



## CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Rd, Vill. Karhara, Post Fatehpur,  
PS Tekari, Dist. Gaya-824236 (Bihar). Website: [cusb.ac.in](http://cusb.ac.in)

---

**Tender Notice No.- CUSB/PSD/ADMIN/MESS/T/07/2024-25, Dated: 25/06/2024**

### **NOTICE INVITING TENDERS**

The Central University of South Bihar invites sealed tenders under two Bid Systems for providing the “**Boys’ Hostel Mess Services**” at Panchanpur, Gaya from reputed Caterer / Mess Service Provider. The last date and time of submission of tender document is **09/07/2024 by 4:00 PM**. The detailed tender document is available on the University website [www.cusb.ac.in](http://www.cusb.ac.in). The cost of tender form is Rs. 1,000/- . The tender forms can be downloaded from University website and be accompanied by DD of Rs. 1,000/- (As cost of Tender) in favour of Central University of South Bihar, payable at Gaya must be sent by POST to the office before last date of closing of the bid.

Hard copy of bid documents also to be sent (through Speed Post/ Registered Post/ Courier or by hand in tender box) on or before 09/07/2024 by 04:00PM on the address mentioned below.

**To,**  
The Registrar  
(Tender Document)  
Central University of South Bihar,  
SH-7, Gaya- Panchanpur Road,  
Village- Karhara, Post- Fatehpur, P.S- Tekari,  
District- Gaya (Bihar) PIN- 824 236.

Website – [www.cub.ac.in](http://www.cub.ac.in)  
Email – [registrar@cub.ac.in](mailto:registrar@cub.ac.in)  
Contact – 0631-2229519  
CPP Portal - [www.eprocure.gov.in/epublish/app](http://www.eprocure.gov.in/epublish/app)

**Registrar**



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Rd., Vill.- Karhara, Post- Fatehpur  
PS- Tekari, Dist.- Gaya, PIN-824236 (Bihar). Website: cusb.ac.in

## Notice Inviting E-Tender (NIT)

### Index for Tender Form

| S. No. | Items                                      | : | Details  |
|--------|--|---|--|
| 1.     | Tender Notice No.                          | : | <b>CUSB/PSD/ADMIN/MESS/T/07/2024-25</b><br><b>Dated: 25/06/2024</b>  |
| 2.     | Name of work                               | : | Providing the “ <b>Boys’ Hostel Mess Services</b> ” at Central University of South Bihar, SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur, P.S- Tekari, District- Gaya (Bihar) PIN- 824 236. |
| 3.     | Earnest Money Deposit                      | : | Earnest money of <b>Rs. 5,00,000/-</b> (Rs. Five lakh only) in shape of Demand Draft/BG/FDR drawn in favour of Central University of South Bihar, payable at Gaya from any scheduled Bank.                 |
| 4.     | Tender Fee                                 | : | <b>Rs. 1,000/-</b> (Rs. One Thousand) in shape of DD   |
| 5.     | Start of submission of Bids                | : | 25/06/2024   |
| 6.     | Pre-bid Meeting                            | : | 28/06/2024 from 11:00 AM onwards at Gaya.  |
| 7.     | Last date and time for Receipt of Bids     | : | 09/07/2024 by 4:00 PM  |
| 8.     | Date and Time of opening of Technical Bids | : | 09/07/2024 by 04:30PM  |
| 9.     | Place of opening of Bids                   | : | CUSB Gaya.   |

**Note:** *The Prospective Bidders/Vendors are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids.*



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Rd, Vill. Karhara, Post Fatehpur,  
PS Tekari, Dist. Gaya-824236 (Bihar). Website: cusb.ac.in

## INSTRUCTIONS TO CONTRACTORS FOR SUBMISSION OF TENDER

### TENDERER TO ENSURE THAT:-

1. Duly signed/sealed all pages of tender documents is required to be delivered at Central University of South Bihar, by Registered Post/ Speed Post/By Hand (to be submitted in Tender Box) to reach on or before **09/07/2024 by 4:00 PM**. The Technical Bids will be opened at CUSB, Gaya in presence of the tenderers or their authorized representatives, who wish to attend.
2. For any clarification and doubt related with the Tender, tenderer may email their queries to [<registrar@cub.ac.in>](mailto:registrar@cub.ac.in).
3. The tender shall be submitted in three separately sealed envelopes marked as "A", "B", & "C". The language used shall be English. In case any information is given in foreign language, then translated (in English) copies of those pages must be enclosed, failing which the tender will be disqualified.
4. **ENVELOPE 'A' (Earnest Money & Tender Cost)**

The tender shall be accompanied by the cost of the tender document for **Rs. 1000/-** (Rupees One thousands only) in the form of Demand Draft failing which the tender will not be accepted.

Tender must also be accompanied by EMD of **Rs.5,00,000/-** (Rs. Five lakh only) in the form of Demand Draft in favour of Central University of South Bihar, payable at Gaya executed by any Scheduled Bank. The Demand Draft towards Earnest Money & cost of tender document will be placed in sealed **Envelope 'A'**.

EMD is not required to be submitted by bidders who are exempted in terms of MSME, Govt. of India guidelines. However, they are required to furnish requisite certificate in this regard issued by the Competent Authority.
5. **ENVELOPE 'B' (Technical Bid Document)**

Those Tenderers, who are not the manufacturer but are authorized by the original manufacturer to supply the goods, should establish their credentials by giving valid documentary evidences of similar supplies to have been executed in India. Manufacturer Authorization Certificate must be submitted for supply of Goods for each OEM separately with the bid documents.
6. **ENVELOPE 'C' (Financial Bid Document)**

The **Envelope 'C'** shall contain the tender documents and information related to the schedule of quantities quoting the rates per Unit/Price etc. of the item pertaining to the Financial Bid on the Financial Bid document, issued by CUSB, along with the tender document.

**The Financial Bid should be submitted separately in separate Envelope-C clearly mentioning the Financial Bid along with tender number on top of the Envelope.**
7. All columns shall be duly filled in with specific information on the cost involved.
8. The rates for the items shall be quoted in Indian Rupees only.
9. The Tenderer should clearly mention in all the three envelopes (i.e. A, B and C) along with tender number and clear description of the items for which the offer is being quoted. If any discrepancy is observed the offer would be treated as non-responsive and would be rejected out rightly.
  - **Envelope 'A'** (Earnest Money & Tender Cost),
  - **Envelope 'B'** (Technical Bid Document), and
  - **Envelope 'C'** (Financial Bid Document), shall be in separate sealed envelopes, each marked as "**Envelope 'A'**", **Envelope 'B'**" and **Envelope 'C'**", respectively.
  - All the three envelopes shall be submitted together in another big envelope sealed and super-scribing thereon **Tender for Supply & Installation of "Laboratory Equipments"** for Physics Lab alongwith **Tender Number and Name of the Equipment quoted**.
  - The envelope should be addressed to:

- The envelope marked **Envelope 'B'** of only those Tenderers shall be opened, whose earnest money & tender cost are placed in the **Envelope 'A'** and found to be in order. In case of waiver of the charges, relevant documents shall be submitted in **Envelope 'A'**.

The Tender Evaluation Committee will evaluate the Technical Bids and is fully authorized to reject any incomplete tender or on its satisfaction that the requirements are not met for the complete need of the CUSB with regard to the Committee. The decision of the Tender Evaluation Committee shall be final. Only those Technical Bids cleared by the Tender Evaluation Committee shall be eligible for consideration of Price Bid. Those successful Tenderers for whom the **Envelope 'C'** (Price Bid) is to be opened shall be duly intimated.

**10. Clarification on Tender Documents**

During evaluation of tenders, the University authorities/ committee may at its discretion ask the Tenderer for any clarification(s) if so deemed fit. The request for clarification and the response shall be in writing. However, the Tenderer is not permitted to alter the price(s) furnished in the Price Bid (**Envelope 'C'**).

Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price (i.e. obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of errors, its tender will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

11. The amount of Earnest Money Deposit (EMD), in case of successful Tenderer, shall be refunded on successful completion of delivery/installation. However, EMD of unsuccessful Tenderers will be refunded after the award of the contract to the successful Tenderer.
12. Final order shall be placed to bidder obtained highest score in combined evaluation(Technical & Fianancial) as per ' Evaluation Process' Sheet. In case of same no. gained, bidde having more years of experience in same field shall be prevailed.
13. Tender shall remain open for acceptance for a period of **90 days** from the date of opening of the tenders. If any Tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to CUSB, then CUSB, shall without any prejudice to any other right or remedy, be at liberty to forfeit full earnest money, absolutely. The decision of Vice Chancellor, CUSB in this behalf shall be final and binding on the Tenderer.
14. The notice Inviting tender shall form a part of the contract document.
15. In case of any dispute, all cases shall be processed under judiciary of Gaya Court.
16. No additional conditions from the Tenderer shall be acceptable. The tenders having any additional conditions will be summarily rejected without assigning any reason.

Date:  
Place:

**Signature of the Tenderer**



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Rd, Vill. Karhara, Post Fatehpur,  
PS Tekari, Dist. Gaya-824236 (Bihar). Website: cusb.ac.in

## Technical Bid

For Providing the “Boys’ Hostel Mess Services” at Central University of South Bihar, Gaya

Central University of South Bihar invites sealed tenders for “Boys’ Hostel Mess Services” at CUSB Panchanpur, Gaya. The last date and time of submission of tender document is 09/07/2024 by 4:00 PM. The detailed tender document is available on the University website [www.cusb.ac.in](http://www.cusb.ac.in). The cost of tender form is **Rs.1000/-** and can be purchased by payment in the form of Demand Draft, from Central University of South Bihar. The tender forms can also be downloaded from University website and be accompanied by DD of Rs. 1000/- in favour of “Central University of South Bihar” payable at Gaya.

**Note:**

- (i) **Tender Fee of Rs. 1,000/- and EMD of Rs. 5,00,000/- should be sent by Post/ Hand along with the tender document to the following address:-**

To,  
The Registrar  
(Tender Document)  
Central University of South Bihar  
SH-7, Gaya- Panchanpur Road,  
Village- Karhara, Post- Fatehpur  
P.S- Tekari, District- Gaya (Bihar), PIN- 824 236

Email : [registrar@cub.ac.in](mailto:registrar@cub.ac.in)

Website : [www.cusb.ac.in](http://www.cusb.ac.in)

Contact : 0631-2229519

CPP Portal web site : [www.eprocure.gov.in/epublish/app/epublish/app](http://www.eprocure.gov.in/epublish/app/epublish/app)

**Tender Documents should be kept in this Sequence**

|            |  |
|------------|--|
| Envelope-A | EMD, Tender Fee, MSME Certificate  |
| Envelope-B | Technical Bid with all requisite signed/sealed documents and credential along with blank financial Bid |
| Envelope-C | Financial Bid Document   |



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Rd, Vill. Karhara, Post Fatehpur,  
PS Tekari, Dist. Gaya-824236 (Bihar). Website: cusb.ac.in

## NOTICE INVITING TENDER

The Central University of South Bihar (CUSB), invites sealed tender under two bid system for Providing the “**Boys’ Hostel Mess Services**” at Central University of South Bihar, Gaya (Bihar) from the reputed Caterer/ Mess Service Provider. Details are as follows:

| Sl. No | Description of Goods/ Services  | Earnest Money to be Deposited          | Last date & time of submission of Tender document | Time & date of opening of Tender (Technical Bid)           |
|--------|---|--|---|--|
| 1.     | Providing the “ <b>Boys’ Hostel Mess Services</b> ” at Central University of South Bihar, Gaya, Panchanpur Campus | Rs. 5,00,000/-<br>In form of DD/BG/FDR | 09/07/2024<br>by 4:00 PM                          | As per date of events mentioned in Index of this document. |

### Note :

1. No. of students (full strength) : 550-600
2. No vendor will let out the work to other local vendor or make franchisee for Mess. If found, there will be penalty and the order & tender will be cancelled at any stage.

2. The tender must be accompanied by a DD/BG/FDR of **Rs. 5,00,000/-** (Refundable) as mentioned above in Indian Rupees only, of a schedule bank drawn in favour of Central University of South Bihar, payable at Gaya as Earnest Money for the above tender and a tender fee of **Rs. 1,000/-** (Non Refundable) to be sent to the University by Speed Post in Physical form.

### 3. Eligibility Criteria

#### 3.a. Physical

- (i) Any food catering agencies, having good reputation concluded similar services in Central Government/State Government/ PSU/ Universities/ Educational Institutions/ Any Reputed Organisation.
- (ii) Experience for running of mess for at least 500 student/people on an average in any 3 years of last five (05) years.
- (iii) The firm having experience for working in Mess / Hostel-Mess for at least 03 years.
- (iv) Experience of working at least for a year in at least 01 Educational Organisation (Preferably Universities/Similar Institution) / of repute with not less than 500 students.

#### 3.b. Financial

The Firm should have **average annual financial turnover of Rs 5 Crore** for 03 financial years in last five years.

4. Sealed tender documents duly signed & stamped on all pages are required to be delivered at Central University of South Bihar, to reach on or before **09/07/2024 by 4:00 PM** whereas Tender Fee of Rs. 1,000/- and EMD of Rs. 5,00,000/- must be sent by Post and to be reached to the office of the Registrar before last date of submission of bid. The Technical Bids opening shall be at CUSB, Panchanpur Gaya campus in the presence of the tenderers or their authorized representatives, if any, who so ever wish to attend. The date of opening of the Financial Bids of those bidders declared as qualified in Technical Bids will be displayed on University website. If the office happens to be closed on the date of receipt of the bids or opening of bids as specified, the bids will be received and opened on the next day of opening of the office on the same time and venue as announced in this bid document / website of the University / communicated through E-Mail.
5. The tenderer shall quote for the services to be provided as given in the tender document, at Panchanpur, Gaya.
6. Tenderers should email their queries before the date of pre-bid meeting, if any, at [registrar@cub.ac.in](mailto:registrar@cub.ac.in). The clarifications on those queries, if found necessary, shall be uploaded on the University's website.
7. The language used for the bid shall be English. In case of any information is given in foreign language, then translated (in English) copies of those pages must be enclosed, failing which the tender will be summarily rejected.
8. **Earnest Money & Tender Cost**

The tender shall be accompanied with the cost of the tender document as **Rs. 1,000/-** in the form of Demand Draft in **favour of Central University of South Bihar**, Payable at Gaya, failing which the tender shall not be accepted. Tender must also be accompanied with earnest money of **Rs. 5,00,000/-** in the form of DD/BG/FDR in favour of Central University of South Bihar, payable at Gaya issued by any Scheduled Bank. The Demand Draft towards Earnest Money & cost of tender document must be sent through Post and the same must be reached to the office of the Registrar on or before last date of closing of the bid.

- 8.a. The tender cost and EMD are not required to be submitted by bidders who are exempted in terms of MSME/Govt. of India guidelines. However, they are required to furnish requisite valid certificate in this regard issued by the Competent Authority, along with bid document.

## 9. **Technical Bid Document**

- 9.i. Tenderers should establish their credentials by giving valid documentary evidences of similar services as defined in this document, which have been executed in India.
- 9.ii. Checklist for Envelope 'B' (Page numbering to be done and details must to be submitted in Annexure-D)
  - 9.ii.a. Copy of GST Registration Certificate.
  - 9.ii.b. Copy of Valid PAN Card (Permanent Account Number).
  - 9.ii.c. Copy of self-certified ESIC registration.

- 9.ii.d.** Copy of self-certified EPFO registration
- 9.ii.e.** Health Trade License by the Health Department/MCD
- 9.ii.f** Copy of self-certified proof for Catering service / Food License/ FSSAI.
- 9.ii.g** Self-Certified Proof of Labour license.
- 9.ii.h** Copy of Self Certified Small Scale Unit/MSME Registration under relevant work/services (if registered, for waiving of EMD).
- 9.ii.i** Self-signed notarised declaration upon non-conviction, non-blacklisted and non-bankruptcy.
- 9.ii.j** Copy of certified Audited Balance Sheet minimum of any three of last five consecutive financial years as mentioned in Financial Eligibility criteria (clause 3.b).
- 9.ii.k** Copy of Income Tax Return for last three consecutive Financial years.
- 9.ii.l** Self-Certified copy of Experience of similar work as mentioned in Physical eligibility Criteria (clause 3.a)
- 9.ii.m** Valid AADHAR Card of the Individual(s) owing the firm.
- 9.ii.n** Signed/Sealed copy of all pages of tender document including various sections and Annexures, except priced bid.

NOTE-Envelope B must be submitted with checklist in Annexure –D with page no. details of all above documents .

## **10. Financial Bid Document**

- 10.1.** The **Financial Bid** shall contain the tender documents and information related to the schedule of services quoting the rates etc. of the item to be submitted ONLINE as directed.
- 10.2.** All columns shall be duly filled in with specific information on the cost involved.
- 10.3.** The rates for the services shall be quoted in **Indian Rupees only**.  
Overwriting or used of fluid in financial bid will be summarily rejected.
- 11.** The Technical Bid of only those Tenderers shall be opened, whose earnest money & tender cost are placed and found to be correct and in order.
- 12.** The Tender Evaluation Committee will evaluate the Technical Bids and is fully authorized to reject any tender incomplete in nature or on justifiable reasons after giving due opportunity to the prospective Vendors, if the requirements are not met for the complete need of the CUSB. The decision of the Tender Evaluation Committee shall be final. Only those Technical Bids declared qualified by the Tender Evaluation Committee shall be eligible for consideration of Price Bid. Those successful Tenderers for whom the Price Bid is to be opened shall be intimated through University website.



### **13. Clarification on Tender Documents**

- 13.1.** During evaluation of tenders, the University authorities/ committee at its discretion may ask the Tenderer for any clarification(s) if so deemed fit. The request for clarification and the response shall be in writing. However, the Tenderer is not permitted to alter the price(s) furnished in the Price Bid.
- 13.2.** Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and the total price (i.e. obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected. If the Mess Service Provider does not accept the correction of errors, its tender shall be rejected. If there is a discrepancy between words and figures, the amount in words shall prevail.
- 14.** The amount of Earnest Money Deposit (EMD), in case of successful Tenderer, shall be refunded on successful completion of signing of agreement and submission of requisite Performance Guarantee. However, EMD of unsuccessful Tenderers shall be refunded after the award of the contract to the successful Tenderer.
- 15.** The CUSB does not bind itself to accept the lowest or any other tender. Tenders not in compliance with any of the prescribed conditions or incomplete in any respect or in presence of any correction not duly dated, initiated by the Tenderer shall liable to be rejected. However, the final decision for accepting or rejecting any or all tenders shall be the sole discretion of Vice Chancellor, CUSB.
- 16.** Tender shall remain open for acceptance for a period of **90 days** from the date of opening of the tenders. If any Tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to CUSB, then CUSB, shall without any prejudice to any other right or remedy, be at liberty to forfeit full earnest money, absolutely. The decision of Vice Chancellor, CUSB in this regard shall be final and binding on the Tenderer.
- 17.** The notice Inviting tender shall form a part of the contract document.
- 18.** No additional conditions from the Tenderer shall be acceptable. The tenders having any additional conditions shall be summarily rejected without assigning any reason.
- 19.** The Tenderer must meet the Financial & Physical work completion criteria to qualify in the subject tender.
- 20.** All related documents to meet the minimum eligibility and other requisite documents/certificates must be submitted as ONLINE Annexures.
- 21.** Conditionals bids (Technical as well as Financial) shall be summarily rejected and shall not be considered.

Date:

Place:

Signature of the Tenderer



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Rd, Vill. Karhara, Post Fatehpur,  
PS Tekari, Dist. Gaya-824236 (Bihar). Website: cusb.ac.in

## TECHNICAL BID PROFORMA

|   |   |  |
|---|---|--|
| <b>NIT No. :</b>  | <b>CUSB/PSD/ADMIN/MESS/T/07/2024-25 Dated:25/06/2024</b>              |  |
| Tender for Providing the “ <b>Boys’ Hostel Mess Services</b> ”. |   |  |
| <b>1.</b>   | Name of the Organization  |  |
| <b>2.</b>   | Head Office / Registered Office                                       |  |
|   | Telephone No/mobile No.   |  |
|   | Fax No.   |  |
|   | Email   |  |
|   | Web site (if any)   |  |
|   | Date of Establishment   |  |
|   | Branch Office in Gaya , if any  |  |
|   | (Provide Complete Address)  |  |
|   | Telephone No.   |  |
|   | Fax No./Email   |  |
| <b>3.</b>   | Name of Chief Executive/<br>Proprietor / Partners with<br>Designation |  |
|   | Telephone No./Mobile No.  |  |
|   | Fax No./ Email  |  |
| <b>4.</b>   | Name of Contact Person  |  |
|   | Telephone No./Mobile No   |  |
|   | Fax No./Email   |  |

| 5. | Type of Organization                 | Certified Documents to be enclosed |                                 |
|----|--------------------------------------|------------------------------------|---------------------------------|
| a. | Proprietary                          |                                    | Trade License                   |
| b. | Partnership                          |                                    | Partnership Deed, Trade License |
| c. | Private Limited Company              |                                    | Memorandum of Article           |
| d. | Public Limited Company               |                                    | Certificate of Registration     |
| e. | Public Sector                        |                                    | Trade License                   |
| f. | Authorised Franchise/Channel Partner |                                    | Authorisation Certificate       |

|                              |   |                      |  |                   |  |
|------------------------------|---|----------------------|--|-------------------|--|
| 6.                           | Nature of Business (tick the relevant) and enclosed certificate |                      |  |                   |  |
| Hotel (Specify Category)     |   | Canteen Services     |  | Catering Services |  |
| Authorised Partner/Franchise |   | Tour & Travel Agency |  | Restaurant        |  |
| Others Please Specify        |   |                      |  |                   |  |

|  |  |                          |
|--|--|--------------------------|
| 7.   | <b>Class / Type of Services/Rendered/ Organising</b> |                          |
| Provide Specific Details   |  |                          |
| <b>Audited Annual Turnover during 3 years (enclose Chartered Accountant's certification &amp; ITR Copy) (Enclose separate sheet for additional list)</b> |  |                          |
| <b>Year</b>  | <b>Turn Over (INR)</b>                               | <b>Annexure (Number)</b> |
| <b>2022-23</b>   |  |                          |
| <b>2021-22</b>   |  |                          |
| <b>2020-21</b>   |  |                          |

|               |  |                                   |                      |                           |
|---------------|--|-----------------------------------|----------------------|---------------------------|
| <b>8.</b>     | <b>Commercial Information (enclose Attested Copy wherever Applicable)</b>  |                                   |                      |                           |
| <b>S. No.</b> | <b>Information</b>   | <b>Details</b>                    |                      | <b>Annexure (Number)</b>  |
| <b>a.</b>     | GST Registration Number  |                                   |                      |                           |
| <b>b.</b>     | Food Supply & Safety   |                                   |                      |                           |
| <b>c.</b>     | PAN No.  |                                   |                      |                           |
| <b>d.</b>     | Food License (FSSAI)   |                                   |                      |                           |
| <b>e.</b>     | Health Trade License by the Health   |                                   |                      |                           |
| <b>f.</b>     | Details of Registration Certificate with DGS&D/NCCF  |                                   |                      |                           |
| <b>g.</b>     | SSI/NSIC Certificate   |                                   |                      |                           |
| <b>h.</b>     | Current dealership agreement with Principal Letter No. / Date / Valid upto   |                                   |                      |                           |
| <b>i.</b>     | Relevant IISI/ SO Certificate, if any  |                                   |                      |                           |
| <b>j.</b>     | <u>Bank Details :</u><br>Account No.   |                                   |                      |                           |
| <b>k.</b>     | Name of Bank & Branch  |                                   |                      |                           |
| <b>l.</b>     | IFSC Code  |                                   |                      |                           |
| <b>m.</b>     | Details of Tender Fee  | Name of the issuing Bank & Branch | DD No.               | Amount:                   |
|               |  |                                   |                      |                           |
| <b>n.</b>     | Details of EMD/BG  | Name of the issuing Bank & Branch | DD No.               | Amount:                   |
|               |  |                                   |                      |                           |
| <b>o.</b>     | Details of Previous Supply in Govt. Organizations/ Govt. Educational Institutions<br>(Enclose Work Order & Performance report.)<br>(Enclose separate sheets for additional list) | Name of the organization          | Item Supplied / Qty. | Total Value (Rs in lakhs) |
|               |  |                                   |                      |                           |
|               |  |                                   |                      |                           |
|               |  |                                   |                      |                           |

|              |  |         |     |    |    |       |
|--------------|--|---------|-----|----|----|-------|
| <b>9.</b>    | <b>Note</b>  |         |     |    |    |       |
| <b>9.1.</b>  | Separate information sheet may be provided for item (s) in case space provided is not adequate.  |         |     |    |    |       |
| <b>9.2.</b>  | Affidavit in the enclosed format on Non Judicial stamp paper duly attested by Magistrate/Notary shall also be furnished by the bidder.   |         |     |    |    |       |
| <b>10.</b>   | MSME Entrepreneur  | Comment |     |    |    |       |
| <b>10.1.</b> | Is the bidder MSME Entrepreneur  | Y/N     |     |    |    |       |
| <b>10.2.</b> | If yes, the category (GEN/OBC/SC/ST/Women)   | GEN     | OBC | SC | ST | WOMEN |
|              |  |         |     |    |    |       |
|              | I/ We hereby give an undertaking that the information provided are true to the best of my knowledge and belief. If anything found to be false at any stage my tender will be liable to be rejected and EMD amount will be forfeited. |         |     |    |    |       |
| <b>11.</b>   | <b>Note</b>  |         |     |    |    |       |
| <b>11.1.</b> | Separate information sheet may be provided for item (s) in case space provided is not adequate.  |         |     |    |    |       |
| <b>11.2.</b> | Affidavit in the enclosed format on Non Judicial stamp paper duly attested by Magistrate/Notary shall also be furnished by the bidder.   |         |     |    |    |       |

**Seal & Signature of authorized representative:** .....

**Date:** .....

# GENERAL CONDITIONS OF TENDER

## 1. Definitions

1.1. In this Tender, the following terms shall be interpreted as indicated.

- (a) "The Order" means the agreement entered into between the University and the Hostel Mess Service provider including all the attachments and appendices and all documents incorporated as per notification of award.
- (b) "The Rate" means the price payable to the Mess Service Provider under the Contract for the full and proper performance of its contractual obligations;
- (c) "The Goods" means all the items, which the Mess Service Provider is required to supply to the University under the Contract;
- (d) "Services" means services ancillary for providing mess services at the Hostel, such as transportation and insurance, and any other incidental services, training and other obligations of the Mess Service Provider covered under the Contract;
- (e) "The Service provider" means the individual or firm or the organisation providing the Mess Services.
- (f) "Day" means calendar day.

## 2. Application

2.1. These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the tender.

## 3. Contract Amendments

3.1. No variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties.

## 4. Assignment

4.1. The Mess Service Provider shall not assign, in whole or in part, its obligations to perform under the Contract, except with the University's prior written consent.

## 5. Subcontracts

5.1. *No Sub Contract shall be allowed for these services under the Contract.*

## 6. Termination for Default

6.1. For breach of contract, the University may, without prejudice to any other remedy by written notice of default sent to the Mess Service Provider, terminate the Contract in whole or part

- (a) If the Mess Services Provider fails to deliver the quality services or not fulfil any obligations as specified in the work order the contract may be terminated.
- (b) If the Mess Service Provider fails to provide quality hygienic foods to the satisfactory of the students/university authorities the University may terminate the contract.

- (c) If it has come to the knowledge of the university at any time even awarding the contract or during the tenure of the contract period the Mess Service Provider, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract the contract shall be terminated.
- (d) If it is noticed by the University at any time even awarding the contract or during the tenure of the contract period the Mess Service Provider is providing services through franchise system in executing the Contract, the University shall have right to terminate the contract with immediate effect.

**“For the purpose of this Clause”:-**

**“Corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

**“Fraudulent practice”** a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

## **7. Termination for Insolvency**

- 7.1. The University may at any time terminate the Contract by giving written notice to the Mess Service Provider, if the Mess Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Mess Service Provider, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the University.

## **8. Termination for Convenience**

- 8.1. The University, by written notice sent to the Mess Service Provider, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the University's convenience, the extent to which performance of the Mess Service Provider under the Contract is terminated, and the date upon which such termination becomes effective.

## **9. Resolution of Disputes**

- 9.1. The University and the Mess Service Provider shall make every effort to resolve the dispute if any amicably by direct informal negotiation any disagreement or dispute arising out between them under or in connection with the Contract.
- 9.2. If, after thirty (30) days from the commencement of such informal negotiations, the University and the Mess Service Provider have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms as specified below. These mechanisms may include, but are not limited to, conciliation mediated by a third party, adjudication in an agreed national or international forum, and national or international arbitration.
- 9.3. In case of Dispute or difference arising out between the University and a Mess Service Provider relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996.

## **10. Governing Language**

- 10.1.** The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

## **11. Applicable Law**

- 11.1.** The contract shall be governed by the Indian Law of Contract for the time being in force.
- 11.2** Irrespective of the place of services, the place of performance or place of payment under the contract, the contract shall be deemed to have been made at the place from which the acceptance of tender has been issued.
- 11.3.** Jurisdiction of Courts: The courts of the place from where the acceptance of tender has been issued shall alone have jurisdiction to decide any dispute arising out of or in respect of this contract.
- 11.4.** **Three (03) month notice** will be given by either party for termination of Contract during the tenure of Contract for breach of Clause or otherwise. However, the University reserves the right to terminate the contract, in extraordinary circumstances, by giving one month prior notice to the vendor.

## **12. Taxes and Duties**

- 12.1.** Mess Service Providers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred in execution of the contracted services to the University.
- 12.2.** All legal disputes arising out of this contract/bid, the jurisdiction shall be restricted to the Court situated at the Headquarter of the University
- 12.3.** **Security Deposit:** Submission of Performance Bank Guarantee of **Rs.10, 00,000 /-** (Rs. Ten Lakhs only) in form of DD/Bank Guarantee/FDR by the successful bidder as per norms.

-----





## **Evaluation Process**

The Technical bid shall be evaluated as below for 100 marks:

**(A) Technical bid (100 marks):**

| Sl. No.           | Subhead  | Max Marks  | Remarks  |
|-------------------|--|------------|--|
| 1.                | Work experience of institutions like Central Government/ State Government/ PSU/ Universities/ <i>Higher Educational Institutions/ any reputed organisation (at least 01 orders/certificates of Higher Educational Organisations) for running of mess for at least 500 student/people on an average in any 03 years of last 05 years.</i>                 | 30         | (i) 50% marks minimum eligibility criteria.<br>(ii) 100% marks for 5 times the minimum eligibility criteria.<br>(iii) In between (i) & (ii) – on prorata basis   |
| 2.                | (a) Profit Making for last five years preceding to F.Y 2023-24 (01 Marks each for every Year)<br>(b) ISO Certification (05 Marks)<br>(C) Appreciation Letter issued by head of the Institutions for providing satisfactory mess services including at least 01 by Higher Educational Organisations (Max 10 Marks, 02 Marks for each appreciation letter) | 20         |  |
| 3.                | Average Annual Turnover of Agency exceeding Rs. 5 Crore in any 03 years ending on 31.03.2024.  | 30         | (i) 50% marks minimum eligibility criteria.<br>(ii) 100% marks for 5 times the minimum eligibility criteria.<br>(iii) In between (i) & (ii) – on pro-rata basis. |
| 4.                | A presentation by the proprietor(firm)/his representative will be made mentioning his capacity & overall management of Mess Services after opening of technical bid.   | 20         |  |
| <b>Total (Ts)</b> |  | <b>100</b> |  |

**Note:** The opening of Financial Bid of only those Agency/ Bidders shall be considered who score 50% i.e. 50 marks or more in their technical bid evaluation (Ts) as evaluated by the Committee, whose decision in this regard shall be final and binding upon all the stake holders.

**(B) Financial bid**

Before opening of financial bids of those successful bidders in the technical evaluation, their marks obtained shall be made public before them or their authorized representatives.

Financial bid shall be given scoring as below:

The bidder who has quoted the lowest price will be assigned a score of 100 in the financial bid. The other bidders will be allotted score relatively to the score of bidder with the lowest quote as below:

$$F_s = 100 * FL / F$$

Where:

$F_s$  = The Financial Score of the Financial Proposal being evaluated

$FL$  = The price of lowest priced Financial Proposal

$F$  = The quoted price of Financial Proposal under consideration

**(C) Combined evaluation**

The score of technical bidding would be given 40% weightage, and the financial proposal would be given 60% weightage. The weighted combined score of the Technical bid ( $T_s$ ), and Financial proposals ( $F_s$ ) shall be used to rank the bidders on the basis of formula given as below:

$$\text{Combined Score} = 40\% * T_s + 60\% * F_s$$

The first ranked i.e. the highest scoring bidder is eligible for providing mess and catering services Boys' Hostels Mess at CUSB Gaya.

-----

## **Terms & Conditions**

1. The contract will be initially for a period of one year, which may be renewed / extended for further period of two more years on mutually agreed terms and conditions depending upon the satisfactory performance of the agency/contractor/vendor and the evaluation made by the Committee constituted by the Central University of South Bihar [*hereafter will be called as 'University'*]. Extension of time shall depend upon the requirement of the University and annual performance report of the agency/vendor/contractor/service provider.
2. Base menu [Mess Menu] is attached as **Annexure-'A'** with this document for hostel mess and University Committee/Hostel Administration can change the menu in consultation with the agency. Menu can be changed to suit the availability of seasonal vegetables and their market supply by the University Committee/Hostel Administration from time to time.
3. The hostel office will provide certain kitchen equipment as per list mentioned in **Annexure "B"**. The agency has to take over these items from respective warden(s) of the hostel and those should be handed over in serving condition to the respective warden(s) after completion/termination of the contract as the case may be. The items provided by the University to the agency will be in the charge of the agency and the agency will be responsible for any damage/maintenance. In case of any loss or damage, the agency will have to replace the lost/defective equipment or repair the same equipment subject to approval of the Hostel Administration. *Once the agency has taken the kitchen equipment in serviceable condition thereafter the onus to keep in working condition throughout the contract period lies on agency and all repair charges to be borne by agency during the entire contract period.*
4. Cooking material must be branded and as per FSSAI standards. Substandard materials will not be allowed to use. The agency will follow the **Annexure-'C'** regarding permissible brands of specific consumables.
5. RO Water Purifier shall be provided by the University at Mess area. The agency will have to maintain the same for its smooth functioning and the agency will make periodic servicing of the Water Purifier at least twice in a year and will also pay for it. In case of any *defect, loss or damage*, the agency will have to replace the lost/defective items or repair the same, subject to approval of the Hostel Administration.
6. The agency shall display Menu-chart and Time-slot (Breakfast/Lunch/Dinner/ Others) in the Mess Area which shall be strictly followed.

7. The University will provide electricity on chargeable basis for running the entire mess services. All equipment shall be maintained by the vendor by their own and upkeep the instruments in good condition. Meter shall be installed by the University by its own expenses. The agency should not use any additional appliances/equipment to consume electricity without prior written permission from the University Hostel Administration. In the event of any unauthorized tapping of electricity a penalty of Rs.5000/-(Five thousand only) shall be levied per instance and on continuous 3(three) default as such shall lead to termination of contract on the recommendation of University Hostel Administration/Committee. However, the Agency shall make request in writing for the use of specified number of mobile phone charging adopters to the University Hostel Administration and that may be permitted by the same authority.
8. The maintenance of safety, healthy and hygienic condition in and around the mess area/kitchen area will be the responsibility of the Agency. Instructions of the Chief warden/warden/other hostel officials about cleanliness have to be followed and the entire expenditure towards this will be borne by the agency.
9. In case of sanitation and hygiene by the University Hostel Administration, the agency will have to satisfy the provisions of the law. If found guilty, would have to bear the penalty as decided by the University.
10. The waste disposal, keeping in view the prevailing standards under 'Swachh Bharat Abhiyan' of Government of India, will be eminent responsibility of the agency/contractor/vendor. If fails to do so, for disposal of waste, the contractor is bound to pay the charges as decided by the University from time to time in consonance with the waste disposal system/procedure/norms of the University.
11. The agency is required to keep at least one attendant/ mess worker per 20 students. In addition, one mess manager per 300 students, one cook per 250 students and sufficient number of other helpers are also to be provided for effective functioning and arrangement of the mess. All the mess workers must be aged between 18 to 60 years. All workers must be provided same type of uniform along with safety cap on their head and gloves in their hands. They must maintain personal hygiene.
12. The agency will **NOT** employ any child labour.
13. The agency and its workers must behave politely with hostel inmates. Medical fitness certificate of each mess employee certifying that he/she does not carry an infectious or contagious disease is required to be submitted with the University authority/hostel administration by the agency. No female worker shall be allowed to work/stay in mess and kitchen premises between 6.00 p.m. to 6.00 a.m.

14. Consumption of alcohol or alcoholic beverages and smoking is banned in the whole campus. If found violating, legal action shall be taken under the appropriate law and contract will be terminated immediately.
15. **Three (03) month notice** will be given by either party for termination of Contract during the tenure of Contract for breach of Clause or otherwise. However, the University reserves the right to terminate the contract, in extraordinary circumstances, by giving one month prior notice to the vendor.
16. Number of hostel students may be **550 to 600** (approximately) for Boys' Hostel.
17. The rate quoted for each student per day will be for base menu and will not be changed for the whole academic year. The University will review the rate after one year, if found necessary, on receipt of request from the vendor. Prices may be modified in line with the prevailing price index. Decision of the University in this regard shall be final and binding upon the agency.
18. If the mess management is not up to the mark or, the quality of the food is below standard or unhealthy or unhygienic, then the Competent Authority of University is empowered to terminate the contract with a short notice of one week and/or impose penalty on the agency/contractor.
19. The University committee's opinion is final so far the quality of food/mess management is concerned.
20. In case of imposition of fine by the University Hostel Administration for violation of any stipulation of the contract or for serving substandard food or for serving unhygienic food etc, the Agency will pay the amount of fine within 7 Days (Seven Days) of imposition of fine through Demand Draft/Cheque in favour of "CENTRAL UNIVERSITY OF SOUTH BIHAR" payable at GAYA.
21. Hygiene, overall cleanliness of surroundings, kitchen and the food items, raw materials, ingredients etc should 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. Non-adherence of University authority's instructions in above matters shall be considered as violation of terms and conditions of contract and shall invite penalty for the same in the form of imposition of fine and even termination of the contract unilaterally.
22. Mess workers and cook should be healthy and medically fit. They are required to have a regular check up with the University medical officer or as directed by the University. If any mess worker is found medically unfit, she/he will not be given permission to continue her/his duties and mess agency has to replace her/him immediately without fail.

23. It is to be ensured that whenever the mess workers are on duty they should be in proper Uniform with nameplates to be displayed prominently. The uniform should be cleaned / washed at least thrice a week.
24. Food / any other item should not be served inside the room of hostel inmates unless in exceptional cases or ill health or as per directions of the Hostel Administration.
25. Agency shall provide light food to the sick students during his/her/ their sickness period as per advice of the doctor/warden and no extra charge will be paid by the students for the same.
26. Monthly payment/Mess charges of the students will be paid by the students directly to the agency through on-line payment or SBI E-portal or otherwise and a copy of same to be provided by the agency to the office of the respective Warden for record & reference purpose on 15th of every month.
27. The Contractor has to develop a system methodology of delivering the food which would be accepted by the Hostel Administration during messing and the attendance of each student has to be monitored through this system only.
28. The hostel inmates will be liable to pay for whole month mess diet in a month. The hostel inmates shall procure for whole month mess diet coupons in advance from the designated place as decided by the University.
29. Mess will be closed during Summer Vacation, Winter Break and Chhath Puja holidays as per the schedule notified by the University.
30. A rebate in mess fee shall be given maximum for five days to each student every month and which will not be carry forwarded to next month; students shall be required to pay 30% of the fee as labour cost. The Ph. D Scholars and PG/UG students shall be given a rebated in the mess fee for the entire duration when they are on academic visit or internship and the students shall be asked to pay only 30% of the fee as labour cost. A rebate of 30% shall also be given to students who do not avail the mess services due to medical emergency either to him/her or his/her family members.
31. **A professional cook, staff with catering dress, cap, gloves and Identity cards shall be hired and deputed for each hostel mess.**
32. Agency is required to deposit **SECURITY DEPOSIT** of an amount of **Rs. 10,00,000/-** [Ten Lakh only] for the contract period in the form of Account Payee DD/BG/FDR drawn in favour of '*Central University of South Bihar*' payable at Gaya at the time of award of contract within stipulated time, if offer accepted.
33. The agency will collect mess fees of the students within **7<sup>th</sup> of every month** for that month. Collection of Mess fees from the students will be the absolute responsibility of the agency. In case of continuous non-payment of mess fee by any student(s),

hostel administration may assist/cooperate to the agency, on receipt of request, for collecting mess fees from those students whenever the administration found it deem fit.

34. The mess utensils are to be cleaned (with hot water using detergent powder/soap) and dried after every meal.
35. Mess agency or its representative [preferably mess manager] is required to remain present in the mess and will manage the activities when the food is served in the mess.
36. Owner of the agency or his/her representative must be present at the meeting called by hostel administration to decide various issues relating to mess and/or the hostel.
37. All the items to be served in the Mess including curd shall be prepared preferably in the respective Mess of the Hostel.
38. The agency shall provide other prepared food items like biscuits, wafers, namkins and flavoured milk/ice cream etc. on payment basis in consultation with the Hostel Warden, whenever such need arises.
39. The agency is required to maintain the details of all his employees/Mess workers. The information along with photographs shall be submitted to the office of the Hostel Administration.
40. The agency will work under the surveillance of the CCTV Camera installed by the University covering the entire mess and kitchen area so that the daily activities including serving of food items to the students must be recorded properly and preserved. The hostel authorities will be the sole regulatory authority.
41. In case of any accident causing/resulting injury/death, to Mess workers or any of its employee/staff, shall be absolute liability/responsibility of the agency. The University/Hostel Administration shall not be responsible by any means in such cases. The agency should arrange group insurance and other social security measures to all of their workers as per the provisions of laws of the country. The agency should also follow the provisions of other welfare legislations of our country and should take appropriate steps for the welfare of its employees as per laws of the nation.
42. The agency should ensure that the payment is made to the workers/labours as per the minimum wages act to the satisfaction of the licensee.
43. The agency shall employ any Mess Worker after verification of their antecedent at their level and an undertaking is required to be submitted by the agency that the Mess Worker so employed have not been involved in any crime/offence/police case etc.

44. Storage/consumption of any alcoholic drink/liquor is strictly prohibited. The agency shall not serve any of such substance/drink in mess/hostel. Smoking, consuming gutkha, tobacco etc. are also prohibited in hostel premises.
45. The agency has to follow all labour laws/government laws in regard to employing the Mess workers. The agency shall be solely responsible for any dispute/violation of labour laws/government laws.
46. The agency shall be fully responsible for appropriate behavior of the Mess Workers. If it is found that any worker has misbehaved with any of the Hostel Inmates/Hostel Staff/Hostel Administration, the agency will have to take strict action against the said worker as per the instruction/advice of the University/Hostel Administration.
47. Agency will have to prepare the food in the kitchen space provided by the University using Commercial LPG only. No coal or other fuel will be allowed. Use of heater in the mess shall be strictly prohibited.
48. Decision of the University Committee and concerned Hostel Administration will be final and binding upon the agency in case of any dispute arising out with respect to the terms and conditions of this contract.
49. Agency/Contractor has to serve refreshment (tea, biscuits etc) in the meeting as per instruction of the Hostel Administration of the University.
50. Canteen has to be operated by the agency as per direction of the University for the students inside the hostel for tea, refreshments, fast food etc and the rate of the items served shall be decided by the University Committee or Hostel Administration. Rate shouldn't be more than MRP printed on the packed food items.
51. The agency has to develop the attendance system of each student on daily basis who is getting benefit of the Mess Service.
52. The detailed "*Hostel Mess Rules and Regulations*" as prepared by the University shall be the guiding framework to run the Hostel Mess by the agency/contractor/vendor.
53. The Hostel Mess/kitchen shall be opened for inspection of the competent Government Authority/Hostel Administration/other competent University authority and all necessary support to be provided by the Agency during the inspection.
54. The agency has to arrange utensils/crockeries/serving plates/spoons etc other than the list of equipment as mentioned in Annexure-"B" at their own expenses.
55. The University shall provide Gas Bank manifold of 12 Commercial LPG Cylinders. Agency shall arrange LPG connection from any of the Gas Company viz. BPCL, HPCL, BHARAT GAS or INDIAN OIL whose service is better. Any minor changes as per the instruction of authorized representative of Gas Company to be done by the Agency at their own expense and no additional payment on account of this shall be made/borne by the University. No Objection Certificate (NOC) on Gas Bank



issued by authorized representative of Gas Company to be submitted by the Agency to the Hostel Administration for maintaining record, prior to putting the same in operation/use. The agency will have to arrange mechanics/engineer for annual maintenance of the Gas Pipelines and the relevant gas supply instruments and the maintenance cost of the same shall be borne by the Agency only. The Agency will engage only trained worker to handle/install/uninstall the Gas Cylinder on daily basis and will not allow any new/untrained worker to do so.

56. The agency will have to submit an Affidavit at the time of signing the Agreement/contract that all employees of the Agency are paid minimum wage as per Minimum Wages Act and male and female workers are paid equal remuneration as per the provision of Equal Remuneration Act of the Government of India.
57. The Agency shall abide by laws of the land including labour laws (ESI), PF, Bonus, Income Tax or any other taxes levied by the Government from time to time, Companies Act, Tax deduction liabilities, welfare measures of its employees and all other obligations of this region and also those laws which are not essentially enumerated and defined herein. Any such claims at a later stage shall be the exclusive responsibility of the Agency and it shall not involve the University in any way whatsoever. The agency shall submit the identity proof and affidavit in respect of all employed workers.
58. The Agency shall bear and pay all the costs, charges and expenses incidental to the preparation, registration and execution of the signed contract in duplicate.
59. The University reserves the right to make any amendments in the term(s) and/or conditions as and when required and deemed fit and will be mutually acceptable to both the parties.
60. In case of any dispute arising out of this contract, the jurisdiction shall be restricted to the Court situated at the Headquarter of the University.

### **SPECIAL TERMS & CONDITIONS**

#### ***Clauses for Penalty, if any:***

1. Non availability of complaint register at the mess counter/discouraging students from registering complaints would lead to a fine of Rs.2500/- upon the Agency.
2. Insect cooked along with food would invite a fine of at least Rs.10,000/-
3. Any complaint of soft objects like hair, rope, plastic, cloth etc in food will attract a fine of Rs.2500/- per complaint.
4. Any complaint of stones/pebbles of diameter more than 2mm will attract a penalty on the Agency which can range between Rs.300/- to Rs.3000/- depending on the size of the stone/pebble.
5. Hard and/or sharp objects like glass pieces, nails, hard plastics etc will attract a penalty of at least Rs.5000/- per incident.

6. Three or more complaints of unclear utensils in a day would lead to a fine of Rs.3,000/- on the Agency.
7. If the vegetables or any other item is not cooked properly and if it is verified by the Hostel Authority as correct then a fine of Rs.3000/- would be imposed on the Agency.
8. Food poisoning shall invoke a hefty fine beyond the limit of any fine mentioned above, along with cancellation of contract, possible blacklisting and legal action to the caterer/Agency.
9. Change of menu of any meal without permission of mess committee would result in a fine of Rs.3,000/- on the Agency.
10. If the quality of milk/Paneer is not found up to be appropriate or it is diluted, a fine of Rs.8000/- would be imposed upon the Agency.
11. Inappropriate personal hygiene of workers including their dress and/or misbehavior by workers etc will lead to fine of Rs. 3,500/- on the Agency for every instance.
12. Failure to maintain a proper health checkup of the workers will attract a fine of Rs.4,000/- per instance.
13. For any rule stated in the contract and the first violation of the rule implies fine as per the rule. Second and subsequent violations of the same rule on a different day will attract triple the initial fine amount on the Agency.
14. If food for any meal gets over within timings of mess and waiting time is more than 45 minutes for lunch and dinner, and 30 minutes for breakfast and Tiffin, without any justified reason then a fine of Rs. 3,000/- would be imposed on the service provider. The timing for that meal will be extended equivalent to delay time.
15. Absence of the proprietor of the Agency or his representative empowered to take decision from Mess Council Meetings, which will be held from time to time, on due invitation will attract a fine of Rs.20,000/- on the Agency.
16. Using brands not mentioned in the contract without prior permission and adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and that will be imposed upon the Agency by the Hostel Administration taking into consideration the severity of the violation.
17. Besides the above, in case of any other hygiene failure/gross negligence/ violation of other rules which are not mentioned above, by the Agency, will be assessed by the Hostel Administration and accordingly a hefty fine will be imposed upon the Agency and that may also lead to the termination of contract and black listing the Agency.
18. As and when Mess Council proposes a fine with consent of the wardens, it shall be informed to the representative of the caterer or mess manager. The levies will be recovered from the monthly bill.



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Rd, Vill. Karhara, Post Fatehpur,  
PS Tekari, Dist. Gaya-824236 (Bihar). Website: [cusb.ac.in](http://cusb.ac.in)

## Annexure- "A"

### Mess Menu

| Days      | Morning Tea                | Breakfast   | Lunch   | Evening Tea                       | Dinner  |
|-----------|----------------------------|---|---|-----------------------------------|---|
| Monday    | Tea (150 ml) with Biscuits | Banana Big Size (02), Milk (200ml), Cornflakes (100 gm) Sandwich Bread Branded (02 Pc with Jam and Butter Proportionately)  | Rice, Chapati, Dal, Salad, Mushroom (50 gm with gravy 250 gm)           | Tea (100 ml), Branded Biscuit (4) | Rice, Roti, Dal, Seasonal Sabji (200gm), Sweets (1Pc) |
| Tuesday   | Tea (150 ml) with Biscuits | Idly (4 Pc, 50 gm each), Urad Vada(2Pc 50gm each) Sambhar, (Unlimited) Chutney (Proportionately)                            | Rice, Chapati, Dal, Salad, Aloo/ Bhindi Bjujia, Seasonal Sabji (200 gm) | Tea (100 ml), Branded Biscuit (4) | Aloo Paratha, Chatni, Sweets (1Pc)                    |
| Wednesday | Tea (150 ml) with Biscuits | Kachauri (6Pc, 50 gm each), Seasonal Sabji with Gravy, Jalebi (150 gm)  | Rice, Chapati, Dal, Salad, Paneer (50 gm with gravey 250 gm)            | Tea (100 ml), Branded Biscuit (4) | Rice, Chapati, Dal Mix Tadka, Seasonal Bhujia (200gm) |
| Thursday  | Tea (150 ml) with Biscuits | Banana Big Size (02), Milk (200ml), Cornflakes (100 gm), Sandwich Bread Branded (02 Pc with Jam and Butter Proportionately) | Rice, Curry-badi, Aloo/Parwal Bhujia, Chapati, Salad                    | Tea (100 ml), Branded Biscuit (4) | Dalpuri, Seasonal Sabji (200gm), Kheer (100gm)        |
| Friday    | Tea (150 ml) with Biscuits | Puri (6Pc, 50 gm each), Seasonal Sabji (150 gm), Jalebi (150 gm)  | Rice, Chapati, Dal, Paneer (50 gm with gravey 250 gm ), Salad           | Tea (100 ml), Branded Biscuit (4) | Rice, Chapati, Dal, Sabji, Sweets (1)                 |
| Saturday  | Tea (150 ml) with Biscuits | Paratha (2Pc, 150 gm each), Seasonal Bhujia (Unlimited)   | Khichadi, Aloo/Baigan/Tomato Chokha, Dahi (50 gm), Achar, Papad (1)     | Tea (100 ml), Branded Biscuit (4) | Sattu Paratha, Achar, Seasonal Sabji (200gm)          |
| Sunday    | Tea (150 ml) with Biscuits | Chholey (Unlimited), Bhatuery (2, 150 gm each)  | Rice, Chapati, Chips, Dal-Tadka, seasonal vegetable, Raita (200 gm)     | Tea (100 ml), Branded Biscuit (4) | Zeera Rice, Roti Manchurian With Gravy (250gm)        |

#### Note:

1. Pickle, Salt, Peeper of Standard Make (Unlimited) to be placed on table and to be refilled on regular basis.
2. Wherever in the Menu the quantities are not mentioned, it shall be treated as unlimited.
3. The dal to be used in a manner in order to maintain the variety of the food served the type of dals to be used in a week shall be as under:
  - (a) 04 day Arhar Dal to be used
  - (b) 01 day Urad Dhuli/Kali Dal
  - (c) 01 day Masoor with Moong Dal
  - (d) 01 day Chana Dal

**List of Kitchen Equipment (to be provided by the University)**

| SL NO. | NAME OF THE EQUIPMENT                             | QUANTITY |
|--------|---|----------|
| 1      | DEEP FREEZER (CF500DD-P)                          | 2        |
| 2      | CLEAN DISH RACK                                   | 2        |
| 3      | PIPE SHELF  | 5        |
| 4      | STORAGE RACK FOUR SHELF                           | 5        |
| 5      | STORAGE RACK                                      | 5        |
| 6      | MS PIPE 40MM                                      | 90       |
| 7      | MAIN LINE VALVE 40MM                              | 2        |
| 8      | NIDDLE VALVE                                      | 10       |
| 9      | BURNER PIGTAIL                                    | 10       |
| 10     | PRESSURE GUAGE                                    | 2        |
| 11     | NRV   | 40       |
| 12     | CYLINDER ADOPTER                                  | 40       |
| 13     | CYLINDER PIGTAIL                                  | 40       |
| 14     | REGULATOR 20PSI                                   | 1        |
| 15     | DBC   | 1        |
| 16     | SHORT BEND  | 10       |
| 17     | MANIFOLD 20+20                                    | 1        |
| 18     | NCV   | 10       |
| 19     | M.S GAS BANK 10+10 CYLINDER                       | 1        |
| 20     | FREIGHT CHARGES                                   | 1        |
| 21     | SPECIAL CLAMP                                     | 20       |
| 22     | DOUGH KNEADER                                     | 1        |
| 23     | WET MASALA GRINDER                                | 1        |
| 24     | POTATO PEELER                                     | 1        |
| 25     | PULVERIZER  | 1        |
| 26     | VEGETABLE CUTTING MACHINE                         | 1        |
| 27     | SINGLE GROUP TRADITIONAL AUTOMATIC COFFEE MACHINE | 1        |
| 28     | WEIGHT SCALE                                      | 1        |
| 29     | CHAPATI PLATE WITH PUFFER                         | 1        |
| 30     | SLILED DISH LANDING TABLE                         | 1        |
| 31     | FOUR DOOR VERTICAL REFRIGRATOR                    | 2        |
| 32     | WORK TABLE WITH UNDER SHELF                       | 3        |
| 33     | THREE BURNER RANGE                                | 1        |
| 34     | STOCK POT STOVE                                   | 1        |
| 35     | POT RACK  | 4        |
| 36     | WORK TABLE WITH SINK                              | 3        |
| 37     | SOILED DISH LANDING TABLE WITH GARBAGE CHUTE      | 1        |
| 38     | CLEAN DISH LANDING TABLE WITH TWO UNDERSELF       | 3        |
| 39     | EXHAUST HOOD WITH SS FILTER                       | 3        |
| 40     | EXHAUST HOOD ISLAND TYPE                          | 1        |
| 41     | TITLING RICE BOILER                               | 2        |
| 42     | CHAPATI COLLECTION TROLLEY                        | 1        |
| 43     | CHAPATI ROLLING TABLE WITH CROSS BRACING          | 1        |
| 44     | WORK TABLE WITH UNDER SHELF                       | 3        |
| 45     | MOBILE TABLE WITH BOTTOM SHELF                    | 2        |
| 46     | DRAIN THROUGH GRATING                             | 1        |
| 47     | SINK TABLE  | 3        |
| 48     | ATTA MAIDA BIN                                    | 1        |
| 49     | AIR SCRUBBER                                      | 1        |
| 50     | AIR WASHER  | 1        |

**Note:**

1. The Above mentioned Kitchen Equipment shall be provided by the CUSB for running the Mess at University Campus.
2. The Contractor shall be solely responsible for any damage/ loss of equipment and in event of such default, contractor shall make the same good condition of the items at their own and no excuse on delay of services on account of above shall be entertained.
3. The Contractor shall be solely responsible to return the items received from the University as listed in **Annexure-B** in serving condition at the time of completion / termination of contract at any stage of time.

-----

**PERMISSIBLE BRANDS OF SPECIFIC CONSUMABLES**

| Sl.No. | Items   | Representative Brands                                      |
|--------|---|--|
| 1.     | Salt  | Ankur, Tata Salt, Ashirvad salt, Sendha salt or equivalent |
| 2.     | Grind Spices (Including Chili powder, Turmeric powder, Coriander Powder, Cumin Powder, White Pepper Powder, Asafoetida etc)   | MDH, Everest, Ram Dev, TATA Sampann                        |
| 3.     | Whole Spices [Bay Leaf, Aniseed, Cardamom, Carom Seed, Cinnamon, Clove, Coriander Seeds, Fenugreek, Brown Mustard Seed, Sesame, Fennel Seed, Star Anise, Black Pepper, Kasoori Methi etc] | Brand Approved by <i>FSSAI</i>                             |
| 4.     | Other Spices [Garam Masala, Gravy Masala, Pav-bhaji, Sambhar Masala, Chat Masala etc]   | MDH/Everest/TATA Sampann/ Ram Dev                          |
| 5.     | Ketchup   | Maggi, Kissan, Heinz, TOP                                  |
| 6.     | Cooking Oil   | Dhara, Sundrop, Fortune, Saffola, Engine, Panchhi, Dalda   |
| 7.     | Pickle  | Lal's, TOP, Nilons   |
| 8.     | Wheat Atta  | Ashirwad Chakki Atta, Annapurna, Patanjali, Kitchen Fresh  |
| 9.     | Papad   | Lijjat, Haldirams or equivalent brand                      |
| 10.    | Butter  | Amul, Britannia, Govardhan                                 |
| 11.    | Bread   | Morish, Modern, Britannia or equivalent                    |
| 12.    | Jam   | Kissan, Maggi, TOP   |
| 13.    | Ghee  | Amul, Govardhan, Bitannia                                  |
| 14.    | Milk  | Sudha/ Amul  |
| 15.    | Paneer  | Sudha/Amul   |
| 16.    | Tea   | Brook Bond, Lipton, TATA Tea                               |
| 17.    | Coffee  | Nescafe, Bru   |
| 18.    | Rice  | Patanjali, TATA, Ashirbad or equivalent                    |
| 19.    | Dal   | Any standard brand/quality approved by the Mess Committee  |
| 20.    | Ice Cream   | Amul   |
| 21.    | Chili/Soya Sauce  | TOP/KISSAN   |

|     |                        |   |
|-----|------------------------|---|
| 22. | Vinegar                | TOP or any other standard Brand           |
| 23. | Baking Powder          | Funfoods/Cadbury/equivalent               |
| 24. | Noodles                | Chings/Barilla/DelMonte/Borges/equivalent |
| 25. | Corn Flakes            | Kellogg's/Nestle/TOP                      |
| 26. | Namkeen                | Haldiram/Pramod/Balaji/Bikaner            |
| 27. | Besan                  | Ramdev/TATA/Equivalent                    |
| 28. | Maida                  | Kitchen King/Ashirvad/Patanjali           |
| 29. | Chocolate Health Drink | Bournvita/Boost/Horlicks                  |
| 30. | Choco Powder           | Amul/Cadbury/TOP                          |
| 31. | Coconut Powder         | Maggi/Patanjali or other equivalent brand |

**Note:** The agency may use other brands (only FSSAI / AGMARK) in exceptional situation like unavailability of the product in the market etc only if permitted by the University Hostel Administration in writing.

**Annexure-D**

| Sl. | Index for Technical Bid Documents(Checklist for Envelope-B)  | Yes/No | Page No. |
|-----|--|--------|----------|
| a.  | Copy of GST Registration Certificate.  |        |          |
| b.  | Copy of Valid PAN Card (Permanent Account Number).   |        |          |
| c.  | Copy of self-certified ESIC registration.  |        |          |
| d.  | Copy of self-certified EPFO registration   |        |          |
| e.  | Health Trade License by the Health Department/MCD  |        |          |
| f.  | Copy of self-certified proof for Catering service / Food License/ FSSAI.   |        |          |
| g.  | Self-Certified Proof of Labour license.  |        |          |
| h.  | Copy of Self Certified Small Scale Unit/MSME Registration under relevant work/services (if registered, for waiving of EMD).  |        |          |
| i.  | Self-signed notarised declaration upon non-conviction, non-blacklisted and non-bankruptcy.   |        |          |
| j.  | Copy of certified Audited Balance Sheet minimum of any three of last five consecutive financial years as mentioned in Financial Eligibility criteria (clause 3.b). |        |          |
| k.  | Copy of Income Tax Return for last three consecutive Financial years.  |        |          |
| l.  | Self-Certified copy of Experience of similar work as mentioned in Physical eligibility Criteria (clause 3.a)   |        |          |
| m.  | Valid AADHAR Card of the Individual(s) owing the firm.   |        |          |
| n.  | Signed/Sealed copy of all pages of tender document including various sections and Annexures, except priced bid.  |        |          |

**Seal & Signature of Tenderer**



**VENDOR DETAILS FORM**

|     |  |   |                 |               |  |
|-----|--|---|-----------------|---------------|--|
| 1.  | Do you have a PFMS Unique ID (please tick)             | NO  | YES             | UID No.-      |  |
| 2.  | Name of the Firm                                       |   |                 |               |  |
| 3.  | Address with City Name & Pin Code                      |   |                 |               |  |
| 4.  | Contact No.  |   |                 |               |  |
| 5.  | Email ID   |   |                 |               |  |
| 6.  | GST No. ( Yes / No )                                   | <b>GST No. -</b><br>If YES, a copy of <b>GST CERTIFICATE</b> must be attached.      If NO, duly signed/sealed attached <b>DECLARATION OF GST NON-ENROLMENT</b> must be submitted. |                 |               |  |
| 7.  | PAN No.  |   |                 |               |  |
| 8.  | TIN No.  |   |                 |               |  |
| 9.  | ADHAR No.  |   |                 |               |  |
| 10. | Name of the Contact Person With Mobile No. & E-mail ID | Name :<br>Mobile :      E-mail ID :   |                 |               |  |
| 11. | <b>Bank Account Details</b>                            |   |                 |               |  |
|     | Beneficiary Name                                       |   |                 |               |  |
|     | Bank Name & Branch                                     |   |                 |               |  |
|     | Bank Account Number                                    |   |                 |               |  |
|     | IFSC Code  |   |                 |               |  |
|     | MICR Code  |   |                 |               |  |
|     | Type of Bank Account                                   | Saving Account  | Current Account | Cash Credit   |  |
|     | Telephone no. and E-mail of Bank Branch                | Telephone   |                 |               |  |
|     |  | Email ID  |                 |               |  |
| 12. | Vendor Type (please tick)                              | Manufacturer  | Distributor     | Reseller      |  |
|     |  | Service Provider  | Stockiest       | Indian Agency |  |

Signature of Vendor with Seal

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

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY****Finance & Accounts Section**

|     |   |               |               |          |  |
|-----|---|---------------|---------------|----------|--|
| 10. | FINANCIAL CONCURRENCE GIVEN   | NO            | YES           | For Rs.: |  |
| 11. | BUDGET CATEGORY   | RECURRING     | NON-RECURRING | PROJECT  |  |
| 12. | BUDGET HEAD (specify SUB-HEAD of expenditure)   |               |               |          |  |
| 13. | CUSB BANK ACCOUNT DETAILS IN RESPECT TO POINT-11 & 12 FOR "RECEIPT" OF ONLINE EMD / SD (if any) | Bank Name :   |               |          |  |
|     |   | Branch :      |               |          |  |
|     |   | Account No. : |               |          |  |
|     |   | IFSC :        |               |          |  |

To : Purchase Section

\_\_\_\_\_  
Finance Officer

## **DECLARATION OF GST NON-ENROLMENT**

### DECLARATION OF GST NON-ENROLMENT

Dear Sir/Madam,

Sub: Declaration of non-requirement of registration under the Central/State/UT/Integrated Goods and Services Tax Act, 2017

I/We.....(Name of the service provider/business entity), do hereby declare that I/we am/are not registered under the Goods and Services Tax Act, 2017 as (select and fill below for the relevant reason)

-I/We deal in/supply the category of goods or services .....(Describe the nature of the services/goods) which are exempted under the Goods and Service Tax Act, 2017.

-I/We have the annual aggregate turnover below the taxable limit as specified under the Goods and Services Tax Act, 2017.

-I/We are yet to register ourselves under the Goods and Services Tax Act, 2017.

I/We hereby also confirm that if anytime during any financial year I/we decide or require or become liable to register under the GST, I/we undertake to provide all the requisite documents and information.

I/We request you to consider this communication as a declaration for not requiring to be registered under the Goods and Service Tax Act, 2017.

I/We hereby also confirm that .....(Name of the service recipient) shall not be liable for any loss accrued to me/us, due to any registration default with the GST.

Signature of Authorised Signatory:

Name of the Authorised Signatory:

Name of Business:

Date:

Stamp/Seal of the business entity:

**CERTIFICATE  
(to be provided on Letter-Head of the firm)**

I/We hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I/We also certify that the above information is true and correct in all respect and in any case at a later date, if it is found that any details provided above are incorrect, then the contract given to the above firm may be summarily terminated and the firm may be blacklisted.

Date:  
Place:

Authorized Signatory  
Name:  
Seal  
Designation:  
Contact No.:



**Annexure- "G"**

**AFFIDAVIT**

1. I/We the undersigned do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither our firm M/s \_\_\_\_\_ have abandoned any work/supply nor any contract awarded to us for such works/supplies have been rescinded, during last three years prior to the date of this bid.
3. The undersigned hereby authorize and request any bank, person, firm or Corporation to furnish pertinent information deemed necessary as requested by the Central University of South Bihar, to verify this statement or regarding my (our) competence and general reputation.
4. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the Central University of South Bihar.

(Signed by an Authorized Officer of the Firm)

Title of Officer

Name of Firm

Date:

**UNDERTAKING**  
**[by Tenderer(s)]**

Name of the work : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tender No. : \_\_\_\_\_

We confirm that we have quoted the rates in the tender considering Inter-alia the

1. Tender Document(s) with all Annexures, Scope of Vendor
2. Additional Document(s), if any
3. Financial Bid
4. Corrigendum, if any
5. Pre Bid Meeting Minutes, if any

We, \_\_\_\_\_ (Name of the Tenderer) hereby certify that we have fully read and thoroughly understood the tender requirements and accept all Terms and Conditions of the tender including all corrigendum/addendum issued, if any. Our offer is in confirmation to all the terms and conditions of the tender including all corrigendum/addendum, if any and minutes of the pre-bid meeting. In the event, our offer is found acceptable and contract is awarded to us, the complete tender document shall be considered for constitution of Contract Agreement.

Signed for and on behalf of  
Tenderer(s)

Name of Tenderer(s)

Date : \_\_/\_\_/\_\_\_\_

Place :

**Seal & Signature of Tenderer**

**Note :**

This declaration should be signed by the Tenderer's authorized representative on their LETTER HEAD who is signing the Bid and to be submitted with tender.



## CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Rd, Vill. Karhara, Post Fatehpur,  
PS Tekari, Dist. Gaya-824236 (Bihar). Website: cusb.ac.in

### FINANCIAL BID PROFORMA

(It should be submitted in a separate sealed envelope)

Tender Notice No.: CUSB/PSD/ADMIN/MESS/T/07/2024-25, Date: 25/06/2024

Subject: Providing the "Boys' Hostel Mess Services".

Name of the Bidder: \_\_\_\_\_

| Sl. No.  | Item Description  | Rate (in Rs.)<br>Per day per student) |
|--|---|---------------------------------------|
| 1.   | Meals (Morning Tea, Breakfast, Lunch, Evening Refreshment/snacks with tea, Dinner) as per the prescribed Menu | Rs.                                   |
| Total Amount without GST in words (Rupees .....) |   |                                       |
| Add GST extra @ ..... %                          |   | Rs.                                   |
| Rate Per day/ Per Student (including GST)        |   | Rs.                                   |
| Total Amount in words: (Rupees .....)            |   |                                       |

**Note:**

1. The first ranked i.e. the highest scoring bidder as per Evaluation Criteria of Technical and Financial Bid Document is eligible for providing Mess and Catering Services.
2. No overwriting or use of whitener is permitted. If done so far, it will be summarily rejected.

Date:

Signature .....

Name: .....

Designation & seal

Contact No. -

E-mail ID -