

2. **SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY,
LONGOWAL, DISTT. SANGRUR
(DEEMED-TO-BE UNIVERSITY)**



TENDER NOTICE NO. : _____

SR. NO. OF TENDER : _____

YEAR : 2009-2010

**LAST DATE & TIME FOR RECEIPT
OF TENDER** : **02.06.2009 UP TO 3.00 P.M.**

DATE & TIME OF OPENING OF TENDER : **02.06.2009 AT 4.00 P.M.**

PLACE OF OPENING OF TENDERS : **Committee Room,
Adminstrative Block**

**Signature of the Officer/ Official
issuing the Tender Document**

Signature of Tenderer

**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY,
LONGOWAL, DISTT. (SANGRUR)
(DEEMED-TO-BE UNIVERSITY)**



Sr.No _____

TENDER FORM

Instructions to Tenders

1. Quotations must be enclosed in a properly sealed envelop addressed to the Dean (Welfare), Sant Longowal Institute of Engineering & Technology, Longowal (S.L.I.E.T.) by designation and not by name. The quotation must be super scribed **“Quotation for Award of Contract for Hostel Mess”** during the year 2009-2010 as called for in Tender notice No. _____ dated _____. The quotation must reach office of the Chief Warden (BH) by 02-06-2009 (upto 3:00 PM), i.e. the last date mentioned in the Tender Notice.
2. In the event of the quotation being submitted by a firm it must be signed separately by each member thereof, or in the event of the absence of any partner it must be signed on his behalf by a person holding a power-of attorney authorizing him to do so, or in the case of a company the quotations should be executed in the manner laid down in the said company’s Articles of Association. The signatures on the quotations should be deemed to be authorized signature.
3. All the columns of the quotations form shall be duly, properly and exhaustively filled in. The rates shall not be over-written. **Quotations shall always be both in the figures and words.**
4. Any omission in filling the columns of “rates” shall all together debar a quotation from being considered.

Signature of Tenderer

5. No alteration should be made in any of the terms and conditions of the tender by scoring out. No alteration or overwriting is permitted in the rates. No alteration will be allowed after the tender is received by this office. After submitting tender, no variation in the conditions shall be admissible. Ambiguity must be avoided in filling the tender and the language used in filling the tender forms must be clear and precise. Tenders not complying with these conditions will be ignored.
6. A sum of Rs. 4,000/- must be deposited as earnest money deposit (EMD) in the shape of **Bank Call Deposit Receipt or Fixed Deposit Receipt or Bank Draft** duly pledged in favour of the **Director, SLIET** payable at Longowal/Sangrur and must accompany the tender without which it will not be considered. The said amount will be forfeited, if any successful tenderer fails within the time fixed by the Director, SLIET, whether to sign the contract on terms contained in the invitation for tender, its tender form and quotation form and condition of contract referred to in the invitation of tenders and to pay additional security, if any.
7. No tender will be considered unless and until all the pages of tender form and documents are properly signed.
8. In the event of tender being accepted the quotations will be converted into a contract which will be governed by conditions in paras (1-32) read with these instructions to tenderers.
9. Any tender which is not in the proper tender form or is received late will not be considered.
10. Tenders without earnest money deposit of Rs. 4,000/- (Rs. Four Thousand only) from the unregistered parties will not be considered.
11. Offers are to be submitted in duplicate along with only one tender form. Offers not received in duplicate will be ignored.
12. One tender will be considered for allotment of one mess only.

Signature of Tenderer

13. Institute will have right to allot any of the mess other than quoted by tenderer.
14. All disputes will be settled within the jurisdiction of the Head Quarters of the Director, SLIET.
15. The contractor should have a minimum of 3 years experience of handling catering services in reputed institute of National level/ University and the same must be attached with the tender form.
16. Tenders / Offers of such of the firms which do not confirm to the aforesaid conditions will be ignored straightway.
17. The Director reserves the right to accept/ignore any of the tender offer without assigning any reason what-so-ever to the party.

Read and accepted.

Signature of the Tenderer

SCHEDULE 'A' OF RATES

Total normal diet charges per day Rs. _____

I/We herewith enclose deposit for a sum of Rs. 4,000/- (Rs. Four Thousand only) as Earnest Money Deposit vide Bank Call Deposit Receipt/ Fixed Deposit Receipt/ Bank Draft No. _____ Dated: _____ and should I/We fail to execute an agreement embodying the said conditions and deposit security as laid down in the form within 10 days of the acceptance of my/our tender, I/We hereby agree that the above sum of security money shall be forfeited to the Director, SLIET.

Signature of the Tenderer

CONDITIONS FOR MESS CONTRACTORS

1. The Contractor will be provided Accommodation, Electricity, Water supply in each Hostel for running mess in the specified location. Dormitory / residential accommodation if available may be provided with hostel mess premises on payment basis as per institute norms.
2. Necessary utensils, LPG cylinders (Filling on payment basis by the contractor from institute gas agency) for cooking, other furniture and fixtures required for running the mess will be provided by the Institute.
3. The rates of various edibles / items of service / supply shall be charged by the contractor as per rates approved by the Institute.
4. The contractor shall be responsible for the cleanliness of the mess premises and also for providing suitable and impressive show cases with sale counter with glass on top for keeping / storing all edibles to ensure hygiene and cleanliness.
5. The contractor can be fined as deemed fit by the college authority incase he fails to maintain proper cleanliness in the mess to serve the food etc. properly to the residents.
6. For service in Mess to the Hostellers, bearer shall be arranged by the contractors who will wear proper and clean uniform, colour and style for such uniforms will however, be decided by the Director / Dean (W) / Chief Warden. The uniform to the bearer shall be provided by the contractor.
7. The contractor shall furnish a cash security of Rs.40,000/- (Rs. Forty Thousand only) with the Chief Warden. An amount equal to 20% per annum of the security money shall be charged as a depreciation of issued items, which will be recovered on the completion of the contract.
8. In case of any breakage/damage, the contractor 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.
9. Mess Contractor shall be responsible for the white wash in the Mess once in a year at his own cost.

Signature of Tenderer

10. Only LPG Gas will be used for making preparations in the Mess.
11. **Only Verka Milk (standard with 4.5 fat), Markfed/Ricela/Fortune/Sohna/Sweekar refined oil, Bonn/Cremica/Britannia/Modern/Kitty bread, Verka/Amul butter, Kisan/Markfed/Himco Jam, Maggi Sauce shall be used in the Mess and only ISI equipment and AGMARK cooking ingredients should be used in the mess. Only chakki atta is to be used for making chapatis in mess.** All other eatables should be of good quality and Institute authorities reserve the rights to inspect the mess and items available at any time. **Use of substandard items will be liable for suitable action even amounting to cancellation of the contract.**
12. The contractor will surrender the mess premises peacefully within 24 hours of the expiry/termination of the contract.
13. The contractor shall not engage any person suffering from infectious disease in the Mess.
14. The contractor will be solely responsible for any incident of food poisoning etc.
15. The contractor shall not serve food/refreshment to any outsider except college staff.
16. Neither the contractor 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/ intoxicants outside the hostel. They will also not permit any person whether resident.
17. It will be binding on contractor to bring to the notice of the Warden/Chief Warden/Dean (SW) any violation of this rule.
18. The contractor will ensure that the total bill of the food etc. served to a resident will not exceed his/her security deposited with college i.e Rs. 3000/-. In case the bill of resident in a month exceeds this limit, the college authority will not be responsible for the recovery of excess amount.

Signature of Tenderer

19. The contractor must be present at the time when the meals are served to the residents.
20. The contractor shall get all necessary licenses from concerned authorities/departments and will be held responsible for any negligence on his part.
21. All mess contractors are required to ensure not to employ any child labour in the mess whose age is less than 14 years of age. The contractor shall be responsible for all disputes under the Labour Act and he will have to adhere to Labour Act/Law.
22. Misuse of electricity or water shall be penalized.
23. At least one worker should be used in the mess for every 20 hostellers.
24. In the Hostel, Canteen facility should be made available from 4:00 PM to 6:00 PM.
25. Rates of extra items, Canteen items and guest charges shall be decided from time to time by Dean(W)/Chief Warden and the same must be displayed in the Dining Hall.
26. Rates of the extra items provided to the students shall be according to the rates of individual items provided in the breakfast / lunch / dinner, displayed separately.
27. No extra items will be supplied by the contractor without the approval of the Competent Authority.
28. Minimum charges of the mess will be 16 days or minimum working days in a month, whichever is less.
29. Proper record of the diets and the extra items taken by the students should be maintained by the Mess Contractors.
30. The caretakers of the respective hostel shall collect the mess bills from the students and Rs. 500/- (Rs. 250/-, in case the number of students taking meals in the mess is less than 100 numbers) shall be deducted by way of collection charges and the same will be given to the caretakers of the respective hostels for maintaining the account of mess bills of the respective hostels.
31. The 2% or as per rules of the total mess bill will be deducted as TDS and same will be deposited with the Income Tax Department through Bank.
32. Contractor shall abide by all the instructions issued from time to time by institute authorities.

Signature of Tenderer

Daily menu will be as under:

A. BREAKFAST:

01 Parontha (Stuffed) with 17 grams (1/6 of 100 grams cake) butter/ 100 grams Curd with 200ml. Milk/Tea.

OR

04 nos. Bread Slice (sandwich bread cake size) with 20grams Butter / 20grams Jam/ 10grams Butter+10grams Jam or one egg omelet with 200ml. Milk/Tea.

AND

(Once a week) Purees with White Chanaa with 100gm curd, pickle/chutney & 200ml.Milk/Tea.

AND

(Once a week) 03 nos. of stuffed bread pakoras (sandwich bread cake size), tomato sauce with 200ml. Milk/Tea.

B. LUNCH:

1. Rice and Chapati daily and Fried Rice on alternate days.
2. Daal as per follows:
 - a. Raajamah
 - b. Chanaa White
 - c. Raungi
 - d. Daal fried
 - e. Chanaa Black
 - f. Karhi Pakora/ Soyabean + Aloo Jeera
3. Boondi/Onion tomato/ Ghea/ Aloo Raita (with quantity of Curd 100gm. daily), except on the day when curry is served
4. Salaad (seasonal- 03 different items including onion) and pickle.
5. Special Lunch (Sunday) – Puree, Rice pulao, Pindi channa, Boondi Raita/Dry masala aloo+ pickle/chutney+ Salaad (seasonal- 03 different items including onion)

C. DINNER:

1. Chapati daily
2. Daal fried daily
3. 6 days seasonable green vegetable

Signature of Tenderer

4. One day special dinner (Wednesday)–Puree, Daal Fried + Shahi Paneer + Fried Rice + Salaad (seasonal- 03 different items including onion) and pickle.
 5. Sweet dish (Thrice in a week) – Sewian/Kheer, Custard, Halwa
 6. Salaad (seasonal- 03 different items including onion) and pickle.
- **Only Verka Milk (standard with 4.5 fat), Markfed/Ricela/Fortune/Sohna/Sweekar refined oil, Bonn/Cremica/Britannia/Modern/Kitty bread, Verka/Amul butter, Kisan/Markfed/Himco Jam, Maggi Sauce shall be used in the Mess and only ISI equipment and AGMARK cooking ingredients should be used in the mess.**
 - **Only chakki atta is to be used for making chapatis in mess.**

Note:

- *Vegetable khichri with 100 gm. Curd in place of normal diet to any resident who is not keeping well. The order of khichri should be given at least one hour before lunch/ dinner time*
- *Special diet Rs. 04/- per meal will be charged extra.*
- *Above given menu must be followed strictly.*

BIO -DATA

1. **NAME** : _____
2. **FATHER'S NAME** : _____
3. **PRESENT ADDRESS** : _____

4. **PERMANENT ADDRESS** : _____

5. **EXPERIENCE** : _____
(In the same field)

Note: Experience Certificate is required to be produced with the documents.

Signature of the Tendor/ Representative of Tendor