

INDIRA GANDHI GOVT. DENTAL COLLEGE & HOSPITAL, JAMMU

Indira Gandhi Govt. Dental College & Hospital, Jammu invites bids by E-tendering (GeM Portal) mode from Registered Agencies of Jammu and Kashmir State for Providing Mess Services whose particulars are given below:-

S.No	Name of the work	Approx. cost	Earnest money	Period of contract	Class of Contractor
1	2	3	4	5	6
01	Contract for Mess services in Indira Gandhi Govt. Dental College & Hospital, Jammu	₹ 66.00 Lacs per annum APPROX.	Nil	One year from the date of contract	Registered Agency/Organization (FSSAI)

The Bidding documents consisting of qualifying information, eligibility criteria and detailed terms and conditions of contract which can be seen/downloaded from the GeM Portal or <http://iggdcj.edu.in> as per schedule of dates given below:-

1. Date of issue of tender Notice: 17-07-2021
2. Period of downloading of bidding documents:
From 16-07-2021 Upto: 06-08-2021
3. Bid Submission start date : 16-07-2021
4. Bid Submission end date : 06-08-2021
5. Date of opening of Technical Bid online : - 09-08-2021
6. Date of opening of Financial Bid online : - intimated separately through GeM.
7. **Earnest Money Deposit (EMD)**
Bid Security Declaration should be submitted along with the bid documents as per the format attached **Annexure D**
8. The Successful tenderer have to deposit **Original** affidavit duly attested by the First Class Magistrate for Rs. 100/- with the office of the Principal before the allotment of work or issuance of job order with the effect that:-
 - a) The documents/catalogues along with authority letter, etc enclosed with the Tenderare genuine and are not tempered or fabricated.
 - b) The firm has not been blacklisted in the past by any Govt./Private institution

of the country and there is no vigilance/any other investigating agency case pending against the firm/supplier.

- c) If anything found wrong at any stage against firm, I/we shall be responsible and deemed to any legal action.
9. Complete bidding process will be online. (Price bid not to be submitted in Physical form).

Instruction to bidders regarding E-Tendering process:-

1. The interested bidder can download the bidding document from the website <http://iggdcj.edu.in> and GeM Portal.
2. Bids will be opened online as per time schedule mentioned in the e-bid or on any other convenient date if it falls a Holiday or the internet facility is not available on that day.
3. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents are attached with bid.
4. The department will not be responsible for delay in online submission of bids, whatsoever reasons may be.
5. All the required information for bid must be filled and submitted online.
6. Bidders are advised not to make any change in BOQ (Bill of Quantities) contents or its name. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the rates inclusive of all taxes and it should be saved with the same as it contains.
7. Bidders are advised to scan their documents at 100 DPI (Dots per Inch) resolutions with Black and White, PDF Scan properly.

The guidelines for submission of online bid can be downloaded from the GeM Portal & Indira Gandhi Govt. Dental College, Jammu.ed.u.in.

ADDITIONAL INSTRUCTIONS FOR BIDDERS

- a. The tenderer should be registered with J&K Govt/Govt. of India (FSSAI).
- b. The bidders can get registered before the last date of submission of tenders.
- c. Tenders to be submitted under two cover system:
 - A. COVER 1st (Technical Cover) should contain.
 - i. Scanned copy of tender fee
 - ii. Scanned Copy of an affidavit on Rs.100/- stamp paper duly attested by Ist Class Judicial Magistrate with the effect that:-
 - a) The documents/catalogues etc enclosed with the Tender are genuine and are not tampered or fabricated.
 - b) The firm has not been blacklisted in the past by any Govt./ Private institution of the country and there is no vigilance/any other investigating agencies, case pending against the firm/supplier.
 - c) If anything found wrong at any stage against the firm, I/we shall be responsible and deem to any legal action against me/us.
 - B. Financial bid shall be opened online on GeM only

Scanned copies of below mentioned documents shall be uploaded with the bid

S. No.	Documents
1.	Certificate of Registration for Goods and Service Tax (GSTIN)
2.	Certificates of Experience in the form of completion certificate.
3.	Pan Card of the Tenderer / Agency/ Organization.
4.	Copy of last 3 years (2018-19,2019-20,2020-21) Income tax return with balance sheet duly authenticated by the chartered accountant with his / her original rubber stamp and ink signed signatures.
5.	Trade License for running of private Mess from the competent authority recognized by FSSAI act, 2006.
6.	Annexure "A", "B", "C", Undertaking, and Eligibility Conditions.

TERMS & CONDITIONS

1. The successful tenderer will have to execute agreement on stamp paper worth Rs. 100 to the effect that he/she will abide by all the terms and conditions of the E-NIT.
2. The rates should be quoted in lump-sum as per Menu enclosed per candidate per month both in words and figures without cutting and tempering.
3. The successful tenderer will have to pay an amount of **₹. 10000/-** per month as rent for the space provided by the College for running of Hostel Mess (Boys & Girls).
4. Utensils & Furniture:-
 - a. The successful contractor can use the utensils and furniture already available with the College Mess, however the deficient utensils and additional furniture (**20 chairs in each hostel is the minimum requirement**) shall be arranged by the successful tenderer at his own cost. The additional utensils and furniture is property of contractors only.
 - b. The successful tenderer will install flycatcher and other required equipment.**
 - c. Cleaning/sanitation of the Mess is the responsibility of the contractor.
5. The payment of Mess charges duly verified by the Hostel Manager/ Hostel Warden shall be made by the first week of succeeding month after verification.
6. Foods to be served needs to be cooked inside the Mess kitchen area only.
7. The Hostel Committee at any time can inspect the Food served to the students of the Hostels. In no case, stale food shall be served in the hostels. Any incident of food poisoning is the responsibility of the contractor and action under rules will be initiated.
8. The contract shall be valid for a period of 12 months and may be extended till the date of maturity till the new rate contract comes into force, whichever is latter, on the basis of satisfactory performance report submitted by the Hostel Committee of the, Indira Gandhi Govt. Dental College & Hospital, Jammu
9. No compromise shall be made on the quality and quantity of the food.
10. The Mess services shall not be available for the outsiders.
11. No un-authorized person shall be allowed to enter inside the premises of Indira Gandhi Govt. Dental College & Hospital, Jammu during the night. Strict discipline

shall be maintained. Any violation in the discipline within the premises of Hostel Mess shall invite the termination of contract without any notice.

12. No unauthorized person / student shall be allowed in the cooking area.
13. It will be the responsibility of successful tenderer to submit police verification report and health fitness certificate of all his employees.
14. The successful tenderer needs to follow all COVID-19 protocol issued by Govt. / administration from time to time.
15. The Waiters/ Cooks/ Mess staff must be in proper and clean uniform with name plates provided by the contractor.
16. The students have to take their meals in the Mess only.
17. In case of any dispute, the legal proceedings of the same shall have to be lodged in Courts of J&K Govt. situated at Jammu not elsewhere.
18. The Principal, Indira Gandhi Govt. Dental College & Hospital Jammu reserves the right to accept or reject any tender without assigning any reason thereof.
19. Taxes applicable at the time of payment shall be deducted.
20. The contractor will ensure that disposal of all the Kitchen Waste outside the institution is proper and is at authorized place. In case he/she fails to do so, action under rules shall be initiated against him/her which may lead to termination of contract.
21. The successful tenderer shall not in any case assign or sublet the approved contract or any part thereof to any other party.
22. The Successful contractor has to take the Equipment and Utensils from the institute in working condition and after the completion of contract the contractor has to hand over the same in working conditions to the institute.
23. Any damage to the property of the Mess/Hostels by the contractor or its staff will be the responsibility of the contractor. Any damage/loss to the property will be borne by the contractor.
24. Important points:
 - Mess will be functional for the whole year and contractor cannot close the Mess without any written instruction from the management.
 - Mess will be remain on working condition even if there will be a single student staying in Hostel.

25. V-mark, P-mark or other equivalent oil will be used for cooking food. Only Amul Butter and Kissan Jam shall be served.

26. Timing

- Breakfast: 08:00 am to 09:00 am.
- Lunch: 01:00 pm to 02:30 pm.
- Dinner: 07:30 pm to 09:30 pm. (Timing can be changed by the administration from time to time)

The strength of maximum student will be approx. 150 (student).

TIE CONDITION :-

In case of tie i.e more than one contactor filling/quoting the same figures, in that case bidder/agency having greater experience will be given preference.

U N D E R T A K I N G

I/We do hereby agree to abide by all the conditions mentioned in the tender documents (All the pages of the documents have been signed by me/us in token of our acceptance of the “Conditions of the Contract” and are without any cutting/overwriting).

Sig. & Seal of the

Tenderer Along with
Full Address

Scope of work:

1. Cooking and serving meals (breakfast, lunch, evening tea and dinner
2. Managing and control of stocks and inventories.
3. Cleaning of utensils, kitchen and serving items.
4. Cleaning of cooking, dinning and auxiliary areas.
5. Security of the equipment, utensils and other items in the mess.
6. Maintenance of the equipment in the kitchen and dining area.
7. Maintenance of books, ledgers, other records and documents relating to running the mess services.
8. Deployment and supervision of required man power for the above mentioned tasks, workers are liable for periodical health checkup.
9. For cooking, only LPG gas supply should be used, no use of coal or other method (electric appliances etc shall not be allowed).
10. Entire furnishing and their maintenance including dining hall, catering, cooking etc will be provided and maintained by the vendor.
11. Installation of Point of sale machine is mandatory.

ELIGIBILITY CONDITIONS: -

- a) The tenderer should have at least five years of experience with regard to successful completion of job contract of running Mess services in reputed Govt. / Semi-Govt / Govt. undertaking/ Private institute of repute. Tenderer will have to produce supporting document/certificate in the form of successful completion certificate from the concerned institutional authorities, where the tenderer has provided the Mess services.
- b) The firm should be registered under ESI and EPF. The documentary proof in this regard shall be provided by the tenderer.
- c) No Joint Venture/ Consortium is allowed to participate in the Tender Process. Tenderer should submit an undertaking on firm's letter head in this regard.
- d) The firm should have valid Labour Contract License for current year.
- e) The tenderer will abide by all the Labour laws issued from time to time by the office of Labour Commissioner J&K.
- f) The firm must have Service Tax Registration (GST number).

Intending tenderers are advised to inspect and examine the working area, space, etc. and satisfy themselves before submitting their tenders. The means of access to the site, the accommodation and the facilities he/she may require in general. The contractor will personally obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect the tenderer. The tenderer shall be deemed to have full knowledge of the site whether he/she inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he/she has read this notice and all other contract documents and made himself/herself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.

Signature & Seal of the

Tenderer with Full Address of
the Tenderer

PENALTY POINTS

Penalties for violation or rules, terms and conditions

As and when Mess Committee Indira Gandhi Dental College, Jammu proposes a fine, they will inform the representative of the Contractor, and the fine will be imposed by the Institute on recommendation of the Mess Committee Indira Gandhi Dental College, Jammu. The Contractor shall be fined for not adhering to the agreed terms as per the following rules:

1. Non-availability of complaint register on the counter/discouraging students from registering complaints would lead to a fine of ₹. 500/- on the Contractor.
2. Each instance of complaint of an insect/foreign object cooked along with food or found in food item would invite a fine of ₹. 500/- on the Contractor.
3. Three or more complaints in a three-week period of insects and/or foreign object cooked along with food or found in any food item would invite a fine of ₹. 5,000/- on the Contractor and Cancellation of Contract.
4. Complaints of unclean utensils/hygiene would lead to a fine of ₹. 500/- on the Contractor, three or more complaints of unclean utensils/hygiene would lead to Cancellation of Contract.
5. If Mess committee INDIRA GANDHI GOVT.DENTAL COLLEGE, JAMMU agrees that certain meal was not cooked properly then a fine of ₹. 500/- would be imposed on the Contractor.
6. If food for any meal gets over within timings of mess and waiting time is more than 15 minutes for lunch or dinner, and 10 minutes for breakfast or tea & snacks, then a fine of ₹. 100/- would be imposed on the Contractor. The timings for that meal will be extended equivalent to delay time.
7. Changes in menu of any meal without permission of Authorized Mess Committee of INDIRA GANDHI GOVT.DENTAL COLLEGE, JAMMU would result in a fine of ₹. 500/- on the Contractor.
8. The quality of milk served must satisfy the highest standards of purity. Inappropriate quality and dilution of milk shall attract a penalty of ₹. 500/-
9. Each instance of unprofessional behavior (lack of personal hygiene of staff, consumption of prohibited substances, spitting of gutkha/pan masala etc, misbehavior by workers/unclean utensils etc. as determined by the Mess Council INDIRA GANDHI GOVT.DENTAL COLLEGE, JAMMU etc.) will lead to fine of ₹. 2000/- on Contractor.
10. Mess staff members are not allowed to use any part of the mess premises for any other purpose. Mess staff members are not allowed to sleep in the mess premises at any time. Each instance of violation will lead to a fine of ₹. 500/- on the Contractor.
11. Not maintaining records of regular customers would invite a fine of ₹. 2000/-.
12. Absence of proprietor or his representative empowered to take decision from Authorized Mess Committee of INDIRA GANDHI GOVT.DENTAL COLLEGE, JAMMU meetings on due invitation (which will be held approximately once every month) will attract a fine of ₹. 2,000/- on Contractor.
13. As and when Authorized Mess Committee INDIRA GANDHI GOVT.DENTAL COLLEGE, JAMMU proposes a fine, they will inform the Contractor/representative or mess manager, and the fine will be imposed by the Institute in consultation with the Mess committee

- 14.** Using of brands not mentioned in the contract without prior permission and/or adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and decided by the Mess committee INDIRA GANDHI GOVT.DENTAL COLLEGE, JAMMU.
- 15.** As and when the Mess committee INDIRA GANDHI GOVT.DENTAL COLLEGE, JAMMU proposes a fine, they will inform the representative of the Contractor or mess manager, and the fine will be imposed by the Institute in consultation with the the Mess committee INDIRA GANDHI GOVT.DENTAL COLLEGE, JAMMU.
- 16.** Any failure/delay in remitting the monthly Infrastructural/Convenience Charges by the due date would attract penalty as decided by the Mess committee INDIRA GANDHI GOVT.DENTAL COLLEGE, Jammu.
- 17.** For any rules stated in the agreement,
 - a) First violation of the rule implies fine as per the rule. However, in exceptional cases where the nature of violation is of serious nature, the Mess committee INDIRA GANDHI GOVT.DENTAL, Jammu may propose higher fines than those indicated above.
 - b) If any of the above rules are violated Three times within the month (taken as a total) the Contractor would be liable for automatic disqualification, and the contract may be terminated. However, this is not the only criteria for termination. The Institute reserves the right to terminate the contract at any time, considering the frequency and seriousness of the violations.

Annexure "A"

(TO BE TYPED ON A LETTER HEAD OF THE TENDERER)

TENDER FORM FOR PROVIDING MESS SERVICES

1. Name, address of firm/Agency/company.....
2. Telephone No.....
3. Registration No.
4. Name, Designation, Address of the signing person:
:.....
:.....
:.....
5. PAN No. issued by Income Tax Deptt.....
6. Provident Fund Account No.....
7. ESI code number.....
8. GST number.....
9. (a) Details of BID Security/ Earnest Money deposit:
 - I. Amount.....
 - II. Date of issue.....
 - III. Name of issuing bank.....
- (b) Details of cost of Tender documents (if any):-
 - i. Amount.....
 - ii. e-challan or Treasury Challan/Receipt No.....
 - iii. Date of issue
 - iv. Any other information:.....

Declaration by the bidder

This is to certify that I before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself to abide by them.

(Signature & Seal of the Tenderer)

Annexure "B"

(TO BE TYPED ON A LETTER HEAD OF THE
TENDERER)

Technical Information

S.No	Particulars	Information to be filled by the bidder	Remarks
1	Manpower on roll		
2	No. of Mess manager= cooks= Service workers= Safai karamcharies=		
3	Experience of running Mess (services in years)		
4	Details regarding experience (name of organizations & experience in years with support of certificates)		

Note: Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

(Signature & Seal of the Tenderer)

Name and Full Address of the
Bidder

Annexure "C"

(TO BE TYPED ON A LETTER HEAD OF THE TENDERER)

UNDERTAKING / LETTER OF ACCEPTENCE

Subject: Tender for providing **Mess Services**.

Sir,

1. I do agree for all clauses, terms and conditions of the tender documents.
2. I agree to abide by the contract to provide the services from the date of award of the contract which is extendable till new rate contract comes into force.
3. I declare that no legal / financial irregularities involving the Proprietor/Partner of the applicant (s) / firm are pending.
4. I declare that my financial position is sound and I am competent to execute the contract.
5. I declare that I will not ask/ expect any financial assistance from the Institution / Govt. of Jammu & Kashmir U.T.
6. I declare that all the documents attached with the tender documents are true and are attested by me only after certifying genuineness.

In acceptance

(Signature & Seal of the Tenderer)

Annexure D
Bid-Security Declaration

To,

The Principal,

Indira Gandhi Govt. Dental College,

Jammu .

Reference: Bid No. _____ of IGGDCJ

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Indira Gandhi Govt. Dental College, Jammu for the period of time of 3 years if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the Bank during the period of bid validity,
 - (i) fail or refuse to execute the Contract, if required, or
 - (ii) fail or refuse to furnish the Performance Security, in accordance with ITB 38.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of

- i. our receipt of your notification to us of the name of the successful Bidder; or
- ii. twenty-eight days after the expiration of our Bid.

Signed:

Name: [insert complete name of person signing the Bid-Securing Declaration] Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

(Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the bid).

ANNEXURE E

List of Meals/Menu to be supplied at scheduled day in the Mess (Boys / Girls Hostel)for the session

2021-22

DAY	BREAKFAST	LUNCH	EVENING TEA	DINNER
MONDAY	Bread Ommlette/Stuffed Parntha/Bread Butter/Jam + Tea	Rajma + Seasonal Veg + Rice + Chapati + Pickle	Bread Pakora + Tea	Dal + Seasonal Veg + Rice + Chapati + Pickle
TUESDAY	Bread Ommlette/Stuffed Parntha/Bread Butter/Jam + Tea	Mix Dal + Seasonal Veg + Rice + Chapati + Pickle		Kashmiri Roti + Tea
WEDNESDAY	Bread Ommlette/Stuffed Parntha/Bread Butter/Jam + Tea	Urd Dal + Seasonal Veg + Rice + Chapati + Pickle	(Alternate Days)	
THURSDAY	Bread Ommlette/Stuffed Parntha/Bread Butter/Jam + Tea	Rajma + Seasonal Veg + Rice + Chapati + Pickle		Kashmiri Roti + Tea
FRIDAY	Bread Ommlette/Stuffed Parntha/Bread Butter/Jam + Tea	Chana Dal + Seasonal Veg + Rice + Chapati + Pickle	(Alternate Days)	
SATURDAY	Bread Ommlette/Stuffed Parntha/Bread Butter/Jam + Tea	Black Chana + Seasonal Veg + Rice + Chapati + Pickle		(Alternate Days)
SUNDAY	Bread Ommlette/Stuffed Parntha/Bread Butter/Jam + Tea	Rajma+Veg + Rice + Chapati + Pickle	(Alternate Days)	

A. **Paneer for Vegetarians and Egg Curry for Non Vegetarians on the days where both items are prepared simultaneously.**

B. **The above menu can be changed by the administration from time to time.**

Instructions:

1. Menu can be changed with the permission of Mess Committee, Indira Gandhi Govt. Dental College, Jammu
2. Food served should be of good quality.
3. Proper hygiene should be maintained during cooking and serving.
4. Dining hall should be properly cleaned before and after meal.
5. Fruits and vegetables served should be fresh.
6. The quantity of cheese (paneer) served should be 60-70 gms per student.
7. Quantity of tawa parantha should be 3 and aloo parantha should be 2.
8. If the size of Puri/Naan is small, then quantity should be 4 and if size is medium, then quantity should be 3.
9. Number of chapatti per person should not be limited.
10. Seasonal Veg include: Beans, Kadam, Cauliflower, Cabbage, Brinjal, Mattar, ShimlaMirch etc.
11. Utensil should be properly washed.
12. Rice Basmati.