



Ref. No. NUSRL/RNC/2017/6593-A

Date: 22-05-17

### **Tender Document for Mess Services**

National University of Study and Research in Law, at Nagri, P.O Bukru, Kanke-Pithoria Road, Kanke, Ranchi, 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 and dinner to students regularly and whenever required for the guest of the University as per menu suggested by the Mess Committee. The Caterer may be asked to provide evening snacks (depending upon the negotiations after the acceptance of the tender).
- 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 foods.
- 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.



**Hygiene Criteria:**

- 1) The food served by the caterer has to be prepared in clean and hygienic and safe conditions as per the menu and healthy sanitary methods.
- 2) Caterer should wash and maintain dining hall, hand-wash area, dish-wash area etc. in highly clean 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 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.

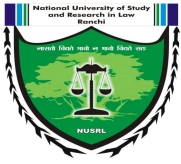
**C. MESS FACILITY**

- 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 non-refundable.
- 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 06 June 2017, 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 09 June 2017 at 11.30 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.



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- 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.

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

Assistant Registrar (In-Charge)  
NUSRL, Ranchi