clearly giving period of contract.

Sr. No	Name of the organization with complete postal address	Name and designation of the contact person with Tel. / Mobile No (s), Email ID.	Period for the contract which is/was awarded	No. of persons/workers deployed by your firm in mess	Half-yearly / Yearly Basis
1.					
2.					
3.					
4.					

## **TERMS AND CONDITIONS OF THE TENDER & GENERAL INFORMATION**

Please read the following Terms & Conditions carefully before filling up the Tender Document. Incomplete Tenders will be rejected.

1. The mess contract for each hostel mess is allotted separately for a period of one calendar year w.e.f. 01-08-2018.
2. The contract allottee shall deposit the contract amount as per the bid in four equal quarterly installments payable in advance before the commencement of each quarter.
3. The contract allottee shall deposit, before the start of the mess, a sum of Rs. 40,000/- (Forty Thousand) as security (refundable). No interest will be paid on the security amount.
4. The contract allottee shall provide the food/items as per the menu which would be mutually decided by the respective mess committee and vendor from time to time.
5. The diet rate will be fixed but should be below Rs. 2,050/- (Two thousand and fifty) per month.
6. The contract allottee should have valid government certifications required for the service.
7. The Price of other items, of extra messing if any, will be fixed by the college mess committee.
8. The contract can be cancelled by the college any time on one month's notice in writing if the quality of the items offered by the mess contractor is found not up to the mark or for any other reason thought valid by the college.
9. The contract allottee shall make your own arrangement for the freezer. Other items as required for the smooth and satisfactory running of the mess will be provided by the college.
10. The contract allottee is required to serve quality food to the students in utmost hygienic conditions.
11. The mess contractor will employ an adequate number of serving, cooking and supporting employees in the mess including a safai karamchari. The staff must be in proper dress and maintain clean appearance.
12. The contract allottee is required to deduct, contribute and deposit EPF of all mess employees by maintaining his own EPF Account. The mess contractor must submit the copy of challan forms as proof of deduction and deposit of EPF of mess employees every month in the account section of the college.
13. The contract allottee will have to make regular payment for the electricity consumed (as per the electricity meter installed in the mess).
14. A gas connection of multiple cylinders for the mess will be provided by the college, payment for getting the cylinders filled will be made by the mess contractor. The mess contractor will use gas only in the mess.
15. The furniture and utensils in the mess will be provided by the college. However, the contract allottee will be responsible for cleanliness and maintenance of the same.
16. The contract allottee shall pay special attention towards cleanliness of the mess and its surrounding. All disposals must be made in a hygienic manner.
17. The mess contractor shall be responsible for the upkeep of/loss of/damage to any item provided by the college. The cost of loss/damage to any item shall be recovered from the mess contractor. Would be done by the chief warden if any.
18. The mess contractor should be allowed to use branded items only, as prescribed by mess committee (Students, warden and chief warden), for the preparation of food.

**FINANCIAL BID - PART II**

Basic rates (including applicable taxes)

Sr. No.	Hostel	Number of Students (Approx.)	Charges per student per month
1	Baba Baaz Singh Hostel	100-150	
2	Baba Binod Singh Hostel	100-150	
3	Bibi Bhani Hostel	100-150	

Signature

Name: \_\_\_\_\_

Seal of agency / Firm / Company