

भारत सरकार
GOVERNMENT OF INDIA
कौशल विकास एवं उद्यमिता मंत्रालय (प्रशिक्षण महानिदेशालय)
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP (DGT)
राष्ट्रीय कौशल प्रशिक्षण संस्थान (महिला)
NATIONAL SKILL TRAINING INSTITUTE (WOMEN)

के.वी.-3 के सामने, झालाना डूंगरी, **जयपुर**-302017 (राजस्थान)
Opp. K.V. 03, Jhalana Doongri, Jaipur-302017 (Rajasthan)

NOTICE INVITING TENDER

Tenders are invited on behalf of Deputy Director / Head of Office, NSTI(W) Jaipur in **TWO COVER BID SYSTEM** for **Mess & Canteen Facility in Women Hostel** from experienced and reputed caterer/service provider as per attached requirement and details given below and BOQ list all at CPPP i.e. <https://eprocure.gov.in/eprocure/app>. Tender documents may please be downloaded from the E-procurement portal website <https://eprocure.gov.in/eprocure/app>& Institute website www.nstiwnjaipur.dgt.gov.in.

Deputy Director /Head of Office

भारत सरकार
GOVERNMENT OF INDIA
कौशल विकास एवं उद्यमिता मंत्रालय (प्रशिक्षण महानिदेशालय)
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP (DGT)
राष्ट्रीय कौशल प्रशिक्षण संस्थान (महिला)
NATIONAL SKILL TRAINING INSTITUTE (WOMEN)

के.वी.-3 के सामने, झालाना डूंगरी, **जयपुर-302017** (राजस्थान)
Opp. K.V. 03, Jhalana Doongri, Jaipur-302017 (Rajasthan)

TENDER NOTICE

Tender Ref.-F-11011/24/121/Tender/Mess/NSTI(W)/2020-21	Dated-19.04.2021
--	------------------

Important Dates

Sr.	Description	Date	Time
1.	Tender Publishing Date and time	19.04.2021	04.00 PM
2.	Tender Document download start Date & Time	20.04.2021	10.00 AM
3.	Bid Submission start Date & Time	20.04.2021	11.00 AM
4.	Bid Submission End date and Time	06.05.2021	04.00 PM
5.	Tender opening Date and Time	10.05.2021	11.00 AM
6.	Tender Document download end Date & Time	06.05.2021	01.00 PM

Tenders are invited on behalf of Head of Office NSTI(W) Jaipur **TWO BID SYSTEM** {Technical and Financial} for **Mess & Canteen Facility in Women Hostel** from the experienced and reputed caterer/service provider at CPPP i.e. <https://eprocure.gov.in/eprocure/app>. The Contract duration is from dated 01.06.2021 to 31.05.2022 Tender documents may please be downloaded from the E- procurement portal website <https://eprocure.gov.in/eprocure/app> & Institute website www.nstiwjaipur.dgt.gov.in. Tender fee in the form of DD of Rs 500/- (Non-refundable) and EMD of Rs. 25000/- should be submitted by DD in favour of the DDO, NSTI(W) Jaipur Rajasthan

Scanned copy of the both Tender Fee and EMD should be uploaded on website along with technical bid part. The hard copy of the same in original to be send to The Principal, NSTI(W) Opp KV No 03, Jhalana Doongri, Jaipur 302017 below duly super scribing the supply/work name and reference/ tender ID on the envelope and same must reach before opening the bid i.e. 10.05.2021 and if not received within due date the bid will be rejected summarily.

Non-receipt of original EMD and Tender Fee will lead to rejection of tender.

Tender Notice for Mess & Canteen Services for Hostels and Institute

NATIONAL SKILL TRAINING INSTITUTE (WOMEN) JAIPUR

Part-I General

1. Tenders are invited in **Two Bid System** from interested contractors for running **Mess Facility for Women Hostel**. Total number of students is approximately 100 to 150 in hostel. The residents and guests who will use the mess are not fixed and may vary from meal to meal. The number of residents may vary depending upon academic sessions and vacations.
2. **Only those contractors with valid FSSAI certification, ESI and EPF registration are eligible to apply.**
3. Mess contractor will be finalized based on his experience, contract executed earlier, contracts in hand, capacity to prepare regional food, managerial abilities and other relevant factors as considered appropriate by the mess tender committee. On behalf of the Hostellers of the NSTI(W) Jaipur the Institute is laying down the terms and conditions for the tenderers.

Part-II Details of Mess and Canteen

1. The mess will be open for breakfast (7.00-9.00am), lunch (01.00 to 01.30 PM) Evening Tea and Snack at 05.30 PM and dinner (07.30 to 09.00 PM) on all days of the month.
2. Prices to be quoted for each of the items (inclusive of GST/Taxes) on the list in Annexure - 2.
3. The quote should be submitted in the format shown in Annexure – 2. Please note that price must be quoted for all the items. The total prices would be on the basis of L1 bidder
4. A separate space will be provided by the Institute for the Canteen facility which should not be used as the manufacturing unit for the other canteen or shop. The items of tea, coffee, cold drink and snacks shall be supplied by the contractor to bonafide trainees, staff and visitors in the institute canteen on item rate basis and payment will be received by the same. The canteen will be functioning during working hours of the institute (including lunch on all working days) Canteen facility shall be provided by the contractor in the hostel mess to the Bonafide trainees hostellers and their guest on item rate basis during visiting hours 5:30 PM to 7 PM on working days and 10:30 PM to 12 noon on holidays.

Part -III Quality Maintenance and Staff

1. The quality of raw materials used for cooking will be as per the specifications provided in Annexure-1
2. Materials known to be harmful to health (as decided by the Institute from time to time) such as food colouring, soda, ajinomoto, etc. will not be used.
3. The contractor will use all raw materials of the best quality available in the market.
4. Mess Committee will have the right to decide and to prescribe varieties and brands of various materials used in cooking and other preparations.
5. The contractor shall procure only good quality fresh vegetables from the market. The vegetables shall not be stored for more than 2 days in the summer months and 3 days in winter months at a stretch. The Hostel administration or its nominee shall have the right to check the quality of food articles and vegetables from time to time and the cleanliness of the mess premises.
6. The food shall be cooked, stored and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served, and that stale food is not recycled. Stale food shall be removed from the mess premises immediately. Under **NO CIRCUMSTANCES** shall stale food be served.
7. The food shall be neither too spicy nor too oily. The food preparation shall be wholesome and shall cater to the general taste of the residents.
8. The oil that remains from the deep frying at the end of the day shall be discarded and shall not be allowed to be recycled for the purpose of cooking again.
9. The contractor must ensure hygienic cooking, proper handling by cooking/catering staff and efficient and neat & clean service. The kitchen will have to be cleaned by the staff of the

- contractor every day without fail and garbage to be taken out to nearest Corporation Bin/dumping place by the staff of the contractor.
10. The contractor must also ensure that the table surface is cleaned after every use with approved disinfectant.
 11. The food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard. The utensils shall have to be maintained sparkling clean at all times.
 12. Service bearers engaged by the contractor should wear neat & clean **UNIFORM** while on duty and shall have adequate experience in serving with etiquette and courtesy. It is required that all mess workers wear head cover, mask and gloves while on duty. Uniform cost will be bear by the contractor
 13. The contractor shall ensure **that everyone under their employment must be paid at-least min wage and there are no underage employees . All GOI rules that apply should be followed. No police record should be there for the employee of mess.**
 14. The contractor may be employ at least 02 specialist cook 02 helpers and 02 cleaning staff at a time of one meal preparation.
 15. The waste material and unused/ leftover food from mess shall be removed from the hostel premises every day by the contractor. The contractor shall ensure that stray cattle, dogs etc. do not consume any food within the hostel premises and do not enter Mess Premises.
 16. The mess shall function on all days throughout the year and will not be closed on any day, including holidays, for any reason whatsoever otherwise fine will be imposed @1000/- Rs per Day
 17. The Institute may indicate the requirement for catering service if there is a schedule for Seminar/Training/Symposium/Workshop etc. for more number of participants than normal on a given day. Intimation by the institute will be provided at least 12 hours in advance and the contractor will provide for the additional numbers which will be separate.
 18. The contractor shall not be allowed to use the **hostel or mess premises to offer any mess services beyond the scope of the contract and will not sale or manufacture any other items for other purpose.**
 19. **Any rodents, pests or insects found in stored grains or in food/ingredients shall incur heavy penalty (Rs. 5000/- per incident, payable to Gymkhana Fund). Repeated offence may result in immediate cancellation of contract.**
 - 20 Contractor shall be solely responsible in case of incidence/s of **FOOD POISONING** etc. and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the contractor as decided by the Committee consist by Competent Authority.

Part IV **Infrastructure**

1. The Institute will provide the kitchen and dining space (with table chairs). The inventory of any additional articles provided by the Institute shall be handed over to the contractor at the commencement of the contract and these must be returned in good and working condition at the end of the contract. **Important:** The maintenance of the utensils, furniture and appliances shall be done and ensured by the contractor at his/her own cost. The contractor shall be the custodian of Institute property i.e. the kitchen and mess space and the inventory during the period of contract. He is expected to use the Institute's inventory items and maintain them in good condition and shall make up for the loss to the inventory by way of misuse, breakage, theft etc. at his own cost. The security deposit shall be refunded only after a "No Dues Certificate" is granted by the Hostel Officer and Warden.
2. **The contractor will have to arrange the stainless Steel crockery and other required drapery items along with Gas connection by their own.**
3. The contractor shall be permitted to use toasters, refrigerators, geysers, water coolers, mixer / grinder, oven and other equipment for cutting / grilling vegetables, etc. Any other electrical

- cooking appliances may also be used by the contractor with prior approval of authority.
4. The Institute will provide **electricity and water** connections. **However, bill payment will have to be made by the contractor on a monthly basis as per the meter reading on rates fixed by the state government.**
 5. The contractor will arrange the other items such as napkins and table covers etc and they will be adequate in number and of good quality – acceptable to the Institute. Replacement due to loss and breakage of the utensils, crockery etc. by the contractor's staff will be contractor's responsibility when they are provided by the institute.

Part V Billing and Payment

1. The Bonafide hostellers of long-term courses shall be required to pay an amount equal to the monthly rate as advance to the contractor on admission to the hostel. The amount of advance shall be adjusted towards the payment of last month of their stay for leaving the hostel.
2. Collection of money from Hosteler is the responsibility of the contractor.
3. **Any items sold in canteen need to be accompanied with an Itemized bill inclusive of all taxes in canteen.**
4. Proportionately reduced amount shall be payable by the hosteller during first month if the admissions are delayed similarly proportionately reduced amount shall be payable during last month of their stay before leaving the hostel early.
5. The hostellers shall be required to pay hostel mess bill in respect of previous month up to 5th of each month. For late payment fine shall be payable at Rs.5 per day. 50% of this will be deposited to the Institute Gymkhana Fund 50% shall be retained by him.
6. In case of trainee leaving hostel in the middle of a month on completion of training refund of proportionate balance amount shall be made by the contractor.
7. No mess fees will be charged from the trainees sent for on-the-job training outstation.

Part VI

- 1) *The contract will be for a period of one year from the start of contract date if found satisfactory as per the point number 18 of this part then may be extended for the period of one year on same rate.*
- 2) The Contractor will be required to deposit a sum of Rs **25000/- (Rupees Twenty Five Thousand) as a Performance Security Deposit plus and amount equal to 100 times of mess monthly rates quoted at the time of award of tender in cash** . The Institute reserves the right to retain the same performance security deposit which is deposited by the contractor, if he fails either to perform the contract or give one month notice for termination of the contract or for breach of any terms & conditions. No interest shall be payable by the Institute for sums deposited as a Security Deposit.
- 3) a) The staff engaged by the contractor will be solely under their employment, control and discipline and in case of termination of the contract, the Institute will not be liable for any loss or damage, if any, caused to you or your employees. The Institute will not also be liable in case of services of any of the employee dispensed by you. The staff engaged with you will be paid Govt. approved wages along with EPF, ESI. The contractor shall be responsible for fulfilling the requirement of all statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Gratuity Act, Contract Labour (Regulations and Abolition) Act and all other labour and industrial enactment at his own cost in respect of all staff employed

by him. **Wages should be transferred to the employees' bank accounts within the first seven days of a month, and wage slips should be issued each time as per rules. Any irregularity/lack of transparency in this matter will have serious consequences.** The Principal shall have the right to ask for evidence of the payment of wages and benefits. The contractor will follow all the Labor laws as per the rules of the GOI wages.

- b) The contractor must provide a list of employees along with photo in Duplicate sets to the Institute at regular intervals. Only such mess workers of the contractor whose name is on the list will be allowed entry into the institute **NO PERMISSION WILL BE GIVEN TO THE MALE WORKERS TO STAY IN THE HOSTEL PREMISES.** The contractor will have to arrange the accommodation for his workers/employees. The mess workers are allowed only in the mess area and are not allowed to enter any other area of the Hostel. The mess workers are required to abide by Hostel Rules No alcohol, No smoking, No sexual harassment etc.
- 4) The Contractor shall also nominate a qualified and experienced manager acceptable to the Institute to take orders / instructions from the mess committee and the hostel administration.
 - 5) The contractor shall ensure that all employees engaged by him are free from communicable / infectious disease. If in the opinion of the Institute any of the contractor's employee(s) is found to be suffering from any infectious disease or if any employee(s) of the contractor are found to have committed misconduct or misbehavior, the Hostel Administration shall have the right to ask the contractor to remove such employee(s) and also terminate the contract. The Institute shall be entitled to restrain such employee(s) from entering the Institute premises. The medical checkups of the employees at regular intervals is sole responsibility of the contractor
 - 6) The contractor shall be responsible for his employees in observing all security and safety regulations and instructions that may be issued by the Institute from time to time. The contractor shall have the right to appoint and to take appropriate disciplinary actions against his workers who fail to fulfill his obligations under this agreement provided due process is followed and the action is in accordance, However, the contractor shall not in any capacity employ any person(s) of bad character or any person whose antecedents are not acceptable to the Institute.
 - 7) The Institute shall not be liable for any damages or compensation payable in respect of or in consequence of any accident or injury to any workman or any other person in the employment of the contractor or any subcontractor. The contractor shall indemnify and keep the Institute indemnified against all such damage and compensation whatsoever in respect or in relation thereto of.
 - 8) The contractor shall not appoint any subcontractor for the assigned contract partially or wholly.
 - 9) The contract can be terminated either way; by giving 01 (one) month notice by the contractor to the Institute or 01 (one) months' notice by the Institute to the contractor.
 - 10) The Institute reserves the right to reject/not to accept any quotation without showing any reason thereof.
 - 11) In case of any clarification or a problem, the decision of the Institute will be final and binding on the contractor.
 - 12) **Important:** Firms/persons applying should have prior experience of providing catering and

housekeeping services to reputed institutions and/or organizations. Rates should be quoted as per Annexure 2, inclusive of all applicable taxes. **Since the mess service users are solely the students, the Institute reserves the right of not awarding the contract to Firms who have already served as a mess contractor with our Institute and whose service and quality of food was not acceptable to the students.**

- 13) The contractor should have proper registration and photocopies of PAN, TAN and GST number and these should be enclosed within the tender document. The contractor shall have his own set-up including registration under the relevant laws governing the type of work he is to perform. The contractor shall be required to produce requisite license from the office of the Regional Labour Commissioner (Central).
- 14) The Contractor should have *Food Safety and Standards Authority of India (FSSAI)* certification.
- 15) The selection of contractors will be based on a *Two-bid system*. (see attached proforma in Annexure 3; your experience in catering service, name of the institutions, etc)
- 16) **Only the rates quoted for basic menu [Annexure 2; sum of All Food Groups will be evaluated for financial bid and L-1 will be decided based on total amount quoted for all the menu items. Important:** Qualifying Technical bid is prerequisite for opening financial bid.
- 17) Technical Evaluation will be based on *previous experience. Only experience (minimum two years or more) in catering in hostels in govt. Institutes/reputed private educational Institutions will be considered. Experience in Govt Institutes will be preferred.*
- 18) After one year, the contract may be extended for the next year, subject to positive feedback by the users of the Hostel Mess and the Institute. The extension of the contract will be at the same rates existing prior to the expiry of the contract. The Institute reserves the right not to invoke this arrangement if the performance of the contractor is not found to warrant such an extension.
- 19) Right to extend the contract is solely under the purview of Principal NSTI(W) Jaipur
- 20) Bidders will also be required to execute bond/undertaking Bid Security Declaration Form attached as ANNEXURE-4 for availing exemption to submit EMD.

Annexure-1

Quality Maintenance

Items	Brands
All dry ingredients should be bought from open market, packed and of highest quality	
Salt	Tata, Annapurna, Nature fresh
Spices	M.D.H. Masala, Satyam, Badshah, Everest , Catch, Goldy
	Or other brands after approval by FSSAI
Jam/Ketchup	Maggi, Kissan, Heinz / Tops
Oil (Sunflower)	Agmark/ISI or branded items such as Sundrop, Godrej, Saffola, Fortune, Ruchi
Pickle	Mother's or Pravin or Priya or Bedekar or Nilon's
Atta	Aashirvad, Pillsbury, Annapurna , Ginni or freshly grinded, Laxmi Bhog Aata
Rice	Basmati Tukda ($\frac{3}{4}$ size) e.g. Dubraj, India Gate, or equivalent in Jaipur Market
Butter	Amul, Britannia, mother dairy, Saras, lotus
Bread	Harvest, Britannia, Jaipur Bakery, Modern or Other brand after approval from the Hostel
Ghee	Amul, Mother Dairy, Britannia, Gits, Everyday, Saras
Milk	Saras, Amul, Payas, Lotus
Paneer	Amul, Saras or other branded item

Note: Food should be tested by an accredited Laboratory and monthly compliance report shall be filed by the contractor. All the expenses for food testing shall be the responsibility of the contractor. Food brands should also be approved by the FDI

Place _____

Dated _____

Signature of Tenderer _____

Full Name of the Tenderer _____

Address _____

Annexure-2
Price Bid Format
for the Mess and
Canteen

Sr. No.	Items	Quantity	Cost of Items including GST
1	Vegetarian Diet (Inclusive Breakfast, Lunch, Dinner) based on the attached menu for all the four meals	Per person per month	To be Quoted in Price Bid BOQ

Rates to be quoted with applicable GST on the items and applicable for the 12 months. **(Per person per month)**

I hereby agree to provide the services on the quoted price and as per the declared terms and conditions.

Signature of the Tenderer (Signature and

Stamp) Full Name of the Tenderer:

Address:

Email

Address:

Contact

No.:

ANNEXURE - 3

Proforma for evaluation of Technical Performance of the Tender

1. Name of the Person/Organization/Firm _____

2. Permanent Address_

3. Telephone/Fax Nos. _____

4. Email address _____

5. Status of Organization(whether Private/Public Sector Undertaking/Sole proprietor/Partnership/ Cooperative Society etc). _____

Year of Incorporation_____

6. Financial Status: Name of Bank_____

Bank Account No	
Type of Account	
Amount of funds you can arrange to invest as working capital in running the mess	Rs. _____ (Min 3 Lacs)

7. Whether documentary proof, in support of 1 & 2 above are submitted?

Yes/No

8. Whether the tenderer has submitted an Experience Certificate of working in academic Institutes?

Yes/No

9. Whether the Tender Bid guarantee (Earnest Money Deposit) in the form Demand Draft drawn in the name of the _____ for an amount of Rs. 25,000/- (Rupees Fifty Thousand only), has been submitted in physical form?
Attach a copy also

Yes/No

10. Whether the self-attested copy of Last 2 year Income Tax Assessment along with Balance Sheet, certificate/PAN/TAN No. has been submitted?

Yes/No

11. Whether the self-attested copies of the GST No. has been submitted?

Yes/No

12. Whether the tenderer has submitted a self-attested copy of valid Labour Licence in the relevant trade/field for the execution of this service contract duly issued by the competent authority e.g. EPF No. & ESI No. (Receipt of payment for last two month for the same is required).

Yes/No

13. Whether the Affidavit on non-judicial stamp paper of Rs. 100/- duly attested by the Executive Magistrate that the tenderer has never been blacklisted, has been submitted?

Yes/No

14. Last receipt of EPF deposited for employees submitted?

Yes/No

15. Whether the self-attested copy of Food Safety and Standards Authority of India (FSSAI) certification has been submitted?

Yes/No

Place _____

Signature of Tenderer _____

Dated _____

Full Name of the Tenderer _____

Address _____

ANNEXURE-4

Bid Security Declaration Form

Date: _____ E-Tender No. _____ E-Tender ID _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

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

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser 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 the Instructions to Bidders. I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)
Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate) _____

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

MESS MENU FOR THE GIRLS HOSTEL

Days	Breakfast	Lunch	Dinner	Evening Tea
Monday	Azwain Parantha, Pickle and Tea	Gatte Ki Sabzi, Mix Veg, Rice, Roti and Salad	Seasonal Vegetables, Rice, Daal, Roti and Salad	One small Pack of Biscuit and Tea
Tuesday	Poori and Aloo Sabzi	Masala Chana, Seasonal Vegetables, Rice, Roti and Salad	Daal Lauki and Rice Roti Salad	Mixed Namkeen and Tea
Wednesday	Sandwich or Bread Pakora Tea	Rajma, Rice, Roti, Curd and Salad	Moong Daal, Vegetable, Rice, Roti and Salad	Mathri and Tea
Thursday	Fried Idli/ Sewainya (Vermicelli) and Tea	Pakora Kadhi, Roti, Rice and Salad	Daal, Aloo Capsicum, Roti, Rice and Salad	Namkeen Biscuit Small Packet and Tea
Friday	Vegetable Dalia/ Vegetable Poha and Tea	Aloo Soyabean Sabzi, Daal, Roti, Jeera Rice and Salad	Seasonal Sabzi Mixed Daal, Roti, Rice and Salad	Roasted Namkeen/ Roasted Chana and Tea
Saturday	Vegetable Macaroni and Tea	Poori, Chole, Chhach, Rice and Salad	Daal, Roti, Rice and Salad	02 Toast and Tea
Sunday	Stuffed Vegetable Parantha, Curd and Tea	Paneer Sabzi, Jeera Rice, Roti, Raiya, Icecream/ Sweet (01 number per trainee) Salad	Pulav, Daal, Roti and Salad	Roasted Murmura Poha Namkeen and Tea

- Minimum quantity of the tea is approximate 250 ML per trainee
- Lunch and Dinner menu will be unlimited
- Menu may be change if required
- Salad may include at least two to three salad vegetables