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छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर
CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR



Ref. No.: CSJMU/P.P./65 /2010

कल्याणपुर, कानपुर-24
KALYANPUR, KANPUR-24

Dated 03 /01/2011

निविदा-सूचना

विश्वविद्यालय में निम्नलिखित कार्यो हेतु मुहरबन्द निविदाये सक्षम मुद्रकों/ फर्मो/ एजेंसियों से दिनांक 24/01/2011 को अपराह्न 02:00 बजे तक सहायक कुलसचिव (मु0एवं प्र0) के कक्ष में आमंत्रित की जाती है जो उसी तिथि को अपराह्न 03:00 बजे उपस्थित निविदादाताओं के समक्ष विश्वविद्यालय परिसर स्थित प्रशासनिक भवन के द्वितीय तल स्थित सभा कक्ष में खोली जायेगी ।

- 1 छात्रावासों में संचालित मेस के संचालन हेतु (वर्ष 2010-2011) ।
- 2 परीक्षा विभाग से सम्बन्धित प्रपत्रों एवं लिफाफों के मुद्रण हेतु (वर्ष 2010-2011) ।

निविदा प्रपत्र, आवश्यक निर्देश एवं शर्ते विश्वविद्यालय के लेखा (आय) के काउन्टर से रू0 200/- (रूपये दो सौ मात्र) मूल्य देकर प्राप्त किये जा सकते है । शर्ते व अन्य विवरण सहित निविदा प्रपत्र विश्वविद्यालय की वेबसाइट www.kanpuruniversity.org पर उपलब्ध है, जिसे सीधे डाउनलोड कर, तथा उसके साथ रू0 200/- का बैंक ड्राफ्ट जो, वित्त अधिकारी, छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर के नाम देय होगा, संलग्न कर वित्त अधिकारी कार्यालय में प्रेषित किया जा सकता है । प्रत्येक कार्य के लिए अलग-अलग निविदा प्रपत्र निर्धारित है ।

(महेश चन्द्र)
कुलसचिव

CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR

Ref. No.: CSJMU/AR(PP)/65(1)/2010-11

Dated: 03.01.2011

Chhatrapati Shahu Ji maharaj University, Kanpur invites applications for pre-qualification from agencies/companies/cooperatives having relevant experience in providing operational services for running the hostel messes in the University Campus, till 24.01.2011, 02:00 PM, in sealed cover, which shall be opened on same date at 03:00 PM. Sealed covers should be superscribed "Application for empanelment for providing operational services in messes in various hostels of University". Prescribed application form alongwith terms and conditions may be obtained for Rs. 200/- from cash counter of the University, or may be downloaded from University website: www.kanpuruniversity.org. Downloaded application form must accompany a Demand Draft of Rs. 200/- in favour of 'Finance Officer, CSJM University, Kanpur', payable at Kanpur. Filled up application forms must also accompany a security deposit Demand Draft of Rs. 50,000/- in favour of 'Finance Officer, CSJM University, Kanpur', payable at Kanpur

Registrar

CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR
Prequalification Document
For
Empanelment of agencies for providing operational services in messes in various
hostels of University

Chhatrapati Shahu Ji Maharaj University, Kanpur invites applications for pre-qualification from agencies/companies/cooperatives having relevant experience in providing operational services for running the hostel messes in the institute.

Scope:

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

- a) Cooking and serving meals (breakfast, lunch, evening tea and dinner).
- b) Facilitate procurement of raw material for and on behalf of the University.
- c) Managing and control of stocks and inventories.
- d) Cleaning of utensils, kitchen and serving item.
- e) Cleaning of cooking, dining and auxiliary areas.
- f) Maintenance of the equipment in the kitchen and dining areas.
- g) Security of the equipment, utensils and other items in the mess.
- h) Maintenance of books, ledgers, other records and documents related to running of the mess.
- i) Deployment and supervision of required man power for the above mentioned tasks.

As can be noted, the above operational services shall **Not** include preparation of menu and any policy matter related to running the mess. All such decisions will be the direct responsibility of the relevant executives of the University.

General Conditions

1. The services provider shall provide 3 (three) meals per day, that is, breakfast, lunch and dinner in addition to evening tea. Each meal will be served over a period of 2 to 2½ hours. The mess committee may revise the timings over the year

- as per academic and other activities. The mess committees will inform the service provider about the changes in the timing will in advance.
2. The mess committee shall provide menu to the service provider, which shall usually be fixed for a period of one month, though the mess committee reserves the right to change the menu more frequently. Any change in the menu shall be communicated in writing, adequately in advance, to the service provider by the Mess committee. A tentative Mess Menu, is given in the Annexure-I for ready reference....
 3. The service provider shall provide services to facilitate procurement of raw materials including cooking fuel and food articles, as may be required for a menu, for and on behalf of the hostel. Payment towards the cost of such material shall be made by the University to the vendors or shopkeepers directly against such bills submitted by them.
 4. The service provider shall procure wholesome food articles of good quality in consultation with and to the satisfaction of the mess committee.
 5. For sick students, the service provider shall arrange to serve “sick diet” in the rooms. For students admitted to the University Health Center, the sick diet must be delivered in the Health Center. The sick diet shall be defined and provided by the mess committee to the services provide.
 6. The service provider shall procure only good quality fresh vegetables from the market. He shall not be allowed to store the vegetables for more than 1 (one) day in the summer months and 3 (three) days in winter months at a stretch. However, the service provider shall ensure that a sufficient stock of other raw materials is stocked in the store for consumption for a minimum period of 15 (fifteen) days. The mess committee shall have the right to check the quality of food articles and vegetables from time to time.
 7. The university authorities shall be authorized to impose an appropriate fine on the service provider in case of sub-standard items, procured & served, lack of hygiene or violation of any of the conditions of the contract and malpractices of any kind.
 8. The mess premises comprising, cooking and dining facility, furniture, electricity and water shall be provided by the University free of cost. The service provider is

- expected to use them and maintain these in good condition. However, cleaning/washing materials/tools and man power to properly maintain this infrastructure shall be arranged by the service provider at his/their own cost.
9. The service provider shall not be allowed to use electricity as a cooking fuel. However, he shall be permitted to use toasters, refrigerators, geysers, water coolers, mixer/grinder, oven and other equipment for cutting/grilling vegetables etc. Any other electrical cooking appliance may also be used by the service provider after obtaining prior permission of the University authorities in writing.
 10. The mess shall normally function throughout the academic year. However, some of the messes may be closed during the vacation at the discretion of the University. During the academic session the messes will not be allowed to be closed on any day, including Sundays and other holidays, for any reasons whatsoever.
 11. The service provider shall ensure that sufficient manpower, on his pay roll, is deployed for preparation and service of each meal including cleaning, washing and overall upkeep of mess assets and premises. The actual number of personnel in different hostel will be deployed as mutually agreed upon. Specific details will be mentioned in the contract document at a later stage and may vary from hostel to hostel based on conditions in the hostel.
 12. The attendance of the mess workers shall be checked from time to time and in case of deficiency in deployment of man power, appropriate penalty may be imposed by the university authorities.
 13. The service provider shall not pay less wages than what is provided under the law to workers engaged by him for the work. The service provider shall be required to comply with all statutory norms including the provisions of Minimum Wages. The mess worker shall not work for more than one shift staggered over twelve hours. However, the total hours of work in a day shall not exceed 8 hours.
 14. The service provider shall be liable to comply with all Labor laws.
 15. The service provider shall ensure that all employees engaged by him are free from communicable/infectious diseases. Medical officers specified by the Warden in-charge shall conduct medical examination every 6 (six) months or as decided by

the University. The cost of the medical examination, shall be born by the service provider.

Eligibility for Empanelment:

1. The applicant should be in catering business for a minimum period of five years as on the date of tender.
2. Experience of having successfully run the catering services during the last five years, as per following details:

- 3 (Three) similar completed works (preferably one of them should be in Central Government/State Government/Autonomous bodies/Public sector Undertaking) each having not less than 200 persons on its dining strength.

OR

- 2 (Two) similar completed works (preferably one of them should be in Central Government/State Government/Autonomous bodies/Public sector Undertaking) each having not less than 300 persons on its dining strength.

OR

- 1 (One) similar completed work (preferably in Central Government/State Government/Autonomous bodies/Public sector Undertaking) of having not less than 400 persons on its dining strength.

Note: Similar nature of work means the running of large messes of Educational Institutions/Organizations/Companies/Guest Houses.

3. The applicant's average annual financial turn-over (gross) in catering services during the last 3 (three) financial years, duly audited by Chartered Accountants should not be less than rupees 25 lakh. Year in which no turn-over is shown would also be considered for working out the average.
4. The applicant should have on his pay roll sufficient number of trained employees for the proper execution of the contract. The applicant should submit a list of these employees stating clearly how these would be involved in this work.

5. The applicant's performance for each work completed in the last five years and in hand should be certified by responsible persons.
6. The applicant should have clean record of payment to workers without malpractices. The applicant shall provide evidence (in the form of a certificate/ letter from relevant authority in the places of earlier work) of being in good standing with respect to payment of wages and other benefits to workers in previous contracts (in the last two years).

Procedure for Empanelment:

1. The agencies willing to be shortlisted as a service provider are requested to submit their written application in the enclosed proforma with all the attachments and relevant documents as to reach the office of Registrar, Chhatrapati Shahu Ji Maharaj University, Kanpur on or before 24.01.2011, 02:00 PM. Applications reaching after the above dead line or not in the proper format shall be rejected.
2. After an initial scrutiny of the submitted applications, the agencies may be required to make a presentation before a Committee constituted for the purpose.
3. The selected agencies shall be empanelled for a period of one year. This period may be extended at the end of the empanelment period at the discretion of the University.
4. The University reserves right to reject all applications without assigning any reasons whatsoever.

Award and Termination of Contract:

1. The University shall form a committee to select one of the empanelled agencies for awarding of the contract for providing the operational services. The University reserves the right to allot the number of hostels per service provider.
2. The contract shall be normally for a total period of 1 (one) year and extendable at the discretion of the University.
3. The contract may be terminated without giving any reason.

Rate of payment

1. Payment to the service provider will be as per the items below and will be made monthly :
 - a. Contractor's profit of 10% of the total wages paid to manpower deployed during the month. The actual amount payable for providing services may vary depending on the hostel and its local conditions and shall be mentioned as part of the contract between the University and the service provider. The service charge may be revised during the period of the contract if there is a significant change in the schedule of daily wage rates.
 - b. Any service tax that is payable as per the rules in force at the time.
 - c. EPF, ESI (and any other mandated benefits as per law) at scheduled rates based on proof of payments. The proof of payments should include the names of individual as per the attendance register for whom the EPF, ESI has been paid.
2. The service providers shall submit bills for the service charges for each month to the University through the mess committee for payment.
3. The rates so fixed are inclusive of all taxes (Other than Service Tax), duties, and levies etc, imposed by the state/Central Government and Local Bodies as on the date of award of the work. However, if any new tax, duty or levy is imposed or enhanced by the Government/ Local Bodies subsequent to the award of work, the same shall be reimbursed along with service tax on production of proof of payment.
4. The service provider shall be reimbursed his part of contribution of EPF and ESI by the University, on production of proof of payment as per 1(C) above.
5. The aforementioned rates shall be enforced for the entire period of contract and shall not be revised under any circumstances, except in case of wage revision according to the Minimum Wages Act.

Important Notes

1. The University reserves the right to:
 - a. Amend the scope and value of the contract.
 - b. Amend the rate of the contract.
 - c. Award any of the hostels to the empanelled agencies.

2. For any of the above actions, the University shall neither be liable for any damages, nor be under any obligation to inform the applicants of the grounds for the same.

3. Effort on the part of agencies or its agents to exercise influence to pressurize the University for this Contract shall result in rejection of the application. Canvassing of any kind is prohibited.

4. In case of any dispute the decision of the University shall be final.

Application Form for pre-qualification of empanelment for providing operational services in messes

1. Name of the registered company/ cooperative/ agency:

2. Registered address:

3. Contact details (telephone/ mobile number(s), email address):

4. Registration number and date of registration of company/ cooperative/ agency:

5. EPF registration number and date of registration:

6. ESI registration number and date of registration:

7. Turn over in Lakhs of Rupees:
Financial year 2007-08:
Financial year 2008-09:
Financial year 2009-10:

8. Years of relevant experience with brief details (along with names, addresses and contact details of the previous organizations):

9. Names, addresses and contact details of two persons/companies, which may be contacted for reference:

10. Registration number and details from local labour authorities (e.g. Labour commissioner) for workers for works done in the last two years:

Checklist of necessary attachments (please tick):

- a) Income tax return (last 2 years).
- b) Balance sheet (last 2 years).
- c) Copies of documents verifying information given in all the above points.
- d) 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 operational contracts (in the last two years).

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 agency/company shall be removed forthwith from the panels of the contractors, and the work/contract, if awarded, shall be terminated forthwith without assigning any reason and my agency/company shall be permanently debarred from rendering any service to the University.

(Authorized Signatory)

Sign and Seal

C.S.J.M. University, Kanpur
Tentative Mess Menu

Day	Break Fast	Lunch	Tea	Dinner
Monday	2 piece Sandwich, Sauce, Tea	Arhar Daal, Seasonal Veg., Rice, Roti, Green Salad, Pickle	Tea, Onion Pakodi	Chhola Bathura, Jeera Rice, Gree Salad, Pickle
Tuesday	Onion Paratha, Sauce, Tea	Mix Daal, Aloo Taroi Veg, Rice, Roti, Green Salad, Pickle	Tea, Matari	Arhar Daal, Aloo Gobhi Veg, Rice, Roti, Green Salad, Pickle
Wednesday	Daal Kachori, Aloo Sabji, Tea	Aloo Baigan Veg, Arhar Daal, Rice, Roti, Green Salad, Pickle	Tea, Biscuit	Sahir Paneer/ Palak Paneer/ Malai Kofta/ Chili Paneer, Mixed Veg, Pulao/Veg Biryani, Naan, White Rasgulla / Kheer / Sewai, Green Salad, Pickle
Thursday	Bread 4 Piece with Butter and Jam, 2 Banana, Tea	Chana Lauki Daal, Aloo Gobhi Veg, Rice, Roti, Green Salad, Pickle	Tea, Namakpara	Aloo Tamater Veg, Poori, Rice, Boondi Raita, Green Salad, Pickle
Friday	Aloo Kachori, Curd, Tea	Kari, Jeera Aloo Veg, Rice, Roti, Green Salad, Pickle	Tea, 2 Jeera Piece	Manchurian, Fried Rice, Green Salad
Saturday	Poori Sabji, Tea	Kaddu Veg, Masoor Daal, Rice, Roti, Green Salad, Pickle	Tea, 2 Piece Samosa	Kabuli Chana Veg, Bhindi Veg, Rice, Roti, Green Salad, Pickle
Sunday	Aloo Paratha, Sauce, Tea	Tahri, Raita, Papad, Green Salad, Pickle	Tea, Aloo Pakodi	Paneer Veg, Jeera Rice, Roti, Green Salad

Green Salad: Cucumber, Tomato, Onion, Carrot, Radish, Lemon.