

Cost of tender form: Rs 1000/- (Non-refundable)

**MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE GWALIOR**

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute, Affiliated to R.G.P.V. Bhopal)  
Near Gola Ka Mandir, Gwalior-474005; www.mitsgwalior.in



**Expression of Interest (EOI)**  
**for**  
**Empanelment of Vendors**  
**to**  
**provide operational catering services**  
**in**  
**Mess of Hostels (Boys/Girls)**  
**2023-2024**

**The tender documents contain 13 pages**

(Signature of Bidder with Seal)





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Near Gola Ka Mandir, Gwalior-474005; www.mitsgwalior.in

Ref No.: MITS/ Catering/ 2023/07/001

Date: 24/07/2023

**Notice Inviting Expression of Interest (EOI)**

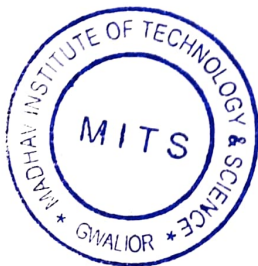
Expression of interest (EOI) are invited from eligible registered firms/ agencies for Vendor Empanelment of providing operational catering services in Mess of Hostels (Boys/Girls), who are registered and having PAN, GST, Food safety license, proof of income tax clearance certificate /ITR and work experience.

Category of Tenders	Earnest Money	Security deposit	Cost of Tender form Rs.
EOI for Empanelment of Vendors for providing operational catering services of Mess in Hostels of MITS Gwalior (Boys/Girls)	Rupees 50,000/- (Fifty thousand only)	Rupees 100000/- (One lakh only)	Rupees 1000/- (One thousand only)

The tender document can be obtained from the office of the undersigned, on or before **16.08.2023 up to 01:00 PM** by depositing the cost of tender from in cash/DD in favour of Director MITS, payable at Gwalior (Non-refundable) in the Institute working hours. The last date for submission of completed tender is **16.08.2023 up to 02:00 PM** and tenders will be opened on **16.08.2023 at 03:00 PM** in the presence of the bidders or their representatives. The tender documents can be downloaded from the web-site [www.mitsgwalior.in](http://www.mitsgwalior.in). The tenders directly downloaded from the website must be attached with a draft/pay order in favour of the Director, MITS Gwalior payable at Gwalior for the tender cost.

**Submission of completed tender:** - Tender shall be submitted in two bid system. All documents along with signed tender are to be kept in duly sealed **one envelope marked as Technical Bid**. Second envelope duly sealed shall have **only financial bid marked as Financial Bid**. Both envelopes shall be superscribed and be kept into a duly sealed third envelope. Third envelope must be addressed to the Director MITS Gwalior and clearly written as **"EOI for Empanelment of Vendors for providing operational catering services of Mess in Hostels of MITS Gwalior"**.

**Pre-Bid Meeting at 04:00 PM on 08/08/2023:** It is requested to come with a proof of purchase EOI documents.



(Signature of Bidder with Seal)

(Director)

Madhav Institute Technology & Science  
Racecourse Road , Near Gole ka Mandir  
Gwalior



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**Expression of Interest (EOI) document for EMPANELMENT of Vendor Firms / Agencies for providing operational Catering Services in Mess of Hostels (Boys/Girls)**

**A. Background of institute:**

Madhav Institute of Technology and Science. (MITS) Gwalior is a premier educational institute for B.Tech., B.Arch., M.C.A., M.Tech., & Ph.D. It has at present about 600 students who are staying in 04 (Four) Hostels. Each hostel has a "Mess Committee" of the residing students and hostel administration, which is authorized to regulate the mess related activities on a day-to-day basis. The hostel's administration includes a "Chief Warden", "Sr. Warden", "Warden" and Director Nominee, nominated by the Institute for operation of catering services of mess contract and supervision of other related work. Generally, the strength of the residents in each of the hostel remains around 50 to 200 students (Maximum) during the academic year. However, during the vacations the strength of the students may reduce substantially or it may be closed. (See our Academic Calendar).

MITS Gwalior invites expression of interest [EOI] for empanelment of firms/ agencies having relevant experience in providing operational catering services for running the hostel mess in the institute.

**B. Scope of Work:**

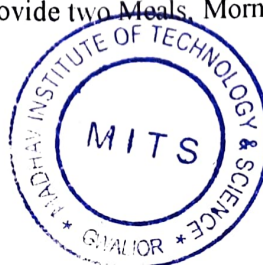
The empanelled 'catering service provider' is expected to provide the following services:

1. Cooking and Serving Meals which includes the following in each hostel:
  - a. Morning Breakfast
  - b. Lunch
  - c. Evening Breakfast
  - d. Dinner
2. Procurement of Raw Material, Cooking Utensils (Thalis, Glasses, Bowls, Spoons etc) on self-expenditure.
3. It may be noted that if the cooking fuel connections are provided by M/S Avantika Gas Limited then outside cooking fuel such as Gas cylinders will not be allowed.
4. Managing and Control of Stocks and Inventories.
5. Cleaning of Utensils, Serving Counter, Kitchen, Cooking, Dining and Auxiliary areas.
6. Security of Kitchen Equipment's Utensils, and other related items inside the kitchen, and Mess premises.
7. Maintenance of Equipment's in Kitchen, Dining and Mess Premises.
8. Deployment and Supervision of required manpower for the above mentioned tasks. It can be noted from the above points that Operational Catering Services shall not Include Preparation of Mess Menu and any Policy matter related to running of the Mess. All such decision will be the direct responsibility of the relevant Mess Committee/ warden of the Hostel as nominated by the competent Authority.

**C. General Terms and Conditions:**

1. The 'Catering service provider' shall provide two Meals, Morning and Evening Breakfast per day as per the following break-up:

(Signature of Bidder with Seal)





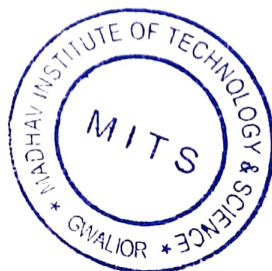
- a. Breakfast with Tea. (Time: 07:30 am to 09:30 am)
- b. Lunch. (Time: 01:00 pm to 02:20 pm)
- c. Evening breakfast with Tea. (Time: 05:00 pm to 06:30 pm)
- d. Dinner. (Time: 07:30 pm to 09:30 pm)

Each meal will be served over a period of 60 to 120 minutes. The mess committee/ warden will decide the timings for each meal on different days. The Mess committee/ warden may revise the timing over the year as per academic and other activities. The Mess Committee/ warden will inform the catering service provider about the changes in the timing well in advance.

2. The Mess Committee/ warden shall provide Mess Menu to the catering service provider, which shall usually be fixed for a period of one month, though the Mess Committee/ warden reserves the right to change the menu more frequently. The Mess Committee/ warden shall communicate any change in the menu in writing, adequately in advance, to the catering service provider.
3. The Catering Service Provider Shall procure all the Raw Material and Food Articles as may be required for the Mess Menu. The wholesome Food Articles to be procured must be of Standard Brand/ Quality available in Market and with consultation to Mess Committee/ warden.
4. Catering Service provider shall ensure standard quality of Fresh Vegetables and Dairy Products from the market. The catering service provider shall not be allowed to store fresh vegetables for more than 01 (one day); however, the storage of Dairy products is not allowed in any case.
5. The catering service provider shall ensure that a sufficient stock of Raw Material and Food Articles is stored for consumption for a minimum period of 15 (fifteen) days. The mess Committee/ warden shall have the right to check the quality of Raw Materials, Food Articles and Vegetables from time to time. In the event the quality of items procured found is **NOT SATISFACTORY**, the Mess Committee/Warden/Sr Warden/ Chief Warden is empowered to penalize the catering service provider and can recommend the termination of catering services to the Director.
6. The Mess Committee /Warden/ Sr. Warden/ Chief Warden is authorized to impose an appropriate fine/ penalty on the catering service provider in case of sub-standard quality of food items, malpractice, lack of hygiene or violation of any of the condition of the contract.
7. The mess premises comprising of Kitchen, Dining Hall, Furniture, and storage Area will be provided by the Institute. The institute will also provide the deep fridge water cooler and running water for cleaning purpose. However, kitchen equipment/ appliances, cleaning/ washing materials/ tools and manpower to properly maintain this infrastructure shall be arranged by the catering service provider at his/her own cost.
8. **The catering service provider would be charged as per the institute Norms for the:**
  - a. **Rent of Kitchen and Storage Area@ 100/-per month per students.**
  - b. **Electricity Charges for the kitchen and storage area as per actual (if applicable).**
  - c. **Water charges for the kitchen and Storage area as per actual (if applicable).**
  - d. **Cooking Fuel piped Natural Gas (PNG) charges for M/S Avantika Gas Limited as per actual (Billing Cycle 15 day) +LMC +Security to be made by catering service provider. (If provided by the institute).**

(Signature of Bidder with Seal)

*[Handwritten signatures]*



9. The Mess shall normally be functional throughout the academic year. However, some of the mess may be closed during the vacation at the discretion of the institute during the academic session the mess will not be allowed to be closed on any day, including Sunday and other holiday, for any reason whatsoever.
10. **As it is cooperative Mess hence no relaxation in tender fee, Security Deposit, Earnest Money and in rates is permitted.**
11. The catering service provider shall ensure that sufficient manpower, on his pay roll, is deployed for preparation and catering service of each meal including cleaning, washing, and overall upkeeps of mess assets and premises. A representative distribution of the minimum manpower required for a hostel of about 50-200 residents is outlined below:

S. No	Type/Role	Minimum required Numbers
1.	Mess Manager	01
2.	Cook	02
3.	Semi-skilled Workers	02
4.	Un-skilled workers	03
	<b>Total Minimum Manpower Required</b>	<b>08</b>

The attendance of the mess workers shall be checked from time to time and in case deficiency in deployment of manpower, appropriate penalty may be imposed by the Mess Committee/ Warden/ Sr Warden/ Chief Warden.

12. The catering service provider shall pay not less than what is provided under the labour law of MP Govt to workers engaged by him for the work. The catering service provider shall be required to comply with all Statutory norms including the provision of Minimum wages and working norms. The Mess worker shall not work for more than over 12 hours in any situation. However, the hours of work in a day shall not exceed 08 hours.
13. Security check/ Verification of credentials are to be undertaken by the catering service provider before deployment of personal in hostel Mess. **The catering service provider and personal (Manpower) deployed should not have any criminal or judicial case pending and/or ongoing against them.** In case the status changes during the period of empanelment, such an event must be brought to the notice of Mess Committee/ Warden/ Sr Warden/ Chief Warden. Security pass/ Identity card will be provided to each worker deployed by the catering service provider. All workers need to carry their pass while coming in /signing out of their duties.
14. The catering service provider will not be allowed to use Electricity as Cooking Fuel. However, the use of Toasters, Refrigerators, Geysers, Mixer Grinder, Microwave ovens and other electrical equipment's for cutting/ grinding are allowed. The catering service provider may also use other electrical cooking appliances after obtaining prior permission of the Warden/ Chief Warden in writing.
15. All staff deployed by the catering service provider, needs to be in proper & neat uniform.
16. The catering service provider at any cost will not engage **Child Labour** in the Institutes premises.
17. The contract is non-transferable and Sub-letting of contract is Not allowed under any circumstances.
18. The deployed staff apart from neat uniform must also wear hand gloves, serving caps and aprons during the serving time of breakfast, lunch, and dinner. Severe Action would be imposed on the catering service provider if found violating the above.

(Signature of Bidder with Seal)





19. The workers employed by the catering service provider shall be a uniformed and named batch, which would be provided by the catering service provider. The workers are not the employee of the institute and shall not act detrimental to the interest of the institute. Catering service provider shall have to follow the security regulations of the institute.

**D. Eligibility for Empanelment:**

1. The applicant should be in catering business for last 03 (Three) years as on date 30-06-2023.
2. The catering service provider should have valid documents such as:
  - a. Firms/Agencies Registration Numbers
  - b. Food safety license issued M.P. Govt
  - c. PAN card number
  - d. GST Numbers (Applicable as per Govt. of India Norms)
  - e. Proof of income tax clearance Certificate/ ITR for last three years
3. Experience of having successfully run the catering services during the last 03 years ending 30-06-2023 in Educational Institutions of the Government/ Autonomous Bodies/ Universities and Institutes of National Importance having not less than 200 persons on its dining strength is mandatory.
4. The catering service provider's financial turn-over (Average) in catering services during the last 3 (Three) years 2020-21, 2021-22 and 2022-2023 should not be less than Rs.30 Lakh. A supporting document duly certified by chartered Accountants should be submitted.
5. The catering service provider's performance for each work completed in the last 3 years and in hand should be certified by the relevant issuing Authority.
6. The cost of EOI document will be 1,000/- (Rs one thousand only) in the form of DD/Banker's Cheque (non-refundable) in favour of "**Director, MITS Gwalior**" Payable at Gwalior. The EOI (application) form can be downloaded from the Institute Website or purchased from the office.
7. The catering service provider shall deposit EMD (interest free) of Rs. 50,000/- (Rs. Fifty Thousand only) by account payee demand draft/ Banker's cheque/ from any of the commercial bank in an acceptable form drawn in favour of "**Director, MITS, Gwalior**" payable at Gwalior with the EOI document. EMD will not carry any interest from the part of the Institute and will be refunded to the empanelled catering service provider after expiry of 30 days beyond the contract period.
8. The EMD of Rs. 50,000/-(Rupees Fifty Thousand only) of the selected catering service provider will be adjusted in security deposit (interest free).
9. If The cooking fuel connections are provided by M/S Avantika Gas limited then security deposit and LMC charges as per actual will also be required to deposit in form of account payee Demand Draft/ Banker's cheque / from any of the commercial bank in an acceptable form drawn in favour of "**Director, MITS, Gwalior**" Payable at Gwalior.
10. **Security deposit Rs 100000/- (Rs one lakh only), will not carry any interest from the part of the institute and will be refunded to the empanelled catering service provider after expiry of 30 days beyond the contract period. Security deposit may be in form of demand draft/ Banker's cheque/ BG in favour of "Director, MITS, Gwalior" payable at Gwalior.**

(Signature of Bidder with Seal)





#### **E. Procedure for Empanelment**

1. The farm/ Agencies willing to be shortlisted as a catering service provider are requested to submit their tender in the enclosed format with all the attachments and the relevant document so as to reach the **Director, MITS, Gwalior** on or before **02:00 PM on 16.08.2023**. Application reaching after the above deadline or not in the proper format shall be rejected summarily.
2. The selected agencies shall be empanelled for a period of 01(one year). This period may be extended at the end of the empanelled period at the discretion of the institute; subject to mutual agreement to another subsequent 01 (one year).
3. The institute reserves the right to inter-rotate the catering operation of various mess after 06 months, however the **Rate contract will be valid for Two years**.
4. The institute reserve the right to reject any or all applications with or without assigning any reason whatsoever.

#### **F. Award and termination of contract**

1. The committee will select one or more vendors from the empanelled agencies for awarding of the contract for providing the operational catering services to their residents. Based on the recommendation of the committee, a final decision shall be made by the institute.
2. The contract shall be normally for a total period of 02 (Two) years and extendable for another subsequent year at the discretion of the Competent Authority.
3. The contract may be terminated with or without giving any reason by either party by giving one month's notice to the other party.

#### **G. Terms & Conditions of Payments**

1. **Institute will pay at the approved rate which will be inclusive of GST payable to the catering service provider subject to TDS deduction as per the Government of India norms.**
2. **The catering service provider is supposed to quote rates in financial bid. Lowest Rate will be finalised for empanelment.**
3. The catering service provider shall submit bills for each month to the warden/ chief warden office for further processing of payment.
4. The approved rate shall be in force for the entire period of empanelment and shall not be enhanced under any circumstances.

#### **H. Important notes:**

1. The institute reserve the right to:
  - a. Amend the scope and value of the contract.
  - b. Amend the rate of contract.
  - c. Award any of the Hostels to any empanelled vendor agencies.
2. For any of the above actions, the institute shall neither be liable to pay any damages nor be under any obligation to inform the vendor of the ground for the same.
3. Effort on the part of the agencies or it's agent to exercise influence or to pressurise the Institute for contract shall result in rejection of the application. Canvassing of any kind is strictly prohibited
4. The catering service provider should indemnify any loss or damage to institute arising out of the actions of the worker engage in the premises and also out of the statutory obligation(s) of the contractor.

(Signature of Bidder with Seal)





5. In case of any dispute, the legal proceedings of the same shall be institute in the jurisdiction of civil court of Gwalior, Madhya Pradesh only.

**I. The catering service provider will be fined in case of violation of the following rules:**

1. Unavailability of complaint register on the counter/ discouraging the complaint would lead to a fine of Rs 500/- on the catering service provider.
2. Three (03) or more complaints of the insects/ stones/ other foreign object found in any meal would invite a fine of Rs 1000/- on the catering service provider
3. Five (05) or more complaints of unclean utensils in a day would lead to a fine of Rs 1000/- on a catering service provider.
4. If mess committee/ warden agreed that certain meal was not cooked properly then a fine of Rs 1000/- would be imposed on the catering service provider.
5. If mess committee/ warden agreed that certain meal was not having good quality then a fine of Rs 5000/- or one/ two day mess bill, would be imposed on the catering service provider.
6. If food for any meal is over within the mess timing and waiting time is more than 20 minutes, including shortage of any item, then a fine of Rs 1000/- would be imposed on the catering service provider. Indicated Mess timing are as below:
  - a. Morning Breakfast (Time:07:30 am to 09:30am)
  - b. Lunch.(Time: 01:00 pm to 02:20 pm)
  - c. Evening Breakfast (Time: 05:00 pm to 06:30pm)
  - d. Dinner (Time: 07:30pm to 09:30pm)
7. Any change in menu without permission of mess committee/ warden would result in a fine of Rs 500/- on the catering service provider.
8. Fine of any discrepancy (personal hygiene of workers, kitchen area, dining area etc.) would lead to a fine of Rs 500/- on the catering service provider.
9. For any rules stated in the agreement:
  - i. First violation of the rule implies fine as per the rule.
  - ii. Second valuation of the same rule in the same calendar month will attract double the initial amount of fine for the catering service provider.
  - iii. All subsequent violation of the same rule would invite five times the initial amount of fine.
10. As and when mess committee/ warden proposes a fine it will inform to the representative of the catering service provider or Mess manager and fine will be imposed with consent of the mess committee/ warden.
11. The Mess committee/ warden/ chief warden reserve the right to review the fine imposed.

Name :

Signature :

Seal of Firm :

Date :

(Signature of Bidder with Seal)



P. / [Signature]  
(Registrar) 24/07/2023

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**Tentative Brands of Consumables Permissible in the Hostel Mess**

Items	Brands Permissible
Salt	Tata, Annapurna, Nature fresh or equivalent quality
Spice	M.D.H., Ramdev, Everest, Catch, Patanjali or equivalent quality
Ketchup	Maggi, Kissan, Heinz or equivalent quality
Cooking Oil	Sundrop, Saffola, Fortune, Patanjali, Dhaara or equivalent quality
Pickle	Mother's, Pravin, Priya, Nilon's, Patanjali or equivalent quality
Atta	Aashirvad, Galav, Awesome, Patanjali, Double trishul or equivalent quality
Rice	Khinor, India Gate, Patanjali or equivalent quality
Dal (Aarah, Moong, Masur, Chana, etc.)	Tata, Swagat, Fourtune or equivalent quality
Flavoured Fruit Drinks	Rasana, Patanjali, Real, B-Natural or equivalent quality
Papad	Lijjat, Patanjali or equivalent quality
Butter	Amul, Mother Dairy, Sanchi or equivalent quality
Bread	Modern, Kwalitiy, Kissan, Top & Town or equivalent quality
Jam	Kisan, Maggi, Patanjali, or equivalent quality
Ghee	Amul, Mother Dairy, Patanjali, Sanchi or equivalent quality
Milk	Amul, Mother Dairy, Reliance, Sanchi or equivalent quality
Paneer	Amul, Sanchi or equivalent quality
Tea/ Coffee	Brook Bond, Lipton, Tata, Nescafe, Bru, or equivalent quality

The contractor may not use any other brand without prior approval of the Mess Committee/ Warden/ Chief Warden, in writing, mentioning reasons would lead to a fine of Rs 1000/- on the Catering Service Provider.



(Signature of Bidder with Seal)



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## Technical Bid for Providing Operational Catering Services of Mess in Hostel (Boys and Girls)

1. Name of Registered Firm/ Agency:
2. Name of Owner/ Proprietor:
3. Contact Details:
  - a. Registered Address of Firm/ Agency:
  - b. Phone/ Mobile No.:
  - c. Email ID:
4. Registration Number and Date of Registration of Firm/ Agency:
  - a. Registration Number (Shop Act.):
  - b. Date of Registration:
5. PAN Number:
6. EPF Registration Number (if applicable):
7. ESI Registration Number (if applicable):
8. GST Registration Number:
9. Food License Number:
10. Bank Account Details:
  - a. Account Number:
  - b. Branch Address:
  - c. IFSC Code:
11. Financial Turnover Rupees (in Lakhs)
  - a. FY 2020-21 :
  - b. FY 2021-22 :
  - c. FY 2022-23 :
12. Years of relevant experience of executed orders (Name, addresses and contact details)

(Signature of Bidder with Seal)



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Checklist of Necessary Attachments (Please Tick):

1. Income Tax Return: Last Three Years.
2. Balance Sheets: Last Three Years
3. Copies of documents verifying information given in all the above points.
4. Certificate/ letter from relevant authority in places of earlier work of being in good standing with respect to payment of wages and other benefits to workers in previous catering service contracts.

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I also understand that if at any stage, the information is found to be false, incorrect or misleading, my firm shall be removed forthwith from the panel of the catering contractors, and the work/ contract, if awarded, shall be terminated forthwith without assigning any reason and my firm shall be permanently debarred from rendering any service to the Institute.

**Authorized Signatory**

**Name (In Capital Letters):**

**Seal of Firm**

**Date:**

**Place:**



(Signature of Bidder with Seal)

*[Handwritten signatures in blue ink]*



# माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर-474005

छात्रावास में नास्ता एवं खाने का मीनू

1. सुबह का नास्ता :

पराठा-सब्जी/ आलू-पराठा-दही/ पूरी-सब्जी/सेन्डविच/ पौहा-जलेबी/ छोले-भदूरे/ चाऊमीन/ पाव-भाजी/ इडली-सांभर/ समोसा/ सेब- केला, (चाय, अचार, सॉस, चटनी प्रतिदिन)

2. दोपहर का भोजन:

- (i) दाल (अरहर, मुंग, चना, उड़द)/ राजमा/ छोले/रसेदार सब्जी/कड़ी/ रायता
- (ii) सुखी सब्जी (मौसम के अनुसार)
- (iii) चावल
- (iv) चपाती
- (v) आचार
- (vi) सलाद
- (vii) पापड

3. शाम का नास्ता :

मंचूरियन/ पास्ता/ मैगी/ ब्रेड-पकोड़ा/ आलू-बड़ा/ बिस्कुट/आलू-पेटीज/ भजिया: (चाय, सॉस, चटनी प्रतिदिन)

4. शाम का भोजन:

- (i) पनीर की सब्जी/ दाल-बाटी/ दाल (अरहर, मुंग, चना, उड़द)/ राजमा/ छोले/ रसेदार सब्जी/ कड़ी/ रायता
- (ii) सुखी सब्जी (मौसम के अनुसार)
- (iii) चावल/ बिरयानी
- (iv) चपाती
- (v) आचार
- (vi) सलाद
- (vii) पापड
- (viii) मिठाई/ कस्टड / आइसक्रीम

- साप्ताहिक मीनू मेस कमेटी तय करेगी।
- मीनू में परिवर्तन होने पर पूर्व सूचना देना होगी।

(Signature of Bidder with Seal)



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 Near Gola Ka Mandir, Gwalior-474005; www.mitsgwalior.in

**Financial Bid**  
 for

**Providing Operational Catering Services of Mess in Hostel (Boys and Girls)**

Empanelment of vendors for operation of Catering Service Agencies/ firm for providing and running Mess facilities at Hostels (Girls / Boys) of MITS Gwalior.

Particulars	Amount (inRs.) included all applicable taxes	
	In figure	In Words
Mess charges per student per month (with materials)		

Our quotation for providing mess charges per student per month is: Rs. \_\_\_\_\_

(In words) \_\_\_\_\_

The above quotation includes all applicable taxes.

**(Signature of Tenderer with seal)**

Name: .....

Full Address: .....

.....

.....

Mobile phone No. : .....

E-mail: .....

Place: .....

Date: .....



**(Signature of Bidder with Seal)**

*[Handwritten signatures]*