

Tender Notice for Catering Services at
Sardar Patel University of Police, Security & Criminal Justice, Jodhpur

Part-I General

1. Tenders are invited from interested contractors for running a mess at SPUP, Jodhpur students Mess.
2. Total nos. of students strength is approximately 170, which may vary between 5% to 10%.
3. The contractor will provide the catering services as per the menu as decided by the mess committee.

Part-II Details of Mess Model

- a) All students (approximate students strength 170) take breakfast, lunch, evening tea and dinner on all days of the month from the mess.
- b) Food will be prepared as per menu
- c) Prices to be quoted on a per day basis for the basic menu. Prices for extra items may be charged on case to case basis.

Part -III Quality Maintenance

1. The quality of raw materials used for cooking will be as per specifications provided in Annexure 1.
2. Materials known to be harmful to health (as decided by The Mess Committee from time to time) such as food colouring, soda, aginomoto etc. will not be used.
3. The contractor will use all raw materials of best quality available in the market and in case it is found that any service or any item is sub-standard, the University will be at liberty not to make any payment for that entire service or make appropriate deduction from the bills at its discretion.
4. University will have the right to decide and to prescribe varieties and brands of various materials used in cooking and other preparations.
5. The contractor must ensure to arrange hygienic cooking, proper handling by cooking/catering staff and efficient and neat & clean service. Kitchen to be cleaned by mess staff every day without fail and garbage to be disposed in hygienic manner.
6. 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.

Part IV Infrastructure

1. The University will provide the kitchen and cooking infrastructure.

2. The University will provide electricity and water connections. However, payment will have to be made by the contractor on monthly basis as per the meter reading and the rates as fixed by the state government
3. 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 University. Replacement due to loss and breakage of the utensils, crockery etc. by the contractor's staff will be contractor's responsibility.

Part V Billing

1. A student can obtain mess rebate if he/she signs off from the mess for a minimum period of three days.
2. The University 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 given day, 12 hours in advance.
3. The contractor has to prepare the monthly bill and put it up on the notice board on every 5th day of a month for students view. Then, the students will be asked to pay the mess bill to the mess contractor by every 10th day of that month. Meanwhile the contractor may inform the Registrar's office on the state of payments received from students and payments pending.
4. It should be clearly understood that the billing should be made strictly on the basis of meals/tea/Tiffin/breakfast/dinner etc actually served.

Part VI

1. The contract will be for a period of one year from start of the session to end of the session.
2. The Contractor will be required to deposit a sum of Rs, 50, 000/- (Rupees Fifty Thousand only) as Security Deposit with the Registrar's office for due performance of the contract on his part before the commencement of the contract. The University reserves the right to forfeit the same security deposit of Rs, 50, 000/- (Rupees Fifty Thousand only) deposited by the contractor if he fails either to perform the contract or to give 3 months' notice for termination of the contract or for the breach of any terms & conditions. The security deposit furnished by contractor will not carry any interest and will be refunded on completion of contract entrusted to the contractor satisfactorily.
3. The staff engaged by mess contractor will be solely under his employment, control and discipline and in case of termination of the contract, the University will not be liable for loss or damage if any, caused to him or his employees. The University will not also be liable in case of services of any of the employee dispensed with by mess contractor.
4. The University shall be indemnified for all losses due to commissions and omissions of any person deployed by the contractor. There shall not be any loss or damage caused to the University on account of any negligence, carelessness, acts of omissions/commissions of contractor. It shall be made very clear that the employees/staff engaged by the contractor shall

not be treated or considered as employees of the University under any circumstances. The contractor shall defend indemnify and hold the University harmless from any liable of damage, law suits, penalties imposed by any State or Central Government Department of statutory provisions or requirements. The University shall not be liable for any damage or compensation payable to any workmen or to any person as a consequence of his work and the University shall be completely indemnified accordingly.

5. The contractor must provide a list of employees to the University at regular intervals.
6. The contract can be terminated by giving 3 (three) months' notice by the contractor or 2 (two) months' notice by the University.
7. Notwithstanding anything-contained herein above, the University will determine a cut-off rate, keeping in view the standards of quality and quantity of food (which is to be kept a secret), as a base rate. Quotations below this base rate will not be entertained and such tenders will be rejected.
8. The University reserves the right to reject/not to accept any quotation without showing any reason thereof.
9. In case of any clarification or a problem, the decision of the University will be final and binding on the contractor.
10. **Important:** Only those firms/persons already engaged in providing catering and housekeeping services to reputed academic institutions/organization, having experience need to apply. Rates should be quoted for per day, inclusive of all applicable taxes.
11. The contractor should have proper registration and photocopies of PAN, TAN and sales tax number should be enclosed within the tender document.
12. The selection of contractors will be based on a open-bid system. Please submit separate sealed envelopes containing technical points and financial quotes latest by 01:00 PM on 15 April 2015, to The Registrar, Sardar Patel University of Police, Security and Criminal Justice, Daijar, Jodhpur. Delayed and/or incomplete tenders shall not be considered.
13. Based on the technical quote there will be an interview with the Tenderer. Considerations will be given for the capability analysis of the bidder (based on a presentation, interview, on the spot evaluation of the bidder where catering is being done currently) and financial bid. After opening the quotations, the date of the interview/presentation will be decided in due course and the same will be intimated to the Tenderers.

The Registrar
Sardar Patel University of Police,
Security and Criminal Justice,
Daijar-, Jodhpur (Raj.) 342304

Annexure 1

Quality Maintenance

1. All dry ingredients will be bought from open market, packed and of highest quality.
2. All oils will be Agmark/1S1.
3. Rice- Basmati Tukda ($\frac{3}{4}$ size).
4. Atta open market, packed and of highest quality.
5. Masala- MDH/ Catch/ other brands after approval from the Mess Committee.
6. Jam/Ketchup- Tops/ Kissan.
7. Milk- Saras/ Amul/ Other brand after approval from the Mess Committee.