



# मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

(Institution of National Importance under NITs Act, Established by Govt. of India)

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## OFFICE OF DEAN STUDENT WELFARE (HOSTEL OFFICE)

### NOTICE INVITING TENDER

MNIT Mess Council, through Dean, Student Welfare MNIT, Jaipur invites the sealed tender for the providing Mess services in the Vinodini Hostel Mess:

S. No.	Tender No.	Name of Work	Cost of Tender document (Rs.)	Earnest Money Deposit (Rs.)	Remarks
1		Providing messing facility at <b>Vinodini Hostel Mess (Boys)</b>	Rs.1500/-	Rs. 4,00,000/-	

The tender document can be obtained in person from the Deputy Registrar (Hostel)/ AR (Hostel), Hostel Office, MNIT, Jaipur on all working days between 1100 hrs and 1600 hrs. **The last date for the sale of tender is 29/12/2022 (11 A.M.).** In case tender documents are sought by post, a requisition indicating the details of tender documents along with a demand draft for a tender fee payable at Jaipur drawn in favour of **"MNIT Mess Council"** is to be forwarded to the DR/AR (Hostel) at the above address well in advance. The MNIT Mess Council is not responsible for any postal delay.

The DR/AR (Hostel), MNIT Jaipur or an officer authorized by him may be contacted between 11:00 hrs and 16:00 hrs on any working day for further clarifications if any. Anyone who desires to tender is advised to visit the premises and ascertain the nature and quantum of work.

**-Sd-**  
**Prof. Mahesh Kumar Jat**  
**Dean, Student Welfare**

**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY, JAIPUR**  
**OFFICE OF DEAN STUDENT WELFARE**  
**(HOSTEL OFFICE)**  
**TENDER DOCUMENT**

The tender document comprises 23 (20 + 03- Menu) pages and the contents of the documents are as follows:-

1. **Schedule A:** Important Dates
2. **Schedule B:** Offered rate/quote for the mess.
3. **Schedule C:** Terms and Conditions the mess contractor has to adhere to.
4. **Schedule D:** Sample Mess Menu
5. **Schedule E:** Quality of ingredients and other items.
6. **Schedule F:** Prequalification and Professional evaluation

**SCHEDULE A**

**Important Dates: For Technical bids only**

1. Starting Date of issue of tender : **07/12/2022**
2. Last date of receipt of tender : **29/12/2022**
3. Date of opening of tender : .....

The date for the opening price bid will be notified separately to the technically eligible bidders.

**Note:-**

- 1 Sealed tenders are invited for operating Vinodini Hostel Mess with dining strength ranging from 450 to 1450 **students (Boys)**.
- 2 The tender document can either be downloaded from [www.mnit.ac.in](http://www.mnit.ac.in) or can be obtained from the office of Dean, Student Welfare, Hostel office, MNIT, Jaipur
- 3 Tender form duly filled in all respect in only the original prescribed format, as supplied by MNIT Mess Council should reach the **Hostel Office**, MNIT, Jaipur - 302017, on or before **29/12/2022 (04.00P.M)**.
- 4 Earnest Money Deposit (EMD) of Rs. 4,00,000/- for Vinodini Hostel Mess (Boys) should be deposited through a Demand Draft drawn in favour of "**MNIT MESS COUNCIL**" along with the tender documents. **Firm registered in MSME are exempted from EMD.**

- 5 Technical bid (Part-I) and Price bid (Part-II) should be placed in separate sealed covers. The EMD as demand draft should be placed along with the Technical bid. Both envelopes for Bids can be put together in a sealed envelope at the time of submission super-scribing the tender submitted for.

### **PART-I (TECHNICAL DETAILS)**

***Technical details should be provided in the prescribed format i. e. Annexure "A" which should inter alia contain the following:***

- a. The tenderer should furnish proof of experience operating mess services of **at least 450 person per day** during 03 years in IIT's, NIT's, Central University or any other reputed organization ( private or Government). **Vendor Operating canteen/cafeteria/ supply of ready-made food/ catering services/ training programs need not apply. The contractor should furnish the following details:**
- i. Details of manpower available with the firm/staff strength**
  - ii. Qualification of the staff**
  - iii. Experience of all Mess staff**
  - iv. Office address for correspondence, contact telephone number etc.**
  - v. **The** details of the supervisory staff and number of field workers proposed to be deployed in the Mess for this contract should be indicated separately.
  - vi. Certificate of successfully executed/ completed similar works/services during the last 3 years ending the last day of March of the current year. "Similar work" means the experience of operating a Mess for a minimum of **450 people**. Bidder shall attach the experience certificate of running such a Mess, which is issued by the clients. The work done certificate should mention (1) details of the work executed (2) the date of commencement (3) the date of completion of the work and (4) the quality of the work/ services delivered.
  - vii. GST return of the last three years along with a certificate that the firm is not a GST defaulter.
  - viii. EPF registration certificate and return filed in last three years. The firm also attaches a certificate that the firm is not a defaulter with respect to employees' PF.
  - ix. The firm should attach an office address situated in Jaipur, which is a must.
  - x. Filed Income tax returns for the last three years.

- xi. E.P.F./ E.S.I.C. Registration certificate.
- b. An Earnest Money Deposit of Rs. 4,00,000/- will have to be furnished along with tender documents in the form of DD/ Bankers cheque from any one of the Scheduled banks drawn in favour of **MNIT Mess Council** payable at **Jaipur** which will be adjusted towards the Security Deposit if the contract is awarded.
- c. The tenderer must have annual financial turnover during the last 3 years ending 31<sup>st</sup> March of the previous financial year not less than 1.5 crore in each financial year which shall be duly certified by a Chartered Accountant.
- d. PAN card details of the firm should be attached along with a certified copy.
- e. An affidavit duly certified by a Notary that the Partners of the firm or sole proprietor or company as the case may be has never been blacklisted or changed the name of the firm. The persons deployed for work should not be involved in any police case or any case should be pending against them. Police verification certificate for the persons deployed for work to be submitted.
- f. An affidavit duly certified by a Notary that there is no police case/ vigilance enquiry pending against the Partners of the firm or sole proprietor of the Company as the case may be, and that has never been punished by the Hon'ble Court.
- g. Names/addresses of two persons who can vouch for the credentials of the contractor and stand surety.
- h. The entire tender document should be duly signed & sealed by the tenderer.
- i. The tenderer shall submit the information regarding his firm in the format enclosed as Annexure "A" as part of the Technical bid along with terms & Conditions ( duly signed) of Operating Mess for the year (\_\_\_\_\_) at (\_\_\_\_\_).
- j. The tenderer must have E.P.F./ E.S.I.C. Registration number as per the rules to contribute to E.P.F./ E.S.I.C.
- k. All copies of documents submitted by the tenderer should be attested by a Gazetted Officer or a Notary, otherwise, the bids are liable for disqualification. The original documents should be produced for verification at any stage of the tender process as and when sought, failing which, the bids are liable for disqualification.

**Annexure "A"**

<b>S.No.</b>	<b>Particulars</b>	<b>Fill in the Details</b>
1	Name of Firm/ Tenderer/ Company ( in block letters)	
2	Permanent Address & Telephone. Also, the address of the office in Jaipur along with the phone number.	
3	Year of incorporation of the Firm/ Company	
4	Full Postal Address: Telephone/ Fax No./ E-mail	
5	Details of experience of operating Mess, in IIT, NIT, Central University or reputed organizations (Private & Govt.) for the last three years (Separate sheet may be attached). Names of the major clients with their addresses, telephone numbers (enclosed certificates/credentials issued by such clients)	(Attached as enclosure & refer here)
6	Details of infrastructure, persons or manpower available, number of officers/ branches available (attached separate sheet)	(Attached as enclosure & refer here)
7	Details of persons exclusively to be deployed for this work along with their qualifications related to the work and experience	(Attached as enclosure & refer here)
8	Earnest Money Bank Draft No. & Date, Banker's Name & Branch	(Attached as enclosure & refer here)
9	Proof of Financial Capacity from his bankers / Chartered Accountant	(Attached as enclosure & refer here)
10	Copy of Income Tax return for the last three years	(Attached as enclosure & refer here)
11	Copy of GST return filed in last three years	(Attached as enclosure & refer here)
10	An affidavit duly certified by a Notary that the Partners of the firm sole proprietor or Company	(Attached as enclosure & refer here)

	has never been black listed/ not involved in any Policy Case/ vigilance Enquiry pending or ever been punished by any Hon'ble Court.	
11	Latest Income Tax (With TAN/PAN No.) Professional Tax, Reg. No. & Clearance (Last three years)(enclose photo copies)	(Attached as enclosure & refer here)
12	Details of establishment Registration with date obtained from the various authorities ( enclose phot copies)	(Attached as enclosure & refer here)
13	Details of E.S.I.C. Registration with Date	(Attached as enclosure & refer here)
14	Details of E.P.F. Registration with date	(Attached as enclosure & refer here)
15	Details of ESIC/EPF contribution in the last three years	(Attached as enclosure & refer here)
16	No defaulter certificate from GST in the last three years	(Attached as enclosure & refer here)
17	No defaulter certificate from EPF/ESIC in the last three years	(Attached as enclosure & refer here)
18	Audited balance sheet and Profit/ Loss A/c for the last 3 years ( enclose photo copies)	(Attached as enclosure & refer here)

Date:

Signature of Tenderer  
Seal & address

## PART – II (PRICE -BID)

- a. The price bid should be in the format enclosed with the tender at **Annexure “B”** is a separate envelope. **Failure to provide a price bid in a sealed separate envelope will result in the invalidation of the offer.**
- b. The tender envelope should be sealed with sealing wax. **The envelopes containing Technical Bid, Price Bid & EMD should be in separate sealed envelopes and all three covers should be put in one sealed envelope as indicated above.**
- c. The tender should be filled and signed in ink legibly or typewritten giving the full address of the tenderer. The tenderer should quote in figures as well as in words the amount tendered. Alternation if any, unless legibly attested by the tenderer with his full signature shall invalidate the tender. The tenderer should duly sign the entire tender documents personally.
- d. The tenderer should ensure that the amount is written in such a way that interpolation is not possible. No blank space should be left.
- e. Failure to fulfil any of the conditions given above shall render the tender liable for rejection.

**SCHEDULE - B**

**OFFERED RATES OF MESS CONTRACT (PRICE BID)  
(To be put up in a separate envelope for the mess)**

**PRICE QUOTED  
FOR  
Vinodini Hostel Mess (Boys)**

Sr. No.	Item	Rate in Rupees		
		Menu A	Menu B	Menu C
1	Vegetarian Meals per day per person (inclusive of Breakfast, Lunch, Dinner & Tea with snacks) largely based on sample menu enclosed herewith (unlimited serving to each student per day).			

**Note:- Menus are attached. Rates quoted should be inclusive of all taxes/levies etc. and should be valid at least for 12 months from the commencement of operation.**

**Declaration by the Bidder**

I hereby agree to provide and serve the items mentioned in schedule B as per the rates quoted by me as per the Terms and Conditions mentioned in Schedule C.

Name & Signature of the Bidder

Date:-

Place:-

Address with Phone No. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **SCHEDULE – C**

### **TERMS & CONDITIONS OF MESS CONTRACT**

Mess contractor will be finalized based on experience, contracts executed and earlier contracts in hand, capacity to prepare regional food, managerial abilities and other relevant factors as considered appropriate by the Committee of MNIT Mess Council. If required, a team of Mess Committees/ wardens may also check the quality of food served etc. by the mess contractor at the place of his/her current contract of mess. Mess Contractor (hereinafter referred to as a contractor) is required to note that the health, safety and satisfaction of the authorized hostel inmates (students of MNIT Jaipur) is the prime concern of the hostel authority. On behalf of the students of these hostels and the MNIT Mess Council, the Dean, Student Welfare Office is laying down the following terms and conditions as suggested by the Mess Committees which shall be binding to the contractor.

1. The subletting of the work will not be allowed.
2. To complete the process of awarding the mess work to a firm, there shall be a contract agreement between MNIT Mess Council and the approved bidder on an Rs. 500/- non-judicial stamp paper.
3. The contract shall be purely temporary and shall initially be for one year from the date of start of providing the mess services in the mess. The duration of the contract/award can be extended by the Dean, Students Welfare on behalf of MNIT Mess Council, for another year /s based on the recommendations of the Mess Committee and Warden/s of the hostel, respectively.
4. The quality of performance related to the work shall remain the essence of the contract. Hygiene, adherence to quality service and usage of mess committee-approved cooking materials are prerequisites and the contract shall be null and void on the breach of these stands by the firms. The maintenance of safety, health and hygienic conditions in and around the mess/kitchen will be the responsibility of the contractor. Warden's suggestions/ instructions regarding cleanliness have to be followed and the expenditure towards this is to be borne by the contractor.
5. MNIT Mess Council will provide kitchen space, and furnished dining space with free water and electric supply.
6. The water supply shall be provided by the Mess Council, however, wastage of water shall strictly be avoided by the firm. Any undue wastage of water shall be

penalty inviting. The penalty shall be decided by the respective warden and shall be Rs. 5000/- per offence.

7. The Mess Council shall provide the electricity supply and fittings. The electricity fixtures (including fan, tube lights, exhaust fan, switches, plugs and electricity wiring etc.) shall be returned as received conditions on the completion of the contract.
8. Once handed over in working condition all kitchen utensils and fixtures including exhaust/fume hoods/chimney shall be maintained by the contractor and handed over in the same working condition after the contract is over.
9. The materials for preparing food should be provided as per the brand mentioned in the tender document.
10. The caterer has to serve as per the menu approved by the mess committee of the hostel the sample menus for a week are attached herewith.
11. The contract period will initially for one year. It may be increased for next one year with mutual consent on the same rate.
12. The hostel office will provide necessary facilities such as serving dishes, other items viz working tables, racks, shelves, wet grinder, chapatti puffer, cooking burners, mixer grinder, four-door fridge, Idli maker, dosa making, Tawa flour, mixing machine, pulverizer, gas line storage. These facilities will be in the charge of the Contractor and he/she will be responsible for any damage other than usual wear and tear. In case of any loss or damage, the contractor will have to replace the lost items/ carry out necessary repairs subject to approval and instructions of the respective Warden / Dean, Student Welfare. LPG which is required to run the mess will have to be arranged by the contractor with complete safety norms. Once all these items are handed over to the contractor, he has to maintain them during the operation of the mess.
13. The contractor is required to keep at least one attendant/ mess worker per 25 students for effective functioning and arrangements of the mess. Mess workers can either be male or female (aged between 18 to 60 years).
14. One month's notice is required on either side for the termination of the contract service if such a condition arises during the contract period.
15. The contractor has to run the mess for a range of students as mentioned earlier or as per actual to be informed by the Dean, Student Welfare in advance which will be fixed at least for one/two months. The number of students to be

served by the Mess can vary between the range 450 – 1450 depending upon the choice of the students

16. If the mess management is not up to the mark or the quality of the food is below standard or unhealthy or unhygienic, then Dean, Student Welfare on the recommendation of the respective Warden of Hostel Mess/Mess Committee is empowered to terminate the contract with a short **notice of one week**. The Hostel Mess Committee's opinion is final as far as the food quality/mess management is concerned.
17. Food / any other items should not be served inside the room of hostel inmates unless in exceptional cases or ill health on directives of the Warden.
18. Hygiene, overall cleanliness of the surrounding kitchen and the food, raw materials, ingredients etc. are to be of good quality. Clean, fresh, nutritious, hygienic and edible food has to be served. Any type of cooked food shall not be stored/preserved/reserved after meals. Not following the warden's suggestions/instructions in the above matters shall be considered a violation of the terms and conditions of the contract and shall invite a penalty for the same (up to 10% of the monthly bill as decided by Dean, Student Welfare office on the recommendations of respective warden).
19. Mess workers and cooks should be healthy and medically fit. They are required to have regular check-ups with the Institute's Dispensary. If any mess worker is found medically unfit, he may not be permitted to continue his duties and the mess contractor has to replace him immediately without fail.
20. **Contractors are required to provide uniforms to the mess workers as follows:-**
  - a. **Gray shirt to the mess workers. (apron, hand gloves and caps)**
  - b. **White Shirt to mess supervisor / Mess Manager.**
  - c. **Identity card to each mess worker.**
  - d. **It is to be ensured that whenever the mess workers are on duty they should be in uniform.**

**21. The sample menu is attached to this document (Schedule - D). Hostel Warden and Students' Hostel/Mess committee can change the menu in consultation with the contractor. The menu can be changed, to suit the availability of seasonal vegetables and their market supply by the hostel mess committee.**

22. The meals should be served during the following timings-

Break Fast	07:00 A.M. to 09:30 A.M.
Lunch	12.00 noon to 02:30 P.M.
Tea with Snacks	05.00 P.M. to 06.30 P.M.
Dinner	07:30 P.M. to 09:30 P.M.

The timings may be changed by the Dean Student Welfare office on special days or as and when such circumstances arise.

23. No Mess off will be given to individual students under normal circumstances. Mess off would only be given if a student is not keeping well and admitted to hospital / going for academic / sports activity deputed by the Institute and he/she submits an application through ERP to the hostel office well in advance (at least 3 days in advance) before leaving or during Institute vacation period or any other reason deemed fit by Warden.

24. The contractor shall provide light food to the sick students during his /their sickness period and no extra charge will be paid for the same.

25. Fortnight payment to the contractor will be made by MNIT Mess Council through Dean, Student Welfare after the submission of the actual mess bill.

26. The contractor has to collect the guest charges directly from the students/guests.

27. At present this mess contract period **is initially for one year**. If hostel inmates and hostel authority are satisfied with the performance of the contractor, the contract period may be extended for the period of the next **one year** on the same terms & conditions.

28. The mess utensils are to be cleaned with hot water using good quality detergent powder/soap after every meal.

29. The mess contractor or his representative manager is required to remain present in the mess when the food is prepared and served in the mess.

**30. The payment/ calculation of the mess bill would be on the actual days of operation of the mess. The mess payment will be made for the actual number of students dining in the mess. However, if the attendance of the students taken by RFID or any means in the mess is below 80% of the enrolled students then payment will be made for 80%. But, if the attendance is more than 80% then payment will be made as per actual. The range of students to be served in the mess at any time may vary from 450 to 1450. The payment during vacations will be done as per the actual number of students served (applicable only for vacations).**

31. All the items to be served in the mess including curd shall be prepared preferably in the mess.

**32.** The contractor is required to maintain the details of all his employees/mess workers. This information along with their photographs and AADHAR card shall be submitted to the respective Warden and also to Dean, Student Welfare Office. The interchange in the respective head and other mess is not allowed. The mess employees/workers should have a certificate for respective skills from any food certification agency/organization along with at least 3 years experience of cooking for the Cook/Assistant Cook. The distribution of mess employees as shown in the Table below is as per 1000 students however if the number of students varies as per para 30 then the total number of mess workers and their classification should be deployed on pro-rata basis. The prescribed mess workers should only be present for preparing food other than those no one allowed at any time. The waste generated in the mess on day to day basis will be disposed of by the vendor/caterer side only. No liability of the institute for waste management of the mess. The mess contractor has to submit the police verification /clearance certificate for each of their employees deployed at the Mess.

No. of Cook	No. Assistant Cook	Service Person	Cleaning of Utensils	Supervisor/Mess Manager	Total
3	2	27	6	2	40

33. The firm should not be a defaulter towards GST, EPF and income tax during the last three years. **Undertaking in this regard is to be submitted by the firm.**

34. The EPF/ESIC copy to be submitted by the awarded vendor in hostel office on regular basis.

35. The firm should have a valid labour license.

36. One of the offices of the caterer should be in Jaipur.

37. Liability/responsibility in case of any accident causing injury/death to mess worker/s or any of his staff shall be of the contractor. The MNIT Mess Council or Dean Student Welfare Office/ Hostel Office / Institute authority shall not be responsible by any means in such cases.

38. Storage/consumption of any alcoholic drink/ liquor or any unauthorised substance is strictly prohibited. The contractor shall not serve any of such substance/drink in the mess/hostel. Smoking, consuming gutkha, tobacco etc. is also prohibited in hostel premises.

39. Guest charges shall be decided by the committee of Wardens for ordinary/special meals which shall be slightly on the higher side than the approved daily rates of the contractor.

40. The contractor has to follow all labour laws/government laws in regard to employing the mess workers. The contractor shall be solely responsible for any dispute/violation of labour laws/ government laws.

41. The contractor and his workers must behave politely with hostel inmates. The contractor shall be fully responsible for the appropriate behavior of the mess workers. If it is found that any worker has misbehaved with any of the hostel inmates/hostel staff, he has to take action as suggested by the warden under intimation to the Dean, Student Welfare.

42. The decision of the MNIT Mess Council through Dean, Student Welfare will be final and binding to the contractor in case of any dispute arising with respect to the terms and conditions of this contract.

43. The contractor shall agree with the execution of this contract as per prevalent rules and regulations of the Government of India and shall bear the full cost of the same.

44. The Mess Council through Dean, Student Welfare reserve the right to reject any / all tenders without assigning reasons thereof.

45. It is mandatory to a mess operator/contractor to obtain a certificate under the new Food Safety & Standard Authority of India 2011 (FSSAI 2011) Act.

**46. Penalty clause:-**

- (i) Unavailability of a complaint register on the counter discouraging the complaint would lead to a fine of Rs. 1,000/-.
- (ii) More than one complaint of insect/hair found in any meal would invite a fine of Rs. (No. of student served that day x diet)/-.
- (iii) Five or more complaints of unclean utensils in a day would lead to a fine of Rs. 10,000/- per incident.
- (iv) If the Hostel Mess committee agrees that a certain meal was not cooked properly then a fine of Rs. 10,000/- would be imposed.
- (v) Changes in the mess menu without permission of the Hostel committee & mess warden would result in a fine of Rs. 5,000/-.
- (vi) The absence of the proprietor/ representative from the Hostel Mess committee meeting (Which will be held once every month) will attract a fine of Rs. 10,000/-.
- (vii) If the brand of the items/ingredients is not used in cooking strictly as per schedule E then a fine of Rs. 10000/-will be imposed per incident.
- (viii) For any rules stated in the agreement first violation of the rules implies a fine as mentioned above (i to vii). The second violation of the same rule in the same calendar month will attract a penalty triple the amount of the fine. All subsequent violations of the same rule would invite five times the amount of the fine.
- (ix) Point no.13 should be strictly followed. Alteration will lead to the fine of Rs. 10,000/- on an immediate basis.

Signature of Bidder (acceptance of terms & conditions)

## **SCHEDULE –D Mess Menu (A/B/C) Attached**

### **SCHEDULE - E**

#### **Quality of ingredients and other items:-**

- i. Butter will be Amul/ Mother Dairy/ Saras only or as approved by the mess committee
- ii. The jam will be of Kissan/Tops
- iii. Oil will be refined oil: Sunflower/ Fortune/ Dhara/ Safola only.
- iv. Rice will be Dawat/ India Gate Basmati Rice (Mogra)/ Kohinoor/ Lal Kila only or as approved by the mess committee
- v. Wheat Atta will be of Lakdha Ji or approved by the Mess Committee
- vi. Coffee: Nescafe/ Bru or as approved by the mess committee
- vii. Tea must be Tata **Gold**/ Tajmahal.
- viii. Ketchup and Pickles must be of Kissan/ MTR/ Nilons.
- ix. Milk will be of single-toned milk of Amul/ Saras/ Mother Dairy or as approved by the Mess committee.
- x. Salt will be iodised branded salt and masala shall be either of MDH/BMC/ Ramdev/ Reliance/ Catch/Everest or as approved by the mess committee
- xi. Besan will be of Rajdhani/ Shakti Bhog or any Agmark approved by the Mess committee
- xii. Deshi Ghee- Amul/ Saras/ Mother Dairy/ Patanjali or as approved by the mess committee.
- xiii. Bournvita will be of Horlicks/Boost.
- xiv. Fruit and vegetables shall be fresh without any insects as per the menu and as per the satisfaction of the Mess committee/warden.

Brand of any other item required or any of the above items in case of non-availability of above brands will be mutually decided by the Hostel Mess Committee and the Contractor and approved by the Dean, Student Welfare.

Signature of Bidder (acceptance of terms & conditions)



**SCHEDULE –F**

**Pre-qualification and professional evaluation details**

**Part – I : General Details**

1. Name & Address of the Bidder & Firm \_\_\_\_\_
2. Contact Phone Number/ e-mail \_\_\_\_\_
3. Type of organization / Enterprise \_\_\_\_\_
4. Registration Details Authority Reg. No. Date \_\_\_\_\_
5. PAN Card No. \_\_\_\_\_
6. Service Tax No. and Details \_\_\_\_\_
7. EMD Details \_\_\_\_\_

All the details must be filled in by the contractor; otherwise, the tender will be rejected.

Date:

(Signature of Bidder)

Place:

Name: \_\_\_\_\_

Stamp & Seal

## Part II: Professional Details

### Type of Mess Experience and Other conditions Mentioned in Part-I (Technical Details) of Schedule-A

1. Certificate of successfully executed/ completed similar works/services during the last 3 years ending the last day of March of the current year. Please state similar "mess" works carried out in the last three years including current contracts with details regarding daily persons served per day etc. (Attach order copies/certificates from the clients of such work). Use extra sheets if required.
2. Total turnover in last three years including current work.
3. Staff Available (in numbers) Managers, cooks and helpers.
4. Give details of the termination of any of the previous contracts (if any).
5. Give references at least two numbers) where you are currently providing such services
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
6. GST return of the last three years along with a certificate that the firm is not a GST defaulter.
7. EPF/ESIC registration certificate and return filed in last three years. The firm also attaches a **undertaking** that the firm is not a defaulter with respect to employees' **EPF/ESIC**.
8. The firm should attach an office address situated in Jaipur, which is a must.
9. Filed Income tax returns for the last three years.
10. The tenderer must have annual financial turnover during the last 3 years ending 31<sup>st</sup> March of the previous financial year not less than **1.5** crore in each financial year which shall be duly certified by a Chartered Accountant.

All the details must be filled in by the contractor otherwise the tender will be rejected. All the above claims must be supported with relevant documents.

Bidders will be technically qualified based on the following criteria.

1. Part I and II of Schedule E are to be filled with relevant details.
2. Satisfactory visit report by Committee to contractor's site, if felt necessary.
3. Satisfactory feedback received from the reference quoted above & other sites on which the contractor has worked if felt necessary.

4. The minimum annual average turnover during the past three years should be Rs. 1.5 Crore in each year from the operating mess.
5. Satisfactory certificates/documents for the conditions mentioned in PART-I (TECHNICAL DETAILS) of Schedule-A.

Date:-

Place:-

(Signature of the Bidder)

Name:- \_\_\_\_\_

Stamp & Seal