

PONDICHERRY UNIVERSITY

TERMS & CONDITIONS FOR PROVIDING CATERING SERVICES IN THE BOYS' & GIRLS' HOSTELS

(EXPRESSION OF INTEREST)

- 1) There are 5 messes for providing catering services in the Boys' Hostels and Girls' Hostels in the Pondicherry University Campus whereas 2 messes (Ilango Adigal Mess for Boys and Madame Curie Mess for Girls) are urgently needed catering services through "Expression of Interest."
- 2) The Caterers have to enclose to submit the following documents along with the "Expression of Interest" in a sealed cover:
 - a) To enclose a Demand Draft drawn in favour of Finance Officer for Rs.50,000/- (refundable) towards EMD.
 - b) Complete details and Experience of the caterer in the field with supporting documents.
 - c) The caterers shall be good 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.
 - d) FSSAI Certificate issued by the Government of India.
 - e) Copy of Pan Card.
 - f) Copy of Service Tax Registration.
 - g) Copy of PF Registration/ESI Registration.
 - h) Labour Licence as per the Contract Labour (Regulation & Abolition) Act 1970 amended for time to time.
 - i) I.T/S.T./GST clearance certification from the authorities concerned.
 - j) Three years audited balance statement certificate.
 - k) Any other documents may be demanded by the University after award of contract.
- 3) The Caterers need to supply Menu as per the Menu list which can be downloaded from the University Website www.pondiuni.edu.in as already mentioned. The University Hostel office will make timely monthly payment to the caterers on receiving the Bills for the food served in the previous month.
- 4) Caterers may also submit price for more than one mess.
- 5) The caterers have to provide Breakfast, Lunch, Dinner and Coffee/Tea/Snacks @ **Rs. 76/- per day/per student (for Boys Mess) and Rs.71/- per day per student (for Girls Mess) which includes all taxes.**
- 6) **The Caterers can also provide separate quotations if interested, to run the mess in the cafeteria mode (App-Based Pay & Use fooding system) as per the "price chart attached".**
- 7) **Decision to run the mess in the regular mode on the Cafeteria Mode will be made by the committee after financial bid opening.**
- 8) The Caterers, if selected, shall be ready to remit Security Deposit of **Rs.3,00,000/- (Three Lakhs Only)** as decided by University Authorities.

- 9) Basic kitchen equipments (Boiler and Ranges) will be provided by the University along with rent of Rs.3000/- per month premises and free water. Serving appliances have to be provided by the caterer. Electricity will be charged as per rules of the University from time to time.
- 10) The caterers have to give in writing their willingness to run the messes on the basis of the menu, and they shall adhere strictly to the menu accepted by them which has 5 times of service to be offered as Morning Coffee, breakfast, lunch, evening tea and dinner (as applicable).
- 11) No accommodation will be provided to Mess workers/staff from University side.
- 12) The caterers shall be responsible for the cleanliness of the kitchen, and hygiene of the food. These are subjected to full scrutiny by the authorized University officers.
- 13) The caterer must submit a list of mess workers to the Boys' Hostel Office, with identification, address proof, photographs, etc. going to be deployed for providing catering Services in the Boys Hostels. 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 needs 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. Engaging of experienced mess cooks so as to maintain the taste of the food will be sole responsibility of the caterers.
- 14) Under no circumstances, the mess staff will consume alcohol on the University premises.
- 15) 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 messes services, both in quality and quantity.
- 16) 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 caterers are bound by the decision of such committee.
- 17) There is a provision to offer reduction in Mess charges. Reduction of charges is possible only in the following cases.
 - a. They may avail of this facility only if he decides to skip the Mess for a period not less than 4 days or more consecutively.
 - b. They must inform in writing to the caterer at least 24 hrs in advance indicating dates, etc. about his absence from the mess.
 - c. Inmates going for approved outstation project work with the prior sanction of the supervisor and H.O.D. will pay only 10% of the monthly Mess Bill.
- 18) Penalty will be levied on the caterers if food of inferior quality is served.
- 19) The custody, protection, repairs and maintenance of all utensils given to the caterer by the University solely rests with the caterer. In case the caterers need additional utensils to serve the students better, he shall make arrangements to purchase them.

- 20)The caterers cannot sublet the Mess service of the University Mess.
- 21)The caterers have 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, ESI/EPF Act, Packaged commodities Act, FSSAI & GST etc.
- 22)The caterers 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.
- 23)The dining facility is available only to the bonafide students of the University residing in the hostels. When requested by the caterers, the students shall produce the Hostel cum Mess Identity Card.
- 24)The caterers 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.
- 25)All statutory levies are to be borne by the caterers.
- 26)In case of more caterers who have submitted their Expression of Interest, the University may analyse the bidders menu and shortlist the bidders for completing any normalization formalities.
- 27)The selected caterers should be ready to coordinate and cooperate with the University Authorities for the smooth running of the mess for the benefit of hostel students.
- 28)The Selected Caterers must adhere to the list of menu and the above terms and conditions in this connection.
- 29)The University reserves the right to reject all the Expression of Interest without assigning any reasons therefor.
- 30)The selected caterers shall enter into an agreement with the Pondicherry University.

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