



SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
LONGOWAL -148106, DISTT. SANGRUR, PUNJAB, INDIA
(Established by Govt. of India)
(Deemed University)

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e-Tender Notice

e-Tenders in two bid system, i.e., Technical Bid & Commercial (Price) Bid for the work as mentioned below are invited from Service Providers in Catering or Similar Business, who have experience of providing such services for a minimum period of three years as counted up to 31-03-2016:

Sr. No.	Name of Work	DNIT Amount (Rs. in Lacs)	Earnest Money Deposit (in Rs.)	Tender Fee in Rs. (Non-refundable)	Time Period	Tender Processing Fees (Rs.)
1	Serving Breakfast, Lunch, Evening Tea and Dinner at designated hours to the students in the Mess (s) of Boys and Girls Hostels of the Institute for the academic session 2016-17.	-----	50,000/-	1,000/-	From mid of July 2016 to May/June, 2017	-----

The tender documents will be available only on the institute's e-tendering website (www.tenderwizard.com/SLIET or www.sliet.ac.in) and should be submitted **ONLINE** through e-tendering. The EMD, Tender Fee (non-refundable) and Tender Processing Fee (Non Refundable) should be paid through e-payment (Debit or Credit card/Internet Banking).

It is mandatory for the Bidders to get themselves registered with www.tenderwizard.com/SLIET & get a User ID Password & Class-3 Digital Signatures for themselves who wish to participate in the E-tendering process.

For more details the Bidders/Contractors may contact Mr. Pavitar Singh on behalf of M/s ITI Limited on contact No. 0172-3953764 or 8146699866 or e-mail sliethelpdesk@gmail.com

SCHEDULE OF TENDERS

Availability of Tenders online for Bidding		Last date of Submission for Online Bids	Date, time & venue for opening of Technical bids	Date, time & venue for opening of Commercial bids
From	To			
04/06/2016	27/06/2016	27/06/2016	29/06/2016	04/07/2016
9.00 AM	1.00 PM	5.00 PM	3.00 PM in the Office of Dean (SFW)	3.00 PM in the Office of Dean (SFW)

Tenders received without earnest money and tender fee, incomplete, conditional, telephonically or telegraphic shall not be entertained. The undersigned reserves the right to reject any or all the tenders without assigning any reasons thereof.

The tenderer should attach online the proofs of the following documents if applicable or as the case may be (i) Official and Residential address of the Tenderer on an affidavit duly attested by competent authority or any document containing photograph and Official & Residential address (ii) Copy of Registration of firm/trade license (iii) Copy of PAN (iv) Copy of last three consecutive Income Tax Returns (v) Copy of Service Tax/ VAT Registration (vi) Copy of Shop & Establishment Act Registration (vii) Copy of Contact Labour (R&A) Act Registration (viii) Copy of EPF Number certificate (ix) Copy of EPF clearance certificate/inspection note at least for one year financial years ending March of current running year from the appropriate authority (x) Copy of ESI Number certificate (xi) Experience Certificate indicating performance of last three years as Service Provider in Catering Business (xii) Annual turnover for the last three years .

For more details, check institute website www.sliet.ac.in

TENDER FOR MESS CATERING SERVICES

Tender Date: 04/06/2016

Last Date of Submission of Tender: 27/06/2016 up to 5.00 PM



SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY,
LONGOWAL, DISTRICT: SANGRUR, PIN-148106
(DEEMED UNIVERSITY)
GOVT. OF INDIA

Check List of documents to be submitted
(Please enclose this along with Technical bid)

The bidder shall verify his tender properly before its submission and satisfy that all the information is submitted. Copy of documents should be numbered (page numbering) at the **bottom of each page**. Numbering should start after the last page of this tender document and be properly uploaded.

S. No.	Requirement	Checklist (write submitted or not-submitted)	Remarks (write Yes or No)	Page No. for reference
1.	Annexure I: Application Form for Technical Bid			
2.	Scanned image of Annexure II (submit the original copy separately during opening of Technical Bid)			
3.	Photocopy of the Income Tax Return of last 3 financial years ending with 31.03.2015			
4.	Audited Balance Sheet by Chartered Accountant			
5.	Photocopies of Proof of Turnover of the organization for last three financial years ending with 31-03-2015			
6.	Photocopies of Experience Certificates indicating level of performance from previous clients since the 2013 onwards			
7.	Proof and List of similar work executed during the last three years for institutional/commercial complexes			
8.	List of employees on your pay roll			
9.	Photocopy of the Registration Number/trade license of the organization			
10.	Photocopy of the PAN Card			
11.	Photocopy of the VAT Number			
12.	Photocopy of the EPF registration certificate			
13.	EPF clearance certificate and/or Inspection note for last three consecutive years ending with 31-03-2016 from the appropriate authority			
14.	Photocopy of the Service tax number			
15.	Photocopy of the Shop & Establishment Act Registration Number			
16.	Photocopy of the Contract Labour (R&A) Act License Number			
17.	Photocopy of the ESI registration certificate			

Date:

Signature with the Seal

e-TENDER FOR MESS CATERING

e-Tenders are invited from service providers in catering or similar business for providing **Breakfast, Lunch, Evening Tea and Dinner** to the students in the mess (s) of 10 number for Boys Hostels and 04 number for Girls Hostels of the institute at designated hours for the academic session 2016-2017 likely to commence from mid of July, 2016 to May/June, 2017. Each hostel accommodates nearly 240 numbers of students. However, the strength of students may vary from hostel to hostel. The diet of the students of a hostel will be **THREE TIME MEALS AND EVENING TEA FOR THE WHOLE MONTH** and the rates are required to be projected accordingly by each bidder. The duration of the contract may be extended at the discretion of the Director. The institute reserves the right to award contract for all the hostel mess (s) to a single bidder or to different bidders. The bidder should be in catering business for a minimum period of three years as on 31-03-2016. Criterion for award of contract will not merely be on the basis of rates quoted, but also consider all other eligibility conditions as mentioned in the Eligibility Criterion including experience and past performance. The bids should be submitted in two-bid system (i.e.) Technical bid and Financial (Price) bid.

(a) Technical Bid contains information regarding Business Turnover in the form of copies of audited balance sheets, experience certificates of providing catering services for the last three years and other details of the agency/firm/service provider/company as mentioned in the schedule of Technical Bid Performa and Financial Bid Performa of the tender to judge the suitability of the caterer for providing catering service in the mess. It would also cover the number of the persons and complete detail of their deployment in the mess for providing the catering service as mentioned in bid.

(b) Financial (Price) Bid contains information with regard to (i) Establishment charges (electricity bill, wages to mess workers, service charges, Employee provident fund payments, rent on cooking equipments/tools/cooking gas, and other fixed charges ,etc.)per student for the whole month (ii) projection of rates per day per student for providing **THREE TIME MEALS AND EVENING TEA FOR THE WHOLE MONTH** on the basis of quality and brand of standard products to be served as mentioned in the Daily Mess Menu for Breakfast, Lunch, Evening Tea and Dinner **The lowest bidder will be decided on the basis of calculating the rates quoted.**

The Technical Bids will be opened on 29/06/2016 at 3.00 P.M in the Office of Dean (SFW) in the Food & Chemical Block in the presence of the bidders available at that time. ***Price bids of only those bidders will be opened whose technical bids are found suitable and qualify the Eligibility Criteria and other terms and conditions as mentioned in the tender.*** The Commercial (Price) Bids will be opened on 04/07/2016 at 3.00 P.M in the Office of Dean (SFW) in the Library Block in the presence of the bidders available at that time. The contract will be awarded initially for a period of approximately one year to the successful bidder. This period may be extended on satisfactory performance for two more years with the discretion of the Director, SLIET, Longowal after having year wise performance review of the service provided. The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs.100/- as per the details given in the tender

document. In the event of bidder backing out before actual award or execution of agreement, institute will have right to forfeit the earnest money or security deposit in full. Institute reserves the right to reject some or all the tenders without assigning any reasons whatsoever.

I. Instructions to the Bidders:

(a) Eligibility Criteria:

1. The applicant should be in catering or similar business in the educational establishment/research organization etc. for a period of three years minimum as on 31-03-2015. The tender without accompanying supporting document (s) will not be considered.
2. The applicant's average Annual Financial Turn-over in catering service (s) during the last three years should not be less than Rs. 25 Lakhs. If there is a year for which no turnover is shown, last five years record of the bidder will be considered, however, all the other conditions must be satisfied in that case.
3. The applicant should submit Audited Balance Sheet by Chartered Accountant and Income Tax Return of last three (03) **financial years** ending with 31.03.2015.
4. The applicant should have on his pay roll sufficient number of trained employees for the proper execution of the work. The applicant should submit a list of these employees stating clearly how these would be involved in the execution of present contract.
5. Mandatory documents such as Registration Number/trade license, PAN, VAT Number, EPF Number (attach at least one **EPF clearance certificate and/or Inspection note** without any observation for last three consecutive years ending with 31-03-2016 from the appropriate authority) and ESI Number as the case may be, must be furnished/uploaded with application.
6. Documents such as; Service tax number, Shop & Establishment Act Registration Number, Contract Labour (R&A) Act License Number, as the case may be furnished/uploaded with application. In case any of the bidders is not able to produce these documents at the time of application, the same has to be provided by him/her within 30 days of the issue of award of contract, otherwise the contract will be cancelled and EMD/Security Deposit shall be forfeited.

(b) Earnest Money Deposit & Tender Fee:

The EMD amounting Rs. 50,000/- (Fifty Thousand only), Tender Fee Rs. 1000/- (One Thousand only) (non-refundable) should be paid through-e-payment (Debit or Credit card/Internet Banking). The Earnest Money deposit of the unsuccessful bidders will be refunded within 90 days of opening of tenders. Earnest Money Deposit of the bidder whose offer is accepted for the

award of contract will be kept as interest free security deposit till successful completion of the contract.

(c) Scope of Work:

The service provider is expected to provide the following services:

1. Cooking and serving meals (Breakfast, Lunch, Evening Tea and Dinner);
2. Management and control of stocks and inventories;
3. Cleaning of utensils, kitchen and serving items;
4. Cleaning of cooking, dining and auxiliary areas;
5. Security of the equipment, utensils and other items in the mess;
6. Maintenance of the equipment in the kitchen and dining area;
7. Maintenance of books, ledgers, other records and documents related to running the mess;
8. Deployment and supervision of required man power for the above mentioned tasks;

As can be noted from the above, operational services shall not include preparation of menu and any policy matter related to running the mess. All such decision will be the direct responsibility of the competent authority of the Institute.

(d) Accounting and Payment:

- The students will pay the mess charges for full month directly to Service provider by 10th day of every month. The students will pay the mess charges for the last month of the academic year in advance directly to Service Provider.
- The rates so fixed are inclusive of all taxes, duties and levies, etc. imposed by the State/Central Government and Local bodies as on the dates of award of the work or during the execution of contract.

(e) Important Note:

1. The Institute reserves the right to:
 - Amend the rate of the contract.
 - Award any of the Mess to the empanelled agencies.
2. For any of the above actions, the institute shall neither be liable for any damage, nor be under any obligation to inform the applicants of the grounds for the same.
3. The hostel resident (student) shall have to pay establishment charges every month to the mess facility provider/contractor, irrespective of the fact whether he/she eats for the whole month or not.

4. The hostel residents (student) is eligible for mess rebate as per the procedure, rules and regulations mentioned below:

Procedure:-

- a. Mess rebate can be availed only if hostel resident informs the mess caterer / contractor **at least two days in advance** in writing by filling the prescribed “**Hostel Mess Rebate Form**” (available on the institute website or through Caretaker of the respective hostel) regarding his/her absence in the hostel and therefore unable to use mess facility.
- b. The filled “**Hostel Mess Rebate Form**” should be submitted to the respective Mess Supervisor/Mess Contractor.
- c. Students are advised to always obtain the receipt of “Hostel Mess Rebate Form” duly signed by the Mess Supervisor and keep it for record.

Eligibility for General Mess Rebate:

- a. The hostel resident will be eligible for mess rebate during all institute holidays (including Saturdays(S) and Sunday(S)) subject to the condition laid down in Procedure.
- b. The hostel resident will be eligible for mess rebate for maximum of 10 (Ten) working days in a semester for a valid reason subject to the condition laid down in Procedure.

Eligibility for Extraordinary Mess Rebate:

- a. The hostel resident will be eligible for mess rebate beyond ten working days for off campus official engagement entrusted by the institute viz. representing the institute, outside visit for project/thesis/course work etc. For availing mess rebate under this category the student has to apply as per Procedure mentioned above along with approved official visit proof from competent authority viz. HOD/Dean (Acad)/Dean (SFW).
- b. The hostel resident will be eligible for mess rebate for any out of campus medical treatment provided it is referred for out of station medical treatment by the Institute Health Centre, SLIET. If the student is already out of campus and has to undergo any urgent medical treatment leading to hospitalization/ rest after hospitalization, then it should be from any Civil Hospital/Government hospital. For availing the Mess Rebate in this category, **it is the duty of the student/Guardian to inform the mess contractor/supervisor on the onset of such contingencies in writing by filling the “Hostel Mess Rebate Form” through any of his/her friends or any suitable person.** After joining back, for availing this mess rebate the student has to apply for the same by attaching the receipt of “**Hostel Mess Rebate Form**” from Mess contractor and relevant Medical certificate duly verified by parents (in case resident was not referred by Health Centre, SLIET) and concerned Warden and approved by Chief Warden.

Regulations for Mess Rebate:-

- a. The authority to deal with the grievances related to Mess rebate is with the respective hostel Warden. If still it is unresolved then it should be reported to Chief Warden/Dean (SFW) as the case may be.
- b. The mess rebate will be applicable for the whole day and not for single meal, i.e., breakfast, lunch, evening tea or dinner.
- c. Applicable Rate of rebate will be 100% of food charges for a maximum 10 days in a semester on request of students. In case of institute vacations i.e. mid semester and semester breaks, applicable rate of rebate will also be 100% of food charges.
- d. Defaulter student (those student after informing contractor regarding his/her absence from the hostel and unable to take food/diet but in practice takes the food/diet in any of the Mess in the Institute during the Mess rebate period) will be charged as per Guest diet and a fine of Rs. 500/- will be imposed. Repeated defaulter will be debarred for any Mess rebate during the entire period of their stay in the Institute.
- e. The students will pay the mess charges for the last month of the academic year in advance directly to Mess Contractors/Service Provider.
- f. At the end of every academic year all the student are required to clear all hostel/mess dues compulsorily, failing which the Mess security will be forfeited and the student will be required to pay the Mess

security afresh along with the registration in the ensuing semester. Repeated offenders may be penalized as per Institute rule.

5. Defaulter student (those student after informing contractor regarding his/her absence from the hostel and unable to take food/diet but in practice takes the food/diet) bill be charged per Guest diet.
6. For **THREE TIME MEALS AND EVENING TEA FOR THE WHOLE MONTH**, the hostel resident (student) is bound to avail himself or herself of the Mess Facility compulsory for the whole month in having Breakfast, Lunch, Evening Tea and Dinner on the basis of fixed charges decided by the institute after floating e-tender for the Mess Contract irrespective of the fact whether he/she eats for the whole month or not.
7. Effort on the part of the service provider/agencies or it's agent to exercise influence or to pressurize the Institute for this contract shall result in rejection of the application. Canvassing of any kind is prohibited.

II. DAILY MESS MENU

The tentative Mess menu is as per **Annexure-III**.

Note:

- (a) Daal, Sabji, Chapatti, Rice will be served in an unlimited amount as per the eating requirement of the student.
- (b) Curd, Butter, Milk/Tea, Sweet Dish, Paneer, Egg items will be served in a limited amount as specified in the menu.
- (c) Extra Items likes Butter, Jam, Fried Rice, Fried Daal, Boiled Verka Milk with Sugar and Egg etc. will be served on payment basis as decided by the institute. These items will be supplied over and above as specified items in the Daily Menu as per the requirement of the individual student.

(e) QUALITY OF INGREDIENTS AND OTHER ITEMS:

The ingredients used must be of reputed brands, some of which have been listed below:

S No	Name	Brand Preferred
1.	Salt – Iodized	Tata, Annapurna, Nature Fresh, Reliance, Saffola
2.	Rice	Head Sela rice of India Gate, Dunar, Best, Kohinoor, Amira, Markfed
3.	Spices	MDH, Satyam, Badshah, Orkay, MTR, Everest, Catch, Kepra, VMC
4.	Ketchup	Maggi, Kissan, Heinz
5.	Jam	Kissan, Tops, Safal, Druk
6.	Oil	Ricella, Sundrop, Godrej, Saffola, Fortune, Markfed,

		Reliance
7.	Pickle	Tops, Priya, Mothers
8.	Chakki Atta	Ashirvad, Pilsbury, Annapurna, Rajdhani, Markfed, Patanjali
9.	Noodles	Maggi
10.	Butter (Pasteurized Only)	Amul, Verka, Mother Dairy, Britannia, Markfed
11.	Milk	Amul, Mother Dairy, Verka
12.	Tea	Brooke Bond, Lipton, Tata, Goodrick
13.	Besan	Rajdhani, Shakti Bhog
14.	Dal	Mangatram, Rajdhani, Tata, Patanjali, Markfed

1. Brand of any other item required or any of the above items, in case of non availability of above brands, will be mutually decided by the Hostel Mess Committee and the competent authority.
2. Egg should be purchased from reputed vendor and of good quality.
3. The caterer shall procure only good quality fresh vegetables from the market. Storage of vegetables for more than 1 (one) day in summer months and 3 (three) days in winter months at a stretch shall not be permitted. However, the caterer shall ensure that a sufficient stock of other raw material is available in the store for consumption for a minimum period of 15 (fifteen) days. The Mess Committee shall have the right to check the quality of food articles and vegetables at any time.

(f) NOTE CONCERNING MENU:

1. For lunch and dinner a variety must be ensured. Daal of different types must be served on different days and for lunch and dinner. This may include the following: Raajamah, Chanaa White, Chanaa Black, Daal fried; Urad sabut with raajamah, Moong dhuli, Moong sabut, Moong chilke wali, Masur Dhuli, Masur Sabut, Chana daal, Arhar Daal, Lobia/ raungi etc. No daal must be served more than twice during a week. Similarly, the vegetables of different varieties preferably, seasonal vegetables, must be served. The same vegetable must not be served more than twice during a week. The contents of potato in any cooked vegetable must not be more than 25% except when potato vegetable is identified in the menu.
2. The detailed daily meal wise menu specifying the daals and vegetables to be served will be identified in the beginning of each month by the competent authority. It will be mandatory for the caterer to serve this menu. In case of any difficulty in the same, Wardens of the concerned hostel must be informed well in time.
3. The caterer will be required to provide Khichri or any other suitable item for sick residents in lieu of the regular meals.

4. The caterer will not serve any item which has not been approved by the competent authority beforehand.

(g) Tentative Mess Timings:

The following timings will be followed:

Breakfast: 6:45 AM to 8:15AM on weekdays (Monday to Saturday)

8:00 AM to 9:15AM on Sundays and Institute Holidays

Lunch: 12:30 PM to 2:30PM on weekdays (Monday to Saturday)

1:00 PM to 2:30PM on Sundays and Institute Holidays

Evening Tea: 5.00 PM to 6.00 PM on all days

Dinner: 7:15 PM to 9:00PM on all days.

Note: The above schedule is subject to change by the order of component Authority.

III TERMS & CONDITIONS FOR MESS CONTRACT:

1. It will be open to the Director, SLIET or his designated competent authority to add/delete/change or modify any of terms and conditions of the contract. The Director or his designated competent authority also reserves the right to impose any condition/penalty and issue any instruction, as he/she may deem fit at any stage during the period of contract.
2. The caterer shall abide by all the instructions issued from time to time by the institute authorities. If there is any type of indiscipline by the caterer or his workers in the hostels/institute, it shall be viewed seriously. In case it is found that the terms and conditions are not complied strictly by the caterer OR the caterer whose performance is not found satisfactory OR in case of any type of complaint from the students, the Director reserves the right to cancel the contract at any stage without assigning any reason what so ever OR impose a penalty of Rs. 2500/- (Rupees Two Thousand Five Hundred) per day for as many days as are considered necessary in the facts and circumstances of the case OR forfeit the contract security OR withhold collection of mess bills OR forfeit the same OR impose any type of action (s).
3. Food poisoning, shall invoke a hefty fine beyond the limit of any fine mentioned above as decided by the competent authority, along with cancellation of contract and possible blacklisting of the caterer.
4. The Director will have the right to review the working of this agreement from time to time and if at any time it is found that the caterer has failed to fulfill any of the conditions of this agreement or that his working is unsatisfactory, the Director may curtail the agreed period of this agreement and terminate this agreement with a notice period of one month, and make good any losses suffered by the institute out of the security deposit made by the Caterer.
5. Dispute with regard to the execution of the contract, if any, shall be subject to the jurisdiction of Sangrur only.
6. Contract is non-transferable and subletting of the same is not permitted.
7. Institute authorities have right to inspect mess preparations, accounts, stores and servant dormitory, etc. at any time. Alcohol Breath Analyzer may be used by the institute authorities at random to confirm the intoxicated condition of any of the mess worker/employee of the contractor.
8. The institute shall provide necessary area/premises, i.e., one dining hall, one kitchen and requisite furniture and gadgets and contractor shall be responsible for the proper maintenance of both, the premises as well as the furniture, fixtures and other gadgets provided by SLIET. The responsibility for proper maintenance and safety/security of all fitting and fixtures will be of the caterer.
9. The caterer will be provided with accommodation, electricity, water supply in each hostel for running mess in the specified location free of cost. However, the electricity will not be used for cooking purpose.
10. Necessary LPG cylinders (Filling on payment basis by the Caterer from institute Gas Agency) for cooking including LPG installations and other fixtures required for running the mess will be provided by the institute. In case of shortage of cylinder, the caterer is supposed to arrange kerosene/diesel furnace.
11. The residential accommodation for the caterer and his staff, if available, will be provided with hostel mess premises.
12. The equipment like deep freezer, geyser, water cooler, water purifier and LPG connection, etc., will be provided by the institute for the mess in the respective hostels.
13. The caterer shall be responsible for white wash in the mess once in a year.

14. The caterer is required to inform the name of his nominee for his/her due payment(s) related to the present contract towards the institute in case of insanity or death of the caterer. Specimen signature(s) on agreement paper(s) shall be considered for the release of any type of contract related payment(s) to the caterer.
15. In the absence of the caterer for a longer period due to unavoidable circumstances, one responsible person must be nominated with valid specimen signatures on agreement paper, and who will be responsible for the execution of the contract in letter and spirit.
16. 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.
17. The caterer will not be permitted to franchise the Hostel Mess for any other commercial activity outside the scope of student hostel.
18. In case of any breakage/damage, the caterer shall be responsible for the repair of furniture and other electrical equipment's, which will be provided by the Institute for mess in the respective hostels, at his own expenses.
19. The caterer will surrender the mess premises peacefully within 48 hours of the expiry/termination of the contract.
20. The misuse of electricity or water shall be penalized.
21. The safety measures are to be provided by the caterer himself/ herself.
22. All items will be cooked in the kitchen of the hostel. No cooked item, will be brought from outside.
23. Institute will provide the utensils for serving food only; including plates, tumblers, spoons etc. but the caterer will be responsible to arrange cooking utensil of his own.
24. All the equipments brought by the caterer into the hostel premises must be registered with the Hostel Warden of the Hostels.
25. The caterer will be responsible for cleaning of the kitchen and the dining area, including the wash basins and the dustbins for maintaining proper hygiene.
26. The caterer undertakes to keep the premises, kitchen, dining room and other area connected there with neat, clean and tidy at all times and in accordance with the health/hygienic by-laws.
27. The caterer shall not make any additions/alteration in the premises provided by the SLIET, Longowal, for use as kitchen and allied purposes to the caterer during the currency of this agreement and/or otherwise.
28. The caterer shall have no right or interest in the premises allotted for kitchen, dining hall and other allied purposes and he shall have no right or interest to remain in possession of the same at the end of this agreement or on the termination of the contract at any time.
29. The caterer would provide breakfast, lunch, Tea and dinner as per the details given in Mess Menu.
30. The food served by the caterer shall be wholesome and clean and the Director/Dean (SFW)/Chief Warden(s)/Warden(s)/Caretaker(s) and/or any other competent authority at any time enter upon the premises allotted to the Caterer for the purpose of this agreement/contract and take away samples free of cost for the purposes of inspection, trial or analysis and the Director or any of the aforesaid officers' decision about the desirability or quality of the articles offered for the consumption in the dining hall shall be final.
31. A committee, nominated by the Director, will monitor the quality of the food and other items supplied by the caterer including services.
32. The Director may call for the advice of the Medical Officer of SLIET Health Center/ Authorized Official on matters of hygiene in the Hostel Mess and such advice of the Medical Officer/Authorized Official shall not be contested by the caterer.

33. The caterer would provide a sufficient number of cooks, waiters and other servants in the kitchen, dining hall and mess and shall take all reasonable precautions to see that these waiters and servants while on duty attire themselves in the uniform approved by the Director and are professional, civil, sober and honest in their dealings with the hostel residents and staff and any other users of their services.
34. The caterer should also issue Photo Identity Card to its staff.
35. The caterer shall only employ in his service such persons whose antecedents have been verified by the police and who have also been medically examined at the caterer's own cost and to the satisfaction of the Director. The caterer shall be required to give an undertaking to the Director to this effect. No person with any criminal record will be allowed to work in the Hostel/Institute Mess and Safety measures are to be provided by the caterer himself/themselves.
36. At least one worker should be used in the mess for every 20 hostellers.
37. Above the sufficient number of workers, one Supervisor/Munim will be provided by the caterer and is required to be always present during breakfast, lunch, evening tea and dinner. It is desirable that the same supervisor continues at least for one semester, in case of any change, the Hostel Warden/Caretaker should be informed.
38. No person below eighteen (18) years of age will be employed by the caterer for any purpose.
39. All the workers providing the services under this agreement shall be employees of the caterer and the SLIET, Longowal, shall not have an employer-employee relationship with the employees of the caterer. The caterer undertakes to keep the SLIET, Longowal, harmless and indemnified against any demand/claim of wages, employee provident fund (EPF), Employees Group Insurance and all other such dues as per their entitlement. The relationship between the caterer and SLIET is purely contractual and SLIET, Longowal is not responsible and/or liable for the employees and for staff of the caterer.
40. The caterer shall get all necessary licenses from concerned authorities/departments and will be held responsible for any negligence on his part. The caterer will ensure and comply with the provisions of various municipal and other Rules/Regulations/Laws of the Government in respect of wages and other benefits to his employees from time to time.
41. The Institute shall not be the party in case any dispute that takes place between the caterer and his employees. Further the SLIET Longowal is not responsible for any accident to the caterer's employees.
42. The caterer shall be responsible for deposit of EPF, Income Tax, Service Tax/VAT, etc. and all other statutory dues as applicable with the concerned authorities as per the rules and regulations of various regulating authorities.
43. The caterer shall be responsible for his/her workers and their benefits covered under labour law including insurance, EPF, ESI facility, etc. as the case may be.
44. It is mandatory for the contractor to submit the verified record from concerned officials related to payment of EPF, etc. on monthly/quarterly.
45. The caterer shall not engage any person suffering from infectious disease in the Mess.
46. Neither the caterer nor his employee/worker will consume liquor or take any other intoxicants in the hostel premises nor would they enter or stay in the hostel premises after having consumed tobacco/liquor/ intoxicant outside the hostel.
47. The caterer will ensure and comply with the provisions of various municipal and other Rules/Regulations/ Laws of the Government in respect of minimum wages to be paid to the workers and all other benefits to his employees as per the specified norms from time to time.
48. The Institute shall not be the party in case any dispute takes place between the caterer and his employees.

49. The caterer will have to register all his employees who will be working in the hostel premises along with a copy of their photographs, residential details to In-charge (Security), SLIET, Longowal.
50. The caterer will have to ensure that the employees are in clean and proper uniform and maintain personal hygiene and maintain discipline in the campus.
51. If any employee and staff member of the caterer in the opinion of SLIET, Longowal, is not rendering proper service or is otherwise guilty of any misdemeanor or is found otherwise undesirable, the caterer shall forthwith remove that person from the SLIET, Longowal Campus, with immediate effect and replace him with a suitable person.
52. The service hours in the Hostel Mess shall be as given specified provided that the timings may be modified by the competent authority if and when considered necessary.
53. The caterer shall provide service to the hostel students only in the dining hall and no room service is allowed except to the sick students.
54. The caterer shall display the approved menu prominently in the dining hall.
55. The caterer shall maintain a suggestion book for recording of suggestions for improvement by the residents and the staff. Such suggestions, after having the approval of a Committee, to be set up by the Director should be forthwith acted upon by the caterer. The suggestion and complaint book should be kept open for the inspection of the residents and the Director/ Dean (SFW)/ Chief Warden (s)/ Warden (s) and/or any competent authority.
56. The caterer need to provide breakfast, lunch, Tea and dinner to Institute guests as and when required and Institute will settle the bills for such expenses.
57. For each of the meals, it will be mandatory for the caterer to serve the items of a fixed weight/size approved by competent authority.
58. On special occasions, the menu and rates will be decided and approved by the competent authority and the same will be approved before the actual event. The payment for the special meal will be made as per the approved rates after deducting the rates of the corresponding regular meal.
59. The caterer shall keep record of all the hostellers who are taking the meals in the mess.
60. The caterer will be solely responsible for any incident of food poisoning, etc.
61. The caterer shall not serve food/refreshment to any outsider except institute staff/students and their guests.
62. The students will pay monthly Mess Bill to the caterer directly. The caterer is responsible for collection of Mess Bill for every month within ten days after the commencement of the next month. In case, a student does not pay the monthly Mess Bill, the contractor will inform the concerned Warden in writing for clearance of the monthly Mess Bill immediately after 10th day of the next month and he/she will not directly enforce the student to pay the Mess Bill. The students will pay the mess charges for the last month of the academic year in advance directly to the Service Provider (caterer).
63. The caterer will ensure that the total bill of the food, etc. served to a resident will not exceed his/her mess security deposited with institute, i.e., Rs. 10,000/-. In case the bill of resident in a month exceeds this limit, the hostel authority should be informed immediately by the caterer.
64. If the student leaves the hostel for a specific period with the prior approval of the competent authority or on medical grounds or under natural calamities, etc., the competent authority will reduce his/her mess bill accordingly.
65. It will be binding on the caterer to bring to the notice of the Warden/Chief Warden/Dean (SFW) any violation of any rule.
66. If at any stage the involvement of the caterer in any uncalled 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 by giving one month notice. In case service provider wants to terminate the contract, he/she shall have to give a prior notice of at least two months.

67. The caterer may be fined as deemed fit by the institute authority in case he/she does not use the mentioned brand of food/grocery items listed in Table 'e' under Daily Mess Menu and fails to maintain proper cleanliness in the mess/standards to serve the food etc., properly to the residents.
68. Any change like timing of operation, rate of items and any additional item to be included in the Mess will require the permission of the competent authority.
69. The mess may be closed during official vacation period or by any other order of the competent authority if deemed fit. During institute closure, no payment will be charged from the students. Also, on any other valid ground, the competent authority may reduce the bill of the students if deemed fit.
70. The caterer shall pay a sum of Rs. 1,50,000/- (One Lac Fifty thousand only) per hostel as security deposit, which shall be refunded, without any interest thereof, at the end of the contract after adjusting the amount of any damage caused to SLIET by any omission or discrepancy on the part of the caterer or his employee.
71. An amount equal to 10% of the security deposit of Rs. 1,50,000/- per hostel shall be charged as the depreciation of the issued items, servant dormitory, etc.
72. For releasing the permissible amount of the Security Deposit of Rs. 1,50,000/- per hostel after deduction as mentioned above, the caterer is required to produce No-Dues certificate from the concerned hostel allotted to him after expiry of contract period.
73. Initially the contract will be given for one academic year subject to fulfillment of the conditions mentioned in the offer letter and likely to be extended on the recommendations of committee of approved by the competent authority. After reviewing the performance, the contract may be considered for renewal up to a maximum of two more academic years at the sole discretion of the component authority. Moreover, at the time of renewal, the committee will be empowered to recommend a reasonable increase/decrease in the rate per person per day to provide for (i) any increase/decrease in the cost of raw material, (ii) changes in the menu/student and staff strength. However, discretion of the same lies with the competent authority of the institute.

Application Form for Technical Bid

1. Name of the Applicant:
2. Address of the Registered Office:
3. Year of Establishment:
4. Type of Organization (whether Proprietorship, Partnership, Private Ltd. Company or Co-operative Body, etc. In case the applicant is a non-individual, enclose certified copy of a Partnership Deed/Certificate of Incorporation/Certificate of Registration issued by the Registrar of Cooperative Societies, etc., as the case may be):
5. Name of the Proprietor, Partners/Directors of the Applicant with addresses and phone numbers:
6. Details of Registration of Firm (if applicable)/ Trade License
(Name of Registration Authority, Date and Registration Number, photocopy to be furnished/uploaded)
7. Whether registered with Government/Semi-Government/Municipal Authorities or other Public Organization? Give details:
8. PAN Number (Number and photocopy to be furnished/uploaded)
9. Income Tax Return filed for the financial years 2012-13, 2013-14 and 2014-15 (photocopies to be enclosed/uploaded)
10. Service Tax/ VAT Registration Number (Registration Number & photocopy of certificates to be given/uploaded):
11. Shops and Establishment Act Registration Number (Registration Number & photocopy of certificate to be furnished/uploaded):
12. Contract Labour (R&A) Act License Number (License Number & photocopy of certificate to be given/uploaded):
13. If applicable, whether EPF norms are complied? (EPF Number & photocopy of certificate to be given/uploaded):
14. Attach EPF clearance certificate/inspection note for last three consecutive years ending with 31-03-2013 from the appropriate authority.

15. If applicable, whether ESI norms are complied? (ESI Number & photocopy of certificate to be given/uploaded)
16. Scanned image of Annexure-II is uploaded (Yes/No)
17. Number of Persons to be employed to execute the present contract in operational mode
 (a) Temporary
 (b) Permanent
 (Furnish/upload details of their deployment for the execution of the present contract on a separate sheet)
18. Total number of Years of Experience in the Field of Catering (Furnish/Upload Experience Certificates indicating level of performance from previous clients since the year 2012 onwards separately)
19. Annual Turnovers (furnish/upload copies of Audited Balance Sheets):

ANNUAL TURN OVER	
YEAR	ANNUAL TURNOVER AS PER AUDITED BALANCE SHEET (in Rs.)
2013-2014	
2014-2015	
2016-2016*	
Average Annual Turnover	
Note: The above data is to be supported by Audited Balance Sheets	
* If not audited till the date of submission of tender, a certificate from the Chartered Accountant may be submitted, along with un-audited accounts.	

20. List of similar work executed during the last three years for institutional/commercial complexes:

S.No	Location of the Work & Name of Organization	Contract Amount (Rs.)	Contract Period	Name & Contact Number of the Client	Whether EPF clearance certificate is obtained from EPFO	Page No added for reference
1					Yes/No	
2					Yes/No	
3					Yes/No	

ANNEXURE-II

AFFIDAVIT (Rs 10.0 Non-judicial stamp paper with photograph affixed and attested by the Notary public)
Upload the scanned image along with tender document and submit in origin at the time of the opening of the Technical bid.

I _____ S/o/D/o Sh. _____
_____ resident of _____

do hereby solemnly affirm and declare as under:

1. That I am an Indian National (Attested copy of any Photo identity).
2. That I am Proprietor / Partner / Director of M/s (name & registered office of the firm / company with email and contact number).
3. That my firm / company is registered with Registrar of firms / Registrar of companies vide registration number..... Dated: The attested copy of the certificate is attached as annexure.
4. That I have tendered for the contract of mess(s) in SLIET for the academic year 2016-17.
5. That my company is in such business since
6. It is certified that the company/firm has never been black-listed or debarred from catering services of any Institute or organization.
7. That the turnover of the firm / company in the last three years that is 2013-14, 2014-15, and 2015-16 (if not audited till the date of submission of tender, a certificate from the Chartered Accountant may be submitted, along with un-audited accounts) is above Rs. 40.0 lacs each year / (Rs. 40.0 lacs/year in any block of three years).
8. That the capital of the company / firm is Rs.....
9.
 - Fixed Capital: Rs.....
 - Working capital: Rs.....
10. That I have company's account in the bank (name & address of the bank), current account number and attach brief copy of bank statement for last three financial years (2013-14, 2014-15, and 2015-16) as annexure.
11. That the company / firm have no government dues pending. A certificate from the CA is attached in this regard as annexure.

12. That I understand from the advertisement that I can be allotted the contract for single hostel or more than one hostel.
13. That I will abide by the rules and regulations enacted by the SLIET administration from time to time.
14. That I understand that I will receive the payment of mess bill from the bank only after meeting the statutory requirements enforced by the SLIET administration from time to time.
15. That there is no criminal / civil case pending against the proprietor / partners / director / firm / company in any court of law. If any, give details.
16. That I have attached all the documents such as ITR, audited accounts, ST, VAT, EPF registration, Food registration as per the prerequisite requirement of the e-tender and are true & authentic.
17. That I have fully understood the terms & conditions of the tender.
18. That all the documents attached by me for securing mess contract for providing food facilities in the hostel system in SLIET are true and correct.
19. That I understand that it is the sole discretion of the SLIET administration to accept or reject my offer without assigning any reason and I will have no claim whatsoever at any forum

Signature of the Deponent

Verification

I, _____ s/d/o _____ of _____, verify that the contents of the above affidavit are true and correct to the best of my knowledge and belief.

Place:

Signature of the Deponent

Date:

Annexure-III (Tentative Mess Menu)

Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast 6.30 am - 8.15 am Holidays 8.00 am - 9.15 am	(U/L) 200 gram stuffed Paronthas* with 100 gram curd/17 gram Butter/ 20 gram Jam/ Boiled egg (01 no) OR (U/L) number of Bread Slices (sandwich bread cake size) with 17 gram Butter or 20 gram Jam or Boiled egg (01 no) or (8.5 gram Butter and 10 gram Jam). <i>With 200 ml Boiled milk/Tea with sugar dissolved.</i>	(U/L) Plain Paratha with Alu sabzi OR (U/L) number of Bread Slices (sandwich bread cake size) with 17 gram Butter or 20 gram Jam or Boiled egg (01 no) or (8.5 gram Butter and 10 gram Jam) <i>With 200 ml Boiled milk/Tea with sugar dissolved.</i>	(U/L) 200 gram stuffed Paronthas* with 100 gram curd/17 gram Butter/ 20 gram Jam/ Boiled egg (01 no) OR (U/L) number of Bread Slices (sandwich bread cake size) with 17 gram Butter or 20 gram Jam or Boiled egg (01 no) or (8.5 gram Butter and 10 gram Jam) <i>With 200 ml Boiled milk/Tea with sugar dissolved.</i>	(U/L) 200 gram stuffed Paronthas* with 100 gram curd/17 gram Butter/ 20 gram Jam/ Boiled egg (01 no) OR (U/L) number of Bread Slices (sandwich bread cake size) with 17 gram Butter or 20 gram Jam or Boiled egg (01 no) or (8.5 gram Butter and 10 gram Jam) <i>With 200 ml Boiled milk/Tea with sugar dissolved.</i>	(U/L) Purees with Aaloo with 100 gram curd, pickle/chutney. <i>With 200 ml Boiled milk/Tea with sugar dissolved.</i>	(U/L) Plain Paratha with Alu sabzi OR (U/L) number of Bread Slices (sandwich bread cake size) with 17 gram Butter or 20 gram Jam or Boiled egg (01 no) or (8.5 gram Butter and 10 gram Jam) <i>With 200 ml Boiled milk/Tea with sugar dissolved.</i>	(U/L) 200 gram stuffed Paronthas* with 100 gram curd/17 gram Butter/ 20 gram Jam/ Boiled egg (01 no) OR (U/L) number of Bread Slices (sandwich bread cake size) with 17 gram Butter or 20 gram Jam or Boiled egg (01 no) or (8.5 gram Butter and 10 gram Jam) <i>With 200 ml Boiled milk/Tea with sugar dissolved.</i>
Lunch 12.30 pm - 2.30 pm Holidays 1.00 pm - 2.30 pm	Chapati, seasonable green vegetable and Rice Daal: Raajama Curd 100 gram with chat masala	Chapati, seasonable green vegetable and Rice Soy nuggets/vegetable kofta Onion tomato Raita (with quantity of Curd 100 gram)+paped	Chapati, seasonable green vegetable and Rice Daal: Lobia/Raungi Boondi Raita (with quantity of Curd 100 gram)	Chapati, seasonable green vegetable and Rice Karhi pakora	Chapati, seasonable green vegetable and Fried Rice Daal: Chanaa Black Onion tomato Raita (with quantity of Curd 100 gram)+paped	Chapati, seasonable green vegetable and Rice Moong sabut Curd 100 gram with chat masala	(Special Lunch) Puree, Rice Pulao, White Channa, Boondi Raita/Dry Masala Aloo
Evening Tea (5.00 pm - 6.00pm)	Evening Tea	Evening Tea	Evening Tea	Evening Tea	Evening Tea	Evening Tea	Evening Tea
Dinner 7.15 pm - 9.00 pm	Chapati, Rice, Daal fried (Moong Sabut / Moong Dhuli), seasonable green vegetable	Chapati, Rice, Daal fried (Urad Sabut), seasonable green vegetable <i>Sweet Dish: Halwa</i>	(Special Dinner) Puree, White Chana, Shahi Paneer/chilli paneer on alternate week, Fried Rice	Chapati, Rice, Daal fried (Masur Dhuli/ Masur Sabut), seasonable green vegetable <i>Sweet: Gulabjamun / rasogulla</i>	Chapati, Rice, Daal fried (Arhar), seasonable green vegetable	Chapati, Rice, Rajmah, seasonable green vegetable <i>Sweet Dish: Fruit Custard / Kheer</i>	Chapati, Rice, Daal fried (Moong Chilke wali), seasonable green vegetable

*Seasonable vegetable stuffing as per availability. Stuffing should vary on different days.

- Note: 1. Daal, Sabji, Chapatti, Rice shall be served in unlimited amount. 2. Curd, Butter, Milk/Tea, Sweet Dish, Paneer, Egg items shall be served in limited amount. 3. Salaad (seasonal-03 different items including onion with ¼ lemon) and pickle, saunf shall be served every day with Lunch and Dinner both.

Note Concerning Technical Bid:

1. The bidder should have/obtain before commencement of work the requisite licenses, approvals, certificates from all statutory authorities including Municipal/Labour/EPF/Income Tax/Commercial Tax Departments, etc. valid for the entire duration of the contract.
2. All the documents must be properly numbered at the bottom of the page and be uploaded in the same serial order as they appear in the Technical Bid.
3. Information has to be filled-up and uploaded in a specific format as appeared in the e-tender.
4. Information shall be limited to the applicant only. If any relevant data concerning the group of companies to which the applicant belongs is desired to be given, the same shall be given separately in supplementary sheet (s).
5. Tender Applications not providing details or with insufficient details shall be rejected.
6. Preference will be given to that caterers/contractors who has/have their own EPF code number and are not in default.
7. Any other information (if relevant to the present tender) may be submitted/uploaded on a separate sheet.

(AGREEMENT ON NON-JUDICIAL STAMP PAPER OF Rs.100/-)

CONTRACT AGREEMENT OF HOSTEL MESS OF SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY, LONGOWAL, DISTT. SANGRUR, PUNJAB FOR THE ACADEMIC SESSION 2016-2017.

An agreement for the Mess (s) of Boys and Girls Hostels of Sant Longowal Institute of Engineering & Technology (SLIET), Longowal is made between Sh. _____
S/o/D/o Sh. _____ address _____

(hereinafter called the Caterer) on the one part and the Director, Sant Longowal Institute of Engineering & Technology on behalf of the SLIET Society registered under the Indian Societies Registration Act, 1960 (Hereinafter called the Director) on the other part whereas Director, SLIET has agreed to award contract for a period from Mid July-2016 to May/June-2017. If Director, SLIET desires the contract tenure may be increased on the basis of terms and conditions agreed upon between the Caterer and the Institute. Now these present witnesses and the parties respectively agree as follows:

1. It will be open to the Director, SLIET or his designated competent authority to add/delete/change or modify any of terms and conditions of the contract. The Director or his designated competent authority also reserves the right to impose any condition/penalty and issue any instruction, as he/she may deem fit at any stage during the period of contract.
2. The caterer shall abide by all the instructions issued from time to time by the institute authorities. If there is any type of indiscipline by the caterer or his workers in the hostels/institute, it shall be viewed seriously. In case it is found that the terms and conditions are not complied strictly by the caterer OR the caterer whose performance is not found satisfactory OR in case of any type of complaint from the students, the Director reserves the right to cancel the contract at any stage without assigning any reason what so ever OR impose a penalty of Rs. 2500/- (Rupees Two Thousand Five Hundred) per day for as many days as are considered necessary in the facts and circumstances of the case OR forfeit the contract security OR withhold collection of mess bills OR forfeit the same OR impose any type of action (s).
3. Food poisoning, shall invoke a hefty fine beyond the limit of any fine mentioned above as decided by the competent authority, along with cancellation of contract and possible blacklisting of the caterer.
4. The Director will have the right to review the working of this agreement from time to time and if at any time it is found that the caterer has failed to fulfill any of the conditions of this agreement or that his working is unsatisfactory, the Director may curtail the agreed period of this agreement and terminate this agreement with a notice period of one month, and make good any losses suffered by the institute out of the security deposit made by the Caterer.
5. Dispute with regard to the execution of the contract, if any, shall be subject to the jurisdiction of Sangrur only.
6. Contract is non-transferable and subletting of the same is not permitted.

7. Institute authorities have right to inspect mess preparations, accounts, stores and servant dormitory, etc. at any time. Alcohol Breath Analyzer may be used by the institute authorities at random to confirm the intoxicated condition of any of the mess worker/employee of the caterer.
8. The institute shall provide necessary area/premises, i.e., one dining hall, one kitchen and requisite furniture and gadgets and caterer shall be responsible for the proper maintenance of both, the premises as well as the furniture, fixtures and other gadgets provided by SLIET. The responsibility for proper maintenance and safety/security of all fitting and fixtures will be of the caterer.
9. The caterer will be provided with accommodation, electricity, water supply in each hostel for running mess in the specified location free of cost. However, the electricity will not be used for cooking purpose.
10. Necessary LPG cylinders (Filling on payment basis by the Caterer from institute Gas Agency) for cooking including LPG installations and other fixtures required for running the mess will be provided by the institute. In case of shortage of cylinder, the caterer is supposed to arrange kerosene/diesel furnace.
11. The residential accommodation for the caterer and his staff, if available, will be provided with hostel mess premises.
12. The equipment like deep freezer, geyser, water cooler, water purifier and LPG connection, etc., will be provided by the institute for the mess in the respective hostels.
13. The caterer shall be responsible for white wash in the mess once in a year.
14. The caterer is required to inform the name of his nominee for his/her due payment(s) related to the present contract towards the institute in case of insanity or death of the caterer. Specimen signature(s) on agreement paper(s) shall be considered for the release of any type of contract related payment(s) to the caterer.
15. In the absence of the caterer for a longer period due to unavoidable circumstances, one responsible person must be nominated with valid specimen signatures on agreement paper, and who will be responsible for the execution of the contract in letter and spirit.
16. 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.
17. The caterer will not be permitted to franchise the Hostel Mess for any other commercial activity outside the scope of student hostel.
18. In case of any breakage/damage, the caterer shall be responsible for the repair of furniture and other electrical equipment's, which will be provided by the Institute for mess in the respective hostels, at his own expenses.
19. The caterer will surrender the mess premises peacefully within 48 hours of the expiry/termination of the contract.
20. The misuse of electricity or water shall be penalized.
21. The safety measures are to be provided by the caterer himself/ herself.
22. All items will be cooked in the kitchen of the hostel. No cooked item, will be brought from outside.
23. Institute will provide the utensils for serving food only; including plates, tumblers, spoons etc. but the caterer will be responsible to arrange cooking utensil of his own.
24. All the equipments brought by the caterer into the hostel premises must be registered with the Hostel Warden of the Hostels.
25. The caterer will be responsible for cleaning of the kitchen and the dining area, including the wash basins and the dustbins for maintaining proper hygiene.
26. The caterer undertakes to keep the premises, kitchen, dining room and other area connected there with neat, clean and tidy at all times and in accordance with the health/hygienic bye-laws.

27. The caterer shall not make any additions/alteration in the premises provided by the SLIET, Longowal, for use as kitchen and allied purposes to the caterer during the currency of this agreement and/or otherwise.
28. The caterer shall have no right or interest in the premises allotted for kitchen, dining hall and other allied purposes and he shall have no right or interest to remain in possession of the same at the end of this agreement or on the termination of the contract at any time.
29. The caterer would provide breakfast, lunch, Tea and dinner as per the details given in Mess Menu.
30. The food served by the caterer shall be wholesome and clean and the Director/Dean (SFW)/Chief Warden(s)/Warden(s)/Caretaker(s) and/or any other competent authority at any time enter upon the premises allotted to the Caterer for the purpose of this agreement/contract and take away samples free of cost for the purposes of inspection, trial or analysis and the Director or any of the aforesaid officers' decision about the desirability or quality of the articles offered for the consumption in the dining hall shall be final.
31. A committee, nominated by the Director, will monitor the quality of the food and other items supplied by the caterer including services.
32. The Director may call for the advice of the Medical Officer of SLIET Health Center/ Authorized Official on matters of hygiene in the Hostel Mess and such advice of the Medical Officer/Authorized Official shall not be contested by the caterer.
33. The caterer would provide a sufficient number of cooks, waiters and other servants in the kitchen, dining hall and mess and shall take all reasonable precautions to see that these waiters and servants while on duty attire themselves in the uniform approved by the Director and are professional, civil, sober and honest in their dealings with the hostel residents and staff and any other users of their services.
34. The caterer should also issue Photo Identity Card to its staff.
35. The caterer shall only employ in his service such persons whose antecedents have been verified by the police and who have also been medically examined at the caterer's own cost and to the satisfaction of the Director. The caterer shall be required to give an undertaking to the Director to this effect. No person with any criminal record will be allowed to work in the Hostel/Institute Mess and Safety measures are to be provided by the caterer himself/themselves.
36. At least one worker should be used in the mess for every 20 hostellers.
37. Above the sufficient number of workers, one Supervisor/Munim will be provided by the caterer and is required to be always present during breakfast, lunch, evening tea and dinner. It is desirable that the same supervisor continues at least for one semester, in case of any change, the Hostel Warden/Caretaker should be informed.
38. No person below eighteen (18) years of age will be employed by the caterer for any purpose.
39. All the workers providing the services under this agreement shall be employees of the caterer and the SLIET, Longowal, shall not have an employer-employee relationship with the employees of the caterer. The caterer undertakes to keep the SLIET, Longowal, harmless and indemnified against any demand/claim of wages, employee provident fund (EPF), Employees Group Insurance and all other such dues as per their entitlement. The relationship between the caterer and SLIET is purely contractual and SLIET, Longowal is not responsible and/or liable for the employees and for staff of the caterer.
40. The caterer shall get all necessary licenses from concerned authorities/departments and will be held responsible for any negligence on his part. The caterer will ensure and comply with the provisions of various municipal and other Rules/Regulations/Laws of the Government in respect of wages and other benefits to his employees from time to time.
41. The Institute shall not be the party in case any dispute that takes place between the caterer and his employees. Further the SLIET Longowal is not responsible for any accident to the caterer's employees.

42. The caterer shall be responsible for deposit of EPF, Income Tax, Service Tax/VAT, etc. and all other statutory dues as applicable with the concerned authorities as per the rules and regulations of various regulating authorities.
43. The caterer shall be responsible for his/her workers and their benefits covered under labour law including insurance, EPF, ESI facility, etc. as the case may be.
44. It is mandatory for the caterer to submit the verified record from concerned officials related to payment of EPF, etc. on monthly/quarterly.
45. The caterer shall not engage any person suffering from infectious disease in the Mess.
46. Neither the caterer nor his employee/worker will consume liquor or take any other intoxicants in the hostel premises nor would they enter or stay in the hostel premises after having consumed tobacco/liquor/ intoxicant outside the hostel.
47. The caterer will ensure and comply with the provisions of various municipal and other Rules/ Regulations/ Laws of the Government in respect of minimum wages to be paid to the workers and all other benefits to his employees as per the specified norms from time to time.
48. The Institute shall not be the party in case any dispute takes place between the caterer and his employees.
49. The caterer will have to register all his employees who will be working in the hostel premises along with a copy of their photographs, residential details to In-charge (Security), SLIET, Longowal.
50. The caterer will have to ensure that the employees are in clean and proper uniform and maintain personal hygiene and maintain discipline in the campus.
51. If any employee and staff member of the caterer in the opinion of SLIET, Longowal, is not rendering proper service or is otherwise guilty of any misdemeanor or is found otherwise undesirable, the caterer shall forthwith remove that person from the SLIET, Longowal Campus, with immediate effect and replace him with a suitable person.
52. The service hours in the Hostel Mess shall be as given specified provided that the timings may be modified by the competent authority if and when considered necessary.
53. The caterer shall provide service to the hostel students only in the dining hall and no room service is allowed except to the sick students.
54. The caterer shall display the approved menu prominently in the dining hall.
55. The caterer shall maintain a suggestion book for recording of suggestions for improvement by the residents and the staff. Such suggestions, after having the approval of a Committee, to be set up by the Director should be forthwith acted upon by the caterer. The suggestion and complaint book should be kept open for the inspection of the residents and the Director/ Dean (SFW)/ Chief Warden (s)/ Warden (s) and/or any competent authority.
56. The caterer need to provide breakfast, lunch, Tea and dinner to Institute guests as and when required and Institute will settle the bills for such expenses.
57. For each of the meals, it will be mandatory for the caterer to serve the items of a fixed weight/size approved by competent authority.
58. On special occasions, the menu and rates will be decided and approved by the competent authority and the same will be approved before the actual event. The payment for the special meal will be made as per the approved rates after deducting the rates of the corresponding regular meal.
59. The caterer shall keep record of all the hostellers who are taking the meals in the mess.
60. The caterer will be solely responsible for any incident of food poisoning, etc.
61. The caterer shall not serve food/refreshment to any outsider except institute staff/students and their guests.
62. The students will pay monthly Mess Bill to the caterer directly. The caterer is responsible for collection of Mess Bill for every month within ten days after the commencement of the next

month. In case, a student does not pay the monthly Mess Bill, the caterer will inform the concerned Warden in writing for clearance of the monthly Mess Bill immediately after 10th day of the next month and he/she will not directly enforce the student to pay the Mess Bill. The students will pay the mess charges for the last month of the academic year in advance directly to the Service Provider (caterer).

63. The caterer will ensure that the total bill of the food, etc. served to a resident will not exceed his/her mess security deposited with institute, i.e., Rs. 10,000/-. In case the bill of resident in a month exceeds this limit, the hostel authority should be informed immediately by the caterer.
64. If the student leaves the hostel for a specific period with the prior approval of the competent authority or on medical grounds or under natural calamities, etc., the competent authority will reduce his/her mess bill accordingly.
65. It will be binding on the caterer to bring to the notice of the Warden/Chief Warden/Dean (SFW) any violation of any rule.
66. If at any stage the involvement of the caterer in any uncalled 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 by giving one month notice. In case service provider wants to terminate the contract, he/she shall have to give a prior notice of at least two months.
67. The caterer may be fined as deemed fit by the institute authority in case he/she does not use the mentioned brand of food/grocery items listed in Table 'e' under Daily Mess Menu and fails to maintain proper cleanliness in the mess/standards to serve the food etc., properly to the residents.
68. Any change like timing of operation, rate of items and any additional item to be included in the Mess will require the permission of the competent authority.
69. The mess may be closed during official vacation period or by any other order of the competent authority if deemed fit. During institute closure, no payment will be charged from the students. Also, on any other valid ground, the competent authority may reduce the bill of the students if deemed fit.
70. The caterer shall pay a sum of Rs. 1,50,000/- (One Lac fifty thousand only) per hostel as security deposit, which shall be refunded, without any interest thereof, at the end of the contract after adjusting the amount of any damage caused to SLIET by any omission or discrepancy on the part of the caterer or his employee.
71. An amount equal to 10% of the security deposit of Rs. 1,50,000/- per hostel shall be charged as the depreciation of the issued items, servant dormitory, etc.
72. For releasing the permissible amount of the Security Deposit of Rs. 1,50,000/- per hostel after deduction as mentioned above, the caterer is required to produce No-Dues certificate from the concerned hostel allotted to him after expiry of contract period.
73. Initially the contract will be given for one academic year subject to fulfillment of the conditions mentioned in the offer letter and likely to be extended on the recommendations of committee of approved by the competent authority. After reviewing the performance, the contract may be considered for renewal up to a maximum of two more academic years at the sole discretion of the component authority. Moreover, at the time of renewal, the committee will be empowered to recommend a reasonable increase/decrease in the rate per person per day to provide for (i) any increase/decrease in the cost of raw material, (ii) changes in the menu/student and staff strength. However, discretion of the same lies with the competent authority of the institute.

UNDERTAKING BY THE CATERER

I hereby solemnly affirm that I have carefully read/listened/understood all the terms and conditions mentioned in contract agreement and verify that the information given by me is true to the best of my knowledge and belief. I also certify that I have not been prosecuted for any type of illegal activities which may come under IPC. The same is also true for my workers, which will be hired by me from time to time for mess works. In case if any statement(s) of term(s) and condition(s) is found to be untrue, the Institute may take action as per term(s) and condition(s) of this contract. I undertake that I shall have no claim whatsoever in this regard. I also undertake that I shall abide by decision rules and regulations of the Institute.

(a) I am hereby nominating my _____, Mr./Mrs: _____
S/O/D/O Sh. _____ Age _____
Address _____

Specimen Signature _____ as nominee as given in para (13) in the offer letter. I have signed this undertaking on the _____ day of _____ 2016.

(b) I am hereby nominating my _____, Mr./Mrs: _____
S/O/D/O Sh. _____ Age _____
Address _____

Specimen Signature _____ as nominee as given in para (14) in the offer letter. I have signed this undertaking on the _____ day of _____ 2016.

Signature (s) of Caterer _____
Full Name _____
Address _____

Signature (s) of Witness (s) with Full Name, Address & Telephone Numbers (if any):

1 _____

2 _____

REGISTRAR

Financial (Price) Bid

(Separately filed as Financial Bid)

NAME & ADDRESS OF THE APPLICANT/FIRM/AGENCY/CO-OPERATIVE/SERVICE PROVIDER/ORGANIZATION/CATERER, ETC. _____

Sr. No.	Name of Item	Rate in Figures (Rupees)	Rate in Words (Rupees)
1.	RATE PER DAY PER STUDENT FOR PROVIDING BREAKFAST, LUNCH, EVENING TEA AND DINNER FOR THE WHOLE MONTH as per the Menu, Quality, and Quantity & Brand of Products indicated in DAILY MESS MENU as well as in compliance to other terms and conditions mentioned in the Tender Document. (Breakup as per 1a and 1b below)	---	---
	1a. Establishment charges (electricity bill, wages to mess workers, service charges, Employee provident fund payments, rent on cooking equipments/tools/cooking gas, and other fixed charges) per student for the whole month		
	1b. Food Charges per student for the whole month		
	Total Charges (1a + 1b)		
2.	Serving Boiled 200 ml Verka Milk (Fat 4.5%) with Sugar as Extra Item		
3.	Serving 200 ml Tea prepared with Verka Milk (Fat 4.5%) and Sugar as Extra Item		
4.	Serving Rice Fried with Onion, Tomato, Jeera, Green Chili using 17 gram Butter per student as Extra Item		
5.	Serving Daal Fried with Onion, Tomato, Jeera, Green Chili using 17 gram Butter per student as Extra Item		
6.	Boiled Egg (1 pc) as Extra Item		
7.	Omelet (one egg) as Extra Item		
8.	Serving Butter (17 gram) as Extra Item		
9.	Serving Jam (20 gram) as Extra Item		

NOTE: The lowest bidder shall be decided on the basis of total charges as above.

Granting contract to the caterer/contractor is not absolutely based on lowest bidding and if required, a presentation on previous records in the same business, availability and mobilization of resource for the catering business in the SLIET will be taken.