

**OFFICE OF THE UNIVERSITY ENGINEER  
PATNA UNIVERSITY, PATNA  
EMERGENT NOTICE INVITING TENDER**

TENDER NO.: 07/2019-20

DATE: 11/07/2019

**NOTICE INVITING TENDER FOR EMPANELMENT OF AGENCY FOR RUNNING OF MESS IN THE  
HOSTELS OF COLLEGE OF PATNA UNIVERSITY, PATNA AND HOSTELS OF  
PATNA UNIVERSITY PATNA**

Designation of officer inviting tender	University Engineer, Patna University, Patna			
Place, Time & Date of Pre-Bid Meeting	Office of The Registrar, Patna University, Patna upto 3:00 pm on 15/07/2019			
Last date of issue of Tender Paper with Time and place	Office of The University Engineer, Patna University, Patna upto 5:00 pm on 16 /07/2019			
Place, Time & Date of receiving of Tender Paper	Office of The University Engineer, Patna University, Patna upto 5:00 pm on 17/07/2019			
Place, Time & Date of opening of Tender	Office of The Registrar, Patna University, Patna at 2.30 pm on 18/07/2019			
Sr. No.	Description of Work	Earnest Money Deposit (EMD)	Cost of tender paper	Validity of Tender
1	Empanelment of agency for running of Mess in the Hostels of Colleges of Patna University and Patna University, Patna	20,000/-	5,000/-	Six Months

**Note:-**

1. Tender Bids should be placed in a properly sealed envelope addressed to “**The University Engineer, Patna University, Patna - 800 005**”.
3. Earnest money is to be deposited in the shape of D.D./ Banker’s cheque in favour of “University Engineer, Patna University, Patna(except MSME/NSIC registered agencies)”.
5. Cost of Tender Paper (Nun refundable) to be deposited through D.D in favor of “University Engineer, Patna University, Patna”.
6. **The tender documents can also be downloaded from the website [www.patnauniversity.ac.in](http://www.patnauniversity.ac.in) from intending tenders and will be submitted with cost of tender and EMD in the form of demand draft in favour of “The University Engineer, Patna University, Patna”.** Tender submitted without cost of tender in the form of demand draft will be summarily rejected and the last date for downloading the tender document from the website is one day prior to the last day of receipt of tender. Accordingly the draft towards the tender fee shall be dated one day prior to the last date of receipt of tender.
8. **Any changes w.r.t. this tender will be notified through website [www.patnauniversity.ac.in](http://www.patnauniversity.ac.in) only.**
9. At the time of opening of tender only participant tenderer or his single authorized representative with authority letter will be allowed to present.

Sd/-

**UNIVERSITY ENGINEER  
PATNA UNIVERSITY, PATNA**

Date: 11/07/2019

Memo No.: 177(a)/UE

Copy to: All Members, Special Invitee and Convener of the Mess Committee (1. Registrar, Patna University, Patna-Convener, 2. Dean, Students Welfare, Patna University, Patna-Member, 3. Proctor, Patna University, Patna-Member, 4. Prof. M.P. Trivedi, Superintendent, Faraday Hostel-Member, 5. Dr. D.N. Sinha, Superintendent, Hostel No. 1,5&6 Saidpur Campus- Member, 6. Dr. Manoj Kumar Sinha, Superintendent, Hathwa Hostel- Member, 8. Hostel Superintendent, P.G. Hostel, Ranighat- Special Invitee, 9. Hostel Superintendent, Newton Hostel- Special Invitee, 10. Hostel Superintendent, C.V. Raman Hostel- Special Invitee, 11. Hostel Superintendent, Ramanujam Hostel- Special Invitee, 12. Hostel Superintendent, Cavandish Hostel- Special Invitee, 13. Hostel Superintendent, Faraday Hostel- Special Invitee, 14. Hostel Superintendent, Minto Hostel- Special Invitee, 15. Hostel Superintendent, Nutan Hostel- Special Invitee, 16. Hostel Superintendent, Jackson Hostel- Special Invitee, 17. Hostel Superintendent, College of Arts and Crafts- Special Invitee, 18. President, PUSU- Member, 19. General Secretary, PUSU- Member, 20. Secretary, PUSU- Member, 21. Treasurer, PUSU- Member) are requested to present in scheduled place, date and time.

Memo No.: 177(b)/UE

Date: 11/07/2019

Copy to: 1. All Head of Department, Patna University, Patna, 2. All Director of Institute of Patna University, Patna, 3. Principals, Patna College/Patna Science College/B.N. College/College of Arts and Crafts, Patna, 4. All Officers of Patna University, Patna 5. Personal Assistant to the Vice Chancellor, Patna University, Patna for information, 6. In charge, P.U.C.C., P.U., Patna: for upload of NIT on the website ([www.patnauniversity.ac.in](http://www.patnauniversity.ac.in)). Approval of the same has been taken in concerned file, 7. Mr. Manoj Kumar Mahto, Draftsman Gr-2, Works Department, Patna University, Patna.

Sd/-  
University Engineer  
Patna University, Patna



**TENDER DOCUMENT FOR**  
**EMPANELMENT OF AGENCY FOR RUNNING**  
**MESS IN HOSTELS OF COLLEGES OF PATNA**  
**UNIVERSITY, PATNA AND HOSTELS OF**  
**PATNA UNIVERSITY, PATNA**

**(JULY 2019)**

**MESS PROVIDED FOR FOLLOWING BOYS HOSTELS:**

<b>Sl. No.</b>	<b>Name of the Hostels</b>	<b>No. of Seat</b>
	<b>P.G. Hostels</b>	
1	Hathwa Hostel, Ranighat	136
2	PG Hostel, Ranighat	52
3	PG Hostel No. 1, Saidpur	98
4	PG Hostel No. 6, Saidpur	98
	<b>Law College Hostel</b>	
5	Law College Old Hostel, Ranighat	52
	<b>Patna Science College Hostels</b>	
6	Newton Hostel	50
7	CV Raman Hostel	70
8	Ramanujan Hostel	30
9	Cavandis Hostel	88
10	Faraday Hostel	70
	<b>Patna College Hostels</b>	
11	Minto Hostel	96
12	Nutan Hostel	72
13	Iqbal Hostel	72
14	Jackson Hostel	72
	<b>B.N. College Hostels</b>	
15	Main Hostel, B.N. College Campus	302
16	Saidpur Hostel No. 5	98
	<b>College of Arts &amp; Craft</b>	
17	College of Arts & Craft Hostel	8

**BID DOCUMENT**

<b>Cost of Tender Paper</b>		
DD No.	Date	Amount
		₹ 5,000/-
<b>Earnest Money Deposited(EMD)</b>		
DD No.	Date	Amount
		₹ 20,000/-
		₹ 20,000/-
Registration no. (If registered with MSME/NSIC):		

**Bid should indicate following information along with the self-attested photocopies of supporting documents:**

**Choice for running of Mess: (i).....Hostel**  
**(Maximum two hostels) (ii) .....Hostel**

**1. THE FIRM**

- a) Name(As per GST Registered)\_\_\_\_\_
- b) Registration No of firm \_\_\_\_\_
- c) Address of Office at Patna \_\_\_\_\_
- d) Contact Person's
  - i) Name & Design. \_\_\_\_\_
  - ii) Address \_\_\_\_\_
  - iii) Tel No. Landline \_\_\_\_\_ Mobile \_\_\_\_\_
  - iv) Email ID \_\_\_\_\_

**2. Type of Firm** : Proprietorship/ Private Ltd./Public Ltd./ Cooperative/ NGO/PSU (Please tick and enclose copy of Memorandum/ Articles of Association/ Certificate of Incorporation) As per GST Registration  
\_\_\_\_\_ enclosed. (Pl. specify)

**3. PAN** : \_\_\_\_\_ enclosed. (Pl. specify)

**4. GST** : \_\_\_\_\_ enclosed. (Pl. specify)

**5. Food License No. and validity:** No. \_\_\_\_\_ Validity: \_\_\_\_\_.

**6. 3 years return file:** FY 2018-19- Gross Value \_\_\_\_\_ Tax Deducted \_\_\_\_\_.  
FY 2017-18 Gross Value \_\_\_\_\_ Tax Deducted \_\_\_\_\_.  
FY 2016-17 Gross Value \_\_\_\_\_ Tax Deducted \_\_\_\_\_.

**7. Experience certificate of similar work:** Value: ₹ \_\_\_\_\_ completion of year: \_\_\_\_\_.  
Name of Govt. Org./University: \_\_\_\_\_.

Signatures of authorized person

Name \_\_\_\_\_

Designation \_\_\_\_\_

## PRICE BID

### MESS MENUE RATE

दिन	दोपहर समय: 12:30—14:30	रात समय: 20:00—22:00	निर्धारित अधिकतम दर	एजेंसी का दर
सोमवार	चावल, दाल, सब्जी या भुजिया अथवा चावल, दाल, सब्जी अंडा करी(दो पीस)	रोटी, सब्जी, सेवई या खीर	₹ 2750 /— प्रति माह (इस मूल्य से अधिक मूल्य भरने पर निविदा अस्वीकार किया जायेगा)	₹ ..... प्रति माह
मंगलवार	चावल, दाल, पापड़, चोखा	कास्टर पुरी छोला		
बुधवार	मुर्गा(150 ग्राम), चावल, सलाद अथवा मटर पनीर, दाल, चावल, सलाद	रोटी, सब्जी, मीठा, या खट्टा चटनी		
गुरुवार	दाल, चावल, बजका, सब्जी	पुरी, राजमा, चटनी		
शुक्रवार	मछली(125 ग्राम), चावल या चावल, मटर पनीर, दाल	रोटी, सब्जी, सेवई या खीर		
शनिवार	खिचड़ी या चावल, दाल, सब्जी, फ्राई भुजिया	रोटी, सब्जी, चटनी		
रविवार	चावल, मुर्गा(150 ग्राम), या मटर पनीर, चावल, दाल	सत्तु भरी रोटी, चोखा		
सुबह समय: 7:00—9:00	प्रतिदिन सुबह चाय के साथ ब्रेड या चने का घुघनी एवं चिवड़ा भुजा हुआ या पराठा या पुड़ी भुजिया या छोला या पोहा इत्यादि			

**Note :-**

1. Only reputed cooking material should be used in consultation with the Mess committee of Patna University or Hostel Superintendent of the Hostel.
2. The Licensee will keep the items hygienically neat and clean wrapped in see through fresh bags.
3. **One vendor can option for maximum two hostels.**

Sign. \_\_\_\_\_

Name \_\_\_\_\_

Address with (with Seal/Stamp) \_\_\_\_\_

**TERM & CONDITIONS FOR**  
**EMPANELMENT OF AGENCY FOR RUNNING MESS IN HOSTELS OF COLLEGES OF**  
**PATNA UNIVERSITY, PATNA AND HOSTELS OF PATNA UNIVERSITY, PATNA**

1. That the authorized food licensee holder shall run the Mess for the benefit and use of the students of the Hostels of Colleges of Patna University and Hostels of Patna University, Patna **(work awarded maximum two hostels each agency)**
2. That the licensee shall bear all the expenses for running the said Mess and the licensor shall not in any manner be liable to reimburse the expenses so incurred.
3. That the licensee shall keep the Mess open and render all the necessary services, sale of eatables, tea etc. from 7:00 AM to 10:00 PM for on all normal working days and on Sunday and other holidays, if so desired by the licensor
4. That the licensee shall serve the supply for sale of articles as mentioned in the schedule of items or any other articles which may be decided subsequently by the officer authorized by Patna University, Patna at the rates specified by the Mess committee to the licensee.
5. That, the furniture, i.e. chairs, tables and electrical equipments and other cooking equipments shall be provided by the licensee. If any loss is found to any inventory the licensee shall make good of such loss best the same shall also be recovered from the Security Deposit.
6. LPG cost shall be met by the contractor.
7. **That the licensee shall deposit a sum of Rs. 20,000 as interest free Security Deposit per Hostels which are licensee chose(maximum two hostels) in the shape of DD which will be refunded on the expiry of the contract.**
8. That the licensee shall run the mess on lease and license basis. In event of the services rendered by licensee being found unsatisfactory by the licensor, the contract is liable to be terminated after one month notice and the same be formal.
9. That the licensee shall not sublet the premises of Mess for any purpose to anyone else nor shall transfer its rights to any other person's.
10. That licensee shall keep the premises neat and clean.
11. The licensee shall charge for the various items at the rates quoted in the schedule annexed and as approved by the Mess committee or the licensor. The licensee will charge the same approved rates from the students.
12. Rates list must be displayed by licensee at proper place in Bold Letters.
13. That the licensee shall not be entitled to use the accommodation allotted by the licensor for any purpose or business other than running a mess.
14. That the licensee shall not use the name of the P.U. Mess in the business dealings with other persons or traders with whom he may have business relations for procuring various articles of the Mess.
15. The licensor shall not be responsible for liabilities of licensee if any/whatsoever incurred by the licensee for running and maintaining the Mess.
16. **This contract, if awarded, will be valid for a period of six months** from the date of award and the same can be extended further on mutual consent as per the discretion of the P.U. administration.
17. For Mess licensor should have to take their own electric connection.

18. Earnest money of Rs. 20,000/-only for Empanelment of agency for Running of Mess in the Hostels of College of Patna University and Hostels of Patna University, Patna along with the tender form duly signed and completed should be deposited through demand draft/Banker's Cheque in favour of "The University Engineer, Patna University, Patna, payable at Patna.
19. The tender without earnest money will not be accepted.
20. The earnest money of unsuccessful tenderer will be refunded in due course of time without any interest.
21. If required under the rules, Possession of valid license under Food Adulteration Act 1954 and MOD Act 1957 may be submitted along with tender form or undertaking to obtain the same within three months may be furnished. The responsibility for the same shall be totally on the part of the licensee.
22. The tender will be opened in the presence of the tenderers or their representatives who which to be present at scheduled date and time in the office of the Registrar, Patna University, Patna in presence of Mess Committee of the Patna University, Patna.
23. In case is declared a government holiday, the tender will be opened on the next working day at the same time and venue.
24. **Selection will be done on the basis of experience, turnover and bidding lower than ₹ 2,750/-**
25. **Empanelment of lowest bidder will be done and the work will be awarded to agency with lowest rate and satisfactory/quality report of the committee.**
26. If any **complaint found during functioning of Mess regarding quality** of items of menu then the work will be allotted to second lowest agency within the notice of 30 days.
27. **A penalty of Rs. 200/- will be imposed on the licensee for each day** of closing of Mess. If Mess remains closed for a week continuously, this agreement is liable to be cancelled and the licensee shall be required to vacate the premises within 48 hours as per directions of P.U. authorities.
28. The licensee will vacate the Mess and hand over the possession of the premises on the expiry of this contract. If Mess is closed due to any reason under the order of P.U. administration, then licensee will have to vacate the premises within 48 hours after receiving the notice thereof. If licensee fails to vacate the Mess premises on stipulated date or on direction then damage charges for the overstay at the rate of Rs. 500/- per day will be recovered from licensee out of the security money. If security deposit is insufficient to recover damage charges then the same will be recovered through the court of law.
29. Security Money of the licensee will be forfeited in case of breach of any conditions stipulated herein.
30. For any dispute regarding quality/service and rates, the decision of P.U. authority shall be final and binding to the licensee.
31. The terms and conditions mentioned herein shall be considered as a part of the agreement to be executed by the agency.
32. The licensee shall be required to sign an agreement on the non-judicial stamp paper of Rs. 1000/- mentioning therein the terms and conditions of the contract. The expenses on this account will be borne by him/her.
33. The P.U. authority will not be bound to award a contract to the lowest bidder considering the cost factor.



34. The decision of The P.U. authority shall be final.
35. The contractor shall supply his two passport size photographs and one attested photocopy of the voter identity card or other proof of residential address.
36. The P.U. will not be responsible for any injury or loss of life of personnel's deputed by the contractor which may take place in course of their employment.
37. In case, the contractor to whom the contract is awarded, fails to accept the offer, P.U. shall have the right to forfeit the earnest money deposited by the contractor and any loss occurred due to the non execution of the contract can also be recovered from the contractor as decided by the P.U. authority. No correspondence in this regard will be entertained.
38. **The quotation would be valid for a period of six months** subsequent to the date on which tender box is opened.
39. If any personnel engaged by the licensee is found indulged/indulging in illegal and intolerable activities is to be handed over to the police or any other administrative action as deemed to be fit against the licensee will be taken including termination of the contract with immediate effect.
40. No child labour shall be deployed.
41. The P.U. reserves the right to accept or reject any or all tenders without assigning any reasons thereof.
42. P.U. shall not be responsible for any credit amount due from the Mess contractor to any person(s) in respect of food stuffs supplied/ or otherwise. Credit sales, if any, affected by the Contractor will be at his own risk and responsibility and P.U. will not be in any way responsible for the recovery of such arrears in these transactions.

**(Signature of the tenderer with seal/stamp)**

### **UNDERTAKING**

I have carefully gone through the contents of the tender document and I undertake to abide myself by all the terms and conditions set forth.

Sign. \_\_\_\_\_  
Name \_\_\_\_\_  
Address with (with Seal/Stamp) \_\_\_\_\_