

**HIDAYATULLAH NATIONAL LAW UNIVERSITY, NAVA RAIPUR**  
Tender Document for “Catering and Mess Services for Boys and Girls Hostels of HNLU”.

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**HIDAYATULLAH NATIONAL LAW UNIVERSITY,  
NAVA RAIPUR, ATAL NAGAR-492 002, CHHATTISGARH**  
[www.hnlu.ac.in](http://www.hnlu.ac.in)

Online bids are invited under two-bid system from reputed and experienced agencies on behalf of the Registrar, Hidayatullah National Law University, Nava Raipur, for providing **Catering and Mess Services for Boys and Girls Hostels of HNLU, Raipur** as per following schedule.

|   |  |
|---|--|
| Notice Inviting Tender (NIT) No & date        | <b>No. HNLU /23648 /NIT/Mess/2021-22</b><br><b>Date: 29.05.2021</b>  |
| Place of Supply.                              | Hidayatullah National Law University,<br>Nava Raipur, Atal Nagar-492002 (C.G.)   |
| Bid Submission Start date                     | 29.05.2021 at 17:00 Hrs  |
| Pre-Bid Meeting Date                          | 10.06.2021   |
| Last Date of Submission of Bids               | 18.06.2021 at 17:00 Hrs.   |
| Date of Opening of Technical Bids             | 20.06.2021 at 15:00 Hrs.   |
| Tender Fee                                    | Rs.1000/-(non-refundable)  |
| EMD   | Rs.3,00,000/-(refundable)<br>To deposit the Tender Fee/ EMD, bidder should go to the following URL: <a href="https://www.tenderwizard.com/HNLURAIPUR">https://www.tenderwizard.com/HNLURAIPUR</a><br>Step1. Click Check Box to proceed for payment.<br>Step2. Fill all Details and Submit<br>(The online payment receipt should be submitted in the Technical e-bid) |
| Tender Processing Fees                        | As applicable online   |
| Opening of Technical Bids and evaluation mode | Bids shall be opened online. Quality and cost based evaluation will be made based on a point system.   |
| Contact information                           | Registrar<br>Hidayatullah National Law University<br>Nava Raipur-492002<br>Phone:+91-8223866066<br>Email: <a href="mailto:registrar@hnlu.ac.in">registrar@hnlu.ac.in</a>   |
| Proposed date to commence the Operations      | 1 <sup>st</sup> July, 2021   |

In the event of any of the above mentioned date being declared as a holiday / closed day, the bids will be opened on the next working day at the appointed time. Manual bids shall not be entertained. Copy of bid document is available in TENDERWIZARD Portal ([URL:https://www.tenderwizard.com/HNLURAIPUR](https://www.tenderwizard.com/HNLURAIPUR) and University website i.e. [www.hnlu.ac.in](http://www.hnlu.ac.in). Instructions regarding submission of online bids are available at [URL:https://www.tenderwizard.com/HNLURAIPUR](https://www.tenderwizard.com/HNLURAIPUR). Please keep visiting our website for any corrigendum/ amendments and submit the bid documents accordingly. Changes made in the tender documents due to reasons beyond the control of the University will be uploaded on the website only and no additional notification will be issued in Newspaper.

**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the TENDERWIZARD Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the TENDERWIZARD Portal, prepare their bids in accordance with the requirements and submitting their bids online on the TENDERWIZARD Portal. For more information bidders may visit the TENDERWIZARD Portal <https://www.tenderwizard.com/HNLURAIIPUR>

**Registration Process**

1. Bidders to enroll on the e-Procurement module of the portal [https:// www.tenderwizard.com/HNLURAIIPUR](https://www.tenderwizard.com/HNLURAIIPUR) by clicking on the link “Click here to Enrol”. Enrolment on the TENDERWIZARD Portal.
2. The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the TENDERWIZARD Portal.
3. Bidders to register up on enrolment their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
4. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
5. Bidder then logs into the site through the secured log-in by entering their user ID/ password and the password of the DSC/ eToken.

**Tender Documents Search**

1. Various built-in options are available in the TENDERWIZARD portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, location, date, value, etc.
2. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the TENDERWIZARD Portal.
3. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the TENDERWIZARD Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
4. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

**Bid Preparation**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
4. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF/XLS/RAR/DWF formats. Bid documents may be scanned with **100 dpi with black and white option**.
5. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “MySpace” are available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again a again. This will lead to a reduction in the time required for bid submission process.

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**Bid Submission**

- 1) Bidder to log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- 4) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- 6) The uploaded tender documents become readable only after tender opening by authorized bid openers.
- 7) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) Add scanned PDF of all relevant documents in a single PDF file of compliance sheet.
- 9) The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be downloaded from Website [www.hnlu.ac.in](http://www.hnlu.ac.in). Those who download the tender document from Website should pay **Tender fee of Rs 1000/- (Rupees One Thousand only)** through online transfer mode only i.e. Debit Card/Credit Card/Net Banking.
- 10) The bidder shall pay Bid Security (EMD) of Rs. 3,00,000.00 (Rupees Three Lakh only) through online transfer mode only i.e. Debit Card/Credit Card/Net Banking/NEFT/RTGS. along with the technical bid. Bids received without Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc. at any stage.

**Assistance to Bidders**

- Any queries relating to tender document and terms and conditions contained therein should be addressed to Tender Inviting Authority or the relevant contact person indicated in the tender.
- Any queries relating to the process of online bid submission or queries relating to TENDERWIZARD Portal in general may be directed to the 24x7 TENDERWIZARD Portal Helpdesk.

**General Instructions to The Bidders**

- The tenders will be received online through portal <https://tenderwizard.com/HNLURAIPUR> In the Technical Bids, the bidders are required to upload all the documents in pdf format.
- Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company’s name is a prerequisite for registration and participating in the bid submission activities through <https://tenderwizard.com/HNLURAIPUR>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://tenderwizard.com/HNLURAIPUR> under the link ‘Information about DSC’.

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**TENDER DOCUMENT**

**1. Introduction to the University**

HNLU, Raipur established by the Government of Chhattisgarh under the Hidayatullah National University of Law, Chhattisgarh, Act (Act No.10 of 2003) desirous of engaging the service provider for providing “Catering and Mess Services at Boys and Girls Hostels of HNLU”.

The interested bidders **must** visit the campus premise to acquaint themselves with the scope of the services and other requirements. In case of additional requirement in other location/ building of University other than the mentioned buildings, additional contract may be entered into on pro-rata basis.

**2. Minimum Eligibility Criteria cum Checklist**

All bidding parties must meet following minimum eligibility criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting documents along with the technical bid.

| S. No. | Eligibility Criteria   | Check list (Y/N) | Page No. # |
|--------|--|------------------|------------|
| 1      | Minimum 05 years of experience in institutional Catering and Mess activities in IITs, NITs, IIMs, IISERs, AIIMS, IIITs and NLUs. The bidders having experience only in the Cafeteria (snacks & beverage services) will not be considered.  |                  |            |
| 2      | The annual value of single largest contract at a unit should be not less than Rs.1 Cr per annum on a daily operation or as per the decision of the committee concerned on the basis of the performance of the tenderer for the past years. (Supporting documents must be attached along with Technical documents). |                  |            |
| 3      | Performance certificate or recommendation from at least three reputed organizations/ educational institutions where they have been providing similar services in the last five years signed by an authorised signatory. (Performance certificate must be attached along with technical bid).                       |                  |            |
| 4      | Fresh Solvency certificate from scheduled or nationalized bank for up to Rupees Seventy Five Lakhs.  |                  |            |
| 5      | Last three years' duly audited balance sheet with a minimum turnover of Rupees One Crore Fifty Lakhs per annum in Catering and Mess services (Annexure “I” must be filled along with Audited balance sheet for last three FY).   |                  |            |
| 6      | Copy of last three years Income Tax Returns:<br>a. 2017-2018:<br>b. 2018-2019:<br>c. 2019-2020   |                  |            |
| 7      | Should possess statutory requirements such as PF, ESIC, GST, Shop and Establishment Registration Certificate and PAN card for their existing businesses. (Annexure “I” for PF and ESI Registration details must be filled along with supporting documents).  |                  |            |
| 8      | The firm has to bid for all the items mentioned in the tender document. The tender document will not be considered valid in case of non-fulfillment of this criterion or a partial quotation   |                  |            |
| 9      | The firms should have a valid food license issued by the Food Safety and Standards Authority of India (FSSAI) for their existing business. Details of all the list of certificates should be filled in annexure VI.  |                  |            |
| 10     | The firm should have valid ISO certification 2000:2018.  |                  |            |
| 11     | Solvency certificate   |                  |            |
| 11     | Submission of duly filled and signed Declaration letter. Incomplete forms in any respect would summarily be rejected.  |                  |            |
| 12     | The Tenderer signs and seals on each page of the Tender documents.   |                  |            |

**# The proof of the above requirements is to be enclosed along with the tender documents**

A Committee constituted by HNLU, Raipur would appropriately decide on acceptance of tenders having minor deviations in the criteria mentioned above on the basis of its reputation/ qualification in other attractive receipt of adequate proposals or renowned private University of higher education having a minimum strength of 1000 diners.

**Note:**

**It may also be noted that HNLU, Raipur is presently operating two mess in Campus viz. (i) Boys Hostel with approx. strength of 500 students & (ii) Girls Hostel with strength of 500 students. The present tender is for both the hostels. As a policy matter, HNLU, Raipur has decided that any particular bidder can only cater to a maximum of 1000 students at HNLU, Raipur during one academic year. Thereby, both messes will be run by the same caterer. The university, however, reserves the right to award one hostel mess each to two bidders at the same cost, subject to the acceptance of the bidder who scored second highest points.**

**3. Instructions to Bidders**

- a) Bidder should take into account notifications, corrigendum published, if any on the tender document before submitting their bids. Any deviations from these may lead to rejection of the bid.
- b) The Bidder shall give an undertaking that he/ she will comply with all conditions in the tender documents. For this purpose, the tender documents shall be completed in all respects and duly signed, numbered and stamped on **each page by the Bidder.**
- c) **The two-bid system will be followed for this tender. In this system, online offer should be submitted under TWO-BID System in two separate e-packets i.e. “Technical eBid” and “Commercial eBid”.**

***Envelope 1: should contain technical e-bid consisting of***

- a. Tender/ EMD fee details with receipt
- b. Documents in support of minimum qualification required for bidding.
- c. Details of works of similar class completed as on the last date of submission
- d. Copy of Solvency Certificate as per the format (original will be required)
- e. Declaration letter

***Envelope 2: should contain Commercial e-Bid consisting of BoQ in xls (excel format)***

- d) Each page of the bid should be numbered properly.
- e) The technically qualified bidders are required to make a presentation on certain parameters before the committee. These parameters carry marks based on which the final score of the tenderer for evaluation.
- f) The financial bids of only those Tenderers whose technical Tenders are recommended by Tender Committee will be opened at a later date after evaluation of the technical bids. The offer of the Tenderer shall be valid for 06 (Six) months from the last date of submission of Tender/ revised offer (if any).
- g) In deciding upon the selection of contractors for the work, great emphasis will be put on the ability and competence of contractors to provide high quality services according to the time schedule, pragmatic cost and in close coordination with HNLU.
- h) Hypothetical / Conditional, Incomplete bid will not be entertained & will be summarily rejected. Please note that the bidder must quote for all the categories mentioned in the tender.
- i) The period of contract would be for TWO YEARS from the date of award of the contract and it may be further extended for another one year on the satisfactory performance of service provider. The performance of the service provider will be evaluated on yearly basis. Further extension of another year, beyond three continuous years, will be at the discretion of the vice-chancellor, base on the report of a performance review committee.
- j) The University reserves the right to modify the conditions of the tender, at any time, without assigning any reasons for the same.
- k) HNLU, Raipur reserves the right to accept/reject any Tender in part or full, without assigning any reason whatsoever.

**4. Scope of Work**

- a) Broadly the services involve following tasks:
  - Catering and Mess Services for Students including special buffet.

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- Catering services for workshop, programs, meeting etc. as per requirement.
- Running of Night Cafeteria

**Catering and Mess Service**

The University offers residential programs in Law to around 950 students on the campus. The current tender is for providing the Break fast, Lunch, Snack and dinner facility at Boys and Girls hostel and approximate man days are mentioned in below table.

| S. No. | Grouping Diners   | Strength per day (Tentative)                      | Meal Options              | Meal Category                     | Location  |
|--------|---|---|---------------------------|-----------------------------------|---|
| 1      | Students  | 900   | All Meal                  | Standard                          | Mess of Boys & Girls Hostel                       |
| 2      | Complementary Service to students (Thrice in a year on Special Occasions) | 1000 or the number of students present on the day | Special buffet DinnerMenu | Charged at Standard rate.         | As decided  |
| 3      | Special request for workshop, meetingetc                                  | based on requirement                              | All meal                  | Executive or standardas per order | Academic block/Guest house/other venue as decided |

- The rates offered for the Standard, Executive menu will be applicable anywhere within the Campuswhen so required with no additional charge.
- However, the number mentioned in the above table will go down during the unforeseen situations, mid-semester break, summerbreak, holidays, outstation projects and assignments of the students during the academic year.
- The bidders are requested to note that there will be a lean period for the business due to vacation, especially during November, May and June months.

**Menu & Timing of Students Dining Hall**

- Menu will be in line with the tentative menu at point number 7, in consultation with the representative of the students' committee and warden.
- Special diets (for students/guests who are sick) would be organized on request.
- **Tentative Timings of the Students Dining Hall (All 7 days) for HNLU, Raipur.**

| Particulars          | Timings            |
|----------------------|--------------------|
| Breakfast            | 08:00-09:00        |
| Lunch                | 12:30- 14:00       |
| Tea & Evening Snacks | 16:30- 17:30       |
| Dinner               | 20:00 - 22:00      |
| <b>Cafeteria</b>     | <b>12.00-24:00</b> |

Apart from this the caterer can also provide ready to eat items like Chips, Biscuits, Soft Drinks, Ice Creams, and other packed refreshments, which can be purchased by the students.

**Night Cafeteria**

- The price list of the items to be served in cafeteria is to be attached along with the maximum chargeable prices with price bid. Any changes to this list can be made only after consultation with and approval of the University.
- In respect to packaged products (biscuits, soft drinks, chips, ice creams, sandwiches, precooked snakes etc.), the Caterer has to ensure –
  - The Availability of sufficient stock of all commonly consumed eatables and beverages.
  - The quality of the available brand is as suggested by the Mess committee.
  - A menu card
  - They are sold on MRP or less.
  - Proper presentation and a decent display / refrigerated transparent shelves of good quality.

### **Services for Special Occasion**

If at any time during the existence of the contract the University desires to utilize the services of the contractor for any special occasion or otherwise, the contractor will arrange the same at the rates mentioned in the tender or to be mutually agreed upon. Similarly, in case the University desires to include any new items in the contract for food the same will be negotiated with the contractor.

### **Scope of work by contractor**

- i. All items including gas refilling, raw materials for the preparation of food items, housekeeping materials, manpower, mess maintenance and other jobs, miscellaneous works, etc., shall be under the scope of the Contractor. The rates quoted by the tenderers shall be inclusive of the above services.
- ii. Material to provided: soap, cleaning material or anything which is required to run the services

### **Maintenance and other jobs**

- a. In addition to providing cooked food and serving, as detailed out in this document, the contractor is also responsible for upkeep (except painting/colour wash) of Mess Building and surrounding area, furniture provided by the University including repair/replacement due to damage made by the Contractor's personnel. The inter-carting cylinder from filling area of LPG cylinders for cooking will also be the responsibility of the Tenderer.
- b. The Scope of Work to be executed on this head is detailed in the tender document. Failure on the part of the Contractor to execute the work under this clause, the University will make its own arrangements to execute the same and the actual cost incurred plus 15% for undertaking the jobs will be recovered from the running bills of the Contractor.
- c. The following activities including all cleaning activities/disposal of Mess waste, upkeep of in and around the Mess, kitchen, dining halls and all conference halls (after service) are in the scope of the contractor. No separate charges will be paid for these activities /disposal of Mess waste, etc.
- d. Mess Sewage Lines/Pits/Toilet Cleaning
- e. Cleaning the sewage water lines (both opened and closed), manholes and pits around HNLU, RAIPUR Mess periodically by deploying adequate and trained manpower to maintain the line clear of all waste and other foreign materials.
- f. Remove Mess waste from the sewage lines running in and around the Mess (opened & closed), manholes and pits on regular basis and store it into the drums. Also, the food waste, vegetable leaves and any garbage to be safely removed by separate motor vehicle (ref. to the clause under “Transportation”) on daily basis and properly disposed outside the premises. The required
- g. Remove the Mess waste and clean the open drainage inside the Mess premises at the following location on regular basis.
- h. Mess waste solids blocked into the drainage are to be collected then and there and dumped into the big plastic buckets to be kept for the purpose by Contractor. The waste /solids kept in the drums to be transported daily to garbage, vermin compost and disposed off safely and in eco-friendly manner.
- i. Clean the strainers fixed in the drainage line regularly to remove the choke for free flow of water. The strainer should be placed in its position always.
- j. The service providers shall ensure that solid waste materials are not dumped into the drains. All such solid wastes must be removed from the utensils prior to washing. Any block either on the sewage lines (open and closed), manholes and pits shall be removed then and there by deploying additional manpower as required. No extra cost will be paid for such work.
- k. If by chance, solids get accumulated, the Contractor should employ more men for one-time clearance. No extra payment will be paid for such work.
- l. All tools and tackles required to perform the subject work shall be arranged by the Contractor at



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his own cost.

- m. Mess toilet (men/women)/ change house provided by the University for the workmen are to be cleaned daily and always kept neat and tidy.
- n. The required cleaning materials/ consumables such as buckets, broomsticks, Floor wiper with stick, Cotton swabs with stick and chemicals/Detergents, Vim, cheap cloth, duster cloth, Perfume room spry, Plastic hand brush, table cleaning wiper, fly kit, nylon brush, cobweb with stick Naphthalene balls, etc. shall be arranged by the Contractor at his own cost.
- o. The contractor should keep a FIRST AID kit for employees in the Kitchen area.

*# The service provider shall keep spoon/fork, bread toaster, cornflake machine, crockery/cutlery of good quality, jugs of standard variety, salt/pepper container, napkins and any other items ordered from time to time in each dining hall. Provision for refrigerator/cold storage shall be made in each dining hall for storage of items for sale.*

*## Sterilization of plates, spoons, tumblers etc., and cleaning of utensils/ cutleries / glassware, etc. should be properly done by the Contractor and the cleaning materials required for this purpose shall be at Contractor’s expense. **The contractor should mandatorily use automatic dishwasher machine.***

**Quality of raw materials & brand to be used:**

The service provider should use the raw material as per below mentioned table. Any deviation from the table should have prior approval from the hostel warden

| Item                            | Brand   |
|---------------------------------|---|
| Salt                            | Tata, Annapurna, Ashirvaad, Captain cook  |
| Spices                          | M.D.H. Masala, Knorr, Catch, Everest, Mothers, Nilons, MTR, Priya   |
| Oil (Sunflower)- Refined        | Sundrop, Emami, Saffola, Fortune<br><b>Use Hydrogenated (vanaspati) oil is strictly prohibited</b>                            |
| Ketchup                         | Maggi, Kissan, Heinz, Del Monte, Sam’s, Ching   |
| Pickle                          | Mother’s, Priya, Tops, Nilon’s, MTR, Bedekar  |
| Atta/ Maida                     | Ashirvaad, Pillsbury, Annapurna, Samrat, Shakti Bhog  |
| Instant Noodles                 | Maggi, Top Ramen, Yippee, Ching’s secret,   |
| Flavoured drinks                | Rasna, Roohafza, Mapro  |
| Papad                           | Lijjat, Ganesh, Shreeji, Ramdev   |
| Butter                          | Amul, Mother dairy, Govardhan, Britannia, Kwaliti<br><b>(use of Margarine or any other butter substitutes are prohibited)</b> |
| Bread                           | Modern, Kwaliti, Britannia, Nice  |
| Cornflakes/Chocos               | Kellogg’s   |
| Jam                             | Kissan, Tops, Mapro, Druk, Maggi,   |
| Ghee                            | Amul, Mother Dairy, Britannia, Nestle, Everyday, Govardhan  |
| Frozen yogurt                   | Mother dairy, Amul  |
| Cow Milk (Half Cream/non-toned) | Amul, Mother Dairy, Govardhan,  |
| Paneer/ Cheese                  | Amul, Mother Dairy, Gowardhan   |
| Tea                             | Brooke bond, Lipton, Tata, Tetley, Godrej   |
| Coffee                          | Nescafe, Bru, Tata, MR  |
| Ice Cream                       | Amul, Mother Dairy, Kwaliti wall’s, Natural’s, Havmor, Vadilal. Dinshaw’s,  |
| Soya                            | Nutrela   |
| Rice                            | Kohinoor, HMT, Kalimuch   |
| Basmati Rice for special rice   | Every day, Daawat, Kohinoor   |



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|  |   |
|--|---|
| Sugar  | Madhur, Mantra, Satyam, materials from Dmart / Big Bazaar / Bigbasket |
| Sauce (Chilli , Garlic , Soya, Manchurian, Tomato) | Maggi, Kissan , Sam’s, Cremica, Tops, Chinzs                          |
| All non-Branded                                    | As decided by the Mess committee                                      |

Caterer may be allowed to use any other FSSAI approved brands only if permitted by the warden, in writing.

**Transportation:**

- a. The Contractor shall make his own arrangements for transportation of the prepared foodstuff to the Mess and to the various service points. The Contractor shall ensure adequate protection against seasonal weather conditions by transporting the food items by his own motorized conveyance/ closed cycle trolleys as may be necessary at his cost and for ensuring satisfactory and timely service.
- b. For transporting the food items from Mess to various service points, the Contractor shall press into service a vehicle (fully covered with weatherproof panels) in good condition, round the clock basis and shall not be more than four years old.
- c. HNLU, RAIPUR will not provide any facility for transporting the food items to various service points within the University.
- d. The rate quoted shall be inclusive of these provisions.

**5. Other scope of work**

- a) The University will provide basic infrastructure such as dining area, kitchen area and storeroom. HNLU, Raipur may also provide dining table, chairs, SS Table and other standard kitchen appliances. Additional thing which is required for providing services should be brought by the vendor.
- b) In the event of disruption of water supply on account of power failure, the Service Provider shall make his own arrangement for supply and storage of water in the Mess for smooth running of the Mess. In the event of power failure, the Service Provider should make his own arrangements for grinding etc., at his own cost.
- c) Further, any loss towards theft or breakage of such equipment furniture, fixtures, cold storage facilities, utensils and all other Mess equipment supplied will be borne fully by the Contractor.
- d) Water will be supplied by the University.
- e) Electricity charges as per the monthly consumption and the vendor has to pay the same on a monthly basis
- f) The Contractor shall be responsible for and ensure proper and optimal utilization of the facilities like equipment, water to be provided by the University, without abuse or excess use and shall follow and obey all instructions or directions as shall or may be given by the University or its authorized representative from time to time.
- g) The Contractor is expected to deploy service personnel who can communicate in English/ Hindi with the users.
- h) The Contractor shall make available adequate manpower in appropriate attire for serving food items during the above occasions. They shall bear a pleasing personality and pleasant disposition and maintain highest standards of discipline and hygiene. Floor managers appointed by the Contractor for managing the affairs and supervision of each mess shall be physically present in the Mess while food is served.
- i) The Contractor will name a single point contact person preferably a Manager having experience in Catering and Mess establishment, who will be finally responsible for the entire Catering and Mess operations of the Contractor at HNLU, RAIPUR and will be available on full time basis to manage the operations at HNLU, RAIPUR.
- j) The University has the right to specify the minimum number of manpower required to run its Mess and to demand for additional persons for Special services as and when required. The Contractor should also **deploy adequate manpower exclusively for the maintenance of cleanliness inside/surrounding the Mess premises, dining halls, dining table and chairs, ceiling fans, exhaust, tube fittings and other equipment** (including lavatory and bathrooms attached for the specific use of the Mess contract workmen).

# The below table is minimum indicative number for cook and manager. If required, the bidder should allocate more staff for smooth functioning of the mess/services.

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| S.No. | Staff Category         | Minimum Number of staff to be employed | Eligibility/ Experience   |
|-------|------------------------|--|---|
| 01.   | Main Cooks             | 03                                     | At least 5 years' experience in cooking food for hostel mess with minimum diner strength of 250   |
| 02    | Cook (For Guest house) | 01                                     | At least 5 years' experience in cooking food in any hotel, guest house or similar work.   |
| 03    | Manager                | 01                                     | Should know Hindi and English<br>(a) Graduate with 5 years of similar work experience<br>OR<br>(b) Diploma/+2 pass with 8 years of work experience. |

- k) The Contractor shall ensure that the Mess premises are not used for any purpose other than activities related to the maintenance and running of the Mess for HNLU, RAIPUR. The contractor will not facilitate any illicit consumption (such as beedis/ cigars, alcoholic beverages or narcotic substances) or immoral activities in the Campus. Stern action will be taken against the Contractor if she/he or his employees are found violating this norm.
- l) The responsibility of cleaning the Mess premises, daily/routine including fans, glass panes, walls, etc. will be the sole responsibility of the contractor. The responsibility of safe disposal of all the bio-waste and other garbage materials will also be the sole responsibility of the Contractor. However, University may choose, at its discretion, to give any support to the Contractor.
- m) The performance of the Catering and Mess services provided by the Contractor at HNLU, RAIPUR will be continuously monitored by HNLU, RAIPUR officials or any other mechanism set up by the University. The Contractor will be required to quickly and satisfactorily implement the instructions or suggestions arising thereof.
- n) The caterer is solely responsible for the payment of minimum wages, ESI and EPF for their employees as per the Gol norms as applicable and should meet any other statutory and non-statutory benefits/obligations. The record of duty hours and pay structure should be maintained as per rules for inspection by the government authorities.
- o) The contractor should provide adequate manpower and maintain Catering and Mess service without any disruption. The Contractor shall also provide a Manager to be present in the Mess when it is open, to monitor the functioning of the mess.
- p) No person less than 18 years of age shall be deployed.
- q) The Service Provider shall be solely responsible for any damage to the property of HNLU, Raipur and of personal injury and death which arise during and in consequence of the performance of the contract the responsibility of the Service Provider. whether accidental or deliberate, caused by him, his agents or servants

**6. Bid Evaluation Scheme:**

- a) QCBS method with 60% weightage to technical and 40 % weightage to financial marking scheme will be followed for this tender.
- b) Technical bids will be opened first and evaluated based on the documentary and evaluation criteria including minimum eligibility criteria stipulated in the tender document. **On the basis of submitted documents as per format enclosed in Annexures I-IV and other proofs**, evaluation will be based on a composite score of 70 to be weighted out of 60. The composite score will be calculated as described. Financial bids of only technically qualified eligible bidders will be opened.
- c) The financial bid rates quoted for Standard Category will only be considered for the purpose of evaluation.

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| Sr. No. | Particulars  | Max Marks | Criteria  |
|---------|--|-----------|---|
| 1.      | Location of office: Chhattisgarh / Outside the state of Chhattisgarh   | 10        | I. 10 marks for Raipur/Bhilai<br>II. 6 Marks for Chhattisgarh state<br>III. 4 Marks for other state   |
| 2.      | Financial Strength:<br>Average annual Turnover in the last 3 Financial Year. Details to be filled with Annexure II.  | 15 Marks  | I. 15 marks for above 4 cr.<br>II. 12 marks for >3 to 4 cr .<br>III. 10 marks between 1-3 cr.<br>IV. 5 marks for less than 1 cr   |
| 3.      | Past experience :<br>Longest experience in last ten years in incarrying out similar works.<br>Experience Certificates with minimum dining of 250 required at IITs, NITs, IIMs,IISERs, AIIMS, NLU, central universities and IIITs .<br>Details to be filled with Annexure III.  | 15 Marks  | I. Up to 3 years: 6 marks would be awarded for serving in each IITs, NITs, IIMs,IISERs, AIIMS, NLU and IIITs if number of diners is more than 900.<br>II. Above 3 years: 6 + 2 marks for each additional completed years after 3 years would be awarded for serving in each IITs, NITs, IIMs, IISERs, AIIMS and IIITs, up to maximum of 15. (Number of diners is more than 500) |
| 4.      | Feedback: At least 3 feedbacks from IITs, NITs, IIMs, IISERs, AIIMS, IIITs, NLUs or top universities availing the services of the vendors in the last five years of at least 250 diners as per format in Annexure IV, anything other than the given format will not be considered. (Feedback scores will be averaged.) | 15 Marks  | I. 15 marks for feedback above 10<br>II. 12 marks for feedback between 9.99 and 8.0<br>III. 10 marks for feedback between 6 - 7.99<br>IV. 5 marks for feedback < 6  |
| 5       | Number of on-roll Manpower in Catering and Mess Services. (Proof to be produced)   | 5 Marks   | I. More than 100: 5 marks<br>II. 100-75: 4 marks<br>III. 74-50: 3 marks<br>IV. 49-30: 2 marks<br>V. > 30 : 1 mark   |
| 6       | Technical Presentation   | 10 marks  | Bidder would be evaluated based on the presentation. (should be focused on different aspects like, action plan, use of modern techniques, manpower, hygiene and cleanliness, serving of veg & non-veg items, dress, experience of catering in workshops/conferences etc. and ways of maintain cordial relation with hostellers)   |

- d) After the technical evaluation (out of maximum 70 marks), the financial bids of only those bidders who meet the eligibility criteria will be opened. Their Technical bid out of 60 will be computed and considered as Technical score (TS) further.
- e) The financial offers of only the qualified bidders (technically qualified bidders) will then be opened. The lowest bid shall be given a financial score (FS) of 40 points. The financial score (FS) of other bidders will be determined using the formula:  $FS = 40 * FP / F$ , in which FP is the lowest financial bid, and F is the financial bid of the particular vendor. Scores obtained on financial offer will be added to weighted technical score (TS) to get a consolidated score (CS) according to the formula:  $CS = TS + FS$ . Bidder with the highest consolidated score will be selected. If there is a tie in the overall score, the vendor with the higher score on the financial offer will be selected. Lowest financial bid (FP) will be calculated by giving a weightage of 75 % and 25 % to per day price to standard and executive menu.
- f) Further discussions related to the awarded scores by the committee will not be entertained.

7. Tentative Menu:

**Standard Category (Unlimited serving)**

| Items          | Menus   | Compliance (Yes/ No) |
|----------------|---|----------------------|
| Breakfast      | <ol style="list-style-type: none"> <li>1. Corn flakes/Wheat flakes/Chocos/Dalia/Oats with Milk(Hot /Cold)</li> <li>2. Idli-sambar/Dosa/Stuffed paratha/Chole Bhaturey/Wada Sambar/ Upma/ Puri Bhaji/Poha-Jalebi</li> <li>3. Slices of plain bread(white/Brown) and toasted withJam/Butter/one boiled egg</li> <li>4. Tea / Coffee on alternative days</li> </ol>  |                      |
| Lunch          | <ol style="list-style-type: none"> <li>1. Green Salad</li> <li>2. Plain Curd/Raita</li> <li>3. Pickles</li> <li>4. Roti-plain tawa/Tandoori</li> <li>5. Dal fry/Dal Tadka/sambar/Rasam</li> <li>6. One seasonal green vegetable dry</li> <li>7. One vegetable with gravy (like Chola, Rajma, Lobia,Kofta, Aloo Gobhi Matar, etc.)</li> <li>8. Rice Plain/Jeera/Biryani/Pulav/equivalent</li> <li>9. Fennel Seeds (Saunf) and Mishri</li> </ol>  |                      |
| Evening Snacks | <ol style="list-style-type: none"> <li>1. Samosa/Wada/Kachori/Sandwich/Paneer Pakoda/Pav- bhaji/ Idlifry/ Chat/ Pasta/ Maggi/ Chowmein/ Veg Roll/ Vada Pav/Cutlet, sauce/ chutney</li> <li>2. Milk/Lemon juice/Rasna</li> <li>3. Tea / Coffee</li> </ol>  |                      |
| Dinner         | <ol style="list-style-type: none"> <li>1. Green Salad</li> <li>2. Papad/Fryams/Fingers</li> <li>3. Plain Curd/Raita</li> <li>4. Pickles</li> <li>5. Roti-plain tawa/Tandoori/Poori/Paratha</li> <li>6. Dal fry/Dal Tadka</li> <li>7. One seasonal green vegetable dry</li> <li>8. One vegetable with gravy (like Paneer, Chola, Rajma,Lobia, Kofta, Aloo Gobhi Matar, etc.)</li> <li>9. Rice Plain/Jeera /Biryani /Pulav/ equivalent</li> <li>10. Sweet dish includes (ice cream/ laddu/ rasgulla/ barfi/ halwa/gulab jamun/kheer/ sewai/fruitcustard/cut fruits)</li> <li>11. Fennel Seeds (Saunf) and Mishri</li> </ol> |                      |

- a) Menu brief for Student. The food is to be served unlimited.
- b) In standard menu, dinner 1 Veg item (3 days/week like butter paneer masala, palak paneer, shahi paneer, baby corn gravy, mushroom gravy etc.) and 1 Non-Veg item (3 days/week like egg curry, chicken curry, mutton curry, fish curry, chicken biryani with gravy or mutton biryani with gravy) must be made available by replacing one of the veg item from above table. Either student can takeveg or non veg items. If biryani is served there is no need to keep normal or fried rice on that day.
- c) Tea/Coffee, Biscuits, readymade snacks, Cold Drinks, Namkeen, Chips, Fruit Juices should be madeavailable from morning at 8:00 AM to 02:00 AM at night in the cafeteria on paid basis.
- d) Minimum 200ml of milk must be made available to all students in both breakfast and snacks.
- e) In health issues, light food and fruits need to be provided instead of regular mess menu. The messmanager will be pre-informed.

**# In addition to the standard meal, there will be a provision for Three (3) Special Buffet Dinner for Students organised by the students every year on special occasions without any extra cost.**

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The menu for Buffet lunch is as follows:

|             |  |
|-------------|--|
| Starters    | Welcome Drink Pakoda/Tikka/Cutlet  |
| Main Course | Phulka/Roti/Lachha Paratha/Butter Nan<br>One Veg Curry (Paneer Lachhedar/ Shahi Paneer or any other equivalent curry as requested)<br>Chinese main course (Manchurian/Chilly Gobhi or any other equivalent item requested)Pulao (Kashmiri Pulao, Shahi Pulao or any other equivalent item as requested)<br>One stuffed Seasonal Veg<br>Refreshing Drink (Lassi/Rasna or any other equivalent item as requested) Soup with breadsticks Papad, Pickle, Ghee, Salad, Curd |
| Non-Veg     | Chicken curry /Chicken-65, chilli chicken or any other equivalent item as requested  |
| Sweets      | Rasmalai/ Rasgulla/ Kaju Katli etc.  |
| Ice Cream   | Butterscotch/ Chocolate etc. Preferred brand – Amul, Kwality,  |

**Executive Category**

The below menu is applicable for requisition for workshop, meetings or any other purpose as per requirement

| Items          | Menus  | Compliance (Yes/No) |
|----------------|--|---------------------|
| Breakfast      | <ol style="list-style-type: none"> <li>Cornflakes or Wheat Flakes with milk (hot or cold)</li> <li>Fresh fruits</li> <li>Eggs to order (Boiled or Scrambled or Omelette)</li> <li>Slices of plain bread (White /Brown) &amp; toasted with Jam &amp; Butter/ sandwich</li> <li>Idli-sambhar or Dosa or Stuffed paratha or Chole Bhaturey or Wada-Sambhar or Puri Sabji or Poha Jalebi.</li> <li>Tea/Coffee/Milk- Health Supplements Such as Bournvita, Complian etc.</li> </ol> |                     |
| Lunch & Dinner | <ol style="list-style-type: none"> <li>Veg starters</li> <li>Veg soup/Lassi/Lemon Juice/Rasna/fruit shakes/ButterMilk</li> <li>Salad-Green Salad and pickles</li> <li>Plain Curd/Raita(boondi/veg/pineapple/)</li> <li>Fresh seasonal fruits.</li> <li>Roti-plain tawa/Tandoori/Paratha/Poori</li> <li>Dal fry/Dal Tadka/Dal Makhni</li> <li>One seasonal green vegetable dry</li> </ol>   |                     |

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| Items          | Menus  | Compliance (Yes/ No) |
|----------------|--|----------------------|
|                | 9. Paneer Sabji )Paneer butter masala/paneer Chatpata/kadai paneer)<br>10. Rice Plain/Jeera/Biryani/Pulav/equivalent<br>11. Ice Cream<br>12. Sweet (Gulab Jamun, Kaju katli, kalakand, Bengali sweet or any of equivalent price)<br>13. Fennel Seeds Saunf, Mishri or any other mouthfreshner. |                      |
| Evening Snacks | <u>High tea:</u><br>1. Pastry/Sweet<br>2. Samosa/Kachori/Bread Pakoda/Sandwich<br>3. Veg Pakoda/French fries/ cutlet<br>4. Cooldrink/Juice packaged/Tea/Coffee<br>5. Fruit salads/ Roasted dry fruits  |                      |

The bidder should separately quote for the non-veg item which may be included in the executive menu as per the requirement. The non-veg item price should be exclusively based on the type of starter or mentioned main course. If somebody orders the non-veg item than the below mentioned price will get added up in the above quoted executive price.

| Non- Veg Menu  | Compliance (Yes/ No) |
|--|----------------------|
| a) Non-Veg Starter – Chicken Tikka or Fish Tikka or Chicken Kebab or Non-Veg Soup (Chicken Soup) |                      |
| b) Main Course – Two Non- Veg, Item (Chicken, Mutton, Fish etc).                                 |                      |

**Menu for Routine Meetings**

| S.No. | Menus   | Compliance (Yes/ No) |
|-------|---|----------------------|
| 1     | Tea / Black Tea/Green tea/Lemon tea   |                      |
| 2     | Coffee  |                      |
| 3     | Tea+ atleast 4 pcs Biscuits (Good day, Parle etc.)  |                      |
| 5     | Soups (Tomato / Clear Veg. / Sweet Corn etc.)   |                      |
| 6     | Freshly prepared Drinks<br>a) Lime Juice<br>b) Fresh Juices                                   |                      |
| 7     | Tea / Coffee with at least 8 pieces Roasted Almonds / Cashew                                  |                      |
| 8     | Tea+ Freshly prepared Snacks (sandwich/ samosa/ kachori/ onionpakoda/ dabeli or as per order) |                      |

|   |  |  |
|---|--|--|
| 9 | Sweet Dish (Cup Cake / Pastry / Brownie / Sweet etc) |  |
|---|--|--|

**8. Penalty**

- a) Any member of the designated student committee or officer-in-charge or any authorized person can inspect the mess, kitchen or any process without any prior notice to caterer.
- b) In case of any discrepancy (in terms of palatability of food or hygiene) or any case of negligence, appropriate punitive action shall be taken.
- c) Penalties would be levied for:
  - Partially cooked food
  - Foreign particles found in food
  - Using sub-standard raw materials
  - Unhygienic cooking and food & waste handling conditions
  - Any other condition as mentioned below.

**Non-Compliance**

The Hostel Management shall review the service performance of the caterer through regular inspection visits and meetings scheduled every quarterly. It is mandatory the caterers (or their official designate) should attend these meetings without fail. Based on the feedback of the students and the officer-in-charge of the mess/dining facility sent to Chairman (Hostel Management Committee), using the scheduled format as given, the applicable non-compliance charges shall be levied upon the caterer.

| S.N. | Description                                    | Excellent   | Very Good  | Good       | Average   | Poor      | VeryPoor  |
|------|--|-------------|------------|------------|-----------|-----------|-----------|
|      |  | (10 points) | (8 points) | (6 points) | (4Points) | (2 point) | (0 point) |
| 1    | Quality of Food Served (Double Weightage)*     |             |            |            |           |           |           |
| 2    | Quantity of Food Served as per the requirement |             |            |            |           |           |           |
| 3    | Cleanliness, Hygiene and Waste disposal        |             |            |            |           |           |           |
| 4    | Catering Service and Punctuality               |             |            |            |           |           |           |
|      | Total  |             |            |            |           |           |           |

*\*Obtained points will be multiplied by two*

Based on the points obtained in the performance evaluation, the following deductions shall be made from the monthly bill, payable to the caterer.

| S. No. | Points       | Percentage Deduction |
|--------|--------------|----------------------|
| 1      | 30-50        | Nil                  |
| 2      | 20-29        | 3 %                  |
| 3      | 16-19        | 6 %                  |
| 4      | 11-15        | 9 %                  |
| 5      | 10 and below | 12 %                 |

The final decision on the feedback evaluation points will be carried out by the Hostel Management Committee. The caterer is expected to get overall “good” and at least “average” in each category



in all months. “Very poor” in any month and “poor” twice in a row will attract additional penalty of Rs.5000/-and / or termination of contract. Graded penalty clause for any particular non-compliance in a day.

**Calculation of Penalty:  $X = 0.1 * (\text{daily rate}) * \text{number of students allotted in the mess}$**

| S.No | Basis   | Penalty (first instance)                  | Repetition of the violation (n:number ofrepeated instances) |
|------|---|---|---|
| 1.   | <ul style="list-style-type: none"> <li>• Presence of unwanted items in food: Harmful items like blade, glass, metal wires, nails pieces of plastics etc.</li> <li>• Other items like cockroaches, flies, insect etc., in cooked food</li> <li>• Presence of hair in dishes</li> <li>• Using of non-branded or any other brand as specified in the tender without approval</li> <li>• Usage of spoiled/stale food ingredients eg: rotten vegetables, infected grains, expired items</li> </ul> | X   | $1.5 * n * X$   |
| 2    | Unclean Cutlery/ Sterilization process not followed   | 0.5 X                                     | n<br>X  |
| 3    | Noncompliance with workers dress Code   | $0.3 * X$                                 | n<br>*<br>X   |
| 4    | Noncompliance with the rule stating about number of staying overnight in the mess.  | $0.4 * X$                                 | $n * (0.4 * X)$   |
| 5    | Poor maintenance/tampering of the drainage system   | $0.4 * X$                                 | $n * (0.4 * X)$   |
| 6    | Mess personal found violating hygiene standards eg.: usage of gloves and caps   | $0.2 * X$                                 | $n * (0.2 * X)$   |
| 7    | Misbehavior of mess personnel in the mess   | Misbehavior of mess personnel in the mess |   |
| 8    | Insufficient quantity of food, food getting over before the allotted time.  | $0.5 * X$                                 | $n * (0.5 * X)$   |
| 9    | Protocol violations regarding waste disposal.   | $0.2 * X$                                 | $n * (0.2 * X)$   |
| 10   | Not keeping the complaint register  | $0.2 * X$                                 | $n * (0.2 * X)$   |

**Penalty for withdrawal of services before the period of contract**

In case caterer withdraws its services before the period of contract, it will not be permitted to participate in any catering tender in HNLU, Raipur Campus for a minimum period of 5 years besides invoking of Performance guarantee.

**9. Other terms and conditions of contract**

- a) HNLU, RAIPUR at all times reserves the right to inspect eatables, beverages, food, etc. prepared by the Contractor to ensure quality. Such items, which are rejected by the duly authorized officials of HNLU, RAIPUR during inspection, should not be used for services in HNLU, RAIPUR Mess and should be disposed

/ cleared from the premises immediately. The Contractor should ensure that there is no disruption to the Mess services on this account.

- b) The contractor shall comply with the standard operation procedures without fail on an on-going basis and a docket in this regard will be maintained and updated on a daily basis and if called upon, the docket shall be produced before the competent authority of the University.

The Service Provider shall arrange to carry out medical examination of his personnel at his own cost at periodic and regular intervals, so as to ensure that their workmen comply with all the rules and regulations in force from time to time regarding safety, Hygiene, Sanitation and Prohibition of smoking. Violations will be viewed seriously and the Officer-in-charge of HNLU, RAIPUR will levy penalty as deemed fit as per the guidelines.

- a) HNLU, RAIPUR reserves the right to advise the Contractor to remove from service any of the Contractor's workmen if any of such workmen's behavior or conduct is not conducive for the General discipline, Safety, Hygiene and Security of the University or for any other reasons that the University may deem fit and the Contractor shall immediately comply.
- b) Personnel engaged by the Service Provider in the Mess must be properly attired for achieving a smart turnout and to meet the hygiene standards necessary for the job. They shall also be courteous to the employees of HNLU, RAIPUR and permitted diners, in their interactions.
- c) The Service Provider will arrange to carry out, at his own cost, the verification by the Police Authorities of the character and antecedents of the personnel engaged by him for the job, and ensure that no person whose character and antecedents have not been so verified, shall be engaged in the Mess. Notwithstanding the same however, any person whose engagement is objected to by HNLU, RAIPUR, shall be promptly replaced by the Service Provider.
- d) The Service Provider shall at all times comply with all Acts/Laws/Rules/Regulation and notifications including amendments regulating or relating to labour matters including any Laws relating to Contract Labour, employee welfare, food safety, occupational health and safety, sanitation, garbage disposal and environmental Technology. The Service Provider shall pay their Minimum Wages Act or under any other Statute/Rules/ Regulations as may be applicable from time to time. The Service Provider shall comply with all requirements of Contract Labour (Regulation and Abolition) Act, 1970 and all other statutory labour laws/regulations applicable to him from time to time. In particular, the Service Provider shall at his cost, obtain the required license under the Contract Labour (R&A) Act, 1970 before commencement of the job.
- e) The Service Provider shall make his own arrangements and at his cost, for the engagement of all staff and labour, local or other, and for their payment, housing, feeding, transport, medical and all allied expenses.
- f) The Service Provider will be the employer of all the workmen deployed for the Contract and in no case shall these personnel be treated as the employees of HNLU, Raipur at any point of time.
- g) All risks of loss or of damage to property and of personal injury and death which arise during and in consequence of the performance of the contract are the responsibility of the Service Provider.
- h) The Service Provider shall be solely responsible for any damage to the property of HNLU, Raipur whether accidental or deliberate, caused by him, his agents or servants.
- i) The Service Provider shall be personally responsible for any theft, dishonesty and/ or disobedience and discourteous behavior on the part of the workmen/ supervisors so provided by him to provide this service.
- j) The Service Provider shall not transfer or assign or sublet any part of the service once agreed or any share or interest herein in any manner or degree directly or indirectly to any person, firm or company whatsoever.
- k) The bidder must have the required and valid statutory registration for rendering the Catering and Mess services.
- l) No legal proceedings(s) and/or Industrial dispute(s) claiming wages or any other payment from or employments with the principal Employers have been initiated by any present employee or previous employee of the bidder (if a company or proprietorship however previously designated) or of any partner of the bidder (if the bidder is a partnership firm). This will have to be supported by an appropriate declaration in the form of an affidavit which if found to be false could not only lead to criminal prosecution but could be attended by termination of the contract and award of the work to another caterer at the caterer's risk and cost.

- m) Notwithstanding anything stated in the Tender document, HNLU, Raipur reserves the right to assess the bidder's capability and capacity to perform the contract (should the circumstances warrant such as assessment in the overall interest of HNLU, RAIPUR) and decision of HNLU, Raipur in this regard shall be final and binding.
- n) HNLU, Raipur shall inform the caterer of its requirements regarding Catering and Mess of guests at least one day in advance for planned courses and in urgent and exceptional cases 6 hours in advance. All intimation [written/verbal] will be given to the caterer or his representative at HNLU, Raipur.

**10. Period of contract and Cost Escalation**

- a) The period of contract will be initially for two years with a built-in scheme for review of the performance at the end of each year, which may be further extended for another one year. Additional year of extension will be at the discretion of the Vice Chancellor. Cost escalation of maximum 5 % is permissible after two years only.
- b) The contract shall be in force for the period stipulated in the contract, and on the expiry thereof, it will be deemed to have been terminated automatically unless otherwise intimated in writing. Further the contractor will not have any right either contractual or equitable to demand any fresh contract for another term or to continue the same in preference to anyone else.
- c) Notwithstanding anything contained in other clauses of the Tender document, the contract will automatically terminate if and to the extent that the continuation of the contract or any part thereof become illegal or legally void / untenable for any cause.
- d) Upon the termination of the contract (except termination due to illegality) the University shall be entitled, at the risk and cost of the contractor, to arrange for the meals and/or carry on the room services for the balance period of the contract as contemplated in the scope of the work through an independent agency or agencies and to adjust any differential amount thus incurred from the contractor (in addition to any other amounts, compensation and damage that the University is entitled to in terms of the contract or otherwise) from the security deposit or any other amounts due or becoming due to the contractor.

**11. Security Deposit**

After the finalization of Contract a performance / security guarantees equivalent to 5% of the total contract value has to be submitted by the contractor as Performance Bank Guarantee with the University in the form of DD/Bankers Cheque as bank guarantee, which will be refunded back to the contractor after successful completion of Contract period. However, if the Contractor does not maintain the Quality & Quantity Standards set by the University. The University shall deduce a specified amount set by the committee as a penalty for non-compliance of standards, and the remaining amount shall be refunded back to the Contractor at the end of Contract period. Release of initial security deposit shall be on completion of the contract period. The security deposit will be released three months after successful completion of the contract. The University reserves the right to modify the security deposit amount in view of number of diners availing mess facility

**12. Payment**

- a) All the bills for each month have to be submitted on monthly bill (in duplicate) to the office of the Registrar after that thoroughly verified by the Purchase Committee Office to the Administrative Section by 5th of each month for proper processing of payment.
- b) Payment shall be made on monthly basis based on the supporting documents.
- c) No interest will be paid on any deposit or withheld amount.

**13. E-Billing/ Cashless Transaction**

The Contractor is requested to procure e-bills to minimize cash transactions and install swapping POS swapping machines/ UPI QR Codes for cashless transaction.

**14. Taxes, Labour Laws and Other Regulations**

- a) The contractor shall be liable to comply with all the rules and regulations in respect of all statutory obligations applicable to the workmen including safety regulations.
- b) The contractor is liable for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or any item sold or supplied pursuant thereto or anything done or services rendered pursuant thereto.
- c) The contractor shall fully comply with all applicable laws, and regulations relating to P.F. Act, ESI Act,

Bonus Act, Minimum Wages Act, Contract Labour Act, Workmen’s Compensation Act, C.L(R & A) Act, Migrant Labour Act, Essential Commodities Act and/or such other Acts or Laws, regulations passed by the Food Safety and Standards Authority of India (FSSAI), central, states, Municipal and local governmental agency or authority

- d) The Contractor shall be responsible for proper maintenance of all registers, records and accounts so far as it relates to compliance of any statutory provisions/ obligations. The contractor shall be responsible for making the records pertaining to Payment of Wages Act and also for depositing the P.F. and ESI contributions, with the authorities concerned
- e) The contractor shall be responsible and liable for all the claims of his employees.
- f) The contractor shall obtain the license under the Contract Labour (R&A) Act from the office of the Assistant Labour Commissioner and produce the same preferably along with the first monthly bill. The first bill be cleared only on the submission of the said license. The contractor would be required to maintain all books and registers like Employment Register, Wages Register, Bonus Register, Overtime register, First Aid Box, Display of Notice, etc. as required under CLR&A, 1970 for inspection by visiting Labour Enforcement Officers.
- g) The contractor shall obtain adequate insurance policy in respect of his workmen engaged by it towards meeting the liability of compensation arising out of injury/disablement at work and submit a copy to Officer-in-charge within 30 days.

**15. Misconduct**

The contractor shall keep the University indemnified from and against all personal and third-party misconduct claims whatsoever arising out of any commission or omission by contractor or his employees, or representative as the case may be.

**16. Vacation of Premises**

The contractor shall give vacant possession of the facilities/premises made available to them by HNLU, Raipur and return all furniture, fixture, equipment’s and other items made available by HNLU, Raipur in good condition after the contractual period is over or if the contract is earlier terminated. Handing over of the vacant possession of the premises and equipment etc. shall be effected within 05 days of the completion of the period of contract or termination of the contract.

**17. Rejection of Tender**

The University reserves the right to reject any or all the Tenders relating to the work under this Tender Document without assigning any reason whatsoever.

**18. Quantum of Work**

The scope of work given is approximate only and may vary in actual course of execution. The contractor is therefore, advised to quote very carefully. No claim for the compensation from the contractor shall be entertained due to any variation in quantities (irrespective to the quantum of variation) of the various items of food or deletion of any item(s) of food. The rates shall be firm during two years of the contract.

**19. Mess Rebate to Students**

Students are eligible to get full rebate from the mess bill for non-availment of mess services for continuous 7 days minimum.. Every student who wishes to get rebate in the mess bill shall notify his period of absence from which has to be minimum 7 continuous days . Caterers will not be paid for the notified days of absence of the student. Each caterer shall be responsible for ensuring that the students who are given rebate are not allowed to dine during the period of said absence.

**20. Exit Clause**

The contract can be terminated by giving one-month notice period by the University and three-month notice by the contractor.

**21. Force Majeure**

The contractor shall not be entitled to claim any compensation from HNLU, Raipur for the loss suffered

by him on account of delay by HNLU, Raipur in the supply of useable water, electricity etc. where such delay is covered by difficulties relating to the supply of wagons, force majeure including non-allotment of such materials by controlling authorities, acts of God, acts of enemies of the state/country or any reasonable cause beyond the control of the University.

**22. Compliance with the University rules and Regulations**

The contractor shall comply with all norms stipulated by the University such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency at and around the work site, Safety Precautions and Safety Regulations.

**23. Arbitration**

In the event of any question, dispute or difference arising under this Agreement or in connection there with except as to matter the decision of which is specifically provided under this agreement, the Vice-chancellor, HNLU Raipur and the decision of him will be binding on both parties of this agreement.

**24. Jurisdiction**

It is agreed and declared by and between the parties hereto that so far it concerns the jurisdiction of any court in enforcing any of the rights or remedies of the parties hereto against each other or one another, a court in the city of Raipur alone shall have jurisdiction to the exclusion of all other courts in any place in the Union of India so that none of the parties hereto shall be entitled to any proceedings whatsoever in respect of any matters touching or relating to or in connection with or arising under agreement and the terms and conditions thereof in any court except the court or courts having jurisdiction in the city of Raipur.

**25. Access to site**

The contractor shall allow unhindered access to the University and/ or any other party or person, engaged by the University to work at the same site and /or to check / regulate / watch / guard / measure / inspect, solely or jointly with the contractor. The University reserves the right to visit the sites managed by the bidders to evaluate its competence during any stage of the tendering process. The report submitted by the inspecting committee will be considered for finalizing the successful bidder.

**26. Safety and Security**

Contractor shall abide by the safety code provisions as per safety code framed from time to time by the government.

**Profile of the Firm**

|     |  |  |
|-----|--|--|
| 1   | Name of the Vendor/Supplier  |  |
| 2   | Type of Vendor/Supplier (Whether Proprietary/Partnership/Private Ltd., Public Ltd.)  |  |
| 3   | Complete Postal Address of Registered Office   |  |
| 4   | Telephone No./ Mobile No.  |  |
| 5   | Mailing Address of Local Office  |  |
| 6   | Name of the Contact Person   |  |
| 7   | Designation  |  |
| 8   | Whether your firm is Registered under (Please tick whichever is applicable and attach the photocopies of current Registration certificate and other documents) |  |
| 9   | Details of the Client (Please attach separate sheet, if required)  |  |
| 10. | PAN/GSTN (Attached copies)   |  |
| 11  | Details of item categories for which registration is sought.   |  |
| 12  | Description of Items   |  |
| 13  | Annual Turnover for last 3 year (Attach copy of certificate duly certified by Chartered Accountant)  | F.Y. 2017-2018<br>F.Y. 2018-2019<br>F.Y. 2019-2020 |
| 14  | Bank Details of the firm (Details required for payment through NEFT/RTGS)  | Name of Bank:<br>IFSC Code:<br>A/c No.:            |

I hereby certify that the above-mentioned particulars are true and correct.

**Signature of Tenderer with date  
and seal**

Name of the Tenderer:

Address:

**Proof for payment of Service Tax/GST (last three years)**

| Financial year | Taxable Value (Rs.) | GST/Service Tax paid (Rs.) |
|----------------|---------------------|----------------------------|
| 2017-2018      |                     |                            |
| 2018-2019      |                     |                            |
| 2019-2020      |                     |                            |

(Please enclose copy of Service Tax/GST Return & payment receipts)

**Proof for payment of Income Tax (last three years)**

| Financial year | Annual Income(Rs.) | Net Income (Rs.) | Income Tax paid(Rs.) |
|----------------|--------------------|------------------|----------------------|
| 2017-2018      |                    |                  |                      |
| 2018-2019      |                    |                  |                      |
| 2019-2020      |                    |                  |                      |

(Please also attach form 26AS downloaded from TDS Centralized Processing Cell of Income Tax Department)"

**Signature of Tenderer with  
date and seal**



Name of the Tenderer:

Address:

**Details of Academic Institutions served**

| Sr. No. | Name and address of Institution served | Start Date | End Date | Period of service | No of Diners | Type of service (Mess only) |
|---------|--|------------|----------|-------------------|--------------|-----------------------------|
|         |  |            |          |                   |              |                             |
|         |  |            |          |                   |              |                             |
|         |  |            |          |                   |              |                             |
|         |  |            |          |                   |              |                             |
|         |  |            |          |                   |              |                             |
|         |  |            |          |                   |              |                             |
|         |  |            |          |                   |              |                             |
|         |  |            |          |                   |              |                             |
|         |  |            |          |                   |              |                             |

Please attach:

- a) Work order copy
- b) Details of contact person Name, Designation, Mobile number
- c) For Completed work -Testimonial from Institution served

**Signature of Tenderer with  
date and seal**

**Annexure IV**

**Format of Feedback certificate to be furnished by Bidders from Organizations currently Operating (with a minimum period of 9 months) or served in last 5 years.**

| S. N | Description                                    | Excellent   | Very Good  | Good       | Average    | Poor      | Very Poor |
|------|--|-------------|------------|------------|------------|-----------|-----------|
|      |  | (10 points) | (8 points) | (6 points) | (4 points) | (2 point) | (0 point) |
| 1    | Quality of Food Served                         |             |            |            |            |           |           |
| 2    | Quantity of Food Served as per the requirement |             |            |            |            |           |           |
| 3    | Cleanliness, Hygiene and Waste disposal        |             |            |            |            |           |           |
| 4    | Catering Service and Punctuality               |             |            |            |            |           |           |
|      | Total  |             |            |            |            |           |           |

**Seal and stamp of Organisation**

**Signature of Tenderer with date and seal**

**Note: This feedback form should only be filled by the authorized person of that organization where the bidder has served**

CATERING TENDER, HNLU, RAIPUR

Name of the Tenderer:

Address:

**Details of Academic Institutions served on Continuation**

| Sr. No. | Name and address of Institution served | Start date | End date | Period of service | No. Renewal of Service | No of Diners | Type of service (Mess) |
|---------|--|------------|----------|-------------------|------------------------|--------------|------------------------|
|         |  |            |          |                   |                        |              |                        |
|         |  |            |          |                   |                        |              |                        |
|         |  |            |          |                   |                        |              |                        |
|         |  |            |          |                   |                        |              |                        |
|         |  |            |          |                   |                        |              |                        |
|         |  |            |          |                   |                        |              |                        |
|         |  |            |          |                   |                        |              |                        |
|         |  |            |          |                   |                        |              |                        |
|         |  |            |          |                   |                        |              |                        |

Please attach:

- a) Work order copy
- b) Details of contact person Name, Designation, Mobile number
- c) For Completed work -Testimonial from Institution served

Signature of Tenderer with date and seal

Name of the Tenderer:

Address:

Quality certification obtained (ISO 22000: 2018 or similar)

| Sr. No. | Name Of Certificate | Issued By | Valid Until |
|---------|---------------------|-----------|-------------|
|         |                     |           |             |
|         |                     |           |             |
|         |                     |           |             |
|         |                     |           |             |
|         |                     |           |             |

Signature of Tenderer with date  
and seal

**Declaration Letter**

To,  
The Registrar,  
Hidayatullah National Law University,  
Nava Raipur, Chhattisgarh-492002

Dear Sir,

**Sub: Enquiry regarding Catering and Mess Services for boys and Girls hostel of HNLU.**

With reference to the above, I / we am / are offering for rates for the above Services.

I / We hereby reconfirm and declare that I / We have carefully studied the tender document including instructions, terms & conditions, specifications, and all the contents stated therein.

Further I / We accept all the terms and conditions of the tender documents in bid form and this acceptance shall prevail over any other conditions, if any given in our bid.

The rates quoted are inclusive of all duties, taxes, packing, forwarding, transportation, insurance and any other cost incidental to delivery of services in the HNLU, Raipur campus, Raipur.

I / We will be liable for forfeiture of my / our “SECURITY DEPOSIT /EMD” to HNLU, Raipur, in case I / We could not execute the awarded work. I / We will execute the work as per the rates quoted in the attached schedule for the entire period of contract and are also bound to undertake work by 01st July 2018 or the date specified in the letter of intent.

I / We have not been blacklisted by any of the firm / government agency.

Copy of receipt with regard to deposit of Earnest Money of Rs. 5,00,000/- (Rupees Five Lakh only) in favour of HNLU, Raipur is enclosed herewith.

Thanking you, Yours

faithfully,

Signature (Name) Encl: As stated

**Financial Bid**

**Standard Category (Unlimited serving)**

| <b>Items</b>             | <b>Rate</b> |
|--------------------------|-------------|
| Breakfast                |             |
| Lunch                    |             |
| EveningSnacks            |             |
| Dinner                   |             |
| Total per day per person |             |

Financial bid My / Our Quotation for the Standard Category is Rs. ----- In words  
(.....)  
per day per student.

Quotation is inclusive of all applicable taxes including service tax-

As per tender terms & conditions from the date of opening of financial bid, it shall remain binding upon me / us and will be accepted at any time before the expiry of that period.

Date

Place

Signature of the Bidder / Authorized signatory

Name and Address

Telephone

E-mail

SEAL of the Bidder

**Executive Category**

The below menu is applicable for requisition for workshop, meetings or any other purpose as per requirement

| <b>Items</b>             | <b>Rate</b> |
|--------------------------|-------------|
| Breakfast                |             |
| Lunch                    |             |
| EveningSnacks            |             |
| Dinner                   |             |
| Total per day per person |             |

| <b>Non- Veg Menu</b>   | <b>Rate</b> |
|--|-------------|
| a) Non-Veg Starter – Chicken Tikka or Fish Tikka or Chicken Kebab or Non-Veg Soup (Chicken Soup) |             |
| b) Main Course – Two Non- Veg, Item (Chicken, Mutton, Fish etc).                                 |             |

**Menu for Routine Meetings**

| <b>S.No.</b> | <b>Menus</b>   | <b>Rate</b> |
|--------------|--|-------------|
| 1            | Tea / Black Tea/Green tea/Lemon tea  |             |
| 2            | Coffee   |             |
| 3            | Tea+ at least 4 pcs Biscuits (Good day, Parle etc.)  |             |
| 5            | Soups (Tomato / Clear Veg. / Sweet Corn etc.)  |             |
| 6            | Freshly prepared Drinks<br>a) Lime Juice<br>b) Fresh Juices                                    |             |
| 7            | Tea / Coffee with at least 8 pieces Roasted Almonds / Cashew                                   |             |
| 8            | Tea+ Freshly prepared Snacks (sandwich/ samosa/ kachori/ onion pakoda/ dabeli or as per order) |             |
| 9            | Sweet Dish (Cup Cake / Pastry / Brownie / Sweet etc)   |             |