

Tender Notice

Gokhale Institute Politics and Economics, Pune invites sealed tenders in two bid system (Technical And Commercial) from the experienced and eligible contractors/caterers in the field; to offer mess services within the permissible limit, for the students' hostel at GIPE Campus in Pune city.

No	Description of work	Approximate cost of work	EMD	Tender fee
1	Contract for Hostel Mess Services at Gokhale Institute of Politics and Economics, Pune	1,20,00,000/-	1,00,000/-	5,000/-

Terms and conditions

- 1) This Tender Notice is available on Institute's Website
- 2) The Terms, Conditions and Scope of work is clearly mentioned in Tender document which can be purchased from GIPE Office after paying applicable entry fee.
- 3) Tender document can be downloaded from the website. Demand Draft of Rs. 5,000/-, towards Tender Fee has to be attached at the time of submission of tender, if the tender is downloaded from website.
- 4) The Bidders are advised to study all technical and commercial aspects, instructions, terms and conditions carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid.
- 5) Incomplete tender/conditional tender will not be accepted.
- 6) The Institute reserves the right to select or reject one or all tenders in whole or in part without assigning any reasons there for.
- 7) All documents submitted shall be duly attested otherwise the tender will be rejected.
- 8) The bidders should adhere with all seriousness to the time schedule provided by the Institute.

Officiating Dy. Registrar
Gokhale Institute of Politics and Economics

Tender Document

Contract for Hostel Mess Services

The details of the Tender are as below

1	Tender Reference no.	24.3.4/625/2025
2	Name of Work / Item	Contract for Hostel Mess Services at Hostel Premises of Gokhale Institute of Politics and Economics, Pune
3	Date of issue of Tender Document	01/07/2025
4	Last date for submission of Tender	07/07/2025
5	Date and time for opening of Technical bids	08/07/2025 11.00 AM
6	Date and time for opening of Commercial bids	08/07/2025 11.30 PM
7	Date of award of contract and agreement	09/07/2025
8	Date of commencement of contract	15/07/2025
9	Period of contract	For one year from the date of agreement. (Extendable for similar or lesser period based on University's requirements and the performance of agency)
10	Entry Fees	Rs. 5,000/- (Non-refundable) to be paid through Online Payment Mode i.e. Net Banking, Debit Card , RTGS/NEFT
11	EMD Amount & Mode of Payment	Rs.1,00,000/- (Refundable) in favour of "Gokhale Institute of Politics And Economics"
12	Address for communication	Registrar Gokhale Institute of Politics And Economics 846, Shivajinagar BMCC Road, Deccan Gymkhana Pune - 411004
13	Contact Telephone & Fax Numbers	Tel : 020 – 25683300 Email : gokhaleinstitute@gipe.ac.in

1. Introduction

- 1.1. Gokhale Institute of Politics and Economics, Pune – hereinafter referred as GIPE – commonly known as Gokhale Institute is one of the oldest research and training institutes in Economics in India. Institute was founded in 1930, and was awarded a status of Deemed University by UGC in 1993.
- 1.2. GIPE offers a comprehensive range of specialized courses in Economics at Undergraduate, Postgraduate and Ph.D. level. Currently around 1000 students have enrolled across these courses.
- 1.3. GIPE has three hostels on the residential campus. Two are for girls and one hostel is for boys. Current student strength residing at hostels is 210 girls and 200 boys.
- 1.4. The mess is common for all three hostels and is managed by a committee called Mess Management Committee of GIPE Hostel under the overall control of respective Warden of the hostel. For the smooth functioning of the students' mess at hostels, the institute wishes to outsource the mess catering facility for hostels by providing canteen infrastructure facilities like table and chairs, etc.

- 1.5. This tender is invited to run a Hostel Mess on “**as is where is basis**” with the space and facilities provided by the Institute in the Campus at Pune.
2. Scope of the work
 - 2.1. Mess should offer following food items to every student every day in morning and evening session.
 - 2.1.1. Morning session will include:
 - Morning Breakfast and Tea
 - Lunch (Veg / Non-veg)
 - 2.1.2. Evening Session will include:
 - Dinner (Veg / Non-veg)
 - 2.2. Contractor will follow the menu decided and amended by the hostel committee every month. The tentative menu is as per Annexure 1
 - 2.3. Contractor will use the consumable items of the brands as per Annexure 2
 - 2.4. All food items mentioned in clause 2.1, except non-veg and sweet items if any will be offered in unlimited quantity.
 - 2.5. The Lunch and Dinner will serve Chapati, Two Sabji, Dal, Rice, Salad and Achar.
 - 2.6. One Non-veg curry should be served to students (who opt for Non-vegetarian) thrice a week at the place of Two Sabji
 - 2.7. Sweets should be offered once in week (Preferably on Sunday) and should be included in the menu.
 - 2.8. The additional item other than regular menu in mess will be chargeable to hostel student as per the rates approved by the hostel committee to the contractor.
 - 2.9. Mess will function for all seven days of a week.
 - 2.10. Mess will have following scheduled vacations in a year and will remain close during vacation.
 - 2.10.1. Diwali vacation : 8 days
 - 2.10.2. Summer vacation : 30 days
 - 2.10.3. Any other vacation as and when declared by the institute
 - 2.11. The bill will be prepared on actual food consumption on per plate per session (Morning Session and Evening Session).
 - 2.12. The monthly bill of mess contractor will be paid on the basis of report of biometric attendance of students who will take the food in mess. If the biometric will not be working, the log book of signature should be maintained.
3. Eligibility criteria for bidder
 - 3.1. The Bidder should have the required licenses such as Food License, Health License if applicable, GST registration and PAN under Income Tax Act from the concerned Government Authority. A certified copy of Food license, GST Registration, Latest GST returns and PAN card should be enclosed.
 - 3.2. The Tenderer should have valid Labour licenses issued by State/Central Government and should be enclosed.
 - 3.3. The tenderer should be an Income tax assessee (latest Income Tax return should be enclosed).
 - 3.4. The tenderer should have Tax Index Number (TIN) issued from commercial tax department of the Government (A copy of the Registration Certificate should be enclosed).
 - 3.5. The tenderer should have at least 3 years' experience in running a hostel mess or canteen in a College / University / Autonomous Institutions where the institution must have residential hostel. Documentary evidence, such as an experience certificate, issued from the concerned educational institute/University, should be furnished.

- 3.6. Presently, the tenderer should have running/ongoing contract of hostel mess or canteen for a capacity of minimum approximately 150 nos. students.
- 3.7. The Bidder should have average minimum turnover of Rs.25 Lakh (Rupees twenty five lakh only) per annum out of Indian Operations for the last 3 consecutive years. A Certified copy of the Annual Audited Accounts duly signed by the Chartered Accountant should be enclosed for each year.
- 3.8. Earnest Money Deposit (EMD)
 - 3.8.1. The tenderer should furnish Earnest Money Deposit (EMD) for a value of Rs. 1,00,000/- (Rs. One lakh only) along with the tender by way of Demand Draft obtained from any Nationalized /Scheduled Bank and drawn in favour of "Gokhale Institute of Politics and Economics" payable at Pune.
 - 3.8.2. Any tender without the EMD will be considered as Non- responsive and will be summarily rejected.
 - 3.8.3. The tender inviting authority will arrange to refund the EMD to the un-successful tenderers after publishing the successful tenderer within a reasonable time. No interest will be paid on the EMD.
 - 3.8.4. The EMD of the successful agency is liable to be forfeited if the agency fails to start the mess as per the date scheduled in the agreement with the university. The tenderer on becoming successful fails to furnish the required security deposit or sign the agreement within the stipulated time.
- 3.9. Security Deposit
 - 3.9.1. The successful bidder has to furnish security Deposit of Rs. 5,00,000/- (Rupees Five Lakh only) for mess in form of Demand Draft obtained from any nationalized / Scheduled bank and drawn in favour of " Gokhale Institute of Politics and Economics" Payable at Pune.
 - 3.9.2. Security Deposit to be furnished within 10 days of issue of letter of Acceptance and signing the Contract/Agreement.
 - 3.9.3. If the successful bidder fails to remit the security deposit within the above said period, the Earnest Money Deposit paid by him shall be forfeited and his tender shall be held void and the institute shall continue the process with other responsive tenderers as per the General Terms and conditions of the contract. The Institute also reserves the right to take any other action as deemed necessary against such tenderer.
 - 3.9.4. No Interest will be paid on the Security Deposit mentioned in Clause.1.3.1 above.
- 3.10. To prove financial capability to undertake the tender, the tenderer should furnish banker's Certificate (in original) for Credit Facility for an amount not less than Rs. 25.00 lakhs and not more than 3 months older from date of advertisement of tender.

4. General Terms and Conditions

- 4.1. The Tender document is not transferable.
- 4.2. The successful bidder shall have to pay security deposit at the rate of Rs.5,00,000/- (Rupees Five Lakhs Only).
- 4.3. The security deposit shall be interest free during the period of contract & the said Security Deposit shall remain with the Institute during the period of contract.
- 4.4. The bidder will have to enter into an agreement with GIPE at the cost of the bidder and shall bear the necessary stamp duty applicable to the agreement
- 4.5. The Bidder shall not be entitled to sub-contract with any other party/parties
- 4.6. The Institute authorities shall have right of termination/cessation of the contract at any stage on violation of any of the terms and condition of the Contract and in such case the Security Deposit shall be liable for forfeiture.
- 4.7. Initially the contract will be awarded for a period of 12 months from the date of signing the agreement. The Hostel Mess Management Committee will assess the performance of the

agency before completion of tenure. After reviewing, if the performance of the agency is found to be satisfactory, the contract may be considered for renewal for next year with mutual consent.

- 4.8. The premises of the Hostel Mess and Canteen Services will be used for the purpose for which the allotment will be made and not for any other purpose without the written permission of the Competent Authority.
 - 4.9. No person with any adverse police record will be allowed to work in the Hostel Mess.
 - 4.10. Required safety measures are to be observed by the Contractor themselves. He should install the required numbers of fire extinguisher etc. at appropriate places to prevent fire hazard.
 - 4.11. Mess bill only be raised against the actual enrolled students.
 - 4.12. Any change like timing of operation, rate of items and any addition of item(s) to be included in the Hostel Mess in future will require the prior permission of the Institute.
 - 4.13. Menu may change as per discussion with the Hostel Mess Committee with vendor. Hostel Mess Committee will evaluate the quality of food and the materials used for preparation of the food and will have the right to impose suitable fine/penalty in case of unsatisfactory service.
 - 4.14. Members of Hostel Mess Committee and GIPE Officials have the right to visit mess without any prior notice for the inspection and quality check purpose.
 - 4.15. The Contractor will ensure and comply with the provisions of various municipal and other Rules/Regulations/Laws of the Government in respect of wages and other benefits to their employees.
 - 4.16. The GIPE shall not be the party in case any dispute takes place between the Contractor and their employees.
 - 4.17. Maintenance cost including electricity bill, water charges etc. for the premises under the control of vendor such as kitchen, store, etc. shall be paid by the agency for mess.
 - 4.18. The workers employed by the agency shall wear uniform and name-badge, which will be provided by the agency itself. This should be implemented within 15 days from the date of signing the agreement. These workers are not employees of the Institute and shall not have any claims whatsoever on the Institute and shall not act detrimental to the interest of the Institute.
 - 4.19. The agency should maintain a complaint register inside the canteen and should be produced on demand by any of the user. Non-production of this will be taken seriously by the Institute and suitable penalty shall be imposed as determined by the competent authority.
 - 4.20. The agency should also produce the copy of the complaint register duly verified by mess committee in charge along with the bills submitted for the payment to the university.
 - 4.21. If at any stage the involvement of the Contractor is found, in any, uncalled for activity, inside or outside the premises of the University, which may bring disrepute to the University, the contract is liable to be terminated by the Competent Authority by giving one month's notice.
 - 4.22. The agreement for the contract shall be governed by and interpreted in accordance with the laws in existence and jurisdiction at the Pune.
5. Hygiene Criteria:
- 5.1. The food served by the caterer has to be prepared in clean and hygienic and safe conditions as per the menu and healthy sanitary methods.
 - 5.2. Caterer should wash and maintain dining hall, hand-wash area, dish wash area etc. in highly clean conditions, caterer should also provide hand sanitizer and hand wash.

- 4.3 The caterer should collect the garbage from the kitchen, dining-hall, dish-wash area and dispose of the same every day. The surrounding should be kept clean and hygienic by the caterer.
- 4.4 The caterer should maintain high quality of hygiene, sanitation and safety in the kitchen and dining hall. All the surrounding area of the mess premises should be cleaned and washed daily by the caterer.
- 4.5 After every meal (breakfast, lunch and dinner) all the plates, glasses, spoons and other cutlery are to be cleaned in soap solution and hot water and dried and kept ready for the next meal by the caterer. The caterer must use cleaning material of high quality.
- 4.6 Mess workers should be strictly asked to make the use of hand gloves, aprons, cooking hats etc.
- 4.7 Dining hall and kitchen should be washed with water and soap solution and mopped after every meal by the caterer.
- 4.8 Water cooler and purifier should be cleaned and maintained properly by the caterer.
- 4.9 All the utensils, dinner set and other equipment required in the mess should be arranged by the caterer and replaced if missing/damaged in the kitchen.
- 4.10 The caterer should provide sufficient number of fly catchers in the mess premises.
- 4.11 Non maintenance of above criteria shall result in penalty to be imposed on the vendor as follows: -
 - (a) Penalty for Poor Food quality – Rs. 5000/- on each occasion
 - (b) Penalty for Hygiene/cleanliness – Rs. 2500/- on each occasionIf poor quality of food has been found three times in a month, in such conditions the awarded contract shall be terminated and their security deposit shall be forfeited.

6. Submission of Tender:

- 6.1. The tender document duly filled in, signed on all pages shall be submitted in sealed cover to the Registrar, Gokhale Institute of Politics and Economics at his/her office upto **18.00 hrs. on 7th July 2025** as per the procedure laid down herein. The tender can be submitted by hand or by registered/speed post on all workings days till the above closing date.
- 6.2. The Institute will not be held responsible for any delay in the receipt of the document by the tenderer including loss of the document in transit or delay in obtaining any document/certificate or on any other account. No extension of the date and time for the submission of the documents will be given for any such delay
- 6.3. The Institute may extend the last date for submission of tender by issuing an amendment. In such case all the rights and obligations of the Institute and the tenderers previously subject to the original due date for submission will be then subject to the new date for submission.
- 6.4. Any tender received by the Institute after the last date and time will not be considered and will be returned to the tenderer.

7. Procedure for Submission of Tender

- 7.1. Tenderers are advised to go through the tender documents and understand all the provisions and stipulations contained therein before submitting the tender.
- 7.2. The tenders shall be submitted as per the procedures and requirements stipulated therein.
- 7.3. This tender is based on TWO-BID SYSTEM i.e. Technical Bid and Commercial Bid. Therefore, the tender shall be submitted in two parts viz., Cover-A and Cover-B. Each part shall be placed in an independent sealed envelope and each part shall be super scribed as follows:
 - 7.3.1.Cover 'A' : "TECHNICAL BID COVER"
Name of work: "Technical Bid for Tender for Hostel Mess Services at Gokhale Institute of Politics and Economics, Pune"
 - 7.3.2.Cover 'B' : "COMMERCIAL BID COVER"

Name of work: "Commercial Bid for Tender for Hostel Mess Services at Gokhale Institute of Politics and Economics, Pune"

- 7.4. The contents of each of the two covers shall be as described in the subsequent clauses. For all other references, these covers will be referred to briefly as: "Technical Bid cover" and "Commercial Bid Cover".
 - 7.5. Both the covers i.e. Cover-A and Cover-B, shall be placed inside an outer cover and shall be super scribed as follows: "TENDER OF HOSTEL MESS SERVICES IN GOKHALE INSTITUTE OF POLITICS AND ECONOMICS : TENDER NUMBER."
 - 7.6. The sealed tender envelope shall be addressed to "THE REGISTRAR, GOKHALE INSTITUTE OF POLITICS AND ECONOMICS, Pune". The Tender envelope shall contain clearly the name and address of the Tenderer prominently, with Phone Number, email ID and Postal address.
 - 7.7. Technical bid has to be submitted in accordance with format as per Appendix - 3
 - 7.8. The technical bid cover shall contain documents and certificates mentioned in "check list" as per Appendix – 4. In addition to check list any document or certificates etc., mentioned anywhere in the tender document shall also be part of the technical tender requirements as a proof of experiences, Turnover, Registration no., GST No., PAN No. Labour License of the State/Central Govt.
 - 7.9. Commercial Bid ('Cover"- B) shall contain the duly filled in and signed Commercial Bid as per Appendix-5.
 - 7.10. The quoted price for food and other services should be excluding GST.
 - 7.11. Once the rates are finalized, no increase will be considered in the rates quoted by the agency in any case during the period of contract.
 - 7.12. While submitting the "Commercial Bid" and the quoted price for food and other services, the tenderer should consider all applicable taxes such as GST and duties on purchases and any other applicable taxes and duties levied by the State and Central Government or any other authority. Institute shall not be responsible for any change in the tax rate during the contract.
8. Signing the Tender:
- 8.1. The tender shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. All pages of the tender shall be signed by the person or persons signing the tender. The Tenderer shall enclose a certified copy of the power of attorney authorizing the signatory or signatories to sign the tender document. This certification shall be from the Proprietor / Partner / Managing Director or the Legal manager or any other authorized person of the firm.
 - 8.2. The tender shall contain no alteration or additions, except those Tenderer has to comply as per the instructions issued by the Institute. In case it is absolutely necessary to make corrections in the errors made by the tenders, in which case such corrections shall be signed by the person or person's signing the tender.
 - 8.3. All the pages in the tender document should be signed by the tenderer after properly filling all details.
9. Tender Opening
- 9.1. Tender will be opened in the presence of the Tenderers or their authorized representative who choose to be present and the tender scrutiny committee at **11.00 AM on 8th July 2025**. The representative of tenderer who attend the tender opening must produce their identification proof and authorization letter from the companies/tenderer.
 - 9.2. If the date of tender opening, by any chance happens to be a holiday, the tender will be opened on the next working day at the stipulated time.
 - 9.3. On opening the tender, the details such as name of the tenderer, address, EMD details, etc., will be read out.

- 9.4. Tenders found without the EMD or with an invalid EMD or insufficient EMD, will be summarily rejected. Unopened tenders will be returned to such tenderers.
 - 9.5. On verifying the EMD, Cover-A containing "Technical Bid" shall be opened first.
 - 9.6. The Technical bids will be examined to decide their service suitability for the said work. Tenderers whose Technical bids are not found acceptable will be advised of the same and their sealed covers containing the respective Financial Bids will not be opened. Their EMD will also be returned to them.
 - 9.7. Financial bids of only those tenderers, whose technical bids are qualified, will be opened in the presence of the Tenderers or their authorized representative.
 - 9.8. Information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of contract shall not be disclosed to tenderers or any other persons not officially concerned with such process until the award to the successful tenderer has been announced.
 - 9.9. Criteria for Technical Evaluation (Evaluation of Technical Bid)
 - 9.9.1. The Institute will determine whether the tenderer has fulfilled all the tender conditions as stipulated in the tender document and whether the tender is substantially responsive or not.
 - 9.9.2. Tenderers who have not fulfilled the tender conditions shall be a non-responsive tenderer and will not be taken up for further evaluation and Price bid opening.
 - 9.9.3. To assist the examination, evaluation and comparison of tenders, the University may at its discretion, ask any tenderer for clarification on his tender. The request for clarification and the response shall be in writing or by fax but no change in the substance of the tender shall be sought, offered or permitted.
 - 9.9.4. When a Tender fails to be responsive, it will be rejected by the University and may not subsequently be made responsive by correction or addition/withdrawal of the non-conforming deviation or reservation.
 - 9.10. Commercial Bid Opening:
 - 9.10.1. The Institute will then proceed with opening of Cover-B, i.e., "Commercial Bid Cover" of those tenderers whose technical bid has been found substantially responsive. The opening of the "Commercial Bid Cover" will be done in the presence of those tenderers or their representatives who choose to be present. The Institute will inform such tenderers in advance about the acceptance of their technical tender and the date and time of opening of the "Commercial Bid Cover".
 - 9.10.2. On opening of the "Commercial Bid", the amount as quoted by the Tenderers will be read out.
 - 9.10.3. Criteria for Commercial Bid Evaluation:
 - 9.10.3.1. In Commercial bid evaluation the following procedures will be adopted:
 - a. The selection of agency will be based on the rates quoted for "Commercial Bid for food for 30 days per student excluding taxes"
 - b. In case of discrepancies, the quoted price in word will be valid for evaluation of price bids.
10. Notification of Award
 - 10.1. The tenderer whose tender has been accepted will be notified by the Institute.
 - 10.2. Notification of award shall constitute the formation of contract and EMD will be treated as Security Deposit, till Security Deposit is furnished in accordance with the provisions of clause- 11 of this tender document.
 - 10.3. Upon furnishing the security deposit by the successful tenderer and upon Signing the Agreement, the EMD shall be returned to the unsuccessful tenderer within reasonable time period.

11. Signing the Agreement

- 11.1. The successful tenderer shall furnish the required security deposit and execute an agreement (Three copies) as per Annexure-5 on a non-judicial stamp paper to the value of Rs. 500/- within 7 days from the date of acceptance of the award of tender.
- 11.2. If the agreement mentioned in Clause 12.1 above is not executed in the prescribed period, the Earnest Money Deposit and Security Deposit of the tenderer are liable to be forfeited.
- 11.3. The successful tenderer, if fails to execute the agreement within the stipulated period, he will also be liable for all damages arising there from such default including the cost of conducting fresh tenders and the increase in rates if any, in the subsequent tender and shall compensate for all losses sustained by the Government/University in this regard.

12. Termination of Contract

- 12.1. Termination for Convenience
 - a. The Institute authorities shall have right of termination/cessation of the contract at any stage on violation of any of the terms and condition of the Contract and in such case the Security Deposit shall be liable for forfeiture.
 - b. The Institute may give a written notice, with a notice period of 30 days sent to the Hostel Mess/Canteen Contractor, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Institute's convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.
- 12.2. Termination for Default
 - a. The Institute may, without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of 30 days, sent to the Hostel Mess/Canteen Contractor, terminate the contract in whole or in part (i) If the Hostel Mess/Canteen Contractor fails to perform any of the obligation(s) under the contract; or (ii) if the Hostel Mess Contractor, in the judgment of the Institute, has engaged in fraudulent and corrupt practices in competing for or in executing the contract.
 - b. In the event, the Institute terminates the contract in whole or in part, the Institute may entrust the contract of operating/running mess to other persons/contractors in such manner and at such rate as deemed appropriate and they shall be liable to the Institute for loss of revenue Suffered by the Institute in this process. However, the Hostel Mess Contractor shall continue the performance of the contract to the extent not terminated.

13. Disputes and Jurisdiction:

- 13.1. Any legal disputes arising out of any breach of contract pertaining to this tender process shall be settled in the courts of competent jurisdiction located within Pune.

Annexure – 1
Tentative Menu of the Mess

Breakfast (Served unlimited)	Anyone of the following Pohe / Upma / Daliya / Shira/ Idli Sambar / Meduvada Sambar / Appam/ Dosa / Uttappa/ Puri bhaji / Sandwich / Cutlet/ Sabudana Khichdi / Sabudana vada / Batata wada Sambar / Misal / Bhaji/ Aloo / Methi / Palak Paratha/Egg omlete
	Tea / Coffee
Lunch / Dinner:	
Vegetarian (Served unlimited except sweet dish)	Rice/Khichadi + Chapatti/Paratha/Puri +Two Vegetables (Sabji) + Sambar/Dal/Kadhi + Butter Milk/Curd + Salad & Achar + Sweet (On Sunday)
Non-vegetarian (Served unlimited except non-veg item)	Rice/Khichadi + Chapatti/Paratha/Puri Sambar/Dal/Kadhi + Butter Milk/Curd + Salad & Achar + Chicken/Mutton/Fish/Egg Curry (150 gm)

ANNEXURE – 2
Permissible brands of consumables item

Consumable items	Brand
Salt	Iodized salt such as Tata, Annapurna, Nature Fresh
Spices	MDH, MTR or equivalent quality brands
Ketchup	Maggi, Kissan, Heinz
Oil	Refined oil such as Sundrop, Nature Fresh, Godrej
Pickle	Mother's or Nilon's or Tops
Atta	Aashirvad, Pillsbury, Nature Fresh
Butter	Amul, Britannia, Mother Dairy
Bread	Britannia/Harvest/Aabad make
Jam	Kissan, Tops.
Milk	Toned milk of Mother Dairy, Amul Milk Scheme
Paneer	Amul/Mother Dairy
Tea	Brook Bond, Lipton, Tata, Taj Mahal
Coffee	Nescafe/Bru
Biscuits	Britannia, Parle, Good Day
Ice Cream, Lassi, Curd	Mother Dairy, Amul, Cream Bell – all varieties
Mixtures/Chips	Haldiram/Bikaner
Mineral Water	ISI marked Kinley/Bisleri/Aquafina
Besan, Dal	Rajdhani/Standard brand
Rice	India Gate, Daawat & Others
Cold Drinks	Pepsi, Coke etc.
Juices	Real, Tropicana
Sweet	Bikaner, Haldiram

The Contractor may use any other brand only after obtaining prior written approval from the canteen committee/mess committee/Hostel warden of the institute.

<< Print on Letterhead >>

**Annexure – 3
TECHNICAL BID**

Date: XXXX

To,
Gokhale Institute of Politics and Economics
Pune

Subject : Commercial Bid for Tender no XXXX

Dear Sir,

We have deposited Earnest Money Deposit (EMD) Demand Draft No. _____ dated _____ of Rs.1, 00,000/- (Rupees One Lakh only) drawn on (Name of the bank) _____ in favour of Gokhale Institute of Politics and Economics, payable at Pune (Copy enclosed with Technical Bid).

PROPRIETARY/COMPANY/FIRM PROFILE

1. About the company / firm

a) Name of the Company/Firm	
b) Complete registered address	
c) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation) :	
d) Has your company/firm ever Changed its name any time? If so, when, the earlier name and the reason thereof? :	
e) Were you or your company ever required to suspend catering services for a period of more than 06 months continuously after you commenced the catering services? If so, give the name of the contract and reasons thereof. :	
f) Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract. :	

2. Contact persons

Name	
Designation	
Telephone no (s)	
Mobile no (s)	
Fax no	
Email-ID	

3. Year of commencement of business :

4. Statutory Details (Photocopy to be attached):

Registration No. of the Firm:	
Food Licene No:	

PAN No:	
TAN No:	
RPFC – Registration No:	
ESIC Registration No:	
GST Registration No:	

4. Income Tax Assessment Completion Certificates for last three financial years. (In the event of assessment of the years indicated having not been completed the certificate of the latest assessment completed may be enclosed and the reason for non-completion of the assessment for the required years may be indicated).

6. List of present and past clients (Please use separate sheet for each) as per the following format. The information provided will facilitate evaluation of your Technical Bid:

Sr no	Name of the organization with complete postal address	Name & designation of the Contact Person with Tel/Mobile No(s)	Date from which the contract was awarded	No. of persons deployed by your firm	No.
1.					
2.					
3.					

7. Volume of business done during the last three years (Please submit documentary evidence) (Rs. in Lakh) Details of annual financial turnover (Gross). Turnover Certificate Certified by Chartered Accountant to be attached.

2022 – 23	2023 – 24	2024 – 25

I hereby certify that the information furnished above is true and correct.

I abide to terms and conditions mentioned in the tender document duly accepted by me.

Tenderer Signature with Seal

Name:

Address & Telephone No:

Annexure – 4

Check list of documents to be attached with technical bid

- 1) Demand Draft of Rs.1,00,000/- towards EMD.
- 2) Demand Draft of Rs. 5,000, towards Tender Fee, if the tender is downloaded from website.
- 3) PF, ESIC, Insurance under Personal Accident Insurance Policy, Labour License, PAN, TAN & GST and Food Licence photocopies.
- 4) Signature of the bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender document.
- 5) Documentary evidence in support of the following:
 - a) Number of years of experience in running canteens in educational institute/offices/organizations/hospitals/places of public utility/institutions along with number of persons availing the services offered by the contractor.
 - b) List of institutions/organizations (with complete postal addresses) served in the past and list of institutions/organizations where presently providing canteen services. Names, designations and telephone numbers of concerned officers in the respective organizations/institutions may also be indicated.
 - c) Work Plan – indicating the requirement of staff and deployment pattern of staff proposed and other details for smooth, efficient and satisfactory performance of the contract.

<< Print on Letterhead >>

**Annexure – 5
Commercial Bid**

Date: XXXX

To,
Gokhale Institute of Politics and Economics
Pune

Subject : Commercial Bid for Tender no XXXX

01 (A). Hostel Mess Rate/charges Per Student Per Month:

	Description	Rate Per Day Per Student	Total Rate Per Month Per Student
1.	Morning Breakfast + Lunch (Veg/Non-veg) + Dinner (Veg/Non-veg)		
Break Fast (Bread Pakoda/Sandwiches/Poha/Upma/Alu Paratha with sauce/Idli Sambar Chutney / Meduvada Sambar Chutney / Kachori / Samosa / Batata wada etc.			
Lunch/Dinner: Veg: Rice/Khichadi + Chapatti/Paratha/Puri +Two Vegetables (Sabji) + Sambar/Dal and Butter Milk. Non-Veg: Rice/Khichadi + Chapatti/Paratha/Puri Sambar/Dal/Kadhi + Butter Milk/Curd + Salad & Achar + Chicken/Mutton/Fish/Egg Curry (150 gm)			
SUNDAY (SPECIAL) Rice/Khichadi + Chapatti/Paratha/Puri +Two Vegetables (Sabji) + Sambar/Dal and Butter Milk + one sweet & kachori/samosa/ vada/ bhaji with sauce etc. to be added.			

01 (B). Breakfast/Lunch/Dinner For Staff & Guest:

	Description	Rate per individual
1	Tea	
2	Coffee	
3	Milk	
4	Breakfast	
5	Lunch (Vegetarian)	
6	Lunch (Non-Vegetarian)	
7	Dinner (Vegetarian)	
8	Dinner (Non-Vegetarian)	
9	Mineral water / Packaged drinking water (1 liter)	

I hereby agree to provide and serve the items as mentioned above as per price quoted by me. The rate quoted inclusive of all material, fuel, cooking and all services, all statutory taxes including GST, duties and levies etc.

I abide to terms and conditions mentioned in the tender document duly accepted by me.

Tenderer Signature with Seal

Name:

Address & Telephone No:

Annexure – 6
DRAFT OF THE AGREEMENT
TO BE JOINTLY SIGNED BY GIPE AND THE CONTRACTOR
FOR RUNNING MESS AT GIPE, PUNE HOSTEL PREMISES
(To be signed on a Stamp Paper of Rs. 500/- to be purchased by the Contractor)

AGREEMENT

This Agreement made this day _____ between the Gokhale Institute of Politics And Economics, 846, Shivajinagar, Deccan, Pune 411 004, (hereinafter called the Institute) of one part and Shri/Mrs./Ms. _____ of M/s. _____ of the other part (hereinafter called the Contractor) and whereas the Institute needs a Contractor to run Mess for supply of Tea, Coffee, Cold drinks, Juice, Biscuits, Snacks, High-Tea, Break-Fast, Lunch and Dinner, etc. on all days mentioned in the Tender Document invited by the Institute for the Students, Staff and Guests of the Institute. The Contract (not being a lease) is awarded to the Contractor to prepare and serve the aforesaid items to the Institute's Students, Staff and Guests in the Mess, office complex and in the hostels/guest house (in special cases as and when required). The terms and conditions mentioned hereinafter, it is hereby confirmed as having been agreed to between the respective parties as under:

1. That the Contractor has been granted the contract to run Mess in the hostel premises of the Gokhale Institute of Politics And Economics, Pune, initially for a period of One year on the terms & conditions contained in the Tender document, Institute's Letter of Award of the Contract and this agreement read together. If during this period, the performance is found satisfactory, the contract may be renewed for further specified period on the existing or mutually agreed to terms & conditions.
2. That the items served by the Contractor shall be wholesome and hygienically prepared in the clean atmosphere. The authorized nominees of GIPE, Pune may at any time enter the kitchen area allotted to the Contractor for the purpose of this contract and take away samples of raw material, semi-prepared or fully prepared eatable items free of cost for the purpose of inspection, trial or analysis, and the decision of the authorities of the Institute with regard to the desirability or quality of the food articles offered for consumption shall be final. If any item of the menu/provision of food is found defective or not fit for use/consumption, the Institute's authorities may - (i) issue warning; and / or (ii) get the said raw material/items destroyed and ask the Contractor to purchase fresh stocks, without any payment of compensation to the Contractor for the discarded material/items. If, however, this problem recurs in spite of warning having been issued, the Institute reserves the right to impose financial penalty as decided by the Institute's authorities or the contract will be terminated without giving any notice.
3. The items of menu, which the Contractor would be expected to supply in the Mess, are indicated in Annexure – 1. The rates of items to be served by the Contractor shall be valid on annual basis, i.e., from July to June every year and in-between revision shall not be allowed. The Institute may, if considered necessary, revise the rates only after one year of the contract in regard to the items of food/eatables and drinks. Till such time that the revised rates become operative, the Contractor shall charge the existing rates.
4. Apart from vacations which are declared in advance and communicated in writing, Contractor shall not keep mess closed on any day or session for any reason. If the mess remains closed in any exceptional and emergency situation, Contractor will make necessary

alternative arrangements at his own cost for agreed food provisions. If contractor fails to make any arrangements and Institute has to make any such arrangement in emergency cases then contractor will reimburse the expenses within a week or Institute will deduct the incurred expenses from the monthly bill presented by the Contractor.

5. The Contractor shall not make any additions or alterations in the premises allotted to him for providing Mess services.
6. The Contractor has agreed to keep the premises and its surrounding area neat, clean and tidy at all times and according to the Health/Hygienic conditions bye-laws of the Municipal Corporation of Ahmedabad or any other government/statutory body. In the event of violation of any of the aforesaid bye-laws in and around the Mess Kitchen/cooking area or dining hall, the Contractor shall be responsible for any penalty/fine imposed by the concerned authorities.
7. Contractor is solely responsible and will do all the needful to comply with licensing such as FSSAI and/or any other licencing and permissions required to be sought from government bodies and local municipal corporations.
8. Contractor will comply and follow all rules and regulations set by GIPE, local Municipal Corporation and other government bodies in relation to running a mess.
9. In the event of inspections, Health Department or any other government/statutory body authorities taking samples of raw material used by the Contractor and those samples are not found fit/up to the mark for human consumption, the Contractor shall be fully responsible for any fine/penalty imposed or legal recourse taken by such authorities.
10. The Contractor has agreed to provide sufficient number of cooks, waiters and other support staff in the kitchen and dining hall and shall take all reasonable precautions to ensure that these workers attire themselves properly while on duty and are civil, polite, sober and honest in their dealings with the Institute's Staff, Students, Visitors and Guests. He shall also employ only those workers whose antecedents have been verified by the police and are medically fit in all respects.
11. Any employee deployed by the Contractor in the premises becomes liable for suspension or dismissal by the Institute due to his actions, disobedience or misconduct, the Contractor shall accept the decision of the Institute as final and abide by such decision. In such an event, the Institute shall not in any way be liable for any claim made by the concerned employee of the Contractor for wages or damages and the Contractor shall keep the Institute's authorities indemnified.
12. The Institute will have the right to review the working of this contract from time to time and if at any time it is found that the Contractor does not fulfil any of the conditions of this contract or that his working is unsatisfactory, the Institute may terminate the contract after giving the Contractor 30 days' notice, but no such notice will be necessary if the contract is terminated on the ground of service of any undesirable commodity.
13. The Contractor will not transfer or assign any part of his interest under this contract and that this contract shall also be liable to be terminated on the death or insolvency of the Contractor before the expiry of the period of this contract.

14. The Institute shall provide to the Contractor necessary equipment, furniture & fixtures and he shall maintain them in good condition. He shall be responsible for their maintenance.
15. The Contractor shall provide all other implements for running the Mess like crockery, cutlery, table linen, livery and these shall be of good quality and standard.
16. The Contractor shall be required to procure gas refills in sufficient quantity for cooking purposes at his cost. The operational expenses will be borne by the Contractor himself. The Contractor shall be responsible for any loss/theft of the gas cylinders and other equipment's.
17. The Contractor shall also be responsible for the upkeep of equipment's provided by the Institute. In case of any damage to the furniture and equipment's by any person, he will immediately inform in writing the concerned authorities of the Institute for recovery of such losses/damages from the defaulters, failing which the Contractor shall himself be liable to pay the cost as decided by the Institute.
18. All the equipment's, furniture/fixtures, including electrical installation of the Mess kitchen/dining hall shall be given to Contractor in good working condition. These will be used carefully & cautiously by his employees. The repairs cost of any item provided by GIPE, Pune will have to be borne by the Contractor.
19. The Contractor shall maintain a Suggestion Book for recording suggestions for improvement of Mess Services. Such suggestions, as approved by the Institute's authorities, shall be forthwith acted upon. The suggestion book shall be kept open for inspection by the Institute's designated authorities.

In witness whereof the parties have put their hands to this agreement on

Signed and delivered by: Countersigned:

Contractor's Signature

**Registrar
GIPE, Pune**

Witness:

1. Signature:

Name & Address:

2. Signature:

Name & Address: