



# TENDER FOR MESS CATERING SERVICES

Tender No. : FPA/2013/IMS Canteen/1770  
Tender Date : 05.06.2013  
Last Date of submission : 28.06.2013



INSTITUTE OF MEDICAL SCIENCES  
BANARAS HINDU UNIVERSITY  
VARANASI, UP

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**TENDER NOTICE FOR MESS CATERING**

Institute of Medical Sciences, Banaras Hindu University is the premier medical institution of India and serving the country for more than 50 years. Over the last decade, it has been consistently ranked amongst the top 20 medical colleges of the country. It was rated as the India's sixth best medical colleges in 2012. The faculties of Medicine, Dental Sciences and Ayurveda are integral parts of the Institute of Medical Sciences; it includes a Nursing College also. There are total 11 hostels in IMS, BHU. A 700 bedded hostel is also in stage to be commissioned very soon in the premises of newly constructed Trauma Center of IMS, BHU.

IMS-BHU invites sealed tender for mess facilities on PROFIT SHARE OFFER BASIS with a minimum commitment charge at its Student Hostels for Breakfast, Lunch and Dinner at designated hours.

In addition to providing mess facility the bidder may also quote to run canteen facility at the hostel beyond mess timings.

The institute reserves the right to award contract for mess and canteen to same bidder or different bidders.

Tender document can be downloaded from the institute website  
<http://www.bhu.ac.in>

The duly filled tender document must be reached to the office of Director, IMS, BHU on or before 28.06.2013 (5.00 PM).

The bidding agency/company/cooperative should have a good experience of running hostel mess of approximately 400 to 500 students or proven capability of providing similar services in the past. It should be noted that the staff involved would be properly dressed and shall be well trained in hygiene in all respect.

The bidder should submit Technical Bid and Price Bid in separate sealed covers.

- (i) Technical Bid shall contain information regarding Business turnover, experience and other details of the firm to judge the suitability of the caterer for Mess and canteen facilities
- (ii) Price bid shall contain details of menu, quality, brand of standard products to be served, price of the items etc for a full day menu etc. It would also contain details of the persons and their number to be deployed. The Technical bid will be opened on 29.06.2013 at 12.30 PM in the office of the Director, Institute of Medical Sciences, BHU in the presence of the tenderers present at that time. Price bids of only those bidders will be opened whose technical bids are found suitable and qualifying the eligibility criteria of the tender.

Date of opening of price bids will be decided after technical bids have been opened and evaluated by the Committee. The contract will be awarded initially for a period of one year to the successful bidder. This period may be extended on satisfactory performance for 2 more years after a review each year. The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs.100/-

In the event of bidder backing out before the actual award or execution of agreement, Institute will have right to forfeit the earnest money in full. Institute reserves the right to reject some or all the applications without assigning any reasons whatever. General Instructions to tenderers:

### **1. Eligibility Criteria**

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1. The applicant should have been in the catering business for a minimum period of two years as on 30<sup>th</sup> of April, 2013.
2. Experience of having successfully run the catering service during the last 02 years ending 30<sup>th</sup> of April, 2013.

2(a) (One) similar completed work (preferably should be in Academic Institute) having not less than 600 persons on its dining strength since 12 months.

**Note:**

However, preference to the experience of similar nature of work i.e. the running of large messes of Institutions/Hospitals/Central Government / Central Autonomous Bodies /Central Public Sector Undertaking / large industrial establishment/Organizations /companies will be given.

3. The applicant's average annual financial turn-over (gross) in catering services during the last 01 (One) years, duly audited by Chartered Accountants, should not be less than 05 Lakhs.

**2. Earnest Money Deposit:**

The tenderer shall deposit Earnest Money of Rs. 50,000.00/-(Rupees Fifty Thousand only) and another separate demand draft of Rs. 500/ (Rupees Five Hundred only) towards non refundable tender fee by way of demand draft drawn in favour of Director, IMS, BHU payable at BHU, Varanasi

The earnest money deposit will be refunded to the tenderers whose offers have not been accepted within 90 days of opening of tenders. Earnest Money Deposit of the tenderer whose offer is accepted will be kept as interest free security deposit till successful completion of the contract.

**Scope of Work:**

The service provider is expected to provide the following services:

- a) Cooking and serving meals (breakfast, lunch, evening tea and Dinner) on the basis of 24x7 service backup.
- b) Managing and control of stocks and inventories.
- c) Cleaning of utensils, kitchen and serving items;
- d) Cleaning of cooking, dining and auxiliary areas;
- e) Security of the equipment, utensils and other items in the mess.
- f) Maintenance of the equipment in the kitchen and dining area;

- g) Maintenance of books, ledgers, other records and documents related to running the mess.
- h) Deployment and supervision of required man power for the above mentioned tasks, workers are liable to periodical health checkup.
- i) Menu should be decided by mutual understanding between vendor and Institute authority/Institute committee.
- j) Quality services should be maintained and rate of meal decided by constituted committee.
- k) For cooking only gas supply should be used, no use of coal or other method. (Use of any electric appliances for cooking purpose shall not be allowed). Charges for other electricity and water use shall be levied as per University rules.
- l) Entire furnishing and their maintenance including dining hall, catering, cooking should be provided and maintained by vendor.
- m) Profit share offered along with a minimum commitment charges(will be decided further by mutual understanding between successful vendor and Institute committee) will be preferred.
- n) Vendors are also requested to put their 3 preferences of areas for service for our active consideration.

As can be noted from the above, operational services shall NOT INCLUDE Preparation of menu and any policy matter related to running the mess. All such decision will be the direct responsibility of the Institute authorities/Institute committee of the Institute.