

Ref. No. / पत्रांकसंख्या:- MANUU/Hostel/DBG/2025-26/

Date/ दिनांक:-

**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
**OFF CAMPUS, DARBHANGA**  
**ILYAS ASHRAF NAGAR, CHANDANPATTI, LAHERIASARAI,**  
**DARBHANGA-846002**

Email: [provost\\_dbg@manuu.edu.in](mailto:provost_dbg@manuu.edu.in)

**Expression of Interest for Providing Student Managed Mess Services for**  
**MANUU Off Campus Darbhanga Hostel**

<b>Expression of interest No.</b>	<b>MANUU/Hostel/DBG/2024-25/</b>
<b>Issue Date</b>	20 <sup>th</sup> May 2025
<b>Expression of interest Mode</b>	University Website
<b>Closing date for submission of bids</b>	25 <sup>th</sup> June 2025 at 11.30 am
<b>Opening date of Technical bid</b>	25 <sup>th</sup> June 2025 at 1.00 pm
<b>EMD amount in INR</b>	Rs.1,00,000/- (1Lacs)
<b>Opening date of Financial bid</b>	30 <sup>th</sup> June 2025 at 10 am.

Note: The hard copy/ post will not be received after 25<sup>th</sup> June 2025 at 11.30 am. The university is not responsible for postal delay.

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## INSTRUCTION TO BIDDERS

1	Work	:	Student Managed Mess services at MANUU Off Campus Darbhanga Hostel
2	Value of Work	:	Rs. 36 lac (approximately)
3	Eligibility Criteria	:	As per terms and conditions of contract
4	EMD	:	Rs. 100,000/-
5	Submission of Offer	:	Notification on MANUU Website
6	Last Date for submission of bids	:	25 <sup>th</sup> June 2025 at 11.30 am
7	Opening of Technical bid	:	25 <sup>th</sup> June 2025 at 1.00 pm

## 1. TERMS AND CONDITIONS OF CONTRACT

- 1.1 **Inspection of Mess Premises:** Intending tenderer are advised to visit and inspect the mess premises before submitting their tenders. They must gather all necessary information regarding risks, contingencies, and other circumstances that may influence their tender. Whether or not a tenderer inspects the site, they shall be deemed to have full knowledge of it, and no extra charges shall be allowed due to misunderstandings. Submission of a tender implies the acceptance of all terms and conditions, acknowledgment of the scope and specifications, and agreement to comply with them. The execution of work shall not be affected by local conditions or external factors.
- 1.2 **Contract Period:** The implementation of proposed agreement shall remain valid up to one years from the date of execution of contract between students and service provider for running mess facility and it may be renewed further (to be decided by MANUU) if the services found to be satisfactory. The decision of the university shall be final in this regard.
- 1.3 **Preparation and submission of tender document:** Tenders which are submitted without following two-bid offer system will summarily be rejected.

**Technical Bid:** Annexure-I

**Financial Bid:** Annexure-II

Bids may be submitted by post or in person. Any delay in submission shall not be entertained under any circumstances.

### 1.3.1 Technical Bid

- a) The following documents should be included in the technical bids:  
Registration Number, Copy of catering/mess license issued by the State / Central Govt, PAN Number (Aadhar Linked) and copy of Aadhar, GST Number, FSSAI Certificate, Current Bank account in the name of the firm, EMD of Rs. 1,00,000/-, Affidavit and other relevant annexure.
- b) **EMD Exemption:** MSEs with UDYAM registration for goods produced or services rendered shall be exempted from the EMD. A valid UDYAM registration certificate must be submitted as proof.
- c) **Signing of Tender:** The tender must be signed by an authorized person, whose full name, designation, and official stamp of the firm should be provided. Tenders signed by unauthorized persons shall be rejected.
- d) **Eligibility Criteria:** Tenders from firms without valid statutory registrations or those blacklisted by any government institution shall not be considered.

### 1.3.2 Financial Bid

- a) The rates quoted in the financial bid shall be valid for at least 180 days from the date of tender submission. Bids with a shorter validity period shall be rejected.
- b) The Financial bid should only contain pricing and financial terms as per the format separately for Boys and Girls students attached in Annexure-II.
- c) **Financial Bid Evaluation:** The financial bids of all technically qualified bidders shall be opened. The contract shall be awarded based on the L-1 price. In case of multiple L-1 bidders, the decision shall be made by the committee.

#### 1.4 Obligation of the successful bidder:

- 1.4.1 Letter of Intent (LoI): A Letter of Intent (LoI) shall be issued to the successful bidder, requiring confirmation of acceptance of the terms and conditions.
- 1.4.2 Performance Security Deposit: The successful bidder must deposit 2% of the total contract value as a Performance Security Deposit, valid for 60 days beyond the contract period. If the contract is extended, the security deposit must be renewed accordingly.
- 1.4.3 Execution of Contract: The successful bidder must sign a formal contract with MANUU Off Campus Darbhanga on Rs. 100/- stamp paper, the cost of which shall be borne by the contractor.

#### 1.5 Service and Manpower Deployment

- 1.5.1 The contractor shall ensure uninterrupted service as per the contract terms. In case of discontinuation, unsatisfactory service, or contract breaches, legal action may be taken, and the security deposit may be forfeited.
- 1.5.2 The designated Hostel Mess Committee shall oversee catering operations. The contractor must follow the instructions of the Provost/Warden.
- 1.5.3 The contractor shall arrange for necessary manpower, equipment, and financial gas connections. A coordinator/supervisor shall be deputed for effective communication with MANUU Off Campus Darbhanga.
- 1.5.4 Workers found unsuitable due to misconduct, incompetence, or security risks shall be replaced immediately upon MANUU Darbhanga's directive.
- 1.5.5 The contractor shall address workers' grievances independently; MANUU Darbhanga shall not be liable.
- 1.5.6 There shall be no financial liability on the part of the University, and the service provider alone is responsible for any losses, thefts, damages, etc., if any. The administrative supervision will always rest with the University.
- 1.5.7 MANUU Darbhanga shall not be responsible for any claims, financial or other injury to any workers deployed by the tenderer in the course of their performing the duties, or for payment towards any compensation.
- 1.5.8 Mess workers shall not claim employment benefits from MANUU Darbhanga. Night stay of mess workers in the mess premises is prohibited.
- 1.5.9 Upon contract termination, mess workers shall have no claim for absorption in MANUU Darbhanga.
- 1.5.10 The contractor shall not engage sub-contractors. If found subcontracting, the contract shall be terminated with a one-month notice, and security deposits shall be forfeited.

#### 1.6 Statutory Compliance:

The contractor shall be responsible for depositing all applicable taxes and levies. The contractor shall maintain statutory registers and produce them upon request. The contractor shall comply with the Ministry of Labour's regulations on contract labour engagement.

#### 1.7 Payment Terms:

- 1.7.1 The service provider will submit a monthly bill preferably on 2<sup>nd</sup> of subsequent month for the mess services.

1.7.2 The mess committee will examine the bill for accuracy and submit it for approval to the Provost's office. Upon verification, payment will be released through NEFT/ RTGS.

**1.8. Vacating of Premises and Return of utensils/Fixtures etc:**

1.8.1 The contractor shall return the premises and all provided assets in good condition upon contract expiration or termination.

1.8.2 Handover must be completed within five days of contract termination. Failure to comply shall authorize the institute to take possession and deduct costs for any missing or damaged items from the contractor's security deposit or bills.

**1.9 Right of MANUU Darbhanga**

1.9.1 The Provost reserves the right to modify the terms to resolve contractual issues and can alter the scope of work as deemed necessary.

1.9.2 The Provost may accept or reject any or all tenders without providing reasons and the contract may be terminated by providing a one-month notice.

**1.10 Breach of Terms and Conditions:**

1.10.1 Poor service quality and quantity of food may lead to contract termination at the discretion of the competent authority.

1.10.2 Breach of terms may result in cancellation of contract without compensation and forfeiture of the security deposit.

**1.11 Dispute Settlement:**

1.11.1 In case of any ambiguity in the interpretation of any of the clauses in the Tender documents or the contract documents, interpretation of the clauses by the MANUU Darbhanga shall be final and binding on all parties.

1.11.2 It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations.

1.11.3 It is also agreed that in case of any disagreements / disputes in connection with the contract, the court at Hyderabad will be the jurisdiction and the Honourable Vice-Chancellor, MANUU may decide the issue and his decisions will be final and binding on service provider for running mess facility for Boys and Girls hostels at Darbhanga campus.

**1.12 Confidentiality:** The contractor shall maintain confidentiality regarding all client-related information. Any external inquiries, including from media, shall be referred to MANUU Darbhanga.

**1.13 Force Majeure obligations of the parties:** In the event of force majeure, the affected party must notify the other within 48 hours, specifying the expected duration and mitigation measures. Force majeure includes natural disasters, strikes, riots, and other unavoidable events beyond reasonable control. Force Majeure shall not relieve the contractor of their responsibility to take all reasonable steps to minimize delays.



## 2. SCOPE OF WORK

### 2.1 Organization of the Mess

- 2.1.1 The hostel will have a centralized mess operated by a contractor. The mess will remain non-operational during vacation periods, and no payment will be made to the contractor for this duration. The Warden will oversee the administration, discipline, and accounts of the hostel mess.
- 2.1.2 The Mess Warden, Mess Committee, Mess Secretaries, and the Food and Audit Committee will be responsible for the overall administration of the mess.
- 2.1.3 The mess will cater to two hostels: one for 100 students in the Boys' Hostel and another for 100 students in the Girls' Hostel.
- 2.1.4 The university will provide the necessary space for the kitchen and dining hall. It will also supply facilities such as a water cooler and purifier, dining room furniture, limited crockery, and utensils. The contractor/service provider must arrange all other required utensils and equipment.
- 2.1.5 The provided dining room furniture, crockery, and utensils must be returned in good and usable condition upon contract completion.
- 2.1.6 The university will supply electricity for lighting, fans, water coolers, and exhaust fans. However, power consumption for larger appliances and machines will be measured through separate sub-meters. In case of emergencies, the vendor must arrange an alternative electricity supply.
- 2.1.7 The university will ensure a water supply for the mess. However, in emergencies, the vendor must arrange an alternative water supply.
- 2.1.8 Food must be served at designated spaces as per the given directions. The total number of students will be approximately 200 (subject to variation).
- 2.1.9 The caterer must be prepared to provide service for a larger number of students and staff at short notice when required. Fluctuations in student strength during vacations and other occasions must also be accommodated.
- 2.1.10 Price Escalation: A price escalation of 5% may be considered by the university after the successful completion of one year, based on inflation indices. The final decision on this matter will be at the sole discretion of MANUU Darbhanga.

#### 2.1.11 Tentative Mess Timings:

Breakfast	Lunch	Dinner
07 30 to 9 30 Hrs	12 30 to 14 30 Hrs	19 30 to 21 30 Hrs

- 2.1.12 Menu: The menu is provided at Annexure III. Apart from the regular menu, there should be provision for a special dinner once a month and a gala dinner once a semester. All the menus, including regular, special, and gala, should be finalized in consultation with the mess committee.

- 2.1.13 Materials: Caterers must procure and use only hygienic, branded provisions and other materials (FSSAI-approved/AGMARK) for cooking in consultation with the Provost's Office. The use of Ajinomoto, tasting agents, artificial colours, and hydrogenated

(Vanaspati) oil is strictly prohibited. A list of approved materials is enclosed as Annexure-IV. All ingredients used in food preparation are subject to inspection by the Provost's Office

## 2.2 Manpower Deployment:

- 2.2.1 To ensure quality service, caterers must engage experienced cooks and support staff for each shift. A sufficient number of workers should be deployed to serve approximately 200 students (subject to variation due to new admissions). All mess workers must be between 18 and 60 years of age. Servers and cleaners should be male in the Boys' Hostel and female in the Girls' Hostel.
- 2.2.2 The contractor must deploy adequate housekeeping staff to maintain cleanliness in the kitchen, storage areas, dining hall, passages, and other designated zones. The financial exhaust system must be cleaned regularly.
- 2.2.3 Only medically fit staff should be employed, and they must be provided with proper uniforms, gloves, headgear, and ID cards. Under no circumstances should mess staff be below 18 years of age. A complete list of employed staff must be submitted to the Mess Warden.

## 2.3 Preparation of the Mess Enrolment list

- 2.3.1 The Caretaker will provide the contractor with a complete list of bonafide students residing in the hostel, approved by the Mess Warden. Any modifications to the list must also be communicated.
- 2.3.2 The Caretaker will prepare and maintain the Mess Attendance Register for boarders. The contractor may check the register and report any discrepancies to the Caretaker.

## 2.4 Functioning of Mess:

- 2.4.1 Boarders must adhere to the following rules and regulations to maintain an accurate diet record:
- 2.4.2 Each boarder's meal record is maintained in a bound **Mess Attendance Register**, where students must sign daily to confirm the meals (Breakfast, Lunch, and Dinner) they have consumed.
- 2.4.3 Before taking a meal, each boarder must sign the register in the dining hall. Failure to sign will not exempt them from paying meal charges. To avoid penalties, students must ensure they register their attendance.
- 2.4.4 At the end of each month, the Mess Caretaker/Contractor will calculate the total meals consumed, including special dinners (if any), and determine the corresponding mess charges and any applicable rebates.
- 2.4.5 If a student wishes to stop receiving meals, an entry must be made in the **Mess Attendance Register** by the Caretaker/Contractor and duly counter-signed by the Warden.
- 2.4.6 A **self-service system** will be followed in the mess. Students must collect their food from the counter after signing the **Diet Register**, maintained by the Caretaker/Contractor.
- 2.4.7 Impersonation, such as signing or eating on behalf of another student, is strictly prohibited. Any violation will result in disciplinary action as per university norms.

## 2.5 General Instruction for Quality and hygiene

- 2.5.1 Procurement and Ingredient Quality:** The contractor must procure food items and vegetables of high quality, meeting the satisfaction of the University's Mess Committee. The committee reserves the right to change the brand of any cooking ingredient, provided the new brand does not exceed the specified cost.
- 2.5.2 Food Preparation and Storage:** All food must be prepared, stored, and served under hygienic conditions. Only fresh cooked food shall be served. Any food cooked more than 10 hours earlier or left un-refrigerated for over four hours in summer (six hours in winter) shall be considered stale and must be discarded. Refrigerated cooked food is not permitted. Reheating stale food is strictly prohibited.
- 2.5.3 Food Characteristics:** The food must be wholesome, neither overly spicy nor excessively oily, and should cater to students' taste preferences. Only hot food shall be served. Excess oil from deep frying must be discarded and not reused. All food must be prepared and served using clean utensils, which must be kept in a hygienic condition. Cooking trays must be sterilized every morning.

## 2.6 Personal Hygiene, Sanitation, Waste Management, and Compliance

### 2.6.1 Hygiene Practices for Food Handlers:

All personnel involved in food handling must adhere to strict hygiene standards:

- Wash hands with soap and water after using the restroom and before handling food. Keep fingernails trimmed and clean.
- Wear head coverings to prevent loose hair from contaminating food.
- Avoid improper covering of the face, coughing, or sneezing near food.
- Smoking, drinking, and drug use in the mess or on campus are strictly prohibited.
- Tasting food by licking fingers is not allowed.
- Individuals suffering from communicable diseases (e.g., tuberculosis, diarrhea, dysentery, typhoid, hepatitis) or those with visible infections (e.g., wounds, boils) must not handle food or utensils.

### 2.6.2 Medical Fitness of Mess Workers:

The contractor must ensure that all workers undergo medical check-ups and submit fitness certificates at the start of the contract and as required by the Provost/Warden. All mess workers must participate in periodic medical examinations as mandated by the hostel administration.

### 2.6.3 Pest Control & Waste Disposal:

Regular pest control measures must be implemented. The contractor or agency is responsible for the proper removal and disposal of waste/garbage. Measures to control houseflies and other pests must be enforced.

### 2.6.4 Compliance and Enforcement:

The contractor or mess manager is responsible for ensuring compliance with these hygiene and quality standards. Failure to maintain hygiene or food quality will result in strict penalties. The contractor must use the allotted premises solely for cooking, and all mess staff must remain within designated areas.



### 3. RULES AND REGULATIONS FOR GOVERNING MESS

#### 3.1 Menu of the Mess

- 3.1.1 The Hostel Mess Committee, in consultation with the Contractor, shall finalize the monthly menu in advance, considering the seasonal availability of vegetables, eating habits, and affordability. The menu must provide a balanced diet at a reasonable price.
- 3.1.2 The Wardens shall display the approved menu in the Dining Hall and ensure its implementation. If the required ingredients are unavailable, the Mess Caretaker or Contractor shall promptly notify the Mess Secretary and Warden to modify the menu.
- 3.1.3 A student who is ill may submit a written request to the Mess Warden for a special diet, subject to the mess's convenience and food availability. The Mess Warden may authorize such a request.
- 3.1.4 If a student requests an extra item at breakfast, lunch, or dinner—subject to availability—must pay additional charges as periodically determined.

#### 3.2 Preparation and Payments of Mess Bill

- 3.2.1 The Contractor shall prepare the mess bills for students eligible for a mess rebate using the prescribed format. The amount billed per student shall be expressed in whole rupees (ignoring paisa below 50 and rounding up for 50 paisa or more). The bill shall be checked by the Mess Caretaker and verified by the Mess Warden.
- 3.2.2 The Contractor shall submit the monthly bills on or before the 2nd day of the month following the month.
- 3.2.3 The Caretaker will display the submitted bill on the notice board after verify it, and the mess Warden will counter-check it.
- 3.2.4 Students must report any discrepancies within five days of the bill's display. Any valid discrepancies will be adjusted in the same or the following month's bill. The Contractor will receive payments every month.
- 3.2.5 Any discrepancies raised by stakeholders at a later stage will be submitted to the Hostel Committee/Hostel Advisory Committee, whose decision shall be final and binding on all parties.
- 3.2.6 **Guest Facility:** The caretaker, in consultation with the Mess Warden, may permit a guest to use the mess facility. The caretaker and Mess Warden shall also coordinate with the Contractor or authorized representatives to determine guest admission based on food availability and fix the one-time meal rate. Guests must pay the applicable charges as notified.
- 3.2.7 **Mess Rebate:** A student may receive a full rebate, subject to the Mess Warden's approval if they are unable to take meals for at least three consecutive days. The list of students eligible for a rebate or those vacating the hostel shall be provided to the Contractor.
- 3.2.8 The students who are going for any field visit or any Academic work assigned by the concern Principal due to which if he/she is not able to have a particular meal can get pack meal (utensils should be provided by the student). The student should take prior approval from the concern Warden and the same information will provided to the contractor.

### 3.3 Quality Inspection

The warden, mess committee members, or any authorized representative of the Provost shall periodically inspect and taste the food. A Complaint Book must be displayed prominently for registering complaints, and the warden must be informed of all complaints. The Contractor is required to implement suggested improvements to maintain food quality. In case of non-compliance, penalties will be imposed.

Rule Violation	Fine in Rupees
Non-availability of complaint registers on the counter/discouraging students from registering complaints	500/-
Presence of insects in cooked food or food items	5,000/- or as decided by the Committee
Presence of soft objects (e.g., hair, rope, plastic, cloth) in food	1000/-
Complaints regarding stones/pebbles (diameter > 2 mm) in food	500/-
Presence of hard or sharp objects (e.g., glass pieces, nails, hard plastic) in food	500/-
Three or more complaints of unclean utensils in a week	200/-
Meal item are not cooked properly (e.g., overcooked, extra spicy, or extra oily)	1000/-
Incidents of Food poisoning	50,000/- or as decided by the Committee
Failure to adhere to prescribed meal timings as per the tender or mess committee decision	200/-
If food runs out during meal times and the waiting time exceeds 15 minutes for lunch and dinner, and 10 minutes for breakfast:	500/-
Changes in the menu without permission from the mess committee	500/-
Inappropriate hygiene of the mess area or personal hygiene of workers (including dress and/or misbehaviour)	5,000/- or as decided by the Committee
Failure to maintain a proper health check up of the workers	200/-
Using brands not specified in the contract without prior permission or engaging in adulteration	500/-
Improper maintenance of gas cylinders, pipelines, or related services:	2000/-
Use of newspapers or printed papers to keep fried items or any cooked food	500/-
Any other violations not listed above	Committee will decide

### 3.4 Termination of Contract:

3.4.1 This contract may be terminated by either party upon written notice if the other party materially breaches its obligations under this agreement or, if such a breach is remediable, fails to correct it within 30 days of receiving written notice.

3.4.2 The Client may terminate the contract immediately by providing written notice to the Contractor, if the Contractor fails to provide satisfactory mess services as per the Client's requirements or schedule or if the Contractor declares bankrupt or becomes insolvent.



3.4.3 If the Contractor breaches any term or condition of this contract, the Client may cancel the contract without explanation. In such case, the Client shall not be liable for any further payments, and the performance security deposit shall be forfeited and encashed.

3.4.4 Repeated penalties may lead to termination of contract without notice.

#### 4. **ADDITIONAL TERMS AND CONDITIONS:**

- 4.1 The **Provost, Warden, Mess Committee, or any authorized committee** shall inspect meals and food items for quality. If any meal is improperly cooked or deemed unfit for consumption, the Contractor must arrange a suitable replacement.
- 4.2 The Contractor shall have the antecedents of his employees verified by the concerned Police Station and submit a list of employees to the Provost's office. Any replacements must be similarly reported.
- 4.3 The Contractor is responsible for maintaining all items issued to them and must return them in proper working condition, **allowing for normal wear and tear**. The Institute reserves the right to recover the cost of any damages from the Contractor's **refundable security deposit**.
- 4.4 The Contractor must store wheat flour, pulses (dals), sugar, bread, etc., in covered containers and ensure that only branded milk, rice, flour (atta), cooking oils, spices, and tea leaves of good quality are used. The use of Palm oil or cotton-seed oil is strictly prohibited.
- 4.5 The University reserves the right to deduct any excess payment from subsequent Mess Bills, the Performance Bank Guarantee, or the Security Deposit.
- 4.6 The Contractor must possess a valid Food License (FSSAI) issued by the Competent Authority and will be held responsible for any negligence.
- 4.7 The Contractor shall not sell any tobacco products, alcoholic beverages, or drugs, or any items prohibited under Central and State law.
- 4.8 Upon the completion of the contract, the Contractor must withdraw all deployed personnel and ensure that they do not cause any disruption.
- 4.9 The Contractor shall bear full liability for fire accidents or any other incidents causing injury or death to mess workers, in-maids, or any other staff. The University shall not be held responsible for compensation, dues, or any related charges.
- 4.10 The Service Agreement shall be executed in Darbhanga between the Contractor and an authorized University representative.
- 4.11 The Contractor must nominate a representative eligible to receive any outstanding payments in the event of the Contractor's incapacitation or death. All bidders must submit Annexure-V in this regard.
- 4.12 Any violation of the above terms and conditions or those outlined in the Service Agreement will result in contract termination and forfeiture of the security deposit.

## Annexure-I

### TECHNICAL- BID

### PERFORMA FOR EVALUATION OF TECHNICAL PERFORMANCE OF THE BIDDER

#### (MANDATORY DOCUMENT)

Si. No.	PARTICULARS	REMARKS
1	Name of the Applicant: ..... Local Residential Address: ..... Permanent Address: ..... Local Office Address: ..... Telephone/Fax Nos: ..... <b>NOTE: Bidder must submit documentary proof of his Residential Address/ Local Head or Branch Office in an around 100 KM from MANUU off campus Darbhanga City.</b>	<div style="border: 1px solid black; padding: 10px; text-align: center;">             Paste Your Passport Size Photograph Here           </div>
2	Whether documentary proof in support of Sr. No.-1 is submitted ?	Yes/No
3	<b>Declaration of Solvency:</b> The bidder should not be under liquidation, court receivership or similar proceedings or should not be bankrupt. Bidder to submit undertaking (Annexure-VI) to this effect with bid ( <b>Not more than one-month old from the date of Bid</b> ).	Yes/No
4	Whether the Copy of PAN/ GST No. has been submitted ?	Yes/No
5	Whether the Copy of Labour License has been submitted ?	Yes/No
6	Whether you have attached a copy of Food License issued by Competent Authority (FSSAI)?	Yes/No
8	Whether the Affidavit (Annexure-VII) on Non-Judicial Stamp Paper of Rs. 20/- duly attested by the Notary Public/ Executive Magistrate stating that the bidder has never been blacklisted, has been submitted? ( <b>Not more than one-month older from the date of Bid</b> ).	Yes/No
9	EMD Details or EMD exemption proof	Yes/No
10	Current Bank account in the name of the firm	Yes/No

Place: .....  
Dated: .....

Signature of Bidder.....  
Full Name of the Bidder.....



## Annexure-II

### **Financial Bid**

#### **IMPORTANT POINTS:**

1. Tentative number of Hostel Students is: 100 (Boys) and 100 (Girls)
2. \*Breakfast & Tea will be considered as One Meal.
3. Lunch will be considered as One Meal.
4. Dinner will be considered as One Meal.
5. Quoted Per Day Meal Package (as 01 Unit) = (Breakfast & Tea) + Lunch + Dinner (Separately for Boys and Girls students)
6. Contract Period/ No. of Days: approximate 270 Days.
7. Total Number of Meals for this Contract Period should be calculated as: - Per Day Meals Package (01 Unit) X 100 Students X 270 Days = 27,000 Meals Package (For Boys students).
8. Total Number of Meals for this Contract Period should be calculated as: - Per Day Meals Package (01 Unit) X 100 Students X 270 Days = 27,000 Meals Package (For Girls students).
9. Value of the Tender = Bidder Quoted Price (01 Unit) X 27,000(Meals Package) for Boys students.
10. Value of the Tender = Bidder Quoted Price (01 Unit) X 27,000(Meals Package) for Girls students.

#### **NOTE:**

- A. The Bidder should quote price for Per Day Meals Package as One Unit. This Package will include 3-Meals, i.e., Breakfast + Tea, Lunch and Dinner. Further maintaining the mess premises in hygiene condition.
- B. The number of students and the number of days are estimated approximately which can be vary.
- C. The tenderer should submit two separate sheet for financial Bid for Boys and Girls Hostel.

### Annexure-III

#### MANUU Darbhanga Hostel Mess MENU

S.No.	Days	Breakfast	Lunch	Dinner
1	Monday	Chana Chura	Roti 2 Pcs, Chawal Dal & Seasonal Vegetables, Achar	Chawal, Roti (2 Pcs) Tadka (Chana Dal) Seasonal Vegetables
2	Tuesday	Bread(4 Pcs) Butter & Banana	Roti 2 Pcs, Chawal Dal & Seasonal Vegetables, Achar	Chawal, Roti (2 Pcs), Daal, Egg Curry (1 Piece)
3	Wednesday	Chana Chura	Roti 2 Pcs, Chawal Dal & Sukha Bhujia, Achar, Papad	Chawal, Roti (2 Pcs), Dal, Seasonal Vegetables
4	Thursday	Bread(4 Pcs) Jam & 1 Egg (Boiled)	Roti 2 Pcs, Chawal Dal & Seasonal Vegetables, Achar, Papad	Chawal, Roti (2 Pcs), Dal, Fish Curry (1 Piece)
5	Friday	Chana Murhi	Biryani Salad & Raita	Chawal, Roti (2 Pcs), Dal, Seasonal Vegetables
6	Saturday	Halwa Puri(6 Pcs)	Roti 2 Pcs, Chawal Dal & Seasonal Vegetables, Achar	Chawal, Roti (2 Pcs), Dal, Matar Paneer
7	Sunday	Puri (6 Pcs), Chhola & Achar	Roti 2 Pcs, Chawal Dal & Seasonal Vegetables, Achar	Zeera-Rice, Roti (2 Pcs) Chicken (2 Piece), Kheer

Note: Milky Tea

- On special occasions, a “SPECIAL DINNER or GALA DINNER” will be provided with extra charges.
- No Food products after its printed Expiry date will be used for preparation of meals or Otherwise.
- On demand, contractor can be asked to prepare meals for the Staff during College Functions.
- The quantity of the cooked rice should be 150 gm per candidate.
- Well cooked roti should be of size commonly used in the region/as decided by the committee.

NOTE: Any minor changes can be made in the Menu in consultation with Hostel Residents and the Hostel Authorities.

Place \_\_\_\_\_  
Date \_\_\_\_\_

Signature of Bidder \_\_\_\_\_  
Name in Full \_\_\_\_\_

### Annexure-IV

**Table for Permissible Brand**

Sl.No.	Items	Brands
1	Salt	Tata/ Aashirvaad/ Nature fresh/ Saffola/ Annapurna
2	Spices	Catch/ Everest /MDH
3	Ketchup	Maggie/ Kissan/ Everest/Heinz/ Del Monte/Surabhi
4	Mustard Oil	Fortune/ Dhara
5	Pickle	Priya/ Sun Grow/ Nilons/ Mothers/Tops
6	Wheat flour	Aashirvaad/ Laxmi Bhog/ Pillsbury Chakki Fresh/ Shaktibhog
7	Butter	Amul / Nutralite
8	Bread Brown	Moreish/ Britannia/ Harvest Gold/Bakery Wala
9	White Bread	Moreish/ Britannia/ Harvest Gold/Bakery Wala
10	Jam	Kissan/ Tops/ Surabhi
11	Ghee	Amul/ Sudha/ Medha/ Gowardhan
12	Maida	Fortune/
13	Milk	Amul/ Sudha/ Aashirvaad/Medha
14	Paneer	Amul/ Sudha/ Medha
15	Tea	Tata/ Red Label/ Taj Mahal/Double Diamond
16	Coffee	Tata/Nescafe/ Bru
17	Ice-Cream	Amul/ Kwaliti Walls/ Vadilal
18	Soya	Fortune/ Nutrella/ Saffola
19	Rice Basmati	Fortune Rozzana / India Gate Mogra/ Daawat
20	Packet Curd	Amul/ Sudha/ Medha / Aashirvaad
21	Washing material	Vim/ Pril/ Presto/ Colin
22	Jaggery	Premium Quality
23	Vegetable Oil	Saffola/ Sundrop/ Nature Fresh /Godrej/Fortune
24	Sugar, Dal, Rice	Good quality, clean, fresh and stone/ dust free any standard brand

- The caterers shall consult and take written approval from Provost Office for replacing the items mentioned in Annexure IV
- If any specific brand items mentioned in Annexure-IV are not available in the market or any items not mentioned in Annexure- IV, the caterer can use any other brands only if approved by the Provost Office, in writing.
- I/We agree to the above terms and conditions specified.



**Annexure-V**

**NOMINATION**

I (Name) \_\_\_\_\_, S/o \_\_\_\_\_,  
R/o \_\_\_\_\_ Sole Proprietor/ Company/ Firm  
\_\_\_\_\_ hereby nominate Mr./ Ms. \_\_\_\_\_  
S/o, D/o \_\_\_\_\_ R/o \_\_\_\_\_  
relation \_\_\_\_\_, Date of Birth \_\_\_\_\_ Bank Name  
\_\_\_\_\_, A/c No. \_\_\_\_\_, IFSC \_\_\_\_\_,  
Aadhar No. \_\_\_\_\_, PAN Card No. \_\_\_\_\_ do hereby  
nominate as my nominee in case of my death or insanity to receive money related to awarded  
contract.

Place: \_\_\_\_\_

Signature of Bidder

Date: \_\_\_\_\_

Name in Full: \_\_\_\_\_

### Annexure-VI

#### DECLARATION OF SOLVENCY

I (Name) \_\_\_\_\_, S/o \_\_\_\_\_,  
Sole Proprietor/ Firm/ Company \_\_\_\_\_ do hereby solemnly  
affirm and undertake that I have never been declared Bankrupt/ Insolvent or placed under  
liquidation by any Banking or Financial Institution or by any Court of Law. I have never  
defaulted in making payments of statutory dues.

Place: \_\_\_\_\_

Signature of Bidder

Name in Full: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: This declaration is to be furnished on the Company's Letter-head.





**Annexure-VII**

**BLACK-LISTING AFFIDAVIT**

I (Name) \_\_\_\_\_, S/o \_\_\_\_\_,  
Sole Proprietor/ Company/ Firm \_\_\_\_\_, do hereby solemnly  
affirm and declare that I have not been Black-listed/ Prosecuted by any Central/ State  
Governments/ Union Territories/ Departments/ Offices/ Statutory Bodies/ Autonomous  
Organizations/ Research Institutions/ any Court of Law.

**DEPONENT**

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**VERIFICATION:**

Verified that the contents of above affidavit are true and correct to the best of my  
knowledge and belief and nothing has been concealed therein.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

**DEPONENT**

**NOTE:** To be furnished on a Non-Judicial Stamp Paper of Rs. 20/- duly attested by the  
Executive Magistrate/ Notary Public and not more One-Month older from the date of Bid.

### Annexure-VIII

#### Extra items

Item	Maximum Price
Cold Drinks & Ice-Creams	MRP
Variety of Frankie's Egg Paneer Frankie, Egg Frankie, Veg Frankie	Rs.30
Milk Shakes. Rose Milk Shake, Apple Milk Shake, Chocolate Milk Shake, Bournvita Milk, Butterscotch, Chikoo Shake, Mango Milk Shake, Badam Lassi, Mango Lassi etc	Rs. 20 or MRP
Sandwiches. Egg.Veg/Aloo/Egg Sandwich, Chicken Sandwich, Bread Butter Egg, Veg Roll, Chicken Roll, Veg Burger, Veg Patties, Paneer Roll etc	Rs.20
Juices	Rs.20 or MRP
Parathas. Aloo Paratha, Onion Paratha, Gobi Paratha, Mix veg Paratha, Paneer Paratha, etc.	Rs. 15
Egg items (omelets, Egg, Bhurji, Scrambled, Egg curry)	Rs. 25
fried rice (veg/egg/chicken) and other Chinese items (Dry chilly chicken, chilly paneer)	Rs. 40
fried rice (veg/egg/chicken) and other Chinese items (Dry chilly chicken, chilly paneer)	Rs. 40
Tea/Coffee	Rs. 10

Note: All these items may be arranged at LIVE COUNTER by the bidder and served at an additional cost. This should entirely be a separate counter and should be functional for the entire length of mess timings, could possibly also extend beyond the same. This is only a suggestive menu with a broad pricing range. Actual menu, timings and prices should be finalized with consultation of the mess committee.

**Annexure-X**

**MAULANA AZAD NATIONAL URDU UNIVERSITY, ILYAS ASHRAF  
NAGAR CHANDANPATTI LAHERIASARAI, DARBHANGA  
TENDER FOR THE AWARD OF CONTRACT OF “HOSTEL MESS”**

**TERMS OF PAYMENT**

1. Contractor will be required to submit the Mess-Bill in duplicate, duly verified by the Hostel Warden/ Superintendent, by the 2<sup>nd</sup> of every month in the college office (Mess clerk).
2. Payment of all the bills submitted by the Contractor will be made Every Month after realization/ collection of the same from the hostel students.
3. No payment will be made during the MANUU notified Winter-Break and Summer Break.
4. That the College can deduct any excess payment made to him from the subsequent Mess-Bill/ Performance Bank Guarantee/ Security Deposit.
5. The Mess Contractor will be liable to pay his suppliers at his own.
6. The Mess Contractor will be responsible for making payment of wages to the workers employed by him in time.

Place \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

Date \_\_\_\_\_

Name in Full \_\_\_\_\_

**Annexure-IX**

**Tender acceptance letter**

(TO BE SUBMITTED ON COMPANY LETTER HEAD)

To,

The Registrar,

Maulana Azad National Urdu University.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No.

Name of Tender/ Work: -

Dear Sir,

I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender' from the Web site(s) /by hand namely:

as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. to (including all documents like section(s), schedules(s) etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/ clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/ corrigendum(s) in its totality/entirety.

5. I/We hereby undertake that I/we are not indulge in any collusive bidding/bid rigging and are not a part of any anti-competitive bidding. In case any collusive bidding / bid rigging is found, my bid may be rejected.

6. In case any provision of this tender is found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

7. I/We have submitted the bid documents duly signed and this may be considered as acceptance of all tender conditions.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

### Annexure-XI

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)

TO BE ESTABLISHED THROUGH ANY OF THE NATIONALISED FINANCIAL BANKS  
LETTER OF GUARANTEE

WHERE AS Maulana Azad National Urdu University has invited tender vide Tender No..... dated..... for of ..... AND WHEREAS the said tender document requires that eligible successful bidder (seller)..... wishing to supply the equipment / machinery etc. in response thereto shall establish an irrevocable Performance Bank Guarantee in favor of “Maulana Azad National Urdu University” in the form of Bank Guarantee for Rs .....(05% of the contract/Tender value) and the Performance Bank Guarantee shall remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the seller, including warranty obligations from the date of issue of Performance Bank Guarantee and the eligible successful bidder (the seller) shall submit the same within 15 (Fifteen) days from the date of Award of Contract. NOW THIS BANK HEREBY GUARANTEES that in the event of the said bidder (seller) fails to abide by any of the conditions referred to in tender document / Award of Contract / performance of the equipment / machinery, etc. this Bank shall pay to Maulana Azad National Urdu University on demand and without protest or demur Rs ..... (Rupees). This Bank further agrees that the decision of Maulana Azad National Urdu University (Buyer) as to whether the said bidder (Seller) has committed a breach of any of the conditions referred in tender document / Award of Contract shall be final and binding. We,.....(name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the bidder (Seller) and/ or Maulana Azad National Urdu University (Buyer). Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. .... (Indian Rupees..... only).
2. This Bank Guarantee shall be valid up to..... (Date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Maulana Azad National Urdu University serve upon us a written claim or demand on or before..... (date). This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at..... (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date: