

**TERMS AND CONDITIONS FOR CATERING ARRANGEMENTS OF
PONDICHERRY UNIVERSITY HOSTELS 2021.**

1. There will be two messes with separate kitchen for both operating of them independently located in Pondicherry University Campus, with the strength of hostel residents availing dining facility as detailed below.

Boys:	1. Ilango Adigal Mess	-	350 Nos.
Girls:	1. Madame Curie Hostel	-	260 Nos.

	Total	-	610 Nos.

2. The Caterer has to submit in the Technical bid in a separate sealed cover with the following documents:
- To enclose a Demand Draft drawn in favour of Finance Officer for Rs.50,000/- (refundable) towards EMD.
 - Complete details and Experience of the caterer in the field with supporting documents.
 - The caterer must have experience in the catering field. The minimum experience requirement is 5 years in this field. Out of which a minimum two years' experience in Government Educational Institution with the strength of 500 students.
 - Introduction Profile with copy of Catering Licence issued by the authority concerned.
 - FSSAI Certificate issued by the Government of India.
 - Certificate of Incorporation.
 - Copy of Pan Card.
 - Copy of Service Tax Registration.
 - Copy of PF Registration/ESI Registration.
 - Labour Licence.
 - I.T/S.T. clearance certification from the authorities concerned.
 - Three years audited balance statement certificate.
3. The Price bid sealed cover shall contain:
- Price quoted for the above two messes separately
 - Weekly Menu for the above two messes separately
4. Only those Tenderers who are qualified in the Technical Bid will be considered for opening of Tenders in the Price Bid.
5. The Caterer needs to supply Menu as per the Menu list prepared by Mess committee. The University Hostel office will make timely monthly payment to the caterer on receiving the Bills for the food served in the previous month.
6. The caterer has to provide Breakfast, Lunch, Dinner and Coffee/Tea as per the menu attached.
7. Caterers can quote for more than one mess.

8. Basic kitchen equipments(Boiler and Rangers) will be provided by the University along with nominal rent and free water. Serving appliances have to be provided by the caterer. Electricity will be charged as per actuals.
9. The caterer has to give in writing his willingness to run the mess on the basis of the menu, and he shall adhere strictly to the menu accepted by him.
10. He shall be responsible for the cleanliness of the kitchen, and hygiene of the food. These are subjected to full scrutiny by authorized University officers.
11. He must submit a list of mess workers, with identification, address, photographs, etc. going to be deployed at the hostel office. Apart from these workers, no one else is allowed in the mess, without prior notice & submission of identification at the hostel office. With regard to mess workers, a minimum of 6 workers must be present during each time when food is served. There need to be a mess manager of the caterer supervising the work of the mess workers who shall be available at all times when the food is being served.
12. Apart from the regular menu, the caterer may provide extra dishes, at the request of the students for which payment may be made on the spot by the students themselves. However, this should not affect the regular mess services, in quality and quantity.
13. The University has a mess committee for user participation. The mess committee is a students' representative body, chosen by the students on rotational basis to maintain the mess standards, including menu, hygiene, service, etc. and the caterer is bound by the decision of such committee.
14. There is a provision to offer reduction in Mess charges. Reduction of charges is possible only in the following cases.
 - a. He/She may avail this facility only if he/she decides to skip the Mess for a period not less than 4 days or more consecutively.
 - b. He/She must inform in writing to the caterer at least 24 hrs in advance indicating dates, etc. about his/her absence from the mess.
15. Penalty will be levied on the caterers if food of inferior quality is served.
16. The custody, protection, repairs and maintenance of Boilers, Rangers, Electrical Items and other furniture's given to the caterer by the University rests with the caterer. In case the caterer needs additional utensils to serve the students better, he shall make arrangements to purchase them.

17. The caterer cannot sublet the Mess service of the University Mess.
18. The caterer has to agree to abide by and meet all the conditions stipulated by the relevant Acts/ laws including, but not limited to the Pondicherry shops and Establishment Act, FSSAI Act, ESI Act, Packaged commodities Act, etc.
19. The caterer shall make use of electricity supplied by the University only for lighting and fan, grinder & mixie, and not for cooking and heating purposes. The University shall make available the existing domestic gas connections to the contractor. They can be used for refilling by the caterer at his cost.
20. The dining facility is available only to the bonafide students of the University residing in the hostels. When requested by the caterer, the students shall produce the Hostel cum Mess Identity Card. The caterer shall issue the monthly mess token to the students.
21. The caterer shall employ and remunerate the temporary workers currently employed in the mess on humanitarian grounds, with the knowledge of the authorized official of the University.
22. All statutory levies are to be borne by the caterer.
23. In case of more caterers participating in the bid, the University may analyse the bidders menu and shortlist the bidders for completing any normalization formalities. Since both messes are going to be on the same Pondicherry University campus, too much variation among caterers will be normalized for the benefit of students.
24. The Caterer, if selected, shall be ready to remit Security Deposit as decided by University authorities.
25. The selected caterer should be ready to coordinate and cooperate with the University Authorities for the smooth running of the mess for the benefit of hostel students.
26. The University reserves the right to reject all the Tenders without assigning any reasons.
27. The selected caterer shall enter into an agreement with the Pondicherry University.

REGISTRAR i/c