



Walchand College of Engineering, Sangli
(An Autonomous Institute)
Vishrambag, SANGLI-416415 (M.S.), India
Website : www.walchandsangli.ac.in

Ref.: WCE/RO/2018-19

Date : 18/6/2018

TENDER NOTICE

Engagement of Catering Services Provider in our Boys Mess & Ladies Mess
(There are 2 Boys Mess & 2 Ladies Mess)

Approximate Turn over	: Rs. 30-35 lakh per annum per mess
Security Deposit	: Rs. 2 lakh
Earnest Money Deposit	: Rs. 20,000/- (Refundable)
Cost of Tender Form	: Rs, 1000/- (Non refundable)
Date of Issue of Blank Tender Form	: From 18/6/2018
Pre-bid Meeting	: 30/6/2018 @ 11.00 a.m. in Rector Office
Last Date of Submission of Tender Offers	: 30/6/2018 up to 3.00 p.m.
Date and time of opening of Tenders	: 30/6/2018 @ 4.00 p.m. in Conference Hall



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INSTRUCTIONS

1. The bidders have to download the tender document from WCE website as mentioned above. The tender document can also be collected from Rector Office, Walchand College of Engineering, Sangli (Contact Person : Mr. Mali/Mr. Ganesh Kumbhar) during the office hours on all working days on payment of Rs. 1000/- only.
2. The tender document contains the Requirements, Checklist and Terms & Conditions.
3. The bidder shall read the tender document carefully.
4. The bidder shall submit the following :
 - i. **Envelope -1** : DD in favour of Director, Walchand College of Engg., Sangli for Rs. 1000/- (Rupees One thousand only) towards tender cost if tender is downloaded from website).
Documents : Attested copy of Shop Act, Food License, PAN Card Xerox, GST Registration, ESI Certificate, EPF No., Sales Tax Certificate (TIN No.), IT returns.
 - ii. **Envelope-2** : EMD for Rs. 20,000/- (Rupees Twenty thousand only) with offer for running the mess in the Quotation Format given in the Tender Document.
Duly filled check list, quotation format with signature and attestation.
Clients list with recommendations.

All the above shall be submitted at Office of Walchand College of Engg., Sangli before 3.00 p.m. on 30/6/2018, it will be opened on the same day @ 4.00 p.m. in conference hall.

- All pages of offer shall be signed by the bidder.
- Incomplete offers will not be considered.
- WCE reserves the right to accept/reject offers or suspend the tender without assigning any reason.
- The decision of WCE will be final and binding on the part of bidders.
- The bidder is advised to visit Boys Mess & Ladies Mess and see the facilities available before submitting the offer.
- The bidder may seek clarification from Chief Rector/Director WCE Sangli.



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CHECKLIST

S.No.	List of Details	Information to be provided by Bidder
1.	Name of the Firm Full Postal Address: Tel. /Mobi.No.	
2.	Name & Mobile No. of Contractor	
3.	Food License	
4.	Shop Act./SSI	
5.	GST/Service Tax Registration No.	
6.	PAN No.	
7.	E.P.F. No.	
8.	Tender Fee – Rs. 1000/-	Cash/DD No./Issuing Bank Particulars
9.	EMD for Rs. 20,000/-	DD No./ Issuing Bank Particulars
10.	Audited Balance Sheet for the last Three years	To be enclosed separately
11.	Appreciation certificate/s from previous clients indicating Govt./ Govt. aided organization/ Educational Institutes/Corporate Offices	
12.	Client list with address, Phone No. & period of contract	To be enclosed separately as per our format.
13.	OFFER	To be enclosed as per the Quotation Format given in Tender Document
14.	Has the bidder ever been blacklisted by any Govt. Department ? If yes, give details.	
15.	Are any cases pending in the Court against the bidder ?	
16.	Signature- Name -	



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TENDER DOCUMENT

REQUIREMENT FOR THE RUNNING MESSSES IN WALCHAND COLLEGE OF ENGINEERING, SANGLI

1.About WCE Messes

The institute has two messes for boys and two messes for girls on the campus. Approximate capacity of each mess is 150 students. A total no. of boys and girls residing in hostel is more than 1000 (Boys - 500 and Girls – 500).

2.Scope of Service

Preparing and providing breakfast, lunch & dinner in all messes.

The checklist to be duly filled and submitted. Incomplete offer is liable to be rejected.

3.Service Requirements

1. The Contractor shall provide uniforms and gloves for all persons deployed in mess. Wherever required Apron shall also be provided. The contractor shall ensure washing and wearing of these by mess personnel so as to put up a pleasing appearance. The personnel deployed should observe utmost cleanliness.
2. The contractor shall employ only people aged more than 18 years or as stipulated by GOI guidelines/Labour Laws. The contractor shall be solely responsible for any dispute/ violation of labour laws/government laws. The Contractor should indicate the total number of staff deployed for running the mess.
3. The mess contractor shall ensure polite and cordial behavior of personnel with the employees and visitors at the mess. Any report of improper behavior shall warrant appropriate action.
4. The Mess Committee members will be regularly supervising the mess services including cooking and will be giving appropriate instructions to the contractor/workers to improve the quality. They have the right to reject the prepared food if the quality is not to their satisfaction.
5. Quality of food:
TASTE:
 - a) The taste of all foods served should be good, fresh, and palatable and without any foul or bitter feeling.

- b) The dishes and curries should be changed every day for different tastes with different vegetables and other ingredients.
 - c) Raw materials should be used for cooking as per the specifications given in the tender document under the title “**Raw Material Specifications to be used for Cooking**”..
 - d) The Quality of foods served will be MONITORED by Mess Committee. If Mess Committee finds shortfall in quality, a penalty of 5 % of monthly bill may be levied.
6. Suggestion-Cum-Complaint Book: The Contractor is required to maintain a Suggestion-cum-Complaint Book at the designated prominent spot in the mess. In the event of any complaint the mess personnel shall politely request the users to record the complaint in the Book.
7. The Contractor shall be available at WCE all the time to take decisions, for consultation with Mess Committee to deliver the services. (The Contract is terminable in case if he/she is irregular)
8. MENU - The contractor shall post the weekly menu card in the notice board.
9. CLEANLINESS:
- a) Vegetables, rice, grains etc. should be neatly washed before cooking.
 - b) All food items before cooking should be free from contaminants, soil worms etc.
 - c) Waste food and other cooked waste including tea/coffee waste should be immediately discarded.
 - d) Food items ready to serve should be kept covered and not be exposed to dust, moths, and flies and to become cold.
 - e) Dining tables, wash basins, kitchen, washing areas, serving counters etc. should be kept clean and should not produce nauseating/rotten smell
 - f) The cooking area and dining area should be cleaned daily with soap solution.
 - g) The cobwebs should be removed every week.
 - h) The items should be properly covered and stored.
 - i) The personnel deployed should observe utmost cleanliness both at Canteen and at distribution points.
 - j) Serving food items in plastic materials is strictly prohibited
 - k) The ABOVE LISTED CLEANLINESS ASPECTS SHALL BE STRICTLY FOLLOWED.

4. General Terms and Conditions:

1. The Contractor will run the mess on License basis in the premises of the Walchand College of Engineering Sangli. The contractor shall not Sub contract the services to other agency or individual. The License fee will be determined by College.
2. Mess Contractor will pay Rs. 10,000/- (Rupees Ten thousand only) per month as rent of the building, mess furniture and any other material related to mess.
3. The Contractor will utilize the furniture & premises of the College & have to take proper care and precaution.

4. The Contractor will pay Electricity and Water charges as per reading of the meter set at Mess premises.
5. The Contractor will be responsible for the wages remuneration, allowances, leaves etc. of the employees and College will not be responsible in any manner towards the employees and the workers of the Contractor. The Contractor will also be responsible for any liability of his employee's provident fund. E.S.I. etc. The College shall not be treated as 'Principal Employer' for any purpose.
6. Liability/responsibility in case of any accident causing injury/death to mess staff/worker/s or any of his staff shall be of the Contractor. The Hostel Section/College Authority shall not be responsible by any means in such cases.
7. The Contractor shall be solely responsible in case of incident of food poisoning and shall bear the complete expenditure arising out of this for medical treatment of the hostel inmates. In addition, penalty may be imposed on the contractor as decided by the Committee of Rectors/Director of the College for such incidence/s.
8. The contractor will submit the medical certificates of all the workers once in six months.
9. The contractor will provide good food (breakfast, lunch, dinner feast, changes, non-veg dish as required).
10. The contractor will provide 100 % pure and safe drinking water.
11. The Contractor will be responsible for getting the License and Clearance under the Food Adulteration Act, necessary for conducting the business of Mess.
12. The working days/hours of the Mess will be as determined by the College.
13. Delivery of the licensed property is made by College to Contractor on date of execution of the Contract.
14. In case of Breach of conditions by Contractor the College will be entitled for compensation and reserves the rights to enter the licensed premises and take the delivery of the same in case of breach of conditions.
15. Party should have minimum 3 years experience of running mess / canteen for industry / corporate sector having staff strength approx. 300 - 500.
16. If Contractor decides to stop his business in the premises of College, he will have to serve three (3) months' notice as well if College wishes to cancel the agreement with the Contractor, College will serve One (1) month's notice.
17. The Contractor will not serve cigarettes, alcoholic drinks & Gutkha etc. in the Mess Premises.
18. The contractor will not hold parties meant for outsider, who are not connected in any way with the College.
19. All other conditions as may be necessary in view of the College and which are communicated by College to contractor in writing from time to time shall also form part of the agreement unless specifically declined by Contractor within seven (7) days from the date of communication.
20. It is specifically stated by College that the Contractor must not involved in any illegal activity. It is specifically stated that if at any later date, it is noticed that the Contractor is involved in illegal activities; the contract will be immediately terminated without any notice to Contractor.
21. Separate Memorandum of receipt of Article delivered by College to Contractor will be made between both parties.
22. The Security Deposit paid by Contractor to the College shall be refundable on termination of the Memorandum / agreement in the manner as may be deemed fit by College.
23. The period of the agreement will be Eleven Moths and will be effective from as decided by Rector Office.

24. The Contractor has to arrange for Commercial Gas Cylinders for mess.
25. Earnest money deposit of Rs.20,000/- (Rupees Twenty Thousand only) in the form of bank D.D. favoring Director, Walchand College of Engineering, Sangli payable at Sangli.
26. All legal disputes are subject to the Jurisdiction of Sangli Court only.

5.Financial Matter:

1. **EMD**:-The contractor is required to submit a Earnest Money Deposit of Rs.20000/- (Twenty thousand only) by way of demand draft drawn in favor of Director, Walchand College of Engineering, Sangli payable at Sangli along with the tender. Such of the tenders which are not accompanied by the requisite EMD shall be summarily rejected.
2. The Earnest Money Deposit will be refunded to the unsuccessful tenderers after finalization of the Contract. If the successful tenderer fails to operate the Contract awarded, the Earnest Money Deposit amount shall be forfeited.
3. **SECURITY DEPOSIT**:-The Contractor is required to deposit an amount of Rs. 2,00,000/- (Rupees Two lakh only) with Rector Office as Security Deposit while making the agreement deed (contract deed). The said deposit will not carry any interest. It shall be refundable on termination of memorandum/agreement in the manner as may be deemed fit by College.

6.All bidders should take a note of the following important points :

Preference will be given to bidders those who are –

- **having submitted audited balance sheet for the last three years with minimum turn over of at least 20 lakh annually of the bidder as evidenced by the certified final accounts in the last three years 2015-16, 2016-17 and 2017-18.**
- **having experience of more than three years**
- **having served more than 200 students/people every month**
- **having served in Govt./Govt. aided organizations/ educational institutes/ corporate offices**

Bidders who are interested in running only Boys Mess, they can mention their monthly rate given in the format. Similarly bidders who are interested in running only Ladies Mess, they can mention their monthly rate given in the format.

Tenders will be scrutinized as per the conditions mentioned at Sr. No. 6 and processed as per the rules mentioned in the tender.

FOOD ITEM REQUIREMENTS

SAMPLE FOR A WEEK

No	Particulars	Contents	Qty. / per day
1	Morning Breakfast & Tea	Pohe One Plate Uppit..... One Plate Idli-Sambar Chatani One Plate Misal-Pav One Plate Batata wada ,Chatani..... One Plate Sandwitch One Plate Pav-Bhaji One Plate Tea..... One Cup	-----Monday -----Tuesday -----Wednesday -----Thursday -----Friday -----Saturday -----Sunday -----Daily Morning
2	Veg. Meals & Dinners	Chapati----- Rice----- Amti,Varan or Kadhi----- Bhaji & Usal..... Meeth,Limbu,Kanda,Pickels - Salad,Curd,Tak,Chatani,Papad -	Un-Limited ,, ,, ,, ,, One of it
3	Non Veg. Wednesday Night Friday Night	Eggs Curi (2 Eggs) ----- Chapati,Rice,Limbu,Kanda ----- Chiken or Mutton----- Chapati,Rice,Limbu,Kanda -----	One Plate Un-Limited One Plate Un-Limited
4	Veg. Feast Sunday Morning	Chapati or Puri----- Masala Rice----- Amti, or Tomato Curi ----- Kurma----- Meeth,Limbu,Kanda,Pickels- Salad,Curd,Tak,Chatani,Papad- Basundi,Shrikhand,Amrakhand, Gulab-jam,etc...	Un-Limited ,, ,, ,, ,, One of it One Bowl

The above menu is given only for information to bidders and it can be changed as per the students' demand with consent of Mess Committee.

DIRECTOR

Raw Material Specifications to be used for Cooking

S.No.	Particulars	Specifications
1.	Rice	Basmati and Kolam
2.	Pulses : Split red gram, Green gram, Bengal gram, Lentil, Split black gram	Good Quality – No. 1
3.	Edible oil	Sunflower refined (Saffola/Godrej/Gemiji)
4.	Flour	Fresh what Atta)Lokwan/Siver)
5.	Pickle	Bedekar/Pravin/Kepra
6.	Papad	Lijjat, Pravin
7.	Bread	Britina/Modern/Gold/Ganesh/Oven fresh
8.	Butter	Amul/Array
9.	Jam	Kisaan/ Mapco
10.	Sauce	Maggi/Kisaan
11.	Milk	Chitale/ Gokul/Warna/Swabhimani/Ramvishwas
12.	Tea	Tajmahal/Society/GS/Lipton
13.	Coffee	Ness Coffee/Bru
14.	Cookies	Good Day/Maharashtra Bakery/Ganesh Bakery
15.	Chicken	Godrej, Baramati Agro, Alkabeer and Alana
16.	Fish (sweet/river water)	Good quality, fresh from local market
17.	Spices	Pravin/Everest / Bedekar / Kepral Badshaha
18.	Fruits	Good quality
19.	Vegetables/ Leafy vegetables	Good quality fresh vegetables

Mess/Canteen Work Experience

Sr. No.	Name of Client with Address, Phone No.	Value of Work	Period of Contract	No. of staff/Users/ students	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

SIGNATURE –

NAME –

SEAL –

ADDRESS -

QUOTATION FORMAT

To cook and serve making use of WCE Mess infrastructure

Contractor shall quote in the following format only

Particulars	Rate
1. Boys Mess - Per student per month	Rs. _____ (in figures) (Rupees _____ (in words)
2. Ladies Mess – Per student per month	Rs. _____ (in figures) (Rupees _____ (in words)

I agree for all the service requirements and Terms and Conditions as per tender document dt. 18/6/2018.

I have attached duly filled check list, DD for tender fee and DD for EMD separately.

SIGNATURE –

NAME –

SEAL –

ADDRESS -