

**HOSTEL MESS CONTRACT
ZORAM MEDICAL COLLEGE, FALKAWN**

FIRM/AGENCY PROFILE

1. Name of Firm/Agency: _____
2. Name of Proprietor : _____
3. Address of Firm : _____
4. FSSAI Regn. No.: _____
5. Pin Code : _____
6. Contact No. : _____
7. 6. Email : _____
8. Bank Account Details:

Name of A/c Holder : _____
Name of Bank : _____
Name of Branch : _____
Account Number : _____
IFSC CODE : _____
MICR CODE : _____

Date:

Signature:

Place:

Company seal:

SEALED TENDER NOTICE

Expression of Interest in sealed tender is hereby invited as per scheduled to this notice on behalf of the Chairman, Zoram Medical College from interested and reputed firms for Hostel Mess Contractor, which will be received by the Director, Zoram Medical College, Falkawn, Mizoram on or before **24.01.2022 (Monday)** upto **12:00 Noon**. Tenders are to be opened under the chairmanship of Director Zoram Medical College, Falkawn or his authorized representatives at **2:00 PM on the same day**. The Tenderers or their representatives may also be present at the time of Opening of the quotations, if they so desire.

TERMS OF REFERENCE FOR MESS CONTRACT

- 1) Contract period will be one year from the date of signing the contract.
- 2) Sub-contract or commission is not allowed. If such case is detected, the contract agreement will be terminated at once and the security deposit will be forfeited and another supplier be selected without fresh tender.
- 3) If the institution is not satisfied with the contract work, the same may be terminated any time before the expiry of contract period.
- 4) No upward revision of rates will be allowed after the contract is awarded.
- 5) If the contractor fails to supply / discontinues / resigns from the contract during the specified contract period, the security deposit shall be forfeited and no other correspondence will be entertained.
- 6) The contractor/Firm should have a valid registration with the Food Safety & Standards Authority of India (FSSAI).
- 7) The scope and nature of work to be covered in the mess operation is described broadly as follows:-
 - a) The Mess members will include all the students currently staying in ZMC student Hostels.
 - b) Ladies and Gents hostel will be located in Type III and Type I respectively and New Hostel for Ladies and Gents.

- c) Three meals viz. breakfast, lunch and dinner should be provided daily as per the tentative timing of mess given below-
- i. Breakfast 06:30 AM - 08:00 AM
 - ii. Lunch 1:00 PM - 02:00 PM
12:00 PM - 01:00 PM (at Old Hostel)
 - iii. Dinner 05:00 PM - 07:00 PM

The mess committee/hostel warden reserves the right to decide the timing for each meal on different days. They may revise the timing over the year as per academic and other activities, of which they will inform the contractor well in advance.

- d) The contractor shall procure wholesome food articles of good quality in consultation with and to the satisfaction of mess committee/hostel warden.
- e) The mess committee/warden shall provide basic menu which shall continue for a minimum period of one month, once agreed upon mutually between mess committee/warden and the contractor. The mess committee/warden reserves the right to change the menu time to time. Any change in the menu shall be communicated in writing, adequately in advance, to the contractor.
- f) The list of residents who will compulsorily join the mess shall be provided by the mess committee/warden from time to time. The number of residents may vary depending upon academic sessions and vacations.
- 8) College Authorities will provide electricity and water free of cost. The Contractor will be required to provide other requirements like fuel (cooking gas) ,cooking and dining facilities, furniture, food/raw materials, containers, appliances, utensils etc Cleaning/washing, repairing appliances and manpower to properly maintain this infrastructure shall be arranged by the contractor at his own cost. Inventory of articles shall be maintained and will be handed over to the contractor in good and working condition at the commencement of the contract. The contractor shall be the custodian of this institute's properties during the period of contract and shall make good any loss to the inventory by way of misuse, breakage, theft, etc. at his own cost.
- a) The contractor shall not be allowed to use electricity as a cooking fuel, unless written permission is obtained from mess committee/warden.
- b) The contractor shall pay special attention to maintain the mess in a neat, tidy and hygienic condition at all times. The food shall be cooked, stored

and served under hygienic conditions. The contractor shall ensure that only freshly cooked food is served and that stale food is not recycled. Stale food shall be removed from the mess premises as soon as possible. The mess shall be cleaned thoroughly after each meal, the food shall be cooked and served in clean utensils and no laxity shall be permitted in this regard.

- c) The contractor will be responsible for provision of ample liquid soap for hand wash at basin, clean towels to clean hands, hand gloves for mess workers, head caps for mess workers and other measures as advised by the mess committee. All mess workers will be required to undergo medical check-up at the time of joining and six (6) monthly for the duration of their contract.
- d) The contractor shall procure only good quality fresh vegetables from the market. However, the contractor will ensure that sufficient stocks of other raw materials are stocked in the store for consumption for a minimum period of 10 days. The mess committee/warden shall have the right to check the quality of food articles and vegetables from time to time.
- e) Day boarders, who do not stay in the hostel, are also allowed to avail the dining facilities in mess as outside members, for which they shall pay guest charge/fee as per the specified rate per meal per head.
- f) No cooked food in the mess may be taken out of the premises without prior permission.
- g) Non-vegetarian and vegetarian food shall be cooked and served separately.
- h) There should be provision of special diet suitable for sick student boarders.
- i) There should be provision of special meal on special occasion such as Good Friday, Christmas day and New Year.
- j) A Complaint Register with all pages certified by the mess committee/warden should be maintained at the counter where hostel boarders can submit their complaints.

There should not be a criss-cross marking/ a tear /missing pages in the register and maintenance of intact register book will be the responsibility

of the contractor. This register book should be kept in sight at all time for the mess committee to inspect from time to time.

- k) After three months of operation, the contractor will be evaluated on the basis of guidelines and rules detailed in this document and if the contractor fails to meet the laid down guidelines made, the agreement can be cancelled at any time.
- 9) The contractor will quote the samples for different items and rate of each meal as per the tables given below:-

Sl. No	Description	Approx. 400 students	
		Amount Rs	
		In figures	In words
1	Rate per day-per student for Breakfast*	₹	
2	Rate per day-per student for Lunch*	₹	
3	Rate per day-per student for Dinner*	₹	
	Total cost (Per day-per student) *	₹	
	Total Cost per month	₹	

*These prices include all kind of material cost and profit margin (excluding manpower cost) of the contractor.

Note: Mess catering service is exempted from Service Tax, Vide circular No: 172/7/2013ST dated 19th Sep 2013 issued by ministry of Finance, Government of India

PROPOSED MENU ON DAILY BASIS QUOTED BY THE CONTRACTOR

Sl. No	Days of the week	Proposed items			
		Sl.no of items	Breakfast	Lunch	Dinner
1	2	3	4	5	6
1	Monday	1			
		2			
		3			
		4			
		5			
		6			
		7			
2	Tuesday	1			
		2			
		3			
		4			
		5			
		6			
		7			
3	Wednesday	1			
		2			
		3			
		4			
		5			
		6			
		7			
4	Thursday	1			
		2			
		3			
		4			
		5			
		6			
		7			
5	Friday	1			
		2			
		3			
		4			
		5			

		6			
		7			
6	Saturday	1			
		2			
		3			
		4			
		5			
		6			
		7			
7	Sunday	1			
		2			
		3			
		4			
		5			
		6			
		7			