



GOVERNMENT OF MADHYA PRADESH

OFFICE OF THE CHIEF EXECUTIVE OFFICER
SANT SHIROMANI RAVIDAS GLOBAL SKILLS PARK, BHOPAL

DEPARTMENT OF TECHNICAL EDUCATION, SKILL DEVELOPMENT AND EMPLOYMENT
GOVERNMENT OF MADHYA PRADESH

Providing Mess & Catering services for the Hostel and Campus of
SSR GSP, HAZRAT NIZAMMUDIN COLONY ROAD NARELA SHANKRI
BHOPAL- M.P.462022

Tender No. : RFP No.07/SSR GSP/Catering Services/2024-2025

TENDER

Providing Mess & Catering services for the Hostel and Campus of SSR GSP, HAZRAT NIZAMMUDIN COLONY ROAD NARELA SHANKRI BHOPAL- M.P.462022

Request for hiring of Agencies for providing Catering and Mess Service.

Important Dates:

Item	Description
Date of issue of Bid document	10/10/2024
Pre-Bid written queries by e-mail/post only.	15 /11/2024
Pre-Bid Meeting	16/10/2024 at 3:00 PM in Meeting Hall SSRGSP, Bhopal
Pre-Bid Clarification on website/e-Tender only.	21 /10/2024
Start date and time for submission of bid	21/10/2024, 15:00hrs
Last date and time for submission of bid	04/11/2024 up to 15:00 hrs Online on https://mptenders.gov.in
Opening of Technical bid online	05 /11/2024.at 15:00hrs
Price bid opening date and time	Would be communicated to technically qualified bidders
Cost of bid document (Non-refundable)	Rs.5900/- Including GST.
Earnest Money Deposit (EMD)/Bid Security	Rs.50,000/-
Bid Validity Period	120 days from the date of opening of bid.
EMD Validity Period	165 days from the date of Bid Submission.
Performance Guarantee Value	Bank Guarantee of 3 % of contract value submitted by successful bidder before signing of agreement.
Performance Guarantee validity period	2 Months beyond the contract agreement.
Contract Period	2 Years (This can be extended for another 1 Year, subject to the agreement of both parties.

Introduction:

SSRGSP, Bhopal is establishment of internationally recognized Technical Vocational Education and Training (TVET) in India and increase the employment and income prospects for youth in Madhya Pradesh. SSRGSP Having capacity of 600 students in Three blocks.

1. **Objective of Hiring:-** eligible Catering/Food Service agencies as per Terms of Reference mentioned in this document The Interested Agencies should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.
2. Interested agencies are required to furnish the information/documents as per the format given under Annexures (Eligibility Criteria)
3. **Duration:** Empanelment of agencies is for a period of 03 year from the date of issuance of letter of empanelment.
4. Agencies will be empaneled based on meeting eligibility criteria under this EOI. For any assignment SSRGSP will share the Scope of Work separately with L1 agencies to seek quotation/proposal.
5. During the contract period, agencies must inform this institute when agencies undergo material changes (internal or external) that can impact the obligation.
6. **CEO, SSRGSP** reserves the right to reject any or all the proposals submitted in response document at any stage without assigning any reasons whatsoever also reserves the right to hold or withdraw or cancel the process at any stage under intimation to the applicants who submit the response to work.
7. Agencies who fulfill all the eligibility criteria as mentioned in Annexure-I,II,III and interested in this assignment as per Terms of Reference may submit their application in the prescribed format along with relevant documents as per instructions in Annexure -III or before last date and time of submission.
8. No proposal with improper subject line will be considered.
9. Proposals must be submitted in English only.

Tender is invited for mess and canteen arrangement in hostels of Bhopal campus. Contractors having experience to run should submit their rates in sealed cover.

This tendering document is for the process of selecting catering contractors for the mess and canteen on the campus. The terms and conditions on which the contract is to be awarded are given in the following pages and are divided under the following headings:

***TERMS AND CONDITIONS ALONG WITH RESPONSIBILITIES OF CATERER. -**

The general structure of the menu-(Cyclic weekly Vegetarian food subject to availability of the supply)
Proforma for Technical and Commercial Bids .
Menu-As an example attached here with.

Prospective bidders are encouraged to attend this meeting, however, not mandatory. The deadline for submission of technical and commercial bids, containing documents stated in the latter part of this tender document, along with an EMD of Rs. 50,000 (Refundable) & Tender Rs.5900/- Including GST. (Non Refundable) is at <https://mptenders.gov.in>. 5.00 PM. A DD draft of this amount should be made in favor of CEO SSRGSP payable at Bhopal. The EMD amount will be refunded to unsuccessful bidders at the time of the award of the contract.

Address for submission of the bids is:

**Chief Executive Officer
SSR GSP
HAZRAT NIZAMMUDIN COLONY
ROAD NARELA SHANKRI BHOPAL- M.P.462022**

Please note the following conditions:

- A. No bid below Rs. 150/per day or 4500 per month - (including GST) will be accepted for the Hostel mess (including All Breakfast, Lunch, High Tea, Dinner) so that quality of food and hygiene will not be affected or compromised. In case of a tie, the priority order will be selected based on a technical evaluation report.

Technical and financial bids must be submitted in sealed envelopes. Interested caterers should submit a technical bid and financial bid should be submitted for hostel.

The technical bids will be opened on 05/11/2024.at 15:00hrs.

TERMS AND CONDITIONS ALONG WITH RESPONSIBILITIES OF CATERER

The Mess in each of the hostels consists of a kitchen and a dining hall. The important terms and conditions are listed below:

1. Legal Terms are as follows

- A. The Contract Agreement would be for a period of twelve months and subsequently, may be renewed for an additional period of one year or part thereof, subject to satisfactory performance. The maximum period of contract will be for 02 +1 years. The contract is extendable for another one year maximum after the initial 03 years contract is over.
- B. After 30 days of operation the caterers will be evaluated.
- C. Within 15 days of execution of the agreement, the caterer will be required to provide a Bank Guarantee of Rs. 1 Lakh. This Bank Guarantee should be from a Government/Private Nationalized bank and will be held against default in performance and violations of terms and conditions against per month advance food payment However this Bank Guarantee shall be effective for a period of 36 months as per contract period with extended claim period of 6 months. In case of renewal of the agreement, the bank guarantee should be renewed as per extended/renewal work period.
- D. The catering contractor has to pay a Rent of Rs, 20,000/- Per Month.
- E. Electricity shall be provided free of cost.
- F. Contractor must submit all necessary statutory documents, as stated in the latter part of this document.
- G. If All the students are taken out for any activities by the Admin, the food amount will not be taken for those days, subject to mutual consent with Head of the Mess Representative. Meal fee will not be charged if (75%) students are not present during worship holidays, summer vacations, winter vacations, semester breaks declared by the campus.
- J. In the event of award of the contract, the contractor should register themselves with the Regional Labour Commissioner (Central), Bhopal as a contractor under the Contract Labour Regulation Act and obtain a Labour License and complete all required formalities.
- K. The Caterer is being provided space and other facilities to run his business on the campus, in a specific hostel. Therefore, the relationship between the Caterer and the Institute/Hostel is that of a licensor and licensee and not of a Principal Employer and Contractor.
- L. The per day per student rate may be revised by a maximum of 5% or based on the percentage increase in the Consumer Price Index, whichever is lower, during the term of renewal. This exercise will be done by the respective Hostel Council before the decision of renewal.
- M. **The Caterer should obtain, within one month of award of work, the necessary license from FSSAI (Central) and BMC to run a food outlet, at the address of the respective Hostel.**

* There are 4 Bid components. Monthly mess charges will have 60% weightage rest all will have 20% weightage each while for deciding lowest bidder weightage of each component will decided by lowest bidder

*Mess Charges per day/ per person for Inclusive of all taxes. (In Rs.)- Annexure-I (20% weightage in deciding Lowest Bidder)

* Mess Charges per day/ per person for Inclusive of all taxes. (In Rs.)- Annexure-I (40% weightage in deciding Lowest Bidder)

Menu - Annexure-II

Conferences, Seminar, Meetings – High Tea, Lunch/Dinner, Buffet Items (20% weightage in deciding Lowest Bidder)

Annexure-III All day Dinning Menu
(20% weightage in deciding Lowest Bidder)

2. Labour Laws and regulations:

- A. The caterer should adhere to all the labor laws of the land. which include the Minimum Wages Act, stipulated work hours, bonus payments, issue of salary slip, experience letters, ID cards, Gate Pass, and other such acts which are applicable. **Penalty** may be enforced on the caterer for not following the guidelines and a complaint be registered against the Caterer.
 - B. The caterer should ensure that the payment is made to the laborers as per the Minimum wages act. EPF and ESI facilities must be provided to the workers and proof of doing so must be submitted to the hostel on a monthly basis to the Finance Dept of the Institute to verify in case.
 - C. The Caterer shall not employ child laborers. Upon violation of this requirement, legal action would be taken.
3. The caterer will make all arrangements for their workers to stay outside campus (if possible). Only the required number of workers for the early morning operations will be allowed stay in the dormitory/workers/staff room.

Infrastructural and equipment related terms:

- A. Major civil and electrical works will be attended SSRGSP, Bhopal Campus. Minor maintenance jobs such as replacement of light bulbs, tube lights, etc. are the responsibility of the catering contractor.
- B. Kitchen equipment, cooking gas bank and dining hall furniture, service Counters, cooking utensils, crockery, cutlery, equipment, fittings, fixture, furniture etc, will be provided by SSRGSP, Bhopal Campus / Hostel. Upkeep of all items provided by The SSRGSP, Bhopal Campus / Hostel Mess will be the sole responsibility of the caterer.
- C. Refilling of cooking gas cylinders provided and procurement of good quality provisions and other Consumables are the responsibility of the caterer.
- D. Security of licensed premises is the responsibility of the catering contractor.
- E. Maintenance of kitchen equipment will be covered to the scope of service contract entered into by CEO, SSRGSP Bhopal Campus with equipment suppliers, but catering contractors should inform service contractors of maintenance requirements. Additional expenses on repairs and maintenance of equipment, if any, shall be borne by the caterer, once.
- F. Any damage to the cooking equipment, gas pipeline, etc by the caterer team, will be recover in the same months.
- G. Caterer is supposed to take care of all the utensils and equipment handed over to him by the hostel. The mess manager/ caterer is responsible if anything is stolen or taken by any student without permission.
- H. Suitable fines will be imposed for damage to the civil and electrical infrastructure in the mess area by the catering staff. Strict actions/fines as necessary will be taken for violations related unauthorized entry, alcohol and band items within the hostel premises.
- I. No accommodation, except a changing/resting room, will be provided to the workers of the caterer in the mess.

4. Contract terms and conditions:

- A. Only those caterers who have an establishment in Govt body e.g. IIT/AIIMS/NVS/IIM large private Hospitality business or fully residential schools etc. (within a state) shall be considered.
- B. The caterer should preferably have experience of catering in a registered establishment/scheme of a minimum of 300 Students Approx. (meals per day).

5. Issues related to Hygiene in the Mess and the Kitchen:

- A. Cleaning and Housekeeping of the kitchen and dining area will be the sole responsibility of the caterer. Inspection will be conducted by Institute **and if not satisfied, penalty may Imposed** on every event.
- B. Cleaning utensils, cutlery, crockery, kitchen equipment, furniture, and mess water cooler is also the responsibility of the caterer. The highest possible standards are expected in this regard.
- C. All possible measures must be taken to ensure hygiene in the kitchen and mess. These include the provision of ample Liquid soap for hand washing at the basin, clean towels to clean hands, hand gloves for mess workers who handling direct or serving food head caps for mess workers, and other measures as advised by the council. Maintaining soap for hand washing at the students' washbasin is also the responsibility of the caterer. It is the responsibility of the caterer to keep the kitchen and mess area clean all times.
- D. Highest levels of hygiene must be maintained in the mess workers' toilet, with provisions for soap, towels, etc.
- E. Mess workers should be provided the necessary training so as to maintain the highest possible standard of hygiene, as is expected.
- F. CEO/SSRGSP, Bhopal Campus / Hostel would reserve the right to check on cleanliness and upkeep of premises and quality of provisions, and quality of the food.

6. No price hike will be provided to Caterer for any reason during the entire duration of the Tender Contract above or revision of the rate of taxes by the appropriate Government from time to time.

7. Services to be provided in the mess:

- A. Contractor must implement and follow the System.
- B. The contractor should keep a separate counter for extras. The menu and suggestive prices for the extras in different meals is available in SAMPLE ANNEXURE. The final decision on the rates, however, may be decided in consultation with the Hostel Mess Council.

RULES PERTAINING TO THE DAILY FUNCTIONING OF THE MESS

Timings for the mess:

Actual timing will depend upon the decision of the respective Mess Council and the caterer would be obliged to adhere to the council's instruction regarding it. Following is a tentative timing.

Meal	Weekdays
Breakfast	7:30hrs to 9:00hrs
Lunch	13:00hrs to 14:00hrs
Evening High Tea	16:30hrs to 17:00hrs
Dinner	20:00 hrs to 21:30hrs

GENERAL STRUCTURE OF THE MENU- Annexure-I

The following is the general structure of the menu. The detailed sample menu is provided As under.

Breakfast- 7:30 AM to 9:00 AM

- Indian dish/Adequate Toasted Bread with butter, jam, and ketchup
- Adequate Tea and Coffee.

Lunch-13:00hrs to 14:00hrs

- Unlimited plain Rice on all 7 days as mentioned in menu (Veg biryani/ lemon rice/ jeera rice/rice etc.
- Unlimited Chapati (with and without Ghee)
- Adequate Dal
- One unlimited vegetable sabzji
- Adequate Salad and pickle
- Fried Papad/ Roasted papad- 2 days a week
- Fryums/ *Chutney* as mentioned in the menu.
- Curd/*Raita*/Lassi/Chaas/Rasna/Nimbu Pani/Jaljeera/Kokum/Aam Panna as mentioned in menu

Evening Break -16:30hrs to 17:00hrs

- One snack item/Adequate toasted white bread with butter, jam, and ketchup. should be served
- Adequate Tea and Coffee to be served on all 7 days of the week

Dinner-20:00hrs to 21:30hrs

- Adequate plain Rice on all 7 days as mentioned in the menu (i.e. Veg biryani/ Lemon rice/ jeera rice/rice etc.)
- Adequate Chapati (5-6)
- Adequate Dal
- One Adequate vegetable sabji
- Sweet Dish (minimum in a week)

:

1. Adequate Salad will be provided during lunch. It will consist of lemon, green chilies (both raw and fried). Either tomato or onion must be there in the salad. It will also contain any two of the following in every meal: cucumbers, beetroots, carrots, and radish except when Groundnut, Corn, Sprouts, Minced or Cabbage Salad is being served.
2. The composition of a vegetable item should be good.

3. Special chutney and Sambar should be served with all South Indian dishes (like idli, dosa, etc.)
4. *Raita* is served when dishes like Biryani are served. Plain rice can be served in addition when there is biryani or pulav.
5. Ketchup, Butter, Jam Curd and *Chutney* can be provided along with (when required)
6. Food should be served and maintained warm at all times.
7. Cleanliness of the dining area to be maintained by the caterer at all times.
8. Curd to be served with Parathas at all times.
9. The dishes/items with their frequency is given below:

Dish/ Item	Minimum Frequency
Paneer	Twice a week
Adequate Chaas, Mahi, Lassi, Curd or any similar items as on demand.	Twice a week
Banana OR other fruit is to be served in breakfast.	Daily bases.

Other Rules: -

1. Jain Food and Boiled Food should be served as per requirement **with prior notice**.
2. The use of *monosodium glutamate* (Ajinomoto) is strictly prohibited. Coloring agents known to cause health effects are strictly prohibited from use. Any items prohibited under the tender agreement should not be kept in the hostel mess or premise.
3. A sufficient number of counters, should be operational.
4. A list of management or supervisory positions must be given by the caterer, which states the name of person whom should contact for a particular issue in the mess. This list should be maintained formally and to be given. Any changes in these positions should be told beforehand unless there is an emergency.
5. Caterers should maintain a **complaint and suggestion register and complaint** should be responded to by taking corrective measures in consultation.
6. Catering services for the institute and any other events held within the premises of the hostel may be undertaken only after obtaining written permission from the department, at least three days prior to the event.
7. Coupons for guest meals and extra items will be sold to the customer either on the basis of the requisition of a resident of the hostel or against cash payment for the same to the caterers. The price of the same shall be decided.
8. Caterers should use fresheners regularly in the mess dining, kitchen and washing area to avoid foul smell.
9. No stale (fresh, items used in a meal) items should be found in a mess after 12hrs hours of its preparation. **Fine will be imposed as decided by the mess council & Authorized SSRGSP.**
10. A bifurcation of prices of each meal should be done and shared.

Caterers should be FSSAI approved or any Rules dealing with Hotel/Restaurant Business of Govt.

Eligibility Criteria:

The applicant should submit valid and relevant documents against each criterion to meet the eligibility for empanelment.

S N	Parameters	Documents to attach with each
1.1.	The Bidder shall be a Company, Partnership firm, or Proprietorship and must be a Registered legal entity in India, in existence from last at least 3 years from the date of publishing of the tender	<ul style="list-style-type: none">• Certificate of Incorporation• Registration for GST• PAN• Medical Fitness certificate of the staff working in the Team.
1.2.	Bidder should have successfully executed at least catering/mess/food assignments of Central/State Govt. Organizations or Schemes/ Public sector banks/ In any Government Schemes (as a vendor/partner/third party food supplier under scheme) of at least INR 75 Lakhs for undertakings, in last 3 years ending 31st March 2024	Enclosed the documentary proof, such as MOU/agreement/ work order/bank Statement for amount received from Government fund/scheme
1.3.	The Bidder shall have an average minimum annual turnover of at least INR 25 Lacs from Catering Services/mess/Canteen in Government Schemes (as a vendor/ partner/ third party food supplier under scheme) in the last 03 financial years. (2021-22, 2022-23, and 2023-24)	Enclosed the CA Certificates with UDIN. Bank Statement for amount received from Government fund/scheme with supporting MOU/Agreement/Work Order
1.4.	Compliance related to Municipal Corporation/ Heath License to serve food/ License from Department of Food Safety, Govt. of state, FSSAI shall be the obligation of the supplier (whichever applicable or when applicable).	Copy of License should be valid till the validity of the contract (at the time of MOU or when it is required on start of work)
1.5.	Bidder should have never been involved in any illegal activity or financial frauds. The bidder and its affiliates should not have been blacklisted by any Government Agency/Public Sector Undertaking/ Autonomous Bodies of Government/ Reputed Corporates for breach of applicable laws or violation of regulatory provisions or breach of agreement.	Undertaking on letterhead/self-declaration.

Bidder who will fulfill all minimum eligibility criteria with minimum rate quoted, only such bidders proposal will be presented in front of committee and committee will decide selection of final bidder. Submission of all the valid/legal documents in context to above table is mandatory.

Organization Details
[On the letter head of firm]

Name of the Firm	
Date of Incorporation of Firm (DD/MM/YY):	
Place of Incorporation:	
PAN Card No. <i>(Copy of PAN card to be attached)</i>	
GSTIN <i>(Copy of GST certificate to be attached)</i>	
Registered Address	
Turnover of past 3 years	2023-24 – INR 2022-23 - INR 2021-22 – INR
Telephone:	
Website:	
Concerned person's Name and Designation	
Mobile No:	
Email ID:	

Experience Details

To be submitted as a part of Eligibility Criteria Clause (Experience in Same/Different Scheme Any 2)

Assignment No:1	
Name of Client:	
Brief of Services/Product Provided:	
Location and Country:	
Name of Project:	
Year:	
Project Duration:	
Project Value In INR:	
Email id and contact detail of client	
Assignment No:2	
Name of Client:	
Brief of Services/Product Provided:	
Location and Country:	
Name of Project:	
Year:	
Project Duration:	
Project Value In INR:	
Email id and contact detail of client	
Assignment No:3	
Name of Client:	
Brief of Services/Product Provided:	
Location and Country:	
Name of Project:	
Year:	
Project Duration:	
Project Value In INR:	
Email id and contact detail of client	

Menu - Annexure-II

Conferences, Seminar, Meetings – High Tea, Lunch/Dinner, Buffet Items

An indicative list of items that would be required is listed below:

Sn	Elements	Details
	High Tea/ Snack Box	
1	Light High Tea – Rs 40	Tea/Coffee/Green Tea and Cookies/Waffers
2	High Tea – Rs 150	Cold Beverages Station, Hot Beverages Station, Cookies, Waffers, Snacks, dry fruits , Dessert, Counter
3	Light Snack Box – Rs 50	Juice-tetra pack /water bottle Samosa Or Kachori, 1 Namkeen / Waffers (with Box)
4	Snack Box – Rs 100	Juice tetra Pack, Samosa Or Kachori , Sandwich,1 Dessert,1 Namkeen / Waffers small packet (Good Quality Of Box) 250ml water bottle.
5	Water Bottles – Rs 6/10/20	Bisleri or equivalent 250/500/1000 ml Water Bottle
6	Water Dispenser – Rs 40	Bisleri or equivalent 20 L Water Jar
	Lunch / Dinner	Rs 200/-
	Thali	Premium Thali - (Dal, Dry Sabji,Paneer Sabji, 1 Sweet,Roti 5/Parantha 2/Naan 2,Salad, Papad,Raita)
	Buffet-veg	Rs 350/-
	Vegetables Items	Any 3 Items can be selected
1	Mattar Mushroom	
2	Bhindi Masala	
3	Mushroom-Do-Piazza	
4	Cheese Tomato	
5	Mix Vegetable	
6	Peas Korma	
7	Kadhi Pakora	
8	Gobhi Aloo Masala Veg.Hot	
9	Veg. Sweet & Sour Dum Aloo	
10	Veg. Manchurian /Palak Corn	
11	Shahi Paneer	
12	Palak Paneer	
13	Paneer Pasanda/ Palak Kofta	
14	Paneer Lababdar	
15	Paneer Butter Masala	
16	Paneer Bhujjiya	
17	Kadai Paneer	
18	Mattar Paneer	
19	Dal Makhani	
20	Yellow Dal Tadka	
21	Dal Panchratan	

22	Dal Fry/ Rajma Masala	
23	Dal Tadka	
24	Chana Masala	
25	Garlic Malai Kofta	
	Salads	Any 2 Items
1	Sprout Salad	
2	Papad/Achar	
3	Green Salad /Cucumber Salad	
	Raita	Any 1 Item
1	Plain Curd	
2	Boondi Raita	
3	Mint Raita	
4	Mix Veg. Raita	
	Breads	Any 3 Items
1	Tandoori Roti	
2	Puri / Kachori	
3	Naan / Missi Roti	
	Rice	Any 1 Item
1	Mix Veg. Pulao	
2	Fried Rice	
3	Peas Pulao	
4	Jeera Rice	
5	Plain Rice /Steam Rice	
	Desserts	Any 1 Item
1	Ice-Cream	
2	Kulfi	
3	Rasmalai	

S.	Elements	Any 2 Items
1	Sponge Rasgulla	
2	Kheer	
3	Moong Dal Halwa	
4	Gulab Jamun	
5	Jalebi With Rabri	
	Soup	Any 1 Item
1	Sweet Corn Soup	
2	Manchow Soup	
3	Hot & Sour Soup	
4	Cream Of Tomato Soup	
4	Manpower	
	Well Dressed Professional Waiters	In Each Counter, Dedicated Manpower For VVIP, gloves to be used by all staff.
	House Keeping (by the caterer)	Housekeeping Staff to Maintain Hygiene, Cleaning of The Dining Area
5	Cutlery	
	Cutlery	Bone China Quality Cutlery to Be Used, Dessert Cutlery, Main Course Cutlery, Or Better to Be Used
6	Tables	
	Clean Table & Table Covers with Decoration	Kitchen Table, Serving Tables Etc.
7	Kitchen Area	
	Designated Kitchen Area	Proper Masking of Kitchen Area

- The vendor may be allowed to sale pack snacks, Cold/Hot beverages on MRP of reputed brands
- Area will be provided to Operate & serve to the Officials/visitors etc, all items should be served
- In the Directors/Officers or Other site(s) as may be demanded.

Annexure-III

All day Dinning Menu

Sr.No	Items	Rates/Per piece /per plate (in rs)
1	Samosa/kachori(120gm)	15/-(per pc)
2	Phoha with Jalebi(150gm/50gm)	20(per plt)
3	Patties/Allu bonda(100gm)	15/-(per pc)
4	Veg Maggi(200gm)	20/-(per plt)
5	French Fries(150 gm)	20/-(per pc)
6	Aloo/Gobhi/ Veg Paratha – 2 Piece	30(per plt)
7	Lassi(200ml) sweet/salty	Rs.20/-
8	Mahi(200ml) salty	Rs.10/-
9	Tea(100ml)	Rs.10/-
10	Coffee (100ml)	Rs.15/-
7	Sandwich (Veg 2double slice with sauce-two full bread to be used)	Rs.20/-
Note-	All above item's should be served in disposable plats with Paper napkins. All payment will be collected by the vendor on direct bases.	

Terms & Conditions

1. **Proper food handling, storage, and preparation are essential. Ensure that staff is trained in food safety practices, and follows all local health department guidelines.**
2. Prepared to accommodate dietary restrictions, special requests, and changes to the menu or event Timeline.
3. **Maintain a clean and organized buffet area:** Keep your buffet area clean and organized, and dispose of waste properly.
4. **Label dishes:** Clearly label each dish with the name of the dish and any allergen information to ensure guests are aware of the ingredients.
5. **Monitor the buffet area:** Ensure that the buffet area is kept clean and tidy throughout the event, and replenish food and supplies as needed.
6. **Food should be served immediately after it is cooked.** If food needs to be held for more than two hours, it should be kept at the appropriate temperature.
7. **Ensure that you have enough cutlery available for all guests, plus some extra in case of unexpected guests. Use high-quality cutlery that is durable, easy to handle**
8. **Clean cutlery thoroughly:** Ensure that all cutlery is thoroughly cleaned and sanitized before use.
9. **Use separate serving utensils:** Use separate serving utensils for each dish to prevent cross-contamination
10. **Use tongs for self-serve stations:** Provide tongs for guests to use at self-

serve stations to prevent them from touching the food directly with their hands.

11. Keep cutlery separate from other utensils, such as serving spoons and tongs, to prevent confusion and cross-contamination.
12. **Label cutlery stations:** Clearly label cutlery stations so that guests know where to find the cutlery they need.
13. **Dustbins in different areas**
14. **Electric equipment like, fridge, cooler, mixture grander, cooking equipment Power extension cord, etc.**
15. New Food items can be added or remove with prior notice.

Letter Head of the Firm

Declaration

Date:.....

To whomsoever it may concern

I/We hereby solemnly take oath that I/We am/are authorized signatory and hereby declare that I / Our firm/ Agency/ Institute/Company/Organization do not face any sanction or any pending disciplinary action."

Further, it is also certified that our firm has not been blacklisted by any government or any other donor/partner organization.

In case of any further changes which effect of this declaration at a later date; we would inform accordingly.

Authorized signatory
(with seal)

**APPLICATION FOR CONTRACT FOR HOSTELMESS IS TO BE SUBMITTED TO THE
UNDERSIGNED ON SEPARATE SEALED ENVELOPE**

Proforma for the Technical Bid

Name of the Party: _____

1. Name(s) of the Proprietor(s)/Partner(s): _____

Contact : _____

Address: _____

3. Contact Number: _____ Fax: _____

Email Address: _____ Cell Phone: _____

4. Major establishment in/around office/Set Up Bhopal (If Any):

1. _____

Signature of the Proprietor(s)/Partner(s) or Authorized Representative

Date: _____ Name of the signatory:

Place: _____ Designation: _____

Stamp:

Information to be provided with the Technical Bid

1. Details of Experience of handling large institutional/corporate cafeteria/food outlets/Government Scheme: Current and Earlier (during last 3 years).
2. Any other pertinent information.

Documents to be provided with the Technical Bid

1. Establishment/Scheme where caterer has provided service in the past or present
2. Photocopy of the following documents:
 - a) Income tax return certificate last three years and PAN card copy
 - b) Registration Certificate
 - c) Balance Sheet of last 3 years
 - d) Partnership deed (If applicable)
 - e) GST certificates
 - f) Shop & Establishment Registration from municipality.

Note:- Catering/ food outlet (from FSSAI), & labor license can submit at the time of MOU or when applicable at the start of mess/canteen work.

Please note that bids without the information and documents mentioned above will be rejected without further consideration.

PROFORMA OF FINANCIAL BID

To,
CEO,
Sant Shiromani Global Skills Parks,
Bhopal,M.P.

Sub: catering contract for Hostel(s) CEO/SSRGSP, Bhopal Campus.

Name of the Party:

quotation for the mess of Hostel is: Rs_(In words: _____) with GST/taxes per day per student Rs. (In words: _____) with GST/taxes per Month per student In addition, all other applicable taxes as detailed below:

Sr. No.	Particular(s)	Rate (including all tax)
A1	(1) Mess Charges per day/ per person for Inclusive of all taxes. (In Rs.)- Annexure-I	
A2	(2) Mess charges per student (month/all meals including evening tea.)	
B	Catering Services for Meetings, conference Seminar, Events etc. Annexure-II (In percentage below or above) quoted percentage will be applicable for all the items.	
C	All day Dinning Menu. Annexure-III (In percentage below or above) quoted percentage will be applicable for all the items.	

We have read and agreed to Terms and conditions pertaining to mess tendering contract Rules pertaining to daily functioning of the mess.

Signature of the Proprietor(s)/Partner(s) or Authorized Representative

Date:-_Name of the signatory:

Place:-_Designation:

Stamp :-

SAMPLE (Cyclic food Menu): FOR HOSTEL MESS: -

Representative menus for hostel can be found in the following links.

Day	Breakfast	Lunch	Evening Brake Fast	Dinner
Monday	Aloo/Gobhi/Mix Vegetable Paratha – Qty. - 2 , Curd/Raita, Chutney/Pickle, Tea/Coffee	Seasonal Sabji, Dal, Chapati, Rice, Chhas, Salad, Chutney/Pickle	Vegetable Cutlet, Tea/Coffee	Chhole/Rajma, Dal, Rice, Chapati

Tuesday	Poha + Sev/ Upma/Dosa/ Idli Sambhar Banana , Tea/ Coffee/Milk	Dal,Chapati,M asala/Jeera/Le mon Rice, Seasonal Sabji ,Papad	Biscuit/Waffers/Toas t, Tea/Coffee	Veg/Malai Kofta, Chapati, Rice, Dal Makhani
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Wednesday	Sandwitch/Bread & Butter/ Bread & Jam/ Toast Bread, Pickle/ Poha, Tea/Coffee	Chana Masala Dry/ Kadi Pakoda, Dal Khichdi, Sada Puri/Roti, Boondi Raita, Papad	Samosa/Aloo Bada/Kachori , Tea/Coffee	Baingan Bharta, Tomato Carry , Dal, Rice,
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Thursday	Vegetable Biryani/Pulao/Chine se,Raita/Chutney Tea/Coffee	Veg Kolhapuri/ Aloo Gobi/ Matar Dry, Paratha, Jeera Rice, Dal, Salad	Veg Sandwitch /Sandwitch , Tea/Coffee	Paneer Sabji, Veg dry, Dal, Rice, Chapati
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Friday	Onion Tomato Uttapam/Halwa/Up ma,Sambar, Chutney, Tea/ Coffee	Corn Matar/ Kadhai Paneer/ Veg Tawa, Sprouted Dry Dal, Chapati, Rice , Papad	Vegetable Pakoda, Tea/Coffee	Veg Kofta/Soya Badi ki Sabji ,Dal, Jeera Rice, Chapati,
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Saturday	Paav Bhaji/Bada Pav/Burger Tea/ Coffee	Kala Chana/ Dum Aloo/ Gravy Sabji, Chapati,Rice,Dal, salad	Bread & Butter/Butter Toast/ Bread & Jam, Tea/Coffee	Chhole/Raj ma, Chapati, Dal, Rice
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Sunday	Idli /Masala Dosa/Upma/Bada Sambhar, Chutney, Banana, Tea/Coffee/Milk	Chhole Bhature/Puri Sabji, Chutney, Jeera, Rice, Salad, papad	Bhel Puri/Jhaal Muri/Papri/Mathri, Tea/Coffee	Roti/Puri, Pulav,Paneer ki Sabji, Kheer/Gulab, Jamun/Rasgulla
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