



# MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Near OP Thana, Motihari – 845 401, District – East Champaran

E-mail id [osdadmin@mgcub.ac.in](mailto:osdadmin@mgcub.ac.in)

## QUOTATION INQUIRY

Ref. No. MGCU/Convocation/Tender/2023/01

Date: 02.10.2023

**Last Date & Time of Submission of Quotation: 11.10.2023 till 04.00 PM**

**Sealed quotations are invited for Catering Services for 1<sup>st</sup> convocation of the University.**

1. Mahatma Gandhi Central University Motihari, is organizing its "1<sup>st</sup> Convocation" on 20<sup>th</sup> October, 2023. It is a prestigious event in which distinguished VIP guests, Alumni, Faculties, Guests, etc. will participate. Being a prestigious event, Institute is inviting limited tender from reputed firms and Hotels Involved in Fooding and Catering services with the highest level of hygiene and quality of food services etc. The Participating firms and hotels will have to provide adequate fooding and catering services with sufficient qualified Manpower, Materials and Crockery etc. for Lunch, dinner & Tea break to invited guests. An Indicative menu is attached herewith (Annexure-I).
2. The selected contractors will be expected to follow the menu strictly, until revised by the University Administration, with mutual discussion. Other terms and conditions of the work and specifications are attached herewith for ready reference.
3. Tenderers are requested to submit the quotation by courier/speed post in two bid system with complete details of specifications, terms & conditions etc. Quotation should be in two separate sealed envelopes "Technical Bid" (Annexure-II) and "Financial Bid" (Annexure-III) and placed in a single envelope with name of the tender for Catering Services, Reference Number and closing date superscripted on the top of the envelope addressed to the **OSD (Administration), Mahatma Gandhi Central University Motihari, Dr Ambedkar Administrative Building, Near OP Thana, Raghunathpur, Motihari, Dist- East Champaran, Bihar-845401** upto 12.10.2023 till 04:00 PM. Please note that tender documents will not be accepted after the expiry of the date and time fixed for the purpose.
4. The technical bid will be opened at **10:30 AM on 13.10.2023**. Basic rates, taxes and other charges, if applicable etc. must be quoted separately. F.O.R. destination at **Mahatma Gandhi Central University Motihari**.
5. **After Technical Evaluation, Financial bid of technically qualified bidders will be opened & informed accordingly.** Qualified vendors are desired to submit their authorization letter along with a photo copy of their photo identity card at the time of opening of Technical and Financial Bid. Please carry the same original proof of Identity for verification purpose at the time of opening of tender/enquiry. The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered. For any queries regarding the tender, please send a mail to [osdadmin@mgcub.ac.in](mailto:osdadmin@mgcub.ac.in).
6. Tender processing fee of Rs.590/- inclusive GST @ 18% and Earnest Money Deposit of Rs. 20,000/- in the form of Demand Drafts drawn in favor of "Mahatma Gandhi Central University" payable at Motihari, must be enclosed with the quotation(s).
8. Details of Bank account of the Bidder/Firm for returning the EMD and/or Performance Security  
**Bank's Account Holder Name:**.....  
**Type of Account Name:**.....  
**Address of Branch:**.....  
**Account No:**.....  
**IFSC Code:**.....

**Menu for 19<sup>th</sup> Oct 2023 & 20<sup>th</sup> Oct 2023**

	19 <sup>th</sup> Oct.2023	20 <sup>th</sup> Oct.2023
<b>A</b>	<b><u>Morning breakfast at 11.00 AM Onwards</u></b>  1.Tea+ Snacks 2.water bottles 3. Fruits	<b><u>Morning breakfast at 9.00 AM Onwards</u></b>  1.Tea+ Snacks 2. water bottles 3. Fruits
<b>B</b>	<b><u>Lunch Pack at 02.00 PM Onwards</u></b>  1.Poori 6 piece 2.Mix veg 3.Motichoor ka laddu 1 piece 4.water bottles	<b><u>Lunch Pack at 12.30 PM Onwards</u></b>  1.Poori 6 piece 2.Mix veg 3.Milkcake 1 piece 4.water bottles  Refreshment Pack 1. Samosa 1piece 2. Veg Cutlet 1 piece 3. Milkcake 1 piece 4. Gulab Jamun 1 piece 5. Water bottles 1
<b>C</b>	<b><u>High Tea at 05.00 PM Onwards</u></b>  1. Tea 2. Samosa 3. Milk cake 4. Snacks 5.Water bottles	<b><u>High Tea at 05.00 PM onwards</u></b>  1. Tea 2. Veg sandwich 3. Gulab Jamun 4. Snacks 5. Watter bottles
<b>D</b>	<b><u>Dinner at 8.00 PM Onwards</u></b>  1. Soup (sweetcorn & Manchow 2. Paneer tikka & honey chill potato (starter) 3. Dal Makhani 4. Mix vegetable 5. Matar paneer 6. Jeera Rice 7. Missi , tandoori roti, kachauri, 8. Green salad 9. Rajbhog 10.Water Bottles	<b><u>Dinner at 8.00 PM Onwards</u></b>  1. Soup (sweet corn & hot and sour 2. Paneer tikka & Dall Kabab (starter) 3. Dal Makhani 4. Mix vegetable 5. Paneer Butter Masala 6. Jeera Rice & Plain Rice 7. Missi , tandoori roti,kachauri, 8. Green salad 9. Gulab Jamun 10. Kheer 11. Water bottles

Snacks means Biscuits (Sweet and Salty Cookies)+ Chips

## **Annexure-2**

(On letter head of the Firm & in a separately sealed envelope)

### **TECHNICAL BID**

**Tender No.:** .....

**Date**.....

Order/Work: Catering Services for 1st Convocation of MGCU

1. Name of the Firm/Bidder/Agency: .....
2. Address: .....
3. Phone/Fax/Mobile: .....
4. E-Mail .....
5. GST No.....
6. PAN.....
7. Date of validity of the Offer/Bid.....
8. Details of the firm:-
  - (a) Date from which the firm is operating: -.....
  - (b) Turnover of the firm during Financial Years
    - (i) FY 2020-2021(Rs.).....
    - (ii) FY 2021-2022(Rs.).....
    - (iii) FY 2022-2023 (Rs. ....(Please attach documentary evidences)

**Signature with Seal of the Proprietor/  
Authorized Representative**

## **Annexure-3**

(On letter head of the Firm & in a separately sealed envelope)

### **FINANCIAL BID**

**(Lunch, Dinner & Tea Break (Invited Guests, Faculty, Officers and Staff members)**

**(As per Indicative Menu Annexure-I)**

Sl. No	Date	Time	Items	Qty. (appx.)	Unit Price (in Rs.) (i.e. price of per piece/ packet)	Tax (%)	Total Amount
1	19/10/2023	11:00 AM	Morning Breakfast	200			
2	19/10/2023	02:00 PM	Lunch Pack	200			
3	19/10/2023	05:00 PM	High Tea	200			
4	19/10/2023	08:00PM	Dinner	200			
5	20/10/2023	09:00 AM	Morning Breakfast	250			
6	20/10/2023	12:30 PM	Lunch Pack	220			
7	20/10/2022	12:30 PM	Refreshment Pack	2000			
8	20/10/2023	05:00 PM	High tea	500			
9	20/10/2023	08:00PM	Dinner	300			

1. Rates quoted shall be inclusive of all taxes etc but must be shown separately.
2. The quantity shown above is indicative only. It may increase or decrease as per requirements. Final Number will be mentioned in the work order.
3. Menu is subject to adjustment by mutual discussion.

**Signature with Seal of the Proprietor/  
Authorized Representative**

## **Terms and Conditions**

1. Quantity may increase or decrease at the discretion of the University.
2. Quoted rate should be valid till scheduled date of programme.
3. Tender rates must be quoted in prescribed format.
4. The Average Annual Turnover of the tenderer should not be less than Rupees Five Lakh (5,00,000/) during the last three years.
5. A Recognized brand/franchisee of a Hotel/Restaurant/Caterer who have served reputed organization or institute or similar kind of place (attach documentary evidence) for similar gathering of national level may be preferred.
6. May feel free to contact on E-mail **osdadmin@mgcub.ac.in**.
7. The contractor shall personally be responsible for the quality of material used and food served in a most hygienic, efficient manner & timely manner for Lunch Pack, Dinner & Tea Break (Invited Guests, Faculty, Officers and Staff members) as indicated in the bid. The given menu indicates the services to be provided which is to be adhered strictly.
8. The contractor shall be able to provide a good vegetarian food as per indicative menu. No items except the indicative menu shall be provided by the Caterer during the function. Any additional item required to be served, will be served only with the prior approval of the university. Rates for such additional items will be decided by mutual consultation.
9. Rates shall be inclusive of all material (perishable as well as non-perishable), labour and catering with good quality crockery.
10. The services in the Kitchen/Pantry premises shall be subject to inspection without prior notice by the authorized representatives of the University. If during inspection any food stuff/beverage/any item of brand other than specified in the agreement is served, or found below specifications or service being found unsatisfactory, then the Caterer shall be liable to a penalty of min.Rs.10,000/- & up to Rs.1,00,000/-or as decided by the University Authority.
11. The space for cooking along with electricity and water for the same shall be provided by the University. The pantry premises, furniture, fittings and fixtures and supply of water and electricity shall be used only for the purpose of serving beverages & eatables to university employees/students/Guests.
12. The contractor has to make preparations in the University campus or the space provided by the University except for the branded food materials.
13. The Caterer shall provide proper containers for collecting or throwing waste materials and will arrange to remove waste material from the Office and pantry premises. In case caterer fails to remove it, the arrangements will be made by the University and actual amount with Rs.10,000/- penalty will be deducted from the bill.

14. The contractor has to employ sufficient numbers of healthy, smart, mannered and well-dressed waiters for servicing.
15. No child labourers shall be employed for cooking, servicing or catering as per law.
16. All the rules and regulations of food safety, labourers etc. shall be complied by the contractor. The Caterer shall have necessary licenses from the local or Govt. authorities for running the catering business, and it shall pay all charges, taxes, GST, levies and statutory dues assessments payable to any public or local authorities in respect of the pantry and shall also be liable to all fines and penalties which may be levied by the local or Govt. authorities as a result of non-observance of any of the Statues or rules framed there under by such authorities and keep the Institute indemnified against all actions, demands, expenses and charges incurred or suffered in that behalf.
17. The Catering Service Provider is required to deploy adequate number of manpower for cooking, serving, supervision & cleaning (removing the plates, used tumblers, cleaning the tables, used Crockery etc.).
18. The mess staff will always be trained on COVID responsible conduct and will always be monitored for their adherence by the admin dept.
19. The Catering Service Provider should provide the sanitation items like hand wash liquid, tissue papers at all the locations where the food is served. Replenishing of the items is the responsibility of the Caterer only.
20. After every meal (breakfast, lunch & dinner) all the vessel used for cooking, plates, cups, katoris, water glass, spoons, forks, knives etc. re to be cleaned in soap solution and dried and kept ready for next meal. The cleaning material used should be from the approved brands.
21. All vegetables, fruits, etc. used shall be fresh and shall not be rotten or overripe. The contractor shall be responsible for their hygienic fitness. Milk and milk products such as curd, yogurt, cheese, etc. shall be of a good standard and should be prepared and served fresh.
22. Items like Jam, Pickles, Butter, Salt and Sugar should be kept/stored properly in a neat and clean place near dining areas to avoid insects/mosquitoes. The items should be checked at regular intervals and should be replenished based on the requirements.
23. Procurement of LPG commercial cylinders, fresh groceries, vegetables, raw materials and other ingredients for running as per the prescribed menu out of catering contractor's own expenses and arrangements.
24. The agency will be responsible for the garbage disposal on daily basis.

25. Efficiency, promptness, quality of food, service, good behaviour and politeness of the agency and his staff are the essence of the contract. The agency is required to ensure that this essence of the contract is always maintained.
26. **SPECIFICATIONS OF RAW MATERIALS:** All materials should be from reputed brand with AGMARK certificate, wherever applicable. Rice should be of Basmati variety only.
27. The contracting agencies must have worked in reputed organizations and have to provide details of such organization with the certificate of it.
28. The vendor should have experience for providing catering service during similar type of events at Universities or Similar organization.
29. Subletting in any form will not be allowed.
30. For additional pax, if any, payment will be made on actual basis.
31. The buffet tables for serving dinner will be arranged by the caterer.
32. The tendering of lowest rate cannot be claimed as a right to be awarded the work/contract.
33. The Caterer shall not appoint sub-contractor for catering to carry out any obligations under the Contract.
34. Agencies interested may visit the campus to have first hand information, if they so desire.
35. If performance is not found satisfactory. The firm/agency may be blacklisted by the university.
36. Deficiency in not supplying full information shall result in primarily rejection of tender.
37. The Caterer shall be responsible for:
  - (i) All injury due to any accident to persons, engaged by him/her and;
  - (ii) For any damage arising due to negligence on the part of the Caterer or his employees to the furniture and fittings provided by university. Further maintenance in the form of day-to-day cleaning of the pantry premises and other facilities provided would be carried out by the Caterer at their cost and;
  - (iii) All the disputes shall be subject to the Motihari Jurisdiction. The university authority as arbitrators have the full rights to settle all the disputes and that shall be binding on both the parties.
38. The person or persons whose tender is accepted (herein after called the contractor) shall deposit security deposit of **Rs.20,000/-**
39. Security Deposit should remain valid for thirty days. No interest shall be paid on Security Deposit.
40. The Security Deposit will be forfeited by order of the Competent Authority in the event of any breache/negligence or non-observance of any terms & conditions of the contract or for unsatisfactory performance or for non- acceptance of the supply order. EMD will be released after receiving of transaction receipt of RTGS/NEFT of security amount.

41. The workers should be qualified and proper uniform and name badge is to be provided by the caterer/agency. The agency shall be responsible for the discipline of its workers.
42. (i) The contractor shall submit all bills on the printed form and all items in such bill shall be charged at the rates specified in the tender or in the case of an extra work ordered in pursuance of these conditions and not mentioned or provided for in the tender, at the rate here in after provided in such order mutually agreed upon clearly mentioning as extra items.  
(ii) Payment shall ordinarily be made within 15 days on completion of the work after due verification by the site in- charge as per tendered rates.  
(iii) No advance payment will be made under any circumstances.
43. The indenting tenderer must furnish the following certificate in their quotation: "**It is certified that I agree to the terms and conditions as specified above and bind myself to follow and comply with the same. I have gone through all the conditions and understood the same.**"
44. Kindly quote your PAN No, GST No., etc. mandatorily on the quotation.
45. All disputes are subject to Jurisdiction of Motihari.
46. University authority reserves the right to reject or accept any tender.
47. University authority reserves the right to alter/modify any or all conditions of this tender.
48. Notwithstanding any thing mentioned above, the University reserves the right to reject all the bids.

**(SACHCHIDA NAND SINGH)**  
OSD (Administration)  
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