

## **TENDER DOCUMENT**

### **(FOR MESS CATERING SERVICES IN BOYS HOSTEL)**

S.N	PARTICULARS	DETAILS
1	Name and Address of Tender Inviting Authority	Director-Principal Rao Birender Singh State Institute of Engineering and Technology (RBS-SIET) Zainabad, V.P.O. - Zainabad, Distt. - Rewari, Haryana-123411
2	Name of the Rob	Running Mess Catering Services in Boy's Hostel with 90 to 130 Nos of Students
3	Date of Issue of Tender Document	11.09.2024
4	Last Date and Time for submission of Tender	24.09.2024 by 05:00 PM
5	Date and Time for opening of Technical/ Qualification Bid	25.09.2024 at 11:00 AM
6	Date and Time for Opening of Financial Bid	25.09.2024 at 03:00 PM
7	Date for commencement of Contract	01.10.2024
8	Tender Fee	Rs. 1000 /- (One Thousand only) <b>(Non-Refundable)</b> should be submitted along with the Tender Documents in the form of a Demand Draft drawn in favor of <b>"Director Principal, RBSSIET Zainabad"</b> , payable at <b>Rewari</b>
9	Earnest Money Deposit (EMD)	Rs. 70,000/- <b>(Refundable)</b>
10	Website for downloading Tender Documents, Corrigendum, Addendums, etc.	<a href="http://rbssietrewari.ac.in/">http://rbssietrewari.ac.in/</a>
11	Period of Contract	1 Year (Extendable for same or lesser period on the requirement of RBS-SIET Zainabad and the performance of the Contractor, based on the same terms and conditions as mentioned in the Tender Documents)
13	Name of the contact person at RBS-SIET, Zainabad, For Inquiry	Contact Person on behalf of Director-Principal: <b>Dr. Gaurav</b> , Mobile: <b>+91-7726857562</b>

The bids must be submitted in a sealed envelope by post or direct to the office of Director-Principal.

#### **Definition of Terms Used:**

- **Tenderer/Bidder:** Party/Firm/Organization applying for tender and submitting the bid.
- **Caterer/Contractor:** Successful Tenderer to whom contract will be offered.

## 1. Introduction

- 1.1. **Rao Birender Singh State Institute of Engineering & Technology (RBS-SIET) Zainabad** has been established by the **Govt. of Haryana** to promote quality technical education in the state. It comes under the administrative control of the **Higher Education Department, Haryana**. The academic programs are recognized by the All India Council for Technical Education (AICTE), and the institute is affiliated to Indira Gandhi University, Meerpur Rewari. The institute campus covers more than 52 acres and is situated in Zainabad, Rewari, Haryana-123411. The Haryana Government has provided the best modern infrastructural facilities for students to create a progressive academic environment and conducive academics for professional and technical growth.
- 1.2. **The RBS-SIET, Zainabad reserves the right to accept/reject any tender without assigning any reasons.**
- 1.3. **The decision of RBS-SIET, Zainabad, will be final in awarding the contract.**

## 2. Eligibility Criteria

- 2.1. A tenderer will be eligible for tendering only if the agency satisfies the eligibility criteria given below:
  - a) The tenderer should be an income tax assessor (the latest income tax return should be enclosed).
  - b) The tenderer should have an FSSAI certificate (Mandatory).
  - c) The tenderer should be a GST assessed.
- 2.2. **Work Experience:** The tenderer should have at least 03 years of experience running a hostel mess in an organization like a university, institute or autonomous institution, where the organization must have a residential hostel mess. Also, the tenderer must have **Satisfactory Experience Certificate** issued from the last served university, institute or autonomous institution.
- 2.3. Employees of RBS-SIET Zainabad or their family members are not eligible to participate in the Tender. For this purpose, the family includes spouses and children (Undertaking to be furnished in this regard as per **ANNEXURE-5**).

### 3. General Terms and Conditions for the Award of Contract

- 3.1. The tenderers are requested to go through the instructions, terms & conditions, and specifications given in the tender. Failure to furnish all required information in every aspect will be at the tenderer's risk and may result in the rejection of the tender.
- 3.2. To enclose duly filled-up checklist as per **ANNEXURE-2, Part-II**. The tenderer seeking clarification on the tender may request the Office of the Director-Principal RBS-SIET Zainabad by email between office hours 10:00 am to 05:00 pm.
- 3.3. Initially the contract will be awarded for 12 months from the date of signing the agreement. The Hostel Authority will assess the contractor performance before tenure completion. After reviewing, if the performance of the contractor is found to be satisfactory, the contract may be considered for renewal for further period.
- 3.4. If the contractor is found to be involved in any "**Uncalled for Activity**"; whether inside or outside the premises of RBS-SIET Zainabad—that could bring disrepute to the organization and hence the contract may be terminated. The termination would be carried out by the Competent Authority, with a notice period of One Month.
- 3.5. Director-Principal RBS-SIET Zainabad reserves the right to accept or reject the tender without assigning any reason whatsoever. The contract may be terminated after giving One-Month notice by the Director-Principal RBS-SIET Zainabad. In case Contractor wants to terminate the contract, contractor has to give a minimum Two Months' notice.
- 3.6. The premises of the Hostel 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.
- 3.7. Required safety measures are to be observed by the Contractor themselves. He should install the required number of fire extinguishers, etc., at appropriate places to prevent fire hazards.
- 3.8. Any change like the "Timing of Operation", and "Addition/Change of item(s)" in the Hostel Mess in future; will require the prior permission of the Hostel Authority.
- 3.9. The Contractor 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 their employees.
- 3.10. The RBS-SIET Zainabad shall not be the party in case any dispute takes place between the Contractor and their Employees.
- 3.11. The menu may change as per mutual discussion between the Hostel Authority and the Contractor. Hostel Authority will check the quality

of food & the materials used for the preparation of the food and will have the right to impose suitable fines/penalties in case of unsatisfactory services/quality of food & materials for smooth running of the mess.

- 3.12. Maintenance costs including Electricity Bill etc. of the mess shall be paid by the contractor.
- 3.13. The workers employed by the contractor shall wear a Uniform with Name Badge, which will be provided by the contractor itself. This should be implemented within 15 days from the date of signing the agreement. These workers will not be the employees of the RBS-SIET Zainabad and will not have any claims whatsoever on the RBS-SIET Zainabad and will not act detrimental to the interest of the RBS-SIET Zainabad.
- 3.14. The contractor should maintain a complaint register inside the Mess and should be produced on demand by any of the user. Non-production of this will be taken seriously by the hostel authority.

#### **4. Hygiene Criteria**

- 4.1. The food served by the caterer has to be prepared in clean, hygienic, & safe conditions as per the Menu and healthy sanitary methods.
- 4.2. The caterer shall wash and maintain the dining hall, hand-wash area, dish wash area etc. in hygienic conditions. The caterer shall also provide hand sanitizer & hand wash.
- 4.3. The caterer shall collect the garbage from the kitchen, dining-hall, and dish-wash area etc. and dispose off the same outside this premise.
- 4.4. The caterer shall maintain high-quality of hygiene, sanitation, and safety in the kitchen & dining hall etc.
- 4.5. After every meal (breakfast, lunch, and dinner) all the plates, glasses, spoons & other cutlery etc. are to be cleaned in soap solution & hot water and dried & kept ready for the next meal.
- 4.6. Mess workers shall be strictly asked by the contractor to make the use of hand gloves, aprons, cooking hats etc.
- 4.7. Dining hall and kitchen shall be washed with water & soap solution and mopped after every meal.
- 4.8. Water Cooler and Purifier shall be cleaned and maintained properly by the caterer.

4.9. Non-maintenance of above criteria shall result in penalty to be imposed on the contractor as follows: -

**Penalty for Poor Food quality – Rs. 5000/- on each occasion**

**Penalty for Unhygienic conditions – Rs. 2500/- on each occasion**

**If poor quality of food has been found three times in a month, in such conditions, the awarded contract may be terminated and the security deposit may be forfeited.**

## **5. Earnest Money Deposit (EMD)**

5.1. Earnest money deposit (EMD) in the shape of Bank Draft drawn on any Nationalized Bank in favour of "**Director-Principal RBS-SIET Zainabad**" payable at Rewari, for Rs. 70000/- (Rupees Seventy Thousand Only) should accompany with the filled-in tender documents. In the absence of EMD, the bid shall be rejected. The Earnest money will be refunded to unsuccessful Tenderers after the finalization of the contract. No interest will be paid on the EMDs.

## **6. Contract Requirement**

6.1. While quoting the Price, the tenderer should consider all applicable taxes such as GST & duties on purchases and any other applicable taxes & duties levied by the State & Central Government. RBS-SIET, Zainabad shall not be responsible for any taxes & duties etc. payable to the Govt. for running the mess.

## **7. Submission of Tender**

7.1. The tender document duly filled in, signed on all pages shall be submitted in sealed cover to the **Director-Principal, Rao Birender Singh State Institute of Engineering and Technology (RBS-SIET) Zainabad, V.P.O - Zainabad, Distt. - Rewari, Haryana 123411 upto due date** as per the procedure laid down herein. The tender can be submitted on Monday to Friday by hand or registered/speed post on all working days.

## **8. Procedure for Submission of Tender**

8.1. Tenderers are advised to go through the tender documents and understand all the provisions and terms & conditions contained therein before submitting the tender.

8.2. The tenders shall be submitted as per the procedures and requirements stipulated therein.

8.3. This tender is based on **TWO-BID SYSTEM** i.e. Technical Bid and Financial Bid. Therefore, the tender shall be submitted in two parts viz., **Cover-A and Cover-B**. Each part shall be placed in an independently sealed envelope and each part shall be superscribed as follows:

**Cover 'A'**  
**“TECHNICAL BID COVER”**

**Name of work:** *“Tender for Mess Catering Services in Boy’s Hostel of RBS-SIET, Zainabad*

**Cover 'B'**  
**“FINANCIAL BID COVER”**

**Name of work:** *“Tender for Mess Catering Services in Boy’s Hostel of RBS-SIET, Zainabad*

8.4. The contents of each of the two covers shall be as described in the subsequent clauses. For all other references, these covers will be referred to briefly as: “Technical Bid cover” and “Financial Bid Cover”.

8.5. Both the covers i.e. Cover-A and Cover-B, shall be placed inside an outer cover and shall be superscribed as follows:

**“TENDER FOR MESS CATERING SERVICES IN BOY’S HOSTEL OF RBS-SIET, Zainabad” & TENDER NUMBER**

8.6. The sealed tender envelope shall be addressed to **“Director-Principal, Rao Birender Singh State Institute of Engineering and Technology (RBS-SIET) Zainabad, V.P.O-Zainabad, Distt.-Rewari, Haryana-123411**. The Tender envelope shall contain the Name & Address of the Tenderer prominently; with Phone Number, Email ID & Postal address.

8.7. The Technical Bid cover shall contain a **“Checklist”** as per **ANNEXURE-2, Part-II**. In addition to check list, any document or certificates etc., mentioned anywhere in the tender document shall also be part of the technical tender requirements as Proof of Experience, Turnover, Registration No., GST No., PAN No. Labour License of the State/Central Govt etc.

8.8. Financial Bid cover shall contain the duly filled-in and signed Financial Bid as per **ANNEXURE-3**.

## **9. Signing the Tender**

9.1. "The tender shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. All pages of the tender shall be signed by the person or persons signing the tender. The Tenderer shall enclose a certified copy of the power of attorney authorizing the signatory or signatories to sign the tender document. This certification shall be from the Managing Director or the Legal manager or any other authorized person of the firm".

## **10. Compliance/ Confirmation**

10.1. The Tenderer should give an Undertaking cum Declaration regarding confirming and complying with various terms and conditions as per **ANNEXURE-4** "letter of Tender cum Declaration" and Checklist as per **ANNEXURE-2, Part-II-Technical Bid, Check List.**

## **11. Tender Opening**

11.1. Tender will be opened by the scrutiny committee on due date & time in the presence of the Tenderers or their Authorized Representative in the Director-Principal office, RBSSIET Zainabad. The representative of the tenderer who will attend the tender opening have to produce their Identification Proof & Authorization Letter from the tenderer.

11.2. Cover-A containing "Technical Bid" shall be opened first.

11.3. On verifying the Name of the Tenderer's Address & EMD details; the Technical Bids will be examined to decide their service suitability for the said work. Tenderers whose Technical bids are not found acceptable will be rejected and their sealed covers containing the respective Financial Bids will not be opened. Their EMD received will also be returned to them.

## **12. Criteria for Technical Evaluation (Evaluation of Technical Bid)**

12.1. The RBS-SIET Zainabad will determine whether the tenderer has fulfilled all the terms & conditions, as stipulated in the tender document and whether the tender is substantially responsive or not.

12.2. Tenderers who will not fulfill the tender terms & conditions shall be non-responsive tenderers and will not be taken up for further evaluation and Financial Bid opening.

12.3. To assist in the examination and evaluation of tenders, the RBS-SIET Zainabad may ask any tenderer for clarification (if any) on the tender. The respond for clarification shall be in writing but no change in the substance of the tender shall be sought, offered, or permitted.

12.4. When a Tender fails to be responsive, it will be rejected by the RBS-SIET Zainabad and may not subsequently be made responsive by correction or addition/withdrawal of the non-conforming deviation or reservation.

**13. Financial Bid Opening:**

13.1. The RBS-SIET Zainabad will proceed with opening of Cover-B, i.e., "Financial Bid Cover" of those tenderers whose Technical Bid has been found substantially responsive. The opening of the "Financial Bid Cover" will be done in the presence of tenderers or their representatives.

13.2. On opening of the "Financial Bid", the amount as quoted by the Tenderers will be read out.

**14. Criteria for Price Bid Evaluation:** In price bid evaluation the following procedure will be adopted:

14.1. The selection of Contractor will be based on the rates quoted for per Day Diet Rate per Student in **ANNEXURE-3** i.e. Financial Bid.

14.2. In case of discrepancies, the quoted price in word will be valid for evaluation of price bids.

**15. Award of Tender**

15.1. The RBS-SIET Zainabad has the right to accept any tender and to reject any or all tenders without assigning any reason.

15.2. Notwithstanding anything said herein, the RBS-SIET Zainabad reserves the right to accept or reject any tender and to cancel the tendering process and reject all tenders, at any time before the award of tender, without thereby incurring any liability to tenderer or tenderers or any obligation to inform tenderer or tenderers on the grounds for the RBS-SIET Zainabad action.

15.3. In case of tie in financial bids, the competent authority will decide the successful tenderer on the basis of draw.

**16. Notification of Award & Security Deposit**

16.1. The tenderer whose tender has been accepted will be notified by the RBS-SIET Zainabad within one week.

16.2. Notification of award shall constitute the formation of contract and EMD will be treated as a Security Deposit. No Interest will be paid on the Security Deposit.



16.3. Upon furnishing the security deposit by the successful tenderer or tenderers and upon Signing the Agreement, the EMD shall be returned to the unsuccessful tenderer within the reasonable time period.

## **17. Signing the Agreement**

17.1. The successful tenderer shall execute an agreement (Three copies) on a non-judicial stamp paper to the value of Rs. 100/- (embodying the terms and conditions of the tender) within 07 days from the date of acceptance of the agreement.

17.2. If the agreement mentioned in Clause 17.1 above is not executed in the prescribed period, the tenderer's earnest money deposit is liable to be forfeited.

## **18. Termination of Contract**

18.1. The RBS-SIET Zainabad may terminate the Contract; in whole or in part, at any time, due to any reason by giving a written notice to the contractor with a notice period of 30 days.

18.2. If the Tenderer/Contractor fails to provide catering services within the stipulated time & with substantial quality, the RBS-SIET Zainabad shall be at liberty to make alternate arrangements for catering services, from the tenderer who might have quoted a lower rate.

## **19. Disputes and Jurisdiction**

19.1. Any legal dispute(s) arising out of any breach of contract pertaining to this tender process shall be settled in the courts of competent jurisdiction located within **Rewari District**.

## **20. Schedules**

20.1. The Tender schedule highlights the important service conditions to be strictly abided by all tenderers.

20.2. **Schedule A** refers to the terms and conditions for the lease of mess catering services in Boys Hostel in RBS-SIET Zainabad, Rewari.

20.3. **Schedule B** refers to the scope of work.

20.4. **Schedule C** refers to the Mess Menu, Subscription System.

20.5. It is mandatory for all tenderers to sign and submit these Schedules along with the tender.

**21. Acknowledgement:**

***It is hereby acknowledged that I/We have gone through the entire tender document and various conditions mentioned hereunder, and I/We agree to abide by all the terms & conditions.***

Date:  
Place:

Signature

Tenderer Official seal and address

## **Schedule A**

The Rao Birender Singh State Institute of Engineering and Technology (RBS-SIET) Zainabad has fixed the Mess Menu, Quantity, etc., as mentioned in the “List of Menu” for Mess Catering Services, of **Schedule C** of the tender document.

- 1. The tenderer should quote their price as under:**
  - a. For mess catering services in Boy's Hostel, lowest bidding Price for Food Per Day Diet Per Student, including all taxes.**
- 2. It is mandatory on the part of contractor to install his own RO system in the Kitchen and use RO water for “Kneading Dough” and “Cooking & Drinking” purpose in the mess.**
- 3. It is mandatory on the part of the contractor to serve each item of mess menu in Unlimited Quantity.**
- 4. Food will be cooked in Iron-Steel Utensils only.**
- 5. RBS-SIET, Zainabad shall not provide any furniture(s). All necessary furniture(s), like Dining Tables, Chairs, and other infrastructure for providing the services in the boy’s hostel dining area and kitchen, shall be arranged, provided, and maintained by the contractor.**
- 6. The caterer shall make his own arrangement for procuring utensils/plates, glasses & cutlery etc.**
- 7. On the allotment of contract, the contractor has to install the sub-meter through DHBVN under the name of his/her Firm. On the basis of units/electricity consumed in sub-meter, the electricity charges for mess area (kitchen, dining etc.) will be paid by the contractor till due date as decided by RBSSIET Zainabad.**
8. Electricity should not be used for cooking purposes. No electric stoves will be allowed for cooking. LPG Gas system is to be used for cooking purpose.
9. The items (Vegetables, Fruits) to be procured must be of good quality.
10. Caterer shall use only branded raw materials. Brands of products will be chosen through permissible brand (Schedule C, Part V). **In case of non-compliance, a penalty of Rs. 5000.00 will be imposed every occasion on the caterer.**
11. Caterers will not use any artificial color, preservatives, or other harmful chemical additives (say, for example, mono-sodium glutamate) in any of the dishes or even store them in hostel premises. **In case of non-compliance, a penalty of Rs. 5000.00 will be imposed on the caterer.**

12. Responsibility and safeguard of the RBS-SIET, Zainabad property to be used by the contractor. Damage to the RBS-SIET's Hostel Mess property will be recovered from the contractor.
13. RBS-SIET, Zainabad will not provide any additional facilities other than those available in the Mess.
14. The Hostel Mess premises (inside and outside) will not be used for any other purposes except for running the Mess.
15. The contractor will not transfer/sublet the management to any other individual or agency.
16. The Mess will be run in the name of the Boys Hostel Mess, RBS-SIET, Zainabad, and another name will not be used. The walls and surroundings of the mess shall not be used for paintings/advertisements. The stay of unauthorized persons and indulging of any person in anti-social activities shall be viewed seriously and proper action will be initiated in such cases.
17. The authorized RBS-SIET, Zainabad officials shall have every right to inspect the hostel mess without any notice and take appropriate action.
18. The contractor will not cater items that are not approved. As per state Govt. guidelines; Cigarettes, Liquor, Pan & Gutka etc., are strictly prohibited. **In case of non-compliance, a penalty of Rs. 5000.00 will be imposed on the caterer.**
19. In case of violation of terms & conditions the RBS-SIET may take appropriate action and/or terminate the agreement, including the forfeiture of Security Deposit.
20. Mess will be closed during Summer Vacation, Winter Vacation & Mid-Semester Break, as notified by the Indira Gandhi University, Meerpur time to time.
21. The Mess is to be run during the timings as will be decided by the Hostel Authority of RBS-SIET.
22. The caterer will vacate the provided premises and hand over all fixtures, furniture etc. (if any) which are RBS-SIET property in good condition at the termination of the contract.
23. The caterer will not make or permit any construction, structural alternation or additional fittings inside the premises or the workplace without prior written approval of the competent authority.
24. Employment of child laborers (below 14 years) is prohibited. It is the responsibility of the caterer to comply with all the conditions and formalities of the Labour Office including obtaining the necessary Labour License from the Govt. of Haryana. In case of non-compliance of the above, a penalty/action as per government norms will be taken against the caterer. If the contractor do not follow the Govt. guidelines in any aspect, then the contractor will be responsible for that.

25. The caterer shall be responsible for the proper conduct and behavior of the employees engaged. The employees cannot reside in the place of work except to the extent necessary for their duty in respect of the functioning of the dining facility.
26. The Caterer should ensure that all the employees are free from communicable diseases. Medical certificates to this effect should be made available for inspection by the authorities.
27. All expenses related to the functioning of the employees like EPF/ESI engaged by the caterer shall be in the scope of the Caterer. Proof for remittance of salary shall be provided to the RBS-SIET Hostel Authority/Administration.
28. The RBS-SIET reserves the right to review and modify the terms and conditions periodically.
29. The items of food served will be checked by the Quality Committee constituted by the Hostel Authority of the RBS-SIET. Such Quality Committee may perform random audits.
30. Any other relevant matter for better functioning of the Hostel Mess will be included at the later date.
31. The agreement should be signed by a person or persons duly authorized to sign on behalf of the organization. A certified copy of the power of attorney authorizing the signatory or signatories to sign the agreement/documents.
32. The contractor will not be allowed to change or fix the rate as mentioned in the fixed menu during the contract period of one year.
33. The Mess will be running initially for one year and can be extended on the Satisfactory Performance on mutual consent for further same or lesser period based on the requirement of RBS-SIET, Zainabad.

Signature of the Tenderer

Office Seal & address

## SCHEDULE - B

Office of The Director- Principal, Rao Birender Singh State  
Institute of Engineering and Technology (RBS-SIET) Zainabad

### Scope of work:

The contract is essentially for providing the following Mess Catering Services to the residents of the hostel. The scope of work, covered in the contract, is broadly but not extensively described as given below:

1. Cooking and serving Meals- Breakfast, Lunch, and Dinner.
2. Contractor's installed RO water must be used for "**Kneading Dough**" and "**Cooking & Drinking**" purpose.
3. Procurement of Raw Material as per specification given in **Schedule-C, Part- V.**
4. Managing and Control of Stocks and Inventories;
5. Cleaning of Utensils, Kitchen, and Serving Items;
6. Cleaning of Cooking, Dining, and Auxiliary Areas, which include Toilet and the nearby area also;
7. Security of the Equipment, Utensils, and other items in the mess;
8. Maintenance of the equipments in the kitchen and dining areas;
9. Maintenance of books, ledgers, other records and documents related to running of the mess.
10. Deployment and supervision of required manpower for the above-mentioned job.
11. The Tenderer shall visit these facilities and ascertain the available infrastructure before submitting the Tender. The Contractor must provide any additional requirements, necessary for efficient services without any extra charges.

Date:

Place:

Signature

Tenderer Official seal and address

# SCHEDULE C

## MENU & SUBSCRIPTION SYSTEM

### Part-I

The following is the general structure of the menu. The detailed Menu is provided in **ANNEXURE 1**.

#### **General Structure of Menu**

##### **A. Breakfast:**

<b>Unlimited Quantity</b>	One Indian Dishes
	Adequate Toasted/Normal White and Brown Bread
	Sprouts, Boiled Pulses, Pickle, Chutney
<b>Limited Quantity</b>	Milk (200 ml glass) or Tea or Coffee
	Butter (20 gm), Jam (22 gm)
	Seasonal Fruits/Banana (1 Piece)
	Curd (100 ml per student)

##### **B. Lunch:**

<b>Unlimited Quantity</b>	One Vegetable curry and One Dry vegetable
	Chapati (with and without Ghee)/Bhature (when chole is served)
	Dal
	Salad (Onion, Cucumber, Carrot, Beetroot, Tomato) (as per seasonal availability)
	Pickle
	Chutney as mentioned in the menu
<b>Limited Quantity</b>	Curd (100 ml per student) or Raita [150 ml per student]
	Lassi/Chaas/Seasonal drinks/Soup/Neembu Pani/Jaljeera (200 ml per student)

##### **C. Dinner:**

Unlimited Quantity	One Vegetable curry and One dry vegetable
	Chapati (with and without Ghee)/Bhature (when chole is served)
	Dal
	Salad (Onion, Cucumber, Carrot, Beetroot, Tomato) (as per seasonal availability)
	Pickle
	Chutney as mentioned in the menu
Limited Quantity	Sweet Dish (pieces of premium sweet or item as decided by the Hostel Authority) [100 gm equivalent]
	Lassi/Chaas/Seasonal drinks/Soup/Neembu Pani/Jaljeera [200 ml per student]

**Note: This is just a suggested format menu, however, changes are possible based on decisions of the RBSSIET Hostel Mess Authority.**

## **SCHEDULE-C**

### **Part-II**

#### **SUGGESTED ITEMS FOR THE MENU**

RBSSIET Hostel Mess Authority can include items in the Menu from the below-mentioned options:

##### **Daily Breakfast Options:**

- Upma
- Poha-Sev-Jalebi
- Poori-Aloo masala
- Aloo Paratha or Mixed Veg Paratha-ketchup-chutney-curd
- Veg Fried Maggie-Ketchup
- Pav-Bhaji-Green chutney
- Any other breakfast dish as suggested by Hostel Authority in consultation with the caterer

##### **Dry Vegetable Options:**

- Jeera Aloo
- Aloo tomato
- Aloo Gobi Matar
- Mixed veg.
- Chana masala
- Parwal Chana
- Cabbage Green Peas
- Bhindi fry
- Aloo Shimla
- Chilli Paneer
- Dry Veg. Manchurian
- Aloo Gobhi Karela
- Aloo matar tomato dry
- Soyabean Chilly
- Aloo Jeera
- Aloo Baigan Masala
- Baigan bharta
- Lauki Chana Dry
- Aloo beans
- Red Pumpkin chana
- Any other seasonal dry item as suggested by the Hostel Authority in consultation with the caterer



**Vegetable Curry Options:**

- Dum Aloo
- Aloo-soyabean curry
- Rajma
- Veg Manchurian
- Chole curry
- Veg Kofta
- Lauki kofta
- Malai kofta
- Corn palak
- Aloo palak curry
- Khichdi
- Any other seasonal curry as suggested by the Hostel Authority in consultation with the caterer

**Dal Options:**

- Dal fry
- Dal tadka
- Urad dal
- Moong dal
- Dal lehsuni
- Tuvar dal
- Masoor dal
- Mix Dal
- Dal makhani
- Kadhi
- Any other dal as suggested by the Hostel Authority in consultation with the caterer

**Drinks Options:**

- Rasna
- Soup (Tomato, Man chow, clear etc.)
- Soda/Lemon Soda
- Sweet Lassi
- Roohafza
- Fresh juice like pineapple, watermelon juice etc.
- Jaljeera
- Aam panna
- Any other seasonal drinks as suggested by the Hostel Authority in consultation with the caterer

## SCHEDULE-C

### Part-III

#### RULES PERTAINING TO FOOD

- Mouth freshener (Fennel seeds and sugar) and Pickle to be provided with every meal.
- The composition of a vegetable item should be exactly as specified by the Hostel Authority e.g., if the Hostel Authority requires that onion or potato should not be mixed into an item, then it should be strictly followed.
- Raita is to be served when dishes like Biryani are served. Plain rice has to be served in addition when there is biryani or pulao.
- Ketchup, Butter, Jam, Curd and Chutney has to be provided along with all dishes wherever applicable and as decided in the menu.
- Paper napkins should be provided when fried food is served. Butter paper should be used to keep the fried items.
- Curd to be always served with Parathas.
- Cleanliness of the dining area to be maintained by the caterer at all times.
- **RO Water must be used for preparing the Food & Drinking. Also, the Drinking Water & Filled Salt Dispensers must be available on the table.**
- Basmati rice should be used for Biryani.
- **Use of Dalda/Vanaspati Ghee or hydrogenated fats in any form is not allowed unless the Hostel Authority explicitly gives written consent for the same.**
- Tandoor items to be served twice a week, including Tandoori roti and Naan.
- Seasonal drinks must be served in the mess as per the requirement given by the Hostel Authority.
- Food should be always served and maintained warm.
- Whenever butter is provided, Students will be served ~20 gms of butter. However, on-demand, more butter will be provided.
- Two pieces of Sweets or Ice cream or equivalent must be served with dinner on all seven days.
- Green Salad should be given separately.
- Frozen Peas shall be used only in case of fresh Peas is not available.
- Dish served with a mixed seasonal vegetable, the quantity of vegetable mixture will be decided by the Hostel Authority.
- The caterer should ensure that food is not taken outside the dining premises by subscribers. Failure to ensure this will lead to punitive action.

**SCHEDULE-C**  
**Part-IV**

**ANNEXURE 1**

**TENTATIVE MENU**

Day	Breakfast (7:30 AM to 9:00 AM)	Lunch (01:00 PM to 2:00 PM)	Dinner (08:00 PM to 9:00 PM)
Monday	1. Aloo-Onion Paratha + Chutney + Sauce+ Curd 2. Tea / Coffee	1. Rajma Masala 2. Aalo gobi fry sabzi 3. Plain/Butter Chapati 4. Plain Rice 5. Curd 6. Green Salad 7. Pickle 8. Garlic Chutney	1. Stuff Dum Aloo 2. Kaali Masoor Daal 3. Jeera Rice 4. Plain/Butter Chapati 5. Green Salad 6. Pickle 7. Gulabzmun (02)
Tuesday	1. Palak Puri + Aloo Matar Sabji 2. Bread Butter/ Jam 3. Tea / Coffee	1. Dum Aloo 2. Baingan Bharta 3. Butter/Plain Chapati 4. Lemon Rice 5. Curd 6. Green Salad 7. Pickle	1. Loki Chana 2. Mix Daal 3. Rice 4. Butter/Plain Chapati 5. Green Salad 6. Pickle 7. Kheer
Wednesday	1. Uttapam + Sabji + Chutney + Sauce+ Curd 2. Bread Butter/Jam 3. Tea / Coffee	1. Veg Manchurian 2. Red Pumpkin 3. Butter/ Plain Chapati/Masala Poori 4. Bundi Raita 5. Green Salad 6. Pickle 7. Lemon Rice	1. Mutter Paneer 2. Urad Dal 3. Butter/Plain Chapati 4. Rice 5. Green Salad 6. Pickle 7. Sweets-Custard
Thursday	1. Poha + Sev + Chopped Onion + Tomato + Lemon 2. Bread Butter/ Jam 3. Tea / Coffee	1. Seasonal Vegetable 2. Kaala Chana Masala 3. Butter/Plain Chapati 4. Lemon Rice 5. Veg Raita 6. Green Salad 7. Pickle	1. Veg Kofta 2. Dal Fry 3. Rice 4. Butter/Plain Chapati 5. Green Salad 6. Pickle 7. Kheer
Friday	1. Moong Daal Chilla + Green Chutney 2. Bread Butter/ Jam 3. Tea / Coffee 4. Sprouts	1. Chana Masala 2. Kadhi Pakoda 3. Butter/Plain Chapati 4. Lemon Rice 5. Green Salad 6. Pickle 7. Jaljeera	1. Malai kofta 2. Dal Tadka 3. Jeera Rice 4. Butter/Plain Chapati 5. Green Salad 6. Pickle 7. Gulab Jamun

Saturday	<ol style="list-style-type: none"> <li>1. Paneer Paratha + Chutney + Sauce+ Curd</li> <li>2. Bread Butter/ Jam</li> <li>3. Tea / Coffee</li> </ol>	<ol style="list-style-type: none"> <li>1. Soya Matar Masala</li> <li>2. Daal Makhani</li> <li>3. Butter/Plain Chapati</li> <li>4. Lemon Rice</li> <li>5. Curd</li> <li>6. Green Salad</li> <li>7. Pickle</li> </ol>	<ol style="list-style-type: none"> <li>1. Soyabean Chilly</li> <li>2. Masoor Da</li> <li>3. Butter/Plain Chapati</li> <li>4. Jeera Rice</li> <li>5. Green Salad</li> <li>6. Pickle</li> <li>7. Rasgulla</li> </ol>
Sunday	<ol style="list-style-type: none"> <li>1. Aloo-Onion Paratha + Chutney + Sauce+ Curd</li> <li>2. Tea / Coffee</li> </ol>	<ol style="list-style-type: none"> <li>1. Chole Bhature</li> <li>2. Veg Briyani</li> <li>3. Raita</li> <li>4. Salad</li> <li>5. Pickle</li> </ol>	<ol style="list-style-type: none"> <li>1. Palak Paneer</li> <li>2. Daal Fry</li> <li>3. Butter/Plain Chapati</li> <li>4. Jeera Rice</li> <li>5. Green Salad</li> <li>6. Pickle</li> <li>7. Moong Daal Halwa</li> </ol>

Date:  
Place:

Signature

Tenderer Official seal and address

## SCHEDULE-C

### Part-V

### Permissible Brand

S. No.	Name of the Items	Permissible Brand
1	Kaala Namak	<b>Tata</b> , Annapurna, Nature fresh
2	Spices	<b>M.D.H.</b> , Catch, Everest
4	Ketchup	<b>Maggi</b> , Kissan, Heinz
5	Musturd Oil	<b>Only Hafed</b>
6	Pickle	<b>Nilon's</b> , Mother's Pravin, Priya, Bedekar
7	Atta	<b>Sarbati MP 306 Wheet</b>
8	Rice	<b>Daawat</b> , India Gate
9	Flavored Fruit drink	<b>Rasna</b> , Tang
10.	Butter	<b>Vita</b> , Amul, Britannia, Mother Dairy
11.	Ghee	<b>Vita</b> , Amul/Mother Dairy/Annapurna
12.	Packet Curd	<b>Vita</b> /Amul/Sudha/Purabi/Mother Dairy
13.	Bread	<b>Harvest</b> , Modern, Kwality, Kissan, Top- n- Town, Britannia
14.	Jam	<b>Kisan</b> , Tops, Cremica etc.
15.	Milk	<b>Only Vita Milk</b>
16.	Paneer/Cheese	<b>Vita</b> , Sanchi, Amul, Mother dairy
17.	Tea	<b>Brook bond</b> , Lipton, Tata
18.	Coffee	<b>Nestle</b> (Nescafe), Broke Bond (Bru), Tata Grande
19.	Soya	<b>Nutrella</b> , Fortune, Patanjali high nutri
<b>*Brands in Bold formatting are preferred. On the non-availability of the brand, brand can be replaced with the permission of Hostel Authority.</b>		

In the case of specific brands for any other items not mentioned in the contract or unavailability of the brands in the market mentioned in the above Table, the caterer can use any other **FSSAI** approved brands, only if permitted by the Hostel Authority, in writing.

**I/We agree to the above terms and conditions specified in Schedule C (Part I to Part V).**

Date:  
Place:

Signature

Tenderer Official seal and address

# ANNEXURE-2

## Part-I

### APPLICATION FORM CUM TECHNICAL BID

#### Tender for Mess Catering Services in Boy's Hostel in RBSSIET, Zainabad

Name of the Applicant -----  
(If an individual)/Firm  
Father's Name -----  
Address of self and Firm -----  
Phone No./Mobile No. -----  
Email ID. -----  
Aadhaar No. -----

Paste Recent  
Photograph

#### Details of Tender Fee

- a. Amount : ₹ 1000 /- \_\_\_\_\_  
b. DD No. : \_\_\_\_\_  
c. Dated : \_\_\_\_\_  
d. Bank & Branch: \_\_\_\_\_

#### Details of EMD

- a. Amount : ₹ 70000 /- \_\_\_\_\_  
b. DD No. : \_\_\_\_\_  
c. Dated : \_\_\_\_\_  
d. Bank & Branch: \_\_\_\_\_

GST No. -----  
PAN No. -----

#### Name and address of two responsible persons as guarantors:

Name -----	Name -----
Aadhar No. -----	Aadhar No. -----
Address -----	Address -----
-----	-----

#### Declaration:

I hereby undertake that I shall abide with all the terms & conditions of the tender.

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

Signature of the Tenderer:

Place: \_\_\_\_\_

\_\_\_\_\_  
Name of the Tenderer:

Address: \_\_\_\_\_

\_\_\_\_\_  
Seal:

\_\_\_\_\_  
Phone Number: \_\_\_\_\_

## ANNEXURE-2

### Part-II TECHNICAL BID (Check List)

#### Tender for Mess Catering Services in Boy's Hostel in Rao Birender Singh State Institute of Engineering and Technology (RBS-SIET) Zainabad

#### Check List:

1.	Income Tax Assessment Certificates/ITR for last 3 years	Yes / No
2.	PAN	Yes / No
3.	Work experience of at least 03 years of experience of running a hostel mess in an organization like a university, institute or autonomous institution, where the organization must have residential hostel mess. Also, the tenderer must have <b>Satisfactory Experience Certificate</b> issued from the last served university, institute or autonomous institution.	Yes / No
4.	Tender Fee Rs. 1000/- furnished	Yes/No
5.	Earnest Money Deposit (EMD) Rs. 70000/- furnished for Hostel Mess Catering Services	Yes/No
6.	GST No	Yes/No
7.	Technical bid enclosed in a separate cover	Yes/No
8.	Financial Bid enclosed in a separate cover	Yes/No
9.	Whether all schedules and all tender papers are signed.	Yes/No
10.	Letter of Tender cum declaration as per <b>ANNEXURE-4</b> furnished	Yes/No
11.	Declaration about the family members not working in RBS-SIET Zainabad furnished, <b>ANNEXURE-5</b>	Yes/No

**Note: Self-attested and duly stamped documentary proofs of all the checklist should be submitted with the Application form.**

Further it is certified that I/We will abide by the technical and financial terms and conditions of the Tender and also other rules and regulations of the Rao Birender Singh State Institute of Engineering and Technology (RBS-SIET) Zainabad.

Signature of the Tenderer

Name & Address: Company Seal

**ANNEXURE-3**

**Financial Bid**

Format for Financial Bid (to be typed in the letterhead of the firm)

**To**

**The Director- Principal**

**Rao Birender Singh State Institute of Engineering and Technology  
(RBS-SIET) Zainabad V.P.O- Zainabad,  
Distt. - Rewari, Haryana 123411**

Dear Sir,

Sub: **Mess Catering Services** in response to your advertisement for " **Mess Catering Services in Boys Hostel in Rao Birender Singh State Institute of Engineering and Technology (RBS-SIET) Zainabad.**"

I/we submit herewith our Financial bid.

**MESS CHARGES (as per the Schedule-C & Menu Attached)**

Break Fast	Rs.....
Lunch	Rs.....
Dinner	Rs.....
Total Per day	Rs. ....

The daily Price of food for the Tentative Menu is Rs. .... per day.

Name of the Hostel Mess	<b>Boy's Hostel, RBS-SIET, Zainabad</b>
Tender Number & Dated	
* Price for per day diet per student, including all taxes	Rs ..... (Rupees.....)

*\*The selection of tenderer will be based on this rate.*

Date:

Signature of the Tenderer with seal



## ANNEXURE-4

### **Tender for Mess Catering Services in Boy's Hostel in Rao Birender Singh State Institute of Engineering and Technology (RBS-SIET) Zainabad**

#### **LETTER OF TENDER CUM DECLARATION**

To  
The Director- Principal  
Rao Birender Singh State Institute of Engineering and Technology (RBS-SIET)  
Zainabad V.P.O - Zainabad,  
Distt. - Rewari, Haryana 123411

Sir,

Sub: **Tender for Mess Catering Services in Boy's Hostel in Rao Birender Singh State Institute of Engineering and Technology (RBS-SIET) Zainabad for the year 2024–2025 including Self-Declaration.**

1. I/We, the undersigned, do hereby tender and undertake to provide catering services in RBS-SIET Zainabad as described or intimated in the various schedules here to annexed (which have been produced to and carefully examined by us) in strict accordance with and subject to the terms, provisions, and conditions set forth or mentioned in the said schedules and annexures.
2. I/We have gone through the instructions in the tender carefully and read all the conditions of the tender and agree to abide by all the terms & conditions mentioned.
3. I/We hereby state that I/we have submitted Rs. 70,000/- (Rupees Seventy Thousand only) for Hostel Mess Catering Services in the form of Demand Draft No..... Dated:\_\_\_\_\_ drawn on Bank Branch, in favor of "Director-Principal RBSSIET Zainabad" payable at Rewari as Earnest Money Deposit (EMD) and agree to have it forfeited to the Director Principal RBSSIET Zainabad in case of my/our failure to undertake the contract within the stipulated time.
4. I/ We hereby certify that the "Per Day Diet Price" quoted in this tender is final and I/We will not come forward for any revision or alteration in the "Per Day Diet Price" quoted subsequently due to a hike in prices or any other reasons.
5. I/We confirm that our Tender is in conformity with the technical specifications and commercial terms & conditions as stipulated in the Tender Document and without any deviations whatsoever. I/We are aware that our Tender is liable for disqualification in the event of technical and commercial deviations observed by the RBS-SIET Zainabad at a later stage during the process of evaluation of our Tender.
6. In response to the Tender No.....as a Proprietor/Partner/Director of....., I/we

hereby declare that our tender name.....is having unblemished past record and has not been declared ineligible for corrupt & fraudulent practices indefinitely or for a particular period.

7. I / We further declare that the information and documents furnished in the Tender submitted by us are correct and genuine. I am / we are aware of the RBS-SIET Zainabad right to forfeit the Earnest Money Deposit and/or Security Deposit and blacklist me/us if, any information furnished by us proved to be false at the time of inspection and not complying with the tender conditions.
8. I/We state that I/We have not been blacklisted or debarred from participating tenders by the Central/State Government of Haryana agencies or autonomous bodies or Universities/Institutions.
9. We undertake and agree that we will not withdraw this Tender during the period that will be required for intimation of acceptance or non-acceptance as stipulated in the Tender document. If I/we do so withdraw, then my EMD will be considered as forfeited to Rao Birender Singh State Institute of Engineering and Technology (RBS-SIET) Zainabad. I/We agree to execute at our cost the Agreement in 7 days after the notification of the acceptance of our Tender has been received by us. In the event of our failing to make the Security Deposit or to execute the Agreement in the said manner, the Earnest Money Deposit accompanying this Tender shall be forfeited to the Rao Birender Singh Institute of Engineering and Technology (RBS-SIET) Zainabad and this concluded Contract shall in such case be considered as having been canceled or terminated and I/We agree to be liable, irrespective of the forfeiture aforesaid for all damages, losses, costs, charges and expenses arising from or by reason of such failure and arrangements.

Signature of the Tenderer

Name & Address: Company Seal

## **ANNEXURE-5**

### **Declaration about family members working in RBS-SIET, Zainabad**

I/We .....do hereby certify that neither myself nor any of my family members (as defined in tender conditions) are employees of the RBS-SIET, Zainabad.

I/We are aware that in the event of a wrong declaration, the tender submitted by me is liable to be rejected summarily.

Signature of Tenderer with Seal

Name: