

क्षेत्रीय शिक्षा संस्थान, अजमेर

मैस में भोजन सेवार्यें प्रदान करने हेतु

ऑनलाईन निविदा दस्तावेज-2019

REGIONAL INSTITUTE OF EDUCATION, AJMER

NOTICE INVITING E-TENDER FOR MESS SERVICES

Regional Institute of Education, Ajmer intends to float open e -tender for Providing Mess Services , as per the details given below:

Name of work	For providing Mess Services in Ranjeet Guest House.
Date of e Publishing	10.09.2019 at 10.00 am
Document Download Start Date	10.09.2019 at 10.00 am
Start Date for uploading of Bids	10.09.2019 at 10.00 am
Date and Time of pre-Bid Meeting	18.09.2019 at 11.00 am in Room No. 102
Last Date for uploading of Bids	26.09.2019 at 11.00 am
Last Date and time of submitting Tender Fee, EMD and other documents at RIE, Ajmer	26.09.2019 at 05.00 pm
Date of Opening of Technical Bids	27.09.2019 11.00 am
Date of Opening of Financial Bids	To be intimated later to the bidders, who have qualified technical bid.
Tender Document Fee	Rs.1000/- Mode of payment - Off line (in form of a DD in favour of the Principal, RIE, Ajmer)
Earnest Money Deposit	Rs.1,00,000/-

	Mode of payment: Offline (In form of DD in favour of the Principal, RIE, Ajmer)
Bid Validity days	120 days (From last date of opening of tender)
Performance Security	Rs.2,00,000/- Performance Security is required to be submitted within 10 days from the date of issuance of work order
Email Address	rieajmer@yahoo.com

- For participating in the above e-tendering process, the bidder shall have to get them registered in e-procure and get User ID and Password. For any clarification difficulty regarding e-tendering process, please contact at 24 x 7 Help Desk Number on Toll Free Number 1800-233-7315.
- All bids (both Technical and Financial) should be uploaded in the **E-procurement portal (<https://eprocure.gov.in/e-procure/app>)**. No manual bids will be accepted.
- Bidders are advised to visit the RIE, Ajmer Web site for getting themselves updated for information on this tender. Corrigendum and addendum (if any) will be uploaded on RIE, Ajmer website and **E-procurement portal**. **Bidders are advised to visit web page and update themselves. Corrigendum/addendum are the part of tender documents and Bidders** are supposed to upload the same, duly signed as per the guidelines given in the tender document.

**Administrative Officer,
Regional Institute of Education,
Capt. D.P.Choudhary,
Pushkar Road,
Ajmer - 305004**

INSTRUCTIONS FOR E-TENDERING

1 Instructions for Online Bid submission:

- Bid to be uploaded in two parts i.e. Technical bid and Financial bid.
- Technical Bids should not contain any commercial details. Failure may result in rejection of the bid.
- Only authorized person should sign the tender/quotation/undertaking. His name, designation and address should be given in capital letters. Institute may not consider the tender unless and until all the documents are properly signed by the authorized signatory.
- All the columns of the quotation form shall be duly, properly and exhaustively filled in.
Quotations shall be only in figures.
- The quotations will be regarded as constituting an offer or offers open to acceptance in whole or in part or parts at the discretion of RIE, Ajmer
- The scanned copies of all the required documents must be uploaded with the bids.

2 Minimum Criteria/ Qualifications for Bidding:

Following are the minimum criteria/requirements for the bidders participating in the bidding process (Documents must be provided in support of the following otherwise Institute may not consider the tender)

S.No.	Criteria	Supporting Documents required
I	The bidder must be a proprietorship/ Cooperative society/ Company registered with Statutory Authority	Copy of certificate of registration
II	Bidder should have minimum of Five years' experience in running Mess/ Canteen/Food Court/ restaurant. The experience is to be counted from 01.04.14.	Copies of work orders and completion certificates/ satisfactory certificate issued. • Certificate of proof
III	The average annual turnover of the bidder from the Mess/Canteen/ Food Court / restaurant should be Rs. 2,50,000/- (Rs. Two Lakhs fifty thousand only) per year in the period during the last 05 financial years	Certificate from the Chartered Accountant and copy of audited balance sheets/P&L Accounts

	(2014-15, 2015-2016, 2016-2017, 2017-2018 & 2018-19). In this regard, the bidder should submit copies of audited Balance sheets including profit and loss accounts for the relevant financial years as above.	
IV	(a) Food Safety Certificate issued by FSSAI (b) GST No. (c) PAN No. (d) Registration No. (e) Proof of address (registered)	
V	The Tenders shall have to furnish the declaration that: (a) They have not been black listed by any Govt./Semi Govt./Private Institutes or any other organization due to any reason(s) (b) They are ready to get the catering capabilities inspected by the officer/committee of the Institute to judge the level of competency for undertaking the work. (c) The utensils/equipment required for the work is owned by the bidder. (d) They undertake not to object their disqualification on the basis of above declaration if found wrong and misrepresented.	

3 Registration

For participating in the above e-tendering process, the bidder shall have to get them registered on <https://eprocure.gov.in> and get User ID and Password. Class 2 digital signature is mandatory to participate in the e-tendering process

4 Preparation/ Submission of Bids

- Bidder should take into account any corrigendum published on the Portal regarding tender document before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please check the number of covers in which the bid

documents have to be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can only be in PDF or .xls format as required. Bid documents may be scanned with 100 dpi with black and white option.
- Bidder should log in to the site well in advance for bid submission and complete all formalities of registration (at least two days in advance) so that he/she upload the bid in time i.e. on or before the bid submission time.
- Bidder will be responsible for any delay due to any reason.

5 Instructions for Financial Bid/ BOQ

Bidder has to quote rent of mess building. the highest bid will be awarded work contract among the eligible bidders. Rate of food will be as indicated in bid documents by this institute, the same has no relation with BOQ.

6 Refund of EMD

- a) No interest will be paid on EMD amount.
- b) The EMD will be returned to unsuccessful Tenderer only after the Tender is finalized.
- c) Earnest money will be forfeited if the bidder unilaterally withdraws the offer, or unilaterally amends, impairs or rescinds the offer within the period of its validity.
- d) In Case of Successful Bidder, the EMD shall be refunded after submission of Rs 2 Lakh as Performance Security from a scheduled bank operating in India.

7 Acceptance/ Rejection of bids

Principal, RIE, Ajmer (Rajasthan) reserves the right to reject any or all bids offers without assigning any reason at any stage.

Principal, RIE, Ajmer (Rajasthan) reserves the right to take decision according to requirement and no claim on whatsoever ground shall be entertained from the bidder.

8 Performance Security

The successful bidder should be required to deposit Performance Security of Rs 2 Lakh within 10 days from the date of receipt of Purchase/supply Order. The Performance Security should be in form of a DD in the favour of the Principal, RIE, Ajmer to be valid for a period of 90 days beyond the date of completion of warranty period. Performance security **will be refunded at the end of the contract after successful compilation of the contract and clearance of all the dues.**

9 Risk Purchase Clause

In event of failure to supply the meals within the stipulated period, the RIE, Ajmer has all the right to procure the meals from the other source(s) on the total risk of the supplier under risk purchase clause. In addition to this any penalty may also be imposed on the bidder as may be decided by the Authority of RIE, Ajmer.

10 Evaluation of Bids

- If the date of opening of tenders happens to be a public holiday, then the tenders will be opened on next working day at the same time and place.
- A committee of RIE, Ajmer will evaluate the bids of all the bidders, both technically and financially.
- Conditional bids shall be summarily rejected.
- The bids shall be evaluated as per the following:
- Compliance to eligibility criteria: Compliance to the eligibility criteria specified in section “Minimum Criteria/ Qualification for bidding” of this tender document. Non- compliance of ANY eligibility criteria result would in disqualification of the bid.
- The Financial Bids of only the technically qualified bidders would be opened. The date and time of the opening of the Financial Bids will be intimated to the bidders who will qualify in technical bid. If there is **any change of date and time, the same shall be uploaded on <https://eproc.eprocure.gov.in>** No separate advertisement will be given in the newspaper.
- The bidder of the highest commercial bid would be awarded the contract. In case of tie, preference will be given to the firm having experience of working in educational institution. The decision of the Principal, RIE Ajmer will be final and comparative in all the cases to all bidders.

Note:

Where ever any document has been issued in vernacular language, its translated copy in English from the competent authority is also required to be uploaded.

Regional Institute of Education, Ajmer

Terms & Conditions

1. **Obligation of RIE**: Following facilities/infrastructure shall be provided by **RIE** to Caterer free of cost.
 - (a) Mess Dining Hall & Kitchen.
 - (b) Proper supply of water in the mess kitchen will be provided by the Institute.
 - (c) Similarly proper arrangement will be made by the Institute for cleanliness of the surroundings of the mess. However the cleanliness of the Mess Dining Hall & Kitchen shall be the responsibility of the contractor.
 - (d) Standard illumination equipment will be provided by the Institute in mess area however if any extra illumination or any extra electrical equipment is needed by the contractor, in that case the contractor will arrange the same by incurring expenditure on its own, for its proper use and maintenance.
 - (e) Furniture (tables and chairs) in the mess dining hall will be provided by the by Institute
 - (f) All the necessary civil, electrical and plumbing works required for the mess dining hall, kitchens and other Hostel places shall be done by the Institute but contractor shall be responsible for its upkeep and maintenance.
2. That the successful bidder shall be required to furnish a Performance Security by way of demand draft as mentioned in the tender document, in favour of Principal, RIE Ajmer payable at Ajmer. No interest will be paid on security deposit. The security deposit will be refunded to the contractor, after successful completion of the Contract after the clearance of all dues. The security deposit is liable to be forfeited wholly
 - (a) The standard, quality or quantity of food deteriorates during the tenure of contract.
 - (b) Any damage is caused to the building, equipment and vessels belonging to the Institute.

- (c) The tender declines to render services at the item wise rates agreed upon due to escalation in prices of raw materials or for any other reasons.
 - (d) Tenderer fails to fulfill any terms & conditions of the tender.
 - (e) An act of Mess runner/his/her staff considered as misconduct by this Institute.
3. The Contract would be for duration of one year (this period will start from the date mentioned in the work/supply order) extendable up to two year on the same terms & conditions, on the basis of satisfactory performance, of the contractor. The Contractor shall vacate the premises on the expiry of the period of contract or vacate the premises even before the expiry of contract (if the contract is terminated by the Institute before the expiry date of contract) unless the contract is extended/ renewed for another term period as decided by the competent authority of the Institute.
 4. Institute reserves the right to terminate the contract at any time if the contractor fails to comply with the terms & conditions of the contract. However, contractor may terminate the contract by giving one month notice in advance.
 5. The timing and the working days of Mess services will be regulated by the Institute.
 6. In case it is noticed that contractor is not complying with the terms and condition of the tender document. He/She will be issued warning by the Chief Warden to take correction measures within a period of 07 days. If no improvement is noticed then 2nd warning will be issued. Still, if no improvement is noticed, then second Warning letter will be issued. Still, if no improvement is noticed, then chief warden will forward the case to Principal for the termination of contractor.
 7. The contractor shall pay the electricity bill, for which a separate sub- meter has been installed. The rate of electricity shall be the same, which Institute will pay to AVVNL/TPADL. Concern office will generate the electricity bill and forward the same to the Accounts section for the recovery.
 8. Water supply charges @ Rs.1500/- will be recovered from the contractor.
 9. The Contractor should quote the proposed rent for mess building to be paid to RIE, Ajmer by him duly signed and dated. The same will be valid for the current academic year i.e. 2019-20.
 10. The eatables served by the Contractor should be wholesome and clean. In case of any rotten or substandard eatables penalty will be imposed by the competent authority on the recommendations of the Mess Committee.

11. The Cooks should know the preparation of North Indian food, south Indian food and continental food also.
12. The Contractor should provide sufficient number of cooks, waiters and other servants for delivering proficient services and would be liable for their misbehavior, misconduct or any other act of disobedience. Possession and use of Alcohols, tobacco products etc. will be punishable and will lead to the termination of tender. Engaging of child labour is strictly prohibited.
13. The Contractor must also ensure that the staff & waiters wear neat and clean uniform while on duty.
14. The standard menu table for Mess (Annexure I) should be strictly followed by the contractor. Any change from the menu table without prior permission will lead to the penalty. Mess menu may be revised as per the availability of raw material/ fresh/seasonal vegetable with prior permission to the Chief Warden.
15. Mess bidder or his representative manager is required to present in the mess when the food is served in the mess.
16. The contractor will be solely responsible for raising of the bills.
17. The bidder must put complaint register at the entrance of hostel mess which will be checked by hostel mess committee/Caretaker/Warden/Chief warden on regular basis.
18. The contractor is bound to follow the EPF and ESIC or any other labour law/ department provision/rules/instructions. He will submit the payment challans of EPF, ESIC on other concerned department to the Accounts Section monthly along with the copy of the attendance register of the employees through warden. He has to insure to engage labour as per GOI guidelines issued time to time.
19. Although, the following facilities shall be provided by the Institute, however, their maintenance and upkeep will be ensured by the contractor to the satisfaction of the competent authority of the Institute or body responsible to keep check on such issues:
 - Furniture for the seating arrangement
 - Proper lights and fans and electricity supply
 - Fly Catchers

The following arrangements will be made by the Contractor:

- Disposables (Biodegradable/recyclable only)
- Crockery etc.
- Serving utensils
- Cooking gas (Commercial only)
- Adequate manpower
- Utensils for cooking
- Refrigerator and Deep Freezer
- Any other facilities needed to ensure smooth functioning of the mess.

The bidder is solely responsible for the quality and hygienic of the food. If at any stage the quality or hygienic of the food is compromise, then the payment of that particular meal on that day will not be made on the recommendation of mess committee.

(Note: - In case of any additional requirements to run the Mess smoothly, these will be arranged by the contractor at his own expenses).

20. The Contractor shall be responsible for the reasonable care, maintenance, and safety of the premises, accommodation, furniture and other items provided by the Institute.
21. The Contractor shall be bound to keep the premises neat, clean and tidy at all times in accordance with the bye-laws of the Municipal Council/ committee Health department or any other government department's norms related to run mess. The Contractor will arrange sweeper for Kitchen and dining area.
22. Mess premises and storage units may be inspected by the committee constituted by the competent authority of the Institute at any time for checking hygiene, cleanliness and quality of eatables etc.
23. The Institute may call for the advice of the Local SMO/Authorities on matters of hygiene in the mess.
24. The Contractor shall not make any additions or alterations in the premises without the prior permission of the competent authority.
25. The security deposited by the Contractor according to the terms of Contract shall be refunded within 30 days after the expiry of the contract, upon production of NOC, and no interest shall be paid on the same.
26. If the contractor wants to discontinue the services then contractor will give one month prior notice to the administration of this institute.

27. The tenderer is to give declaration that:
- a) They have not been black listed by any Govt./Semi Govt./Private Institutes or any other organisation due to any reason(s).
 - b). They are ready to get the catering capabilities inspected by the officer/ committee of the Institute to judge the level of competency for undertaking the work.
 - c) The utensils/equipment required for the work is owned by the bidder.
 - d) They undertake not to object their disqualification on the basis of above declaration if found wrong and misrepresented.
28. The contractor should furnish the following particulars for consideration of tender quotation:
- Firm/Cooperative Society/Proprietorship etc. registration number if any (Photocopy)
 - Details of firm's bank account number.
 - PAN Card/
 - Documentary evidence regarding five years' experience of running Mess/ Canteen/ Food Court/ Restaurant.
 - Food Safety Certificate (FSSAI).
 - GST No. and or any other document applicable to running mess contract.
 - Copy of the Annual Accounts (duly audited by a CA)
29. The Contractor shall be responsible for fulfilling the requirement of all the statutory liability pertaining to various Labour Laws. In case of any violation is noticed, the Institute reserves the right to terminate the contract.
30. The Institute will not be responsible for any type of compensation, if any mess staff is injured/died while on duty. Personal Insurance of each mess staff has to be borne by the Contractor.
31. In case of failure or breach of any term and condition of the contract the Institute shall have:
- The authority to rescind the contract and
 - The right to forfeit the security.
 - Any other penalty may be imposed by the Institute authorities in case of any indiscipline or breach of contract by the contractor. (Decision of the competent authority shall be final).
32. The Contractor has to maintain attendance register of his staff deployed in the Mess.
33. The Tenderer shall ensure that the age of the workers deployed will be more than 18 years and shall comply all the statutory requirements.

34. The Contractor will not sub let the contract or any part of this to any other party or individual without the prior permission of the competent authority.
35. The contractor and his staff will make their own residential arrangement outside the premises of the Institute.
36. The RIE Ajmer reserves the right to reject any or all the bids without assigning any reason.
37. Government rules and regulations issued from time to time will be binding to the bidders.
38. Disposal of the Garbage will be the responsibility of the contractor.
39. It is brought to the notice of interested vendors/contractors that during the vacations in summer and winter there will be a very low number of students in the hostel for food.
40. The contractor will be liable to pay all statutory/non-statutory dues and penalties imposed by any authority of the State/Central Govt. for the work done by the contractor contact period.
41. Other eatables may be served with the permission of the competent authority as per the canteen rates.
42. Hygienic Cooking:
 - (a) Cooks will cover head.
 - (b) All cooking vessels and utensils shall be cleaned by boiling water or sterilized by steam. (Optional)
 - (c) Before cooking, raw material like pulses, rice etc. has to be washed properly. It shall be visually examined for any contamination.
 - (d) Cooked foodstuffs shall be always covered with lids.
 - (e) There shall be no contact of clothes of the cooks with the cooked food during cooking and service.
 - (f) The vessels containing cooked material shall not be kept on the floor.
 - (g) While cooking, exhaust system should be switched on.
 - (h) Only fresh refined edible oil shall be used and all care shall be taken for standard oil usage and quality of cooking oil as per ISI standards.
 - (i) There shall not be any spillage of cooked material/waste over the shelves, floor, tables etc.
 - (j) Proper strength of cleaning powder for efficient cleaning to remove oil and sticky material shall be ensured and thoroughly flushed with fresh running water for remnant alkaline removal on the dishes; plates etc. shall also be ensured.

- (k) Washed utensils may be sterilized by steam pressure if so required.
- (l) Clean and fresh duster/cloths shall be issued to cooks on daily basis.
- (m) Only commercial gas cylinder has to be used.

43. **Waste Management:**

- (a) Care shall be taken to use minimum amount of water required for cleaning and sterilizing to avoid the water wastage.
- (b) The garbage and waste disposal from the kitchens and the dining area shall be the responsibility of the contractor. All the transportation charges regarding waste and garbage disposal shall be borne by the contractor.
- (c) The solid waste shall be collected in drums/collecting bins to be kept at identified places.
Green Bins : For collection of organic/Bio-degradable wastes waste.
Red Bins : For collection and other re-cycle able waste.
- (d) The solid waste collected shall be transported by contractor to waste dumping yard. While transporting the waste from identified place to waste yard, care shall be taken to ensure that waste does not spill over during transit and the containers are properly emptied and cleaned.
- (e) Bio-degradable and kitchen waste collected from Green Bins shall be disposed of by composting, if so decided by the Institute otherwise it shall be got removed from the campus by the contractor at his cost. Packing paper, card boards, boxes stationery scrap, curtains, waste papers, cloth etc. shall be collected in a separate garbage bin. Polythene waste bags shall be collected compacted and properly disposed of. Oily dusters/cloths shall be kept in a separate container and shall be disposed of at identified place on regular basis by the contractor.
- (f) Drainage system below the water coolers shall not be obstructed by spillage of vegetables, waste edibles, grease polythene bags, dusters.
- (g) The contractor has to take care of all guidelines issued by GOI time to time under "**Swach Bharat Abhiyan**".

44. **Safety requirements:**

- (a) The contractor should ensure that there is no short-circuiting resulting in incidents of fire. There shall be no loose electrical connections and temporary fittings. Emergency fire extinguishers

provided by Institute shall be kept at appropriate places of work, which shall be periodically got checked for proper use from Institute

- (b) The regulating valves of LPG supplied to the kitchen shall be inspected regularly to ensure that on / off system is in order to avoid accident.
- (c) First Aid box containing bandages, Spirit, Ointments, Antiseptic creams, lotions and immediate relief tablets shall be made available by the contractor at prominent location and known to all staff.

45. **Noise Control:**

- (a) Maximum efforts shall be done to reduce noise arising out of stacking of vessels, utensils, transporting and cleaning operations.
- (b) All individual shall also be advised to make minimum noise.

46. **Conservation of Energy:**

- (a) Fans, tube lights and other electrical appliances shall be switched off when not required.
- (b) Use optimum quantity of water at dish washing machine while flushing/cleaning the utensils and vessels.
- (c) Save LPG Gas consumption by keeping the vessels flat bottom and properly covered while cooking.
- (d) Ensure optimum use of the steam, check and rectify leakage regularly.

47. If anybody suffers any health hazard-ness after consuming the eatables available at the mess, then the contractor shall be solely liable for the consequences arising out of the same and the Institute shall not be responsible for the same.

48. **Arbitration:**

- (a) All disputes between the Institute and the contractor arising out of this agreement entered into or in relation thereto or regarding the interpretation of any clause, terms and conditions thereof shall be referred to the Principal, RIE Ajmer acting as such at the time of reference or any other person as may be nominated by the Principal who will be the sole arbitrator and his decision will be final and binding. In case the nominated Arbitrator is unable to commence or continue Arbitral proceedings for any reason whatsoever, the Principal shall nominate/appoint another officer of Institute who shall then decide the reference. The provision of Arbitration and Conciliation Act 1996 shall apply.

- (b) All the disputes relating to this contractor are the subject matter of territorial jurisdiction of Ajmer.
49. The Contractor will vacate the premises even before the expiry of contract (if the contract is terminated by the Institute before the expiry of contract) on the order of the competent authority of the Institute
50. The rates for various items finalized will be valid till the end of academic year. If need to be revised separate committee will work on it other getting the required approvals of competent authority. No escalation whatsoever, is permissible during the validity of the contract, However, due to some major conditions or unfavorable circumstances the Institute may review the rates as special cases at its discretion. The contractor, however, shall not cause to stop the supply of food items on this account awaiting revision.

Acceptance

Whosoever bidder is applying for e-tender is deemed to have accepted the general guidelines, terms & conditions and shall comply with these strictly.

रणजीत गेस्ट हाउस मैस चलाने के लिए अनुबंध के नियम एवं शते

1. संस्थान/परिषद द्वारा तय मीनू के अनुसार नाशते की दर रु 38/—, लंच की दर रु 98/— व डिनर की दर रु 49/—(जी.एस.टी. सहित) प्रति व्यक्ति प्रतिदिन निर्धारित की गई है।
2. सुबह की चाय व सांय की चाय नाशते की दर में सम्मिलित होगी।
3. गेस्ट के लिये नाशता व डिनर अनिवार्य होगा।
4. अनुबंध 30.06.2020 तक रहेगा। मैस रनर का कार्य संतोषजनक पाये जाने पर अनुबंध 30 जून 2021 तक बढ़ाया जा सकता है। यदि अनुबंध 30.06.2021 तक बढ़ाया जाता है तो दरों में परिवर्तन छात्र-छात्राओं के साथ समिति की बैठक कर किया जा सकता है।
5. मैस चलाने के लिए फर्नीचर संस्थान द्वारा प्रदान किया जाएगा। मैस संचालक को फर्नीचर आदि को उस स्थिति में सौंपना चाहिए, जिस स्थिति में उसे कार्यभार संभालने के समय सौंप दिया गया था।
6. मैस संचालक संस्थान को performance security के रूप में रु 2,00,000 / - की राशि जमा करेगा। किसी भी तरह से अनुबंध के नियमों और शर्तों का उल्लंघन होने पर इस जमा राशि को जब्त कर लिया जाएगा। उपरोक्त जमा राशि पर कोई ब्याज देय नहीं होगा तथा सत्र की समाप्ति पर 'अदेयता प्रमाण-पत्र' प्रस्तुत करने पर यह जमा राशि मैस रनर को लौटा दी जायेगी।
7. अनुबंध के क्रियान्वयन की तारीख से अकादमिक/सत्रान्त के लिए अनुबंध लागू होगा और अनुबंध संतोषजनक पाए जाने पर दोनों पक्षकारों की आपसी सहमति से अनुबंध का नवीनीकरण एक वर्ष और किया जा सकता है। अधिकतम 03 वर्ष के लिये सेवायें ली जा सकती हैं।
8. मैस संचालक अपने को सौंपे गए भवन और उपकरण के रखरखाव और संरक्षण के लिए स्वयं जिम्मेदार होगा और इनकी जगह किसी भी कारण से इन्हें होने वाले किसी नुकसान को मैस संचालक द्वारा वहन किया जाएगा व संस्थान नुकसान की प्रतिपूर्ति की जाएगी। जिसमें असफल होने पर इसे सुरक्षा जमा राशि/ मैस बिल से काट लिया जाएगा।
9. मैस संचालक विशेष दिन पर तय किए गए मेन्यू के अनुसार भोजन आदि की आपूर्ति करेगा। मैस संचालक मैस समिति या संबंधित वार्डन की सलाह के बिना मेन्यू में बदलाव नहीं कर सकेगा।
10. खाद्य समिति नियमित रूप से आपूर्ति किए गए भोजन की गुणवत्ता और मात्रा की निगरानी करेगी और यदि खाद्य समिति द्वारा कोई सलाह या सुझाव दिया जाता है, तो मैस संचालक को मानना होगा।

11. मैस संचालक नियमित रूप से डाइनिंग हॉल की सफाई का प्रबंधन करेगा। मैस समिति को मैस संचालक द्वारा आपूर्ति की जाने वाली वस्तुओं की गुणवत्ता और मात्रा की आकस्मिक जांच करने का अधिकार होगा
12. मैस समिति भोजन व्यवस्था या मैस रनर के व्यवहार से संतुष्ट नहीं होंगे तो संस्थान के शैक्षिक सत्र की समाप्ति से पूर्व भी मैस रनर को हटाने का अधिकार संस्थान को होगा।
13. मैस रनर को अपने अधीन मैस कर्मियों के नाम, पता व पहचान आदि का विवरण संस्थान प्रशासन को पूर्व में सूचित करने होंगे। सूची से बाहर का कोई व्यक्ति मैस में कार्यरत नहीं रहेगा।
14. गेस्ट के बीमार होने पर चिकित्सक की सलाह के अनुसार भोजन देना होगा।
15. निविदा हेतु इच्छुक पक्षकार वार्डन को पूर्व सूचना के साथ निर्दिष्ट तिथि पर, अपनी निविदाएं प्रस्तुत करने से पहले रसोईघर का निरीक्षण करने के लिए स्वतंत्र हैं।
16. प्राचार्य/मैस कमेटी बिना किसी कारण बताए या जो भी हो, किसी भी या सभी निविदाओं को स्वीकार करने या अस्वीकार करने का अधिकार सुरक्षित रखती है। इसलिए जो कैटरर सबसे कम या सबसे अधिक उद्धरण करता है, उसके पास मैस अनुबंध के पुरस्कार के लिए कोई दावा नहीं है।
17. प्राचार्य का निर्णय मैस को चलाने के सभी मामलों / मुद्दों में अंतिम होगा।
18. आयकर अधिनियम यानी टीडीएस को आईटी अधिनियम और अन्य करों को (जो भी लागू हों) मासिक बिलों से काट लिया जाएगा, यदि कोई हो; किसी भी वैधानिक निकायों को देय राशि के भुगतान को मैस संचालक द्वारा वहन किया जाएगा।
19. किसी भी परिस्थिति में, जिस मैस संचालक को अनुबंध से सम्मानित किया गया है, वह दूसरों को यह अनुबंध नहीं सौंपेगा जिसमें असफल रहने पर वह सुरक्षा जमा जम्मा करेगा / करेगी।
20. मैस संचालक बाल मजदूरों से काम नहीं करा सकते। नियम का उल्लंघन होने की स्थिति में मैस संचालक के विरुद्ध कानूनी कारवाई की जा सकती है।
21. मैस संचालक साफ-सफाई का अत्यंत ध्यान रखेंगे। मैस में स्वच्छता के लिए मैस संचालक मैस कर्मियों के लिए हाथ के दस्ताने, सर की टोपी एवं साफ वर्दी का प्रबंध करेंगे। खाने में अशुद्धता एवं मैस में गंदगी पाए जाने की स्थिति में मैस संचालक के खिलाफ कठोर कारवाई एवं दण्ड का भोगी होगा।

22. मैस के इर्द-गिर्द 20 फीट तक सफाई की जिम्मेदारी मैस संचालक की होगी।
23. पानी का बिल प्रत्येक माह रु 1500 की दर से देय होगा।
24. प्रत्येक मैस में विद्युत का सब-मीटर लगाया गया है। संस्थान द्वारा निर्धारित न्यूनतम मासिक खपत (100 यूनिट) से अधिक खपत का भुगतान मैस रनर को स्वयं करना होगा। डाईनिंग हॉल में मैस रनर को कोई विद्युत उपकरण लगाने का अधिकारी नहीं होगा।
25. मैस रनर द्वारा जी.एस.टी. को जमा करने के बाद जमा रसीद की प्रतिलिपि संस्थान के प्रशासन को तुरंत उपलब्ध करानी होगी।
26. मैस के मामले में संस्थान तथा मैस रनर के मध्य यदि कोई विवाद होता है तो मैस रनर को न्यायालय में जाने का अधिकार नहीं होगा, अपितु इस प्रकार के विवाद को संस्थान के प्राचार्य द्वारा नियुक्त मध्यस्थ(Arbitrator) के माध्यम से निपटाया जायेगा और मध्यस्थ(Arbitrator) का निर्णय दोनों पक्षों को मान्य होगा।
27. मैस में गेस्ट द्वारा भोजन कर लिये जाने के बाद भोजनकक्ष एवं वाश बेसिन की सफाई तुरंत करानी होगी। भोजन के निश्चित समय से पहले एवं बाद में भोजनालय कक्ष टी.वी. रूम की तरफ से बंद रखना होगा ताकि कोई गेस्ट भोजन कक्ष में नहीं आये। विशेष परिस्थिति में यदि कोई गेस्ट भोजन कक्ष में किसी उचित कारणवश जाना चाहे तो उसे सुरक्षा गार्ड के साथ ही जाने की अनुमति होगी।

प्रशासनिक अधिकारी

Technical Bid Performa

Sr.No.		
1	Name of the Firm Copy of certificate of registration, if registered	Attach self-attested copy of the proof
2	Address (Self attested copy should be attached)	
3	Web site, if any	
4	Email-id	
5	Contact No. of Firm	
6	PAN No. of Firm (Self-attested copy should be attached)	
7	FSSAI Registration No. or proof of application submitted for registration (Self-attested copy should be attached)	
8	GST Registration No. or proof of application submitted for registration. (Self-attested copy should be attached)	
9	Certificate Registration No. or proof of application submitted for registryration. (Self-attested copy should be attached)	
10	Proof of average annual turnover of the bidder from the Mess/Canteen/Food Court/restaurant should be Rs.2,50,000/- (Rupees Two Lac Fifty Thousand only) in the five years in the period during the last five financial years (2014-15, 2015-16, 2016-17, 2017-18 and 2018-19).	

11	<p>No. of years work experience starting from</p> <p>1 Prior to 01.04.14</p> <p>2 After 01.04.14</p>	
12	<p>Undertakings that</p> <p>No case/complaint is pending against the bidder.</p> <p>Bidder has not been black listed by any Govt./PSU/autonomous body or any other organization due to any reason(s).</p> <p>Bidder is ready to get the catering capabilities inspected by the officer/committee of the university to judge the level of competency for undertaking the work.</p> <p>The utensils/equipment required for the work is owned by the bidder.</p> <p>Bidder undertakes not to object its disqualification on the basis of above declaration if found wrong and/or misrepresented.</p>	

Signature

क्षेत्रीय शिक्षा संस्थान, अजमेर

(राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद की एक संवैधानिक इकाई)

वित्तीय बोली

रणजीत गेस्ट हाउस की मेस के लिए निविदा फॉर्म।

1	फॉर्म से जुड़े मेन्यू के अनुसार नाशते की दर रु 38/- , लंच की दर रु 98/-(Special) व डिनर की दर रु 49/-(Ordinary) (Including GST) प्रति व्यक्ति प्रति दिन के अनुसार निर्धारित होगी।	मेस के उपयोग हेतु क्षे. शि. सं., अजमेर को प्रतिमाह किराया निम्नानुसार देय होगा किराया राशी ----- प्रति माह शब्दों में कुल राशि:-
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उक्त राशी का समायोजन संबंधित माह के मेस बिल की राशी से किया जायेगा।

शपथ-पत्र

मैंने मेस समिति के नियम और शर्तों को पढ़ा है और मैं इसके अनुसार ऊपर बताये गए दरों को उद्धृत करता हूं और मैं नियमों और शर्तों का पालन करूंगा।

दिनांक:

मेस संचालक के हस्ताक्षर

क्षेत्रीय शिक्षा संस्थान, अजमेर

गेस्ट हाउस हेतु डाईट चार्ट

दिवस	नाश्ता	लंच	डिनर
सोमवार	आलू का पराठा, दही, अचार, ब्रेड जैम, कॉर्नफलेक्स, दूध, चाय, कॉफी	रोटी, पूड़ी, मटर पनीर, हरी सब्जी, चावल, दाल, अचार, सलाद, वेज रायता, मिठाई(1 नग)	रोटी, आलू टमाटर, सब्जी, चावल, दाल, अचार, सलाद, वेज रायता
मंगलवार	पूड़ी, चने की सब्जी, अचार, ब्रेड जैम, कॉर्नफलेक्स, दूध, चाय, कॉफी	रोटी, पूड़ी, राजमा, हरी सब्जी, चावल, दाल, अचार, सलाद, बून्दी रायता, मिठाई(1 नग)	रोटी, हरी सब्जी, चावल, दाल, अचार, सलाद, वेज रायता
बुधवार	दलिया, पोहे, अचार, ब्रेड जैम, कॉर्नफलेक्स, दूध, चाय, कॉफी	रोटी, पूड़ी, कढी पकौड़ा, हरी सब्जी, चावल, दाल, अचार, सलाद, बून्दी रायता, मिठाई(1 नग)	रोटी, हरी सब्जी, चावल, दाल, अचार, सलाद, बून्दी रायता
गुरुवार	इडली, सांभर, नारियल चटनी, अचार, ब्रेड जैम, कॉर्नफलेक्स, दूध, चाय, कॉफी	रोटी, पूड़ी, पालक पनीर, हरी सब्जी, चावल, दाल, अचार, सलाद, वेज रायता, मिठाई(1 नग)	रोटी, हरी सब्जी, चावल, दाल, अचार, सलाद, बून्दी रायता
शुक्रवार	छोला भटुरा, अचार, ब्रेड जैम, कॉर्नफलेक्स, दूध, चाय, कॉफी	रोटी, पूड़ी, चना मसाला, हरी सब्जी, चावल, दाल, अचार, सलाद, वेज रायता, मिठाई(1 नग)	रोटी, हरी सब्जी, चावल, दाल, अचार, सलाद, वेज रायता
शनिवार	सादा परांठा, आलू की सब्जी, अचार, ब्रेड जैम, कॉर्नफलेक्स, दूध, चाय, कॉफी	रोटी, पूड़ी, पनीर खुरचन, हरी सब्जी, चावल, दाल, अचार, सलाद, बून्दी रायता, मिठाई(1 नग)	रोटी, हरी सब्जी, चावल, दाल, अचार, सलाद, वेज रायता
रविवार	दलिया, पोहे, अचार, ब्रेड जैम, कॉर्नफलेक्स, दूध, चाय, कॉफी	रोटी, पूड़ी, मलाई कोपता, हरी सब्जी, चावल, दाल, अचार, सलाद, वेज रायता, मिठाई(1 नग)	रोटी, हरी सब्जी, चावल, दाल, अचार, सलाद, बून्दी रायता

1. समिति द्वारा डाईट चार्ट में बदलाव किया जा सकता है।
2. हरी सब्जी प्रतिदिन अलग व ताज़ी बनानी होगी।
3. त्योहार पर विशेष भोजन व मिठाई बनानी होगी।