



# Govt. Polytechnic Education Society, Manesar

(On NH-8, Near NSG Camp, Manesar, Gurugram)  
(Ph. - 0124-2337243, Website-www.gpmanesar.ac.in)

Office Order No: 597

Dated: 29/12/2021

A Committee of the following Faculty Members is constituted to prepare and float proposal defining terms and conditions for e-tender document on [www.haryanaeprocurement.gov.in](http://www.haryanaeprocurement.gov.in) providing mess services for Hostel and uploading on website. The e-tender process will be completed within one month.

- 1 Sh Dharampal Senior Lecturer
- 2 Sh Dayanand Mor Lecturer
- 3 Sh Devender Singh Lecturer
- 4 Sh Himanshu Yadav Lecturer

Principal

Govt. Polytechnic Education Society  
Manesar

Endst. No. 5262

Dated: 29/12/2021

A copy of the above is forwarded to following for information and necessary action please:

- ✓ 1 Sh Dharampal Senior Lecturer
- 2 Sh Dayanand Mor Lecturer
- 3 Sh Devender Singh Lecturer
- 4 Sh Himanshu Yadav Lecturer
- 5 Guard File.
- 6 Spare for Principal

Principal

Govt. Polytechnic Education Society  
Manesar

## Institute Vision

- To be a center of excellence imparting Technical Education and producing highly trained Diploma Engineers.



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## NOTICE INVITING E-Tender

Online electronic bids are invited for and on behalf of GPES Manesar from domestic bidders for "hostel mess". according to O/O 597 dated 29.12.2021 with tender specification No.

(E- Tender No. 2022\_HRY\_.....209132.....).

Last Date for submission of online bids is 0.05.2022.

Complete Tender Document can be viewed & downloaded from our Institute's website. [www.gpmanesar.ac.in](http://www.gpmanesar.ac.in) and from procurement website of Haryana <https://etenders.hry.nic.in>

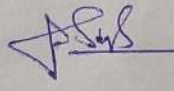
Any corrigendum regarding this tender will be available on above websites.

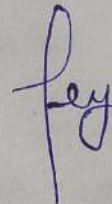
For more details contact 0124-2337243

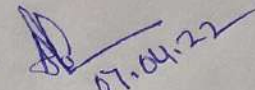
  
PRINCIPAL

GPES MANESAR

1. Dayanand D/S

2. Devender Singh 

3. HIMANSHU YADAV (Member) 

Chairman :-   
07.04.22



**TENDER NOTICE**

**Scope of Work:**

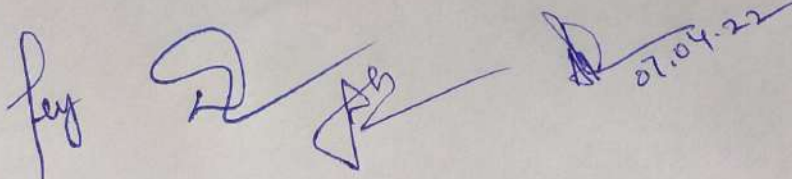
Hostel is a diploma student Hostel of Government Polytechnic College(GPES, Manesar) with a capacity for 150-200 Students (Boys & Girls) students.

The mess will serve Breakfast, Lunch, Evening Tea (with snacks) and Dinner on monthly basis (Minimum 22 day's payment in month) to the resident students and occasionally for bonafide guests and visitors as per the menu suggested by the Hostel Mess Committee. **An indicative menu is enclosed.** The menu will be changed from time to time as decided by the Hostel Mess Committee in consultation with the caterer.

The hostel will provide kitchen equipment, furnished dining hall, water, electricity fixtures service counters and gas cylinders while the contractor will provide all the staff, crockery, cutlery and utensils for cooking / serving purposes. The contractor will have to pay for the electricity, Mess Rent, Mess maintenance charges on monthly Basis.

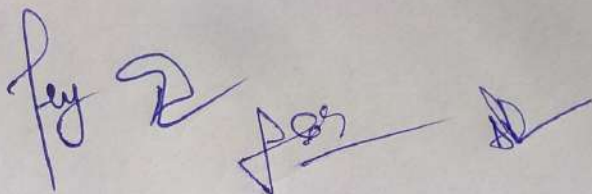
**The terms and conditions of contract shall be as follows:**

1. The contract is initially for one year and renewable on satisfactory performance.
2. The bidder should have minimum of five (05) year of experience of running the mess in reputed institutions/organization. The relevant papers are attached along with tender for consideration of its eligibility.
3. The Mess Contractor shall procure the license issued by the Health Authority of India, under the Food Adulteration Act, at his/her own cost.
4. Contractor must have annual turnover of minimum Rs. 35 lacs per year in last five years (attach proof) certified by registered CA.
5. Contractor will have to quote the rate of **per student per day**. Students will be charged minimum for 22 days diet and the students whose stay will be more than 22 days will be charged extra.

The bottom of the page contains several handwritten signatures in blue ink. To the right of the signatures, the date '27.04.22' is handwritten.

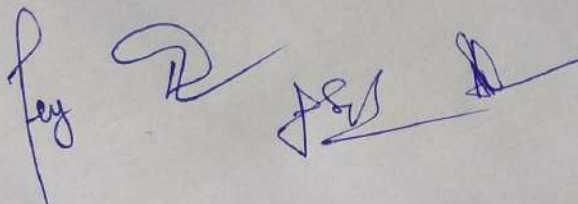


6. The contractor will have to deposit a EMD of Rs. 2,00,000/-(two lacs) in the bank account mapped in the name of Principal Govt. Polytechnic Manesar (Gurugram) which is refundable only after completion of contract.
7. There will be table service in the mess.
8. The contractor will issue proper receipt to the students against payment. The last date would be 15<sup>th</sup> of every month.
9. No child labor is allowed.
10. No Lady worker is allowed in the boys' hostel.
11. The contractor shall not use any electrical appliance for cooking the food in the boys hostel mess.
12. Only an authorized person working in the mess will remain in the mess premises of the hostel institution.
13. Hostel mess tender application fee of Rs.1000/- deposit in the bank account mapped in the name of GPES, Manesar which is non refundable.
14. Strict adherence to the timings, menu and prices of extra items will be made as determined by the Mess Committee in consultation with the Caterer.
15. The strength of mess members (students) is expected to be 150-200 during the year. During the summer and winter vacations the mess shall remain closed, unless prior agreement is reached between the mess Committee and the Caterer.
16. The Caterer shall, at his/her cost, maintain adequate stocks of food grain, grocery etc. and adhere strictly to the standards as prescribed by the FSSAI (**list of indicative brands of items to be used in catering is given along with the indicative menu**).
17. No food cooked in the Mess shall be taken outside the premises without prior permission of the competent authority.
18. No other food items, other than the three regular meals and evening tea/coffee with snacks recommended by the Mess Committee shall be prepared.
19. Quality of food / services provided will be inspected/checked from time to time by the Mess Committee and if found unsatisfactory, the contract may be cancelled at any time by the College with/ without furnishing any notice. The College reserves the right to impose a fine, if deemed necessary.





20. Major civil and electrical work will be attended by the College. Minor maintenance jobs such as replacement of light bulbs, tube lights etc. shall be the responsibility of the Caterer.
21. Security and upkeep of licensed premises, all equipment fittings and fixtures etc. shall be the responsibility of the caterer. Any damage / loss of equipment/fixtures will be recovered from the Caterer.
22. The Caterer shall maintain adequate hygienic condition in the mess and adjoining area and ensure proper garbage disposal with adequate number of bins to collect segregated waste.
23. The Contractor and his employees would be governed by the discipline rules as may be laid down by the College while they are in the Hostel/College premises.
24. The conduct/character/antecedents and proper bonafide of the workers in the Mess shall be the sole responsibility of the contractor. However, the Contractor should provide the necessary details of all its employees to the College. All the employees should be police verified.
25. The Caterer's workmen should be in proper uniform with apron, head cap and wear hand gloves at the time of work and maintain personal hygiene.
26. The mess contractor & his workmen follow the necessary Sop regarding corona issued time to time by centre & state govt.
27. No accommodation except the changing/resting room will be provided to the Caterer's workmen.
28. The Caterer shall attend monthly meetings of the Mess Committee.
29. The Caterer shall not sub-contract the running of mess to any other party.
30. If two or more than two firm quoted the same rate than the final decision will be taken by the committee on the basis of merit of Following Points:
  - i) Working Experience ii) Turnover iii) Number of Govt. Contracts at present of similar nature.
31. The Caterer will be required to provide 'khichri' or any other suitable sick diets for sick residents in lieu of the regular meals.
32. The Caterer shall follow the time schedule of opening and closing the



mess each day.

33. The mess contract cannot be terminated by the contractor in the midst of the period of award. If it is done, the security deposit shall be forfeited.

34. In case of breach of any term and condition herein contained, the college authorities shall be at liberty to terminate the contract without assigning any reason and the caterer shall have to vacate the premises allotted to him/her within the time specified by the college authorities.

35. Any dispute or litigation is subject to Gurgaon district Jurisdiction.

36. The mess Contractor shall pay the following charges to the college for running the Hostel mess:

- i. Mess Rent: ₹ 2500/- per month
- ii. Electricity Charges : ₹1500/- per month
- iii. Mess maintenance charges: ₹ 2000/- per month

37. Mess timing would normally be as under. The Mess Committee however reserves the right to make any alteration in the menu in consultation with the Caterer: -

**Breakfast** 7:30 a.m. to 8:45 a.m.

**Lunch** 12:30 p.m. to 2:00 p.m.

**Evening Tea** 5:00 p.m. to 6.00 p.m.

**Dinner** 7:30 p.m. to 9.00 p.m.


**Committee members**

1. Sh Dharmpal Sir (Chairman)

2. Sh. Dayanand Mor (member)

3. Sh. Devender Singh (member)

4. Sh. Himanshu Yadav (member)

  
Principal

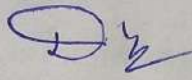
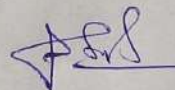

GPES Manesar



**TECHNICAL BID**  
**List of Enclosures**

1. Proof of submitting tender document fee i.e Rs. 1000/-.
2. Proof of Earnest money Deposit with amount of i.e Rs. Two lacs.
3. Self-Attested copy of PAN/TAN Card of the firm.
4. Self-Attested copy of License / Registration of the firm under FSSAI.
5. Self-Attested copy of Income Tax return filed by the firm of last 3 consecutive years.
6. Self-Attested copy of balance sheet/turnover of last 5 consecutive years of the firm.
7. Self-Attested copy of the experience certificate issued by the earlier departments/ organizations where services has been provided/ providing.
8. An affidavit of Rs.100/- (One Hundred Rupees Only) on Non Judicial stamp paper that the firm has not been black listed anywhere and firm has fulfilled all legal liabilities up to dates. Also all the attached documents are genuine and authentic. And if any information/document is found fake at any stage during the work period the work order may be cancelled and appropriate action shall be initiated against the firm.

*\*All Required Documents must be in PDF format and in single file*

1. Dayanand 
2. Devender Sirl 
3. HIMANSHU YADAV (Member) 

Chairman:-  07.04.22



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## Application Form

1. Name of the firm.....
2. Address of Reg./Head office.....  
.....and branch office(if any)...  
.....
3. Contact person with contact detail.....
4. Firm PAN/TAN No. ....
5. Firm registration No. under prevailing FSSAI Acts.....  
.....
6. Total experience of the firm .....
7. Total Experience of the firm in Any Govt.Organization .....
8. List of Govt. Clients of the firm with contact no. and contact person:-
  - 1.....
  - 2.....
9. Earnest Money details.....

I hereby certify that the details shown above are true to the best of my knowledge and belief.

Date:

**Authorized Signatory**  
**Seal of firm/Company**




## Menu for Contract of Hostel Mess ( Govt Polytechnic Manesar)

Day	Breakfast (07:30 AM-08:45AM)	Lunch (12:30PM-02:00PM)	Evening Tea (05:00PM-06:00PM)	Dinner (07:30PM-09:00PM)
Monday	Bread (4 pcs) Normal/Brown, Butter/Jam, Milk (200 ml)	Butter Roti, Fried Rice, Chana Dal Seasonal Vegetable, curd (100gm), salad	Samosa/ Kachori (one pcs medium size) ,tea	Butter Roti, Jeera Rice, Moong dal, Seasonal Vegetable, Salad, kheer(200gm)
Tuesday	Parantha (stuffed) (2 pcs), butter /Pickle ,Milk (200 ml)	Butter Roti, plain Rice, Rajma, Seasonal Vegetable, Salad	Sandwich ( 2 pcs), Tea	Butter Roti, Fried Rice, Udad Dal, Seasonal Vegetable, Salad, gulab jamoon (one medium pc)
Wednesday	Idli /Bread Sandwich (4 pcs) ,sauce , Milk (200 ml)	Butter Roti, Jeera Rice, Moong Masri Dal, Seasonal Vegetable, curd / raita(100gm), Salad	Biscuit(one packet of rs 5/-) with tea	Butter Roti, Plain Rice, Dal makhni, Seasonal Vegetable, Salad, Rasgulla (one medium pc)
Thursday	Aloo prantha (02 pcs) Butter /pickle, Milk (200 ml)	Butter Roti, plain Rice, Kadi, Seasonal Vegetable, Salad	Bread pakoda/samosa (one pcs medium size)	Butter Roti, Plain rice, Moong masri Dal, mutter paneer, Salad, Kheer (200gm)
Friday	Samosa/Kachorri (2 pcs), Milk (200 ml)	Butter Roti, Jeera Rice, Moong dal White chhole , Curd / Raita(100 gm) ,Salad	Biscuit(one packet of rs 5/-) & tea	Butter Roti, Plain Rice, Chana Dal, Seasonal vegetable, Salad, Halwa
Saturday	Poha , sauce ,Milk (200 ml)	Butter roti, Fried Rice, Kadi with pakoda, Seasonal Vegetable, Salad	Aloo kachori (one Pcs medium size) with tea	Butter Roti, Plain Rice, Paneer(kadhai), Salad, gulab jamoon (one medium pc)
Sunday		Chhole Bhature(full diet), Salad, Curd/ raita(100 gm) (10:30 am to 12:00 pm)	Tea, Paneer pakoda (2 pcs)	Butter Roti, Jeera Rice, Arhar Dal, Seasonal Vegetable, Salad, Sweet dish burfi (1pcs)

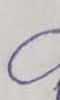
Note :

2. All pulses, rice (basmati), suji, besan, maida, bread must be branded
3. All items such as curd, milk, Paneer, butter, spices, refined, oil, and ghee must be used branded

  
03/01/2022


(Committee Member1)

Smt Sharmila

  
03/01/2022

(Committee Member2)

Sh Dayanand mor

  
03/01/2022

(Committee Member3)

Smt Pooja

95  
MPS  
5/1/2022

Principal

GPES Manesar



## List of indicative brands of items to be used in catering

S. No.	Item	Brand
1	Milk	Mother Dairy / Amul/Nestle
2	Bread	Brittania/ Harvest
3	Butter	Mother Dairy / Amul/Nova/Nestle
4	Jam	Kissan/ Tops
5	Tea	Taj Mahal / Brooke Bond/Tata tea
6	Paneer	Mother Dairy / Amul/Nestle
7	Tomato Sauce/ Ketchup	Kissan / Tops
8	Chilli Sauce	Kissan / Tops
9	Refined Cooking Oil	Safola/ Sun flower/ Fortune
10	Vanaspati Ghee	Dalda / Rath
11	Mustard Oil	Fortune / Dhara
12	Rice	Basmati Rice (India Gate), Parmal
13	Sugar	Good quality
14	Atta/ Maida/ Besan	Rajdhani / Shaktibhog/ Ashirwad
15	Pulses	Good quality Agmark ISI brand
16	Spices	MDH / Catch Agmark ISI brand
17	Fruits/ Vegetables	Seasonal fresh quality
18	Salad	Seasonal fresh items of green vegetables, Beet root, Carrot etc.
19	Curd	Mother Dairy / Amul/Nestle/Nova

**Note:** Perishable items like Paneer, Butter, curd, Milk etc. should be procured afresh daily.