



NATIONAL UNIVERSITY OF STUDY & RESEARCH IN LAW, RANCHI

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Tender Document for Mess Services

National University of Study and Research in Law, at Nagri, P.O Bukru, Kanke-Pithoria Road, Kanke, Ranchi, and Jharkhand (834006) invites sealed tenders from Mess Contractors for Mess Services at NUSRL Ranchi University Campus.

A. SCOPE OF WORK

- 1) A common mess for 600 students, teachers and University staffs (approximately)
- 2) To prepare food and serve breakfast, lunch evening snacks & tea dinner to students regularly and whenever required for the guest of the University as per menu suggested by the Mess Committee.
- 3) The caterer has to provide one food fest every month. Food Fest hereby means special food served during one meal; either lunch or dinner.
- 4) The University reserves the right to award the job contract for the mess.

B. JOB SPECIFICATION

Quality Criteria:

- 1) Food served should be of good quality. The quality of food will be decided by the mess committee of the university. The caterer has to provide both vegetarian and non-vegetarian food.
- 2) Products used for preparing the food shall be of superior and standard quality (brands of food products are mentioned by the mess committee, herein annexed as under annexure_1)
- 3) The caterer has to supply the details of the supplier from where he is purchasing the goods.
- 4) Hot pot should be used for serving the food.
- 5) The caterer should provide refrigerator, deep freezer and any other equipment which might keep the food and food items fresh.
- 6) The menu of the mess is subject to change on a prior notice of 15 days by the mess committee.
- 7) The caterer is also required to do requisite pest control in the mess area at regular intervals.

Hygiene Criteria:

- 1) The food served by the caterer should be as per the menu and has to be prepared in clean, hygienic and in safe conditions.
- 2) Caterer should clean and maintain dining hall, hand-wash area, dish-wash area etc. in highly hygienic conditions, caterer should also provide hand sanitizer and hand wash.
- 3) The caterer should collect the garbage from the kitchen, dining-hall, dish-wash area and dispose of the same every morning. The surrounding should be kept clean and hygienic by the caterer.
- 4) The caterer should maintain high quality of hygiene, sanitation and safety in the kitchen and dining hall. All the surrounding area of the mess premises should be cleaned and washed daily by the caterer.
- 5) After every meal (breakfast, lunch and dinner) all the plates, glasses, spoons and other cutlery are to be cleaned in soap solution and hot water and dried and kept ready for the next meal by the caterer. The caterer must use cleaning material of high quality.
- 6) Hand wash should be provided by the caterer.
- 7) Mess workers are strictly asked to make use of hand gloves, aprons, cooking hats etc.
- 8) Dining hall and kitchen should be washed with water and soap solution and mopped after every meal by the caterer.
- 9) Water cooler and purifier, Pest controller items and other electrical appliance annexed or attended to mess should be cleaned and maintained properly by the caterer.
- 10) All the utensils, dinner set and other equipment's required in the mess should be arranged by the caterer and replaced if missing in the kitchen.
- 11) The caterer should provide fly catcher in the mess premises.
- 12) Separate Menu may be recommended by the Mess committee for various functions of the University, Under the direction of the Competent Authority.
- 13) All the electrical appliances, fitting and fixture annexed or attached to the mess premises are subject to regular maintenance and repairs by the mess contractor.

C. MESS FACILITY

1. There shall be no repetition of vegetables in Lunch and Dinner and the same must be different in Lunch and Dinner as well as on the subsequent days. (Menu of the vegetable shall be determined by the Mess Committee in consultation with the caterer which shall be a provision to change as per need.)
2. The Rice, Dal and Chapatti in Lunch and Dinner shall be unlimited.

D. Term and Condition

1. Tenderers should have a minimum of 2 years' experience in providing similar type of services and in support of the experience will produce documents.
2. Offers may be submitted in two separate sealed envelopes — one containing Profile of the firm (technical bid) and other with price bids - marked clearly on the top of the envelope.
3. Cost of the tender document: The bidders will be required to deposit cost of tender amounting to Rs. 1,000/- (rupees One Thousand Only) in the shape of separate DD in the favor of "**Registrar, NUSRL, Ranchi**" payable at Ranchi. This amount is nonrefundable.
4. Tender should be accompanied with a bank draft of Rs. 1.0 Lakh as security deposit in the favor of the registrar, NUSRL, Ranchi. This bank draft will not carry any interest and will be refunded to unsuccessful tenderers after finalization of contract.
5. The draft of successful bidder will be retained as a part of security deposit and is refundable after termination of the contract without any interest after deducting dues, if any to the university.
6. The Tender document is not transferable.
7. The quoted price for the food and other services should be inclusive of all the taxes, Vat and duties.
8. The contract will be for a period of 1 year which could be extended on satisfactory service rendered to the University.
9. NUSRL, Ranchi reserves the right to accept or reject any tender wholly or partly without assigning any reason thereof.
10. In all matters pertaining to tender decision of the NUSRL, Ranchi shall be final and binding.
11. All the tenders and covers should bear the name and addresses of the tenderers and all the pages of the tender should contain seal and signature of the tenderers.
12. The tenderers should be prepared to come to NUSRL, Ranchi to participate in discussion on a short notice of 48 hours.
13. The complete tender should reach the office of the Registrar, NUSRL, Ranchi, at Nagri, P.O.Bukru Kanke Pithoria Road, Kanke, Ranchi-834006 on or before 13 June 2022, by 4 p.m.
14. Request for further extension of the above deadline shall not be accepted. Delayed and incomplete tender shall not be considered.
15. The tender will be opened at 14 June 2022 at 11.00 am onwards.
16. Tenderer shall fulfill all statutory requirements pertaining to minimum wages act and other statutory provisions. The tenderer shall be solely responsible for any failure to fulfill the statutory obligations.

17. The workers employed by the tenderer (contractor) shall wear uniform and name-badge, which will be provided by the tenderer itself. These workers are not employees of the university and shall not have any claims whatsoever on the university and shall not act detrimental to the interest of the university.
18. Accommodation will be provided in the campus for the workers by the tenderer with the permission of the university.
19. The University reserves the right to terminate the contract on the one months' notice, if the performance is not satisfactory.
20. Maintenance cost including electricity bill shall be paid by the tenderer monthly basis.
21. The Total turnover of the Firm shall be 1.5 Cr. Per year.

The undersigned reserves the right to accept/reject any tender papers.

Registrar
NUSRL, Ranchi



NATIONAL UNIVERSITY OF STUDY & RESEARCH IN LAW, RANCHI

Annexure_1

QUALITY OF PRODUCTS TO BE PROVIDED – The items provided in the menu and the ingredients used for its making shall be in accordance to the list provided below. Use of any other brands without prior approval of the mess committee shall lead to the attraction of the penal provisions –

- Butter, Ghee – Amul
- Cheese, Cream – Amul, Britannia
- Coffee – Nescafe, Bru
- Cornflakes, Oats, Chocos – Kellogs, Quaker
- Dry Spices – Catch, Everest, MDH
- Edible Oil – Ruchi Soya(Nutrela), Nature Fresh, Safola, Sundrop
- Mūstered Oil – Engine, Fortune, Saloni
- Jam – Kissan, Tops
- Milk – Sudha Dairy, Mother Dairy
- Milkmaid – Nestle
- Salt – Tata, Aashirvadh, Annapurna
- Sauce –Kissan, Maggie, Heinz, Chingz
- Tea –Tata, Lipton Green Tea, Red Label, Taj Mahal
- Rice, Daal – High quality products are to be used and according to the satisfaction of the mess committee.
- Fruits, Vegetables, Juices – Absolutely fresh products are to be used and according to the satisfaction of the mess committee.



PROFILE O THE TENDERER

(Technical Bid for Mess)

- 1) Name of the firm
- 2) Name of the Owner of the Firm
- 3) Address
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- 4) Telephone No Mob No.
- 5) No. of year of experience in the field with reference and certificate
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- 6) PAN No
- 7) Food license No
- 8) G.S.T. No
- 9) P.F. Registration
- 10)ESI Registration No.
- 11)Establishment Certificate
- 12)Income Tax Return for 3 years
- 13)Balance Sheet for 3 years
- 14) Bank Draft No. (EMD)
- 15)Bank Draft No. (Tender Paper)

Signature of the Tenderer



NATIONAL UNIVERSITY OF STUDY & RESEARCH IN LAW, RANCHI

Date:

Financial Bid

(For Students Mess)

Offer Price :

a) Breakfast @Rs...../Head

b) Lunch @Rs...../Head

c) Dinner @Rs...../Head

Monthly @ Rs...../Head

Signature & Seal of the Tenderer



NATIONAL UNIVERSITY OF STUDY & RESEARCH IN LAW, RANCHI

MESS MENU, NUSRL, Ranchi

DAYS	BREAKFAST (7:30 AM – 9:30AM)	LUNCH (1 PM – 3 PM)	DINNER (8 PM – 10 PM)
MONDAY	ALOO VEG SANDWICH + TOMATO SAUCE + HARI CHATNEY + PLAIN BREAD + JAM + EGG + CORNFLAKES	VEG PULAO + LAUKI-CHANA DAL KI SABJI + ARHAR DAL + ROTI+CHANCH	BALOO SHAHI (INDIGO SPECIAL)+ DUM ALOO + PLAIN PURI + JEERA RICE + TOOR DAL + MASALA OATS
TUESDAY	IDLI + SAMBHAR + CHATNEY + CORNFLAKES	PLAIN RICE + CHOLE + MIXED DAL + PAKODA + ROTI+CHANCH	COLD RASGULLA (2 PIECES) + PLAIN PARATHA + ALOO BAIGAN KI SABJI + RAJMA + JEERA RICE + MASOOR DAL
WEDNESDAY	POHA+SEV BHUJIYA +CHOPPED ONION+GHUGNI+CHOCOS	VEG PULAO+DAL MAKHANI+SEASONAL VEGETABLE +ROTI	ALOO DUM BIRYANI/CHICKEN BIRYANI + PANEER KI SABJI +MUFFINS/SMOOTHY + BUNDI/VEG RAITA + ROTI
THURSDAY	UTTAPAM + SAMBHAR + NARIYAL KI CHATNEY + CHOCOS+EGG	PLAIN RICE + ROTI + CHANA-MOONG KI DAL + KADHI + ALOO CHANA SABJI	ICE CREAM + PANEER BUTTER MASALA + JEERA RICE + MOONG DAL + ROTI
FRIDAY	ALOO PARATHA + TOMATO CHATNEY + PUDINA CHATNEY + CORNFLAKES	MASALA BHINDI + ROTI + PLAIN RICE + TUR DAL+CHANCH	GULAB JAMUN + EGG CURRY/MALAI KOFTA + PLAIN RICE + TUR DAL + ROTI + SWEET OATS
SATURDAY	ALOO CHOP/PAV BHAJI+ CHOCOS + EGG	KHICHDI + CHOKHA +ROTI + CHATNEY (TOMATO & PUDINA) + PAPAD+CHANCH	FRUIT CUSTARD + STUFFED KACHORI-SABJI + LEMON RICE + CHANA DAL
SUNDAY	CHOLE-BHATURE + CHOPPED ONIONS + LEMON+ CORNFLAKES	MASALA RAJMA + JEERA RICE + ROTI + ALOO MATAR (GRAVY) + MOONG DAL	KADHAI CHICKEN (2 PIECES) + KADHAI PANEER + PLAIN RICE + ROTI + COLD DRINKS + CHANA DAL

- Milk (200 ml), Tea and Fruits (based on season and availability) will be served daily in the Breakfast.
- 'Fryums' will be served daily in the Lunch except Saturday (Papad is there on Saturday).
- Salad (including Lemon) will be served in the Lunch daily.

MESS MENU, NUSRL, Ranchi

- Pickle will be there during Breakfast, Lunch and Dinner.
- Tea will be served in the evening with Biscuits (Sweet) from 5 PM to 6 PM.
- Brand : For Chocos – Kellogg's, For Cornflakes – Mohun's, For Pickles – Tops/Nilons, For Biscuits – Parle G.
- Lemon would be available alongside all meals
- Butter would be served along with Roti