

**Expression of Interest (EOI)
For MESS & CATERING SERVICES**

AT

**Main Boys Hostel (MBH), Seth GSMC & KEMH
(For UG Students)**

Issue Date	:	20/04/2023
Last Date of Submission	:	28/04/2023 (03:00 PM)
EOI opening date	:	03/05/2023 (03:00 PM)

Main Boys Hostel
Seth GS Medical College & KEM
Hospital
Acharya Donde Marg
Parel, Mumbai – 12

Belhekar
20/04/2023

Name: **Dr. Mahesh Belhekar**

Warden, Main Boys Hostel,
Seth GSMC & KEMH, Mumbai
Warden
Main Boys Hostel
Seth GS Med Col and KEM Hospital
Parel, Mumbai - 400 012.

Sangeeta Raval

Name: **Dr. Sangeeta Raval-**

Dean
Seth GSMC & KEMH, Mumbai
Dean, K.E.M.H. & Seth G.S.M.C.,
Parel, Mumbai - 400 012.

Notice Inviting EOI for Mess & Catering Services at MBH, Seth GSMC & KEMH

**Seth GSMC & KEM Hospital, Parel, Mumbai
(Seth GSMC Brihan-Mumbai Municipal Corporation Institute)**

Parel, Mumbai – 400012

Tel: 022 2410 7000

Website :www.kem.edu.in

Seth GSMC and KEMH, a tertiary health care teaching hospital located at Parel, Mumbai and one of the apex healthcare Institutes established by the BMC in the year 1926, would like to outsource following Services for Institute's day-to-day activities at MBH by inviting offers / bids.

Sl. No.	EOI No.	Brief Description of Services
1	MBH/MESS/0001/04/2023	Mess in Main Boys Hostel providing breakfast, lunch, snacks, dinner etc. for UG Students, of Seth GSMC & KEMH, Parel, Mumbai

EOI(s) should be sealed and Superscripted with EOI Number and Address to:

“Warden, Main Boys Hostel”

Department of Clinical Pharmacology,

1st floor New M.S. building,

Seth GSMC & KEMH, Acharya Donde

Marg Parel Mumbai – 400012

The sealed EOI(s) should reach the above address of the Institute, latest by dt. **28/04/2023 at 3:00 PM**. The Technical Bid will be opened on the designated date by the Hostel Committee. The bidder(s) or their authorized representative(s) may remain present at the scheduled date and time. In case the appointed date is declared Holiday the next date of opening of the Office shall be applicable for Opening of EOI.

The EOI will be evaluated based on marks obtained by the Bidders in the Technical evaluation. The menus and rates of Catering services are fixed by the management. One bidder will be selected for operating one mess facility. The Name of the technically qualified bidder shall be hoisted in the website of Seth GSMC and KEMH. No paper publication shall, however, be made for this.

Any change/corrigendum pertaining to this EOI shall be displayed in our website www.kem.edu.in. The bidders are requested to watch the website from time to time before submission of their bid.

Notice Inviting EOI for Mess & Catering Services at MBH, Seth GSMC & KEMH

1.0 This EOI will be known as EOI for MESS and CATERING SERVICES, at Main Boys Hostel, Seth GSMC and KEMH (For UG Students)

1.1 Seth GSMC and KEMH invites EOI for selection of mess and catering agreement (1 no.) to run **(i) one mess for breakfast, lunch, evening snacks, dinner for UG Students in the Campus of Main boys hostel of Seth GSMC Mumbai.** The successful Agreement or shall be given one Mess to run.

The duration of the agreement shall be initially for a period of 1(ONE) year from the date of award of agreement and extendable up to another 1 (one year) on mutually agreeable terms & conditions. First three months being on trial period and on satisfactory completion of the trial basis the agreement will automatically be extended for remaining months of the year. On satisfactory performance extension will be made for another 1 (one) year. However, in case of any defaults or negligence under such agreement the hostel mess committee may suggest to the Seth GSMC and KEMH, Mumbai authority to impose fine or penalty against the agreement or termination of the agreement.

1.2 A committee constituted by the Dean Seth GSMC and KEMH shall evaluate the technical bids and declare the qualified bidders. The committee will evaluate the bids and their decision will be binding upon all bidders who have submitted their bids.

1.3 Bidders interested in the above-mentioned agreement are required to submit their EOI documents duly signed and sealed in each page.

1.4 The bid documents should be submitted in sealed envelope superscribed as “EOI for Mess and Catering Service at Main Boys Hostel, Seth GSMC and KEMH Mumbai” and the bidder should write its name & address on the envelope. [Address: “Warden, Main Boys Hostel” Department of Clinical Pharmacology, 1st floor New M.S. building, Seth GSMC & KEMH, Acharya Donde Marg Parel Mumbai – 400012]. The completed Bid document must reach on the above within the scheduled date and time.

1.5 The technical Bid will be opened on **03/05/2023** at 3:00 PM. Bidder or their authorized representative are requested to be present at the time of opening of the bids. The authorized representatives should carry their authority letter and identity proof while coming for the said purpose.

1.6 Technical evaluation of the bids submitted will be done and submitted documents will be checked. The highestmark holder will be selected as successful bidder in the event and the agreement will be awarded to them.

3.0 SCOPE OF WORK AND GENERAL TERMS & CONDITIONS

Parallel Agreement: One caterer to be selected to run the Mess of Main Boys Hostel, Seth GSMC and KEMH Mumbai.

The vendor shall be given opportunity for the first 3 (three) months.

Notice Inviting EOI for Mess & Catering Services at MBH, Seth GSMC & KEMH

3.1 The selected Caterers must serve the food in the dining hall of Main Boys Hostel as and when required.

Space for cooking will be provided. The Agreementor shall bear all the expenses towards the purchase of brooms, floor/ area sanitizer like phenyl etc. for maintaining ~~clean~~ of highest standard. The Agreementor shall make his own arrangement for utensils, cooking gas, crockery, cutlery, glasses, and other kitchen equipment. Good quality paper made disposables should be used by the Agreementor for serving tea/ coffee etc. instead of plastic materials. The Agreementor shall use the commercial cooking gas Cylinder (LPG) and ISI marked Gas Stove for the purpose of cooking. Electrical heating devices, ovens, hotplates, microwaves, etc. heating electric devices are NOT permitted.

3.2 The agreement may be terminated by the Agreementor after giving a notice of three months whereas Seth GSMC and KEMH Mumbai can terminate the agreement after giving one month notice period.

3.3 There will be empanelment of Bidders. The next two bidders according to marks obtained shall be kept as empaneled Bidders. In case of any unforeseen circumstances, the empaneled Bidders shall be given chance to operate the mess.

3.4 No compensation will be allowed due to fluctuation in the market rates of material and labor. There will be no escalation of rates of the different items as quoted. The rates quoted by the agreementor shall remain unchanged during the agreement period. However, the price may be revised after one year of operation depending on prevailing market conditions on mutually agreeable conditions after discussion with the Hostel authorities.

3.5 The amount of penalty/fine if any imposed upon the agreementor and any damage caused to the property of Seth GSMC and KEMH Mumbai will be borne by the agreementor. In case of any lapses in service delivery and quality, the agreement shall be terminated by serving 3 months' notice.

3.6 The Agreementor, whose EOI is accepted, has to sign an agreement on non-judicial stamp paper worth Rs.100/- (Rupees one hundred only) with Seth GSMC and KEMH Mumbai within 10 days of issuance of Work order, failing which the work order will be treated as cancelled.

3.7 The agreement comprises the necessary arrangement of all raw materials required for preparation of breakfast, lunch, dinner, snacks, beverages, sweets, preparation of items mentioned in Appendix A & B and serving the prepared food to students, mess staff, including provision of all materials, equipment for preparation, serving of articles, free room service at Main Boys Hostel at all times and cleaning of utensils. This will also include transportation, cost of materials and labor charges. The agreementor shall make his own arrangement for safe preservation (in refrigerator) of materials and accommodation for his staff etc.

3.8 The agreementor shall maintain the quality of preparation of food, fresh availability of items, constant supply of cold drinking water & other hot and cold beverages as per the mess management committee requirement.

3.9 The agreementor shall maintain the working hours of mess as laid down by the hostel

Notice Inviting EOI for Mess & Catering Services at MBH, Seth GSMC & KEMH

authorities. The agreementor will keep the premises clean as per the instructions of the hostel authorities on its own cost. The garbage as generated will be suitably disposed and no garbage will be piled up for more than one day.

- 3.10 The agreementor shall maintain FULL HYGIENIC CONDITIONS in the mess in the storage, preparation and serving of eatables and in keeping the floor, furniture, utensils, crockery, cutlery neat and clean, to maintain the standards and aesthetic values in the mess. The mess and its premises shall be kept clean and tidy. The garbage, peel-offs etc. should be disposed of as per norms of Brihan-Mumbai Municipal Corporation at the cost of the Agreementor/ Caterer. **Smoking, tobacco chewing and intake of liquor is strictly prohibited.**
- 3.11 The staff and the Caterer will have to be provided uniforms with ID cards by the Agreementor during working hours and they will be required to wear the uniforms and cap during working hours positively. Such persons should be free from contagious disease and maintain proper wearing of clean uniforms. No staff member below 18 years of age should be appointed by the Agreementor as it is prohibited under the Law.
- 3.12 The agreementor shall carry out the work in accordance with this agreement and with directives of hostel authorities and to the satisfaction of the administration. The hostel authorities from time to time may issue further instructions, detailed directions and explanations regarding the mess management.
- 3.13 The mess should run in the name of 'Main Boys Hostel Mess' at Seth GSMC and KEMH, Mumbai and no other name should be used.
- 3.14 The hostel authorities shall have every right to inspect the mess without any notice and can seal the mess in case of violation of terms and conditions. The staff of the mess shall be the sole staff of the agreementor and no relationship of master and servant shall exist between Seth GSMC and KEMH Mumbai and such staff.
- 3.15 The mess should run during the timings from 6.30 A.M. to 10.30 P.M. The Institute shall however, reserves the right to revise the timings as per convenience.
- 3.16 The decision of the hostel authorities of the Institute regarding any matters pertaining to the mess shall be final.
- 3.17 The mess Agreementor shall handover charge of all furniture, fixtures, fittings etc., in good condition to the Institute when the agreement is terminated.
- 3.18 The mess Agreementor shall pay the cost of damage, if any, caused to the premises, fixture, fittings etc., during the period of agreement.
- 3.19 The hostel authorities may also authorize any other person of Seth GSMC and KEMH Mumbai to inspect the mess.
- 3.20 The agreement will be in force from the date of leasing the mess and expire on completion of agreement period and no notice by Institute is necessary and the mess Agreementor shall leave the mess premises with his employees immediately after completion of the specified date

Notice Inviting EOI for Mess & Catering Services at MBH, Seth GSMC & KEMH

and shall not re-enter.

- 3.21 The Seth GSMC and KEMH Mumbai permits the Agreementor to utilize the electrical and sanitary fittings, furniture, for the purpose of carrying out their obligations under this Agreement. However, any extra requirement to be arranged by the Vendor/ Agreementor after the written permission of hostel authorities.
- 3.22 Seth GSMC and KEMH Mumbai reserves the right to accept or reject any EOI without assigning any reason thereof. The EOI which do not fulfil all or any of the above conditions or incomplete in any respect shall be liable to be rejected. Dean Seth GSMC and KEMH Mumbai has the full and exclusive right to cancel the EOI at any point of time without assigning any reasons thereof.

4.0 GENERAL RULES PERTAINING TO THE DAILY FUNCTIONING OF THE MBH MESS:

MESS Timings:

1	Breakfast	:	7:00 AM to 10:30 AM
2	Lunch	:	11:00 PM to 2:30 PM
3	Evening Snacks & Tea	:	4:00 PM to 6:30 PM
4	Dinner	:	7:00 PM to 10:30 PM

- 4.1 Limited salad will be provided during lunch and dinner. It will comprise of lemon and any of the three (Tomatoes, cucumbers, onions, beetroots, carrots). Pickle to be provided with every meal.
- 4.2 Seasonal Chutney will be served with items like samosa, kachori, all types of chats etc.
- 4.3 Menu as decided by the mess committee will be strictly followed. Price of each item must be displayed on board in the designated places.
- 4.4 Caterer must have adequate facility to provide food service facility at the designated places in the main boys hostel without extra charges. However, when there is a need to supply food to the academic block or to the hospital, the caterer must do the same without any extra charges for packing.
- 4.5 The validity of the Bid/ EOI document shall be for 180 days from the date of opening of the bid.

5.0 BRANDS OF CONSUMABLES PERMISSIBLE IN MESS MEANT FOR STUDENTS AND FACULTIES/STAFF.

Item	Brand
Salt	Tata/ Annapurna/ Nature fresh
Spices	M.D.H. Masala/ Satyam, Badshah, Everest, Ruchi
Ketchup	Maggi/Kissan/del mento/Prime
Oil (Sunflower)/Vegetable Oil	Sundrop/ Godrej/Saffola/ Fortune/Emami Vegetable (use of Hydrogenated (vanaspati) oil is prohibited)

Notice Inviting EOI for Mess & Catering Services at MBH, Seth GSMC & KEMH

Pickle	Mother's/ Pravin/Priya/Prime or similar
Atta	Ashirvad/Pillsbury/Annapurna
Instant Noodles	Maggi / Top Ramen/ Chings / Yippee
Flavoured fruit drinks	Real/ Tropicana
Papad	Lijjat/ any handmade local brand
Butter	Amul/ Britannia/ Mother Dairy
Bread	Sanchi/Modern/Kwality/Wibs
Jam	Kisan/ Maggi/ Reliance
Ghee	Amul/ Mother Dairy/ Britannia/ Pragati/ Omfed
Shrikhand	Amul or similar
Milk	Gokul/ Amul/ Warna/ Aarey or similar
Tea	Brook bond/ Lipton/ Tata/ Taaza/ Reliance
Coffee	Nescafe/ Reliance/ Bru
Ice Cream	Amul, Mother Dairy/ Kwality Walls or similar

The caterer may use any other FSSAI or AGMARK approved brands only if permitted by the hostel authorities in writing.

6.0 GENERAL STRUCTURE OF THE MESS MENU

The following is the general structure of the menu. The rates for the same are fixed and should not be changed at any case during the tenure of the Agreement.

Lunch	Veg thali (available on all the week days).	<i>Rs.50.00</i>
Dinner	Veg thali (available on all the week days).	<i>Rs.50.00</i>

7.0 ASSIGNMENT & SUBLETTING:

7.1 The agreementor shall not assign the agreement or any part thereof or any benefit or interest therein or there under without written consent of the Institute. The whole of the charge included in the agreement shall be executed by the Agreementor. The Agreementor shall be responsible for the acts, defaults and neglects of its employees, or workmen. All the workers as engaged by the agreementor will be solely his employees and the agreementor will ensure compliance of all labor laws as applicable including payment of minimum wages. He will also comply all other laws of the land as applicable. Seth GSMC and KEMH Mumbai will have no liabilities in this connection. **The Agreementor will take care of all fire safety measures without fail.**

7.2 The mess premises (inside and outside) should not be used for any other purpose except for running the mess and that the walls and surroundings of the mess should not be used for display of wall posters, writings etc. The agreementor is responsible for minor repair and replacement

Notice Inviting EOI for Mess & Catering Services at MBH, Seth GSMC & KEMH

works with electrical fittings, sanitary items without any expenses to the Institute. **The agreementor should not be involved in transporting the cooked food from Seth GSMC and KEMH Mumbai premises to any other organizations/ places.**

7.3 The Agreementor should not transfer the management to any other individual or agency. The manager of the mess should be present at the premises and supervise the day-to-day affairs of the mess and shall not give scope for any complaints whatsoever. However, the hostel authorities will regularly inspect the mess premises and any deficiencies as detected by them should be addressed immediately, failing which penalty will be imposed upon the agreementor.

7.4 The Dean Seth GSMC and KEMH Mumbai will have discretion to add or amend any conditions of this agreement at any time and the agreementor will be bound to comply the same. The same may be hoisted in the KEMH website.

7.5 The Agreementor will use Electronic Billing Machine for Token system to be displayed and used on daily basis. Electronic payment facility to be introduced by the Agreementor for easy payments by the users.

8.0 AGREEMENT DOCUMENTS

8.1 The agreement documents are to be taken mutually explanatory of one another and in case of ambiguities or discrepancies the same shall be explained and clarified by the Institute who shall thereupon issue to the agreementor their interpretation and direction in what manner the work is to be carried out.

8.2 The agreementor shall employ skilled and experienced persons in running the mess. No child labour will be employed by the Agreementor in the mess and the Institute shall be at liberty to object to and require the Agreementor to remove from the mess any person employed by agreementor in running the mess who in the opinion of the Institute is unbecoming of being employed in the mess. Such persons shall not again be employed in the mess without the specific permission of the hostel authorities.

9.0 COMPLIANCE OF STATUTORY LIABILITIES

9.1 The license fee (rent) of premises has been fixed as Rs. 20,000/- (Indian Rupees twenty thousand only) for mess per month. The license fee must be deposited positively on monthly basis without fail before 5th of every month. Otherwise, penalty shall be imposed as decided by hostel authorities. If any agreementor desires to visit the site he may request in writing for the same.

9.2 The security deposit for the mess would be Rs. 60,000/- (Indian Rupees Sixty thousand only)

9.3 The rent and the security deposit will be deposited in the Main Boys Hostel bank account and the cheque should be drawn in favour of "Seth GS Medical College Boy's Hostel".

9.4 However, the license fee may change at any time as per the discretion of the hostel authorities. The agreementor shall ensure that wages paid to his employees conform to the provisions of the Minimum Wages Act and other social security like EPF, ESIC etc. The Agreementor shall also ensure adequate rest and working hours as per norms etc. to all his employees.

9.5 The agreementor shall be totally responsible for all statutory liabilities including those relating to Weights and Measures and Prevention of Food Adulteration.

10.0 SETTLEMENT OF DISPUTE

Notice Inviting EOI for Mess & Catering Services at MBH, Seth GSMC & KEMH

10.1 All disputes related to mess lease, rent, management, maintaining hygiene and abiding rules and regulation framed by hostel authorities shall be settled amicably between Seth GSMC and KEMH Mumbai hostel authorities and the Agreementor. If amicable settlement fails and as required, an Arbitrator shall be appointed on mutual consent within the Institute by authorities of Seth GSMC and KEMH Mumbai. Any legal dispute if so arise shall be subject to jurisdiction of courts in Mumbai only.

11.0 PENALTY CLAUSE

In case of violation of the following rules, the penalty charges on the Caterer shall be followed.

- a. Non-availability of complaint registers on the counter/ discouraging students from registering complaints a fine of Rs.1,000/- (Rupees one thousand only) on every occasion.
- b. For single complaints of insects and/or foreign object cooked or found in dish of any food items would invite a fine of Rs.2,000/- (Rupees two thousand only) on the caterer.
- c. For single complaints of uncleaned utensils in a day would lead to a fine of Rs.500/- (Rupees five hundred only) on the caterer.
- d. If hostel authorities agree that certain meal was not cooked properly then a fine of Rs.1,000/- (Rupees one thousand only) would be imposed on the caterer.
- e. Fine on any discrepancy (personal hygiene of workers, misbehaviour by workers etc.) will lead to fine of Rs.2,000/- (Rupees two thousand only) on caterer for every instance.
- f. Absence of the proprietor or his representative in the Mess Meeting on prior information will attract a fine of Rs.5,000/- (Rupees five thousand only) on caterer.
- g. In case it is found that three such fines do not have any effect in abiding by the terms and conditions mentioned in the agreement, the agreement may be terminated finally after serving fifteen days' notice by the Administration of Seth GSMC and KEMH Mumbai to the Agreementor. The notice during the trial period will be only one week.
- h. Using of brands not mentioned in the agreement without prior permission and adulteration shall invoke a hefty fine as decided by the hostel authorities.
- i. Severity of hygiene failure shall be assessed and decided by hostel authorities and fined appropriately. In case of gross failure/negligence a severe penalty will be imposed.
- j. Under no circumstances, food cooked at the main boys hostel mess of Seth GSMC and KEMH Mumbai shall be supplied to outside the hostel premises.
- k. The successful vendor will engage adequate manpower with proper justifications and the same must be communicated to authority after award of the EOI.

TERMINATION OF AGREEMENT

- Caterers will submit Monthly Feedback duly signed by the Students' representatives (Hostel Secretary and UG Hostel Representatives) in the prescribed format and submit it by 5th of every month to the warden of Main Boys Hostel, Seth GSMC and KEMH Mumbai. Complaints if any will be mentioned in the monthly feedback form.
- If some problem exists for consecutive months, then the Caterer will be served with warning for Agreement termination and penalty of Rs.5000/-.
- If same problem exists for another month, then termination of agreement notice shall be served.

12.0 EOI EVALUATION (TECHNICAL EVALUATION OF SERVICE FACILITIES)

The hostel authorities will have thorough analysis on the various aspects during evaluation and selection of one no. of Bidder to run mess as mentioned earlier.

Notice Inviting EOI for Mess & Catering Services at MBH, Seth GSMC & KEMH

APPENDIX-A (For mess)

Sl. No.	Menu	Quantity	Rate(Rs)
Morning Breakfast/ Evening Snack items			
<i>*All options should be available on all days of week</i>			
*	Compulsory Morning Breakfast/ Evening Snack items: Breakfast Plate: <i>Compulsory item (1 Slice Toasted Bread with butter/jam + Tea / Coffee/Milk + with One Maharashtrian / South Indian dish + Cut fresh fruits/ Sprouted grains)</i>		40.00
1*	Tea one cup	75 ml	
2*	Coffee one cup (75 ml) / Milk (200 ml)/Bournvita (200 ml)/ Cold coffee (200 ml)	75/200 ml	
3*	Poha and variants (sev poha, anda poha etc)	(1 plate)	
4*	Idli / medu vada with chutney & sambhar	(1 plate)	
5	Shira, Upma with sambar & chutney	(1 plate)	
6	Vadapav, samosa, kachori	(1 plate)	
7*	Dosa and variants (masala, mysore, rawa, etc) with Chutney and Sambar	(1 plate)	
8	Uttappam and variants with Chutney and Sambar	(1 plate)	
9	Paratha with variants (Aloo/Methi, etc) with Dahi/Ketchup	(1 plate)	
10*	Bread Butter/ Bread Jam/ Bun jam/ Bun butter/ Toast butter/ Toast jam/Biscuits	(2 slices)	
11*	Egg preparations: <i>Boiled egg, Omlette, Half fry, full fry, burji</i>	(1 piece)	
12	Fruit juice – Seasonal (Watermelon/mango/orange/chikoo/banana etc)	(1 glass)	
13	Veg sandwich/Toast sandwich	(1 piece)	
14	Misal Paav	(1 plate)	
15	Sabudana Khichadi	(1 plate)	
16*	Sprouted Pulses chat	(1 plate)	
17*	Sunday Special: Pav bhaji / Chole bhature / etc		
18	Any additional items are welcome		
Lunch / Dinner Items			
*	<i>*All options should be available on all days</i>		
*	Compulsory Standard Vegetable Thali for Lunch and Dinner Standard Thali (except Sunday) : Rice (1 vati), Roti/plain paratha (2 Nos., 30 g each), 1 vegetable curry (1 vati), 1 dry sabji (1 vati), 1 plain dal / dal fry, pickle, papad, 1 sweet item, 4 piece of salad		50.00

Notice Inviting EOI for Mess & Catering Services at MBH, Seth GSMC & KEMH

*	Special Chicken Thali (at least on Wed/Fri/Sun): Rice (1 vati), Roti/plain paratha (2 Nos., 30 g each), 1 chicken curry (2 pc Chicken per serving), 1 boiled egg, 1 plain dal / dal fry, pickle, papad, 1 sweet item, 4 piece of salad, Lemon & onion		75.000
	Sunday Special Veg Thali: Special rice (biryani/pulav) (1 vati), Ajwain plain paratha (2 Nos., 30 g each), 1 paneer vegetable curry (4 pc paneer per serving), 1 dry sabji, 1 dal fry/tadka, pickle, papad, 1 sweet item (shrikhand vati / fruit custard / pudding) , 4 piece of salad, 1 pc khamaan / dhokla / dahi vada, lemon & onion		70.000
*	Vegetable Salad (At least 3 veggies out of Cucumber, tomato, carrot, beetroot, radish, broccoli, spring onion etc)		
	<p>Separate Bhajis (to be available for ordering)</p> <p>Veg:- Paneer – Tikka/ Bhurji/Matar/ Palak/Kadai/Angara Aloo Matar, Mix veg, veg Jaipuri, veg hyderabadi, bhindi, baigan masala, chana masala, akkha masoor, chawali bhaji Shev Bhaji *Green leafy vegetables – methi, palak, alu, shepu, maat Pulses: matki, masoor, chana, etc Dal fry, dal palak, dal tadaka, Steamed rice, jeera rice, lemon rice Dal khichadi, palak khichadi, Paneer Biryani Veg biryani Dahi, Raita (veg/bundi)</p> <p>Non-veg: Chicken tikka, butter chicken, Chicken sukka, kolhapuri, etc Egg masala, egg bhurji, etc Chicken biryani Egg biryani</p> <p>Chinese items: (veg & non-veg) Soups (manchow, sweet corn, tomato) Manchurian/ 65/ Chilly Fried rice Noodles</p> <p>Cold drinks (Any standard brand such as Coco-Cola, Pepsi, Maaza, Limca, Frooti, Bisleri/ standard mineral water.)</p> <p>Biscuits (AnyStandard Brand such as Marie, Britannia, Sunfeast ,bisk Farm, Parle G etc)</p> <p>Ice-cream : (Any of the brands mentioned above) to be available everyday on MRP.</p>		

Notice Inviting EOI for Mess & Catering Services at MBH, Seth GSMC & KEMH

N.B.

- Menu to be revised in every six months after discussion with Hostel authorities.
- Rice to be served as Plain Rice/ Jeera Rice/ Lemon Rice on different days alternatively.
- The quantity and price to be decided by the Hostel authorities.

Notice Inviting EOI for Mess & Catering Services at MBH, Seth GSMC & KEMH

Annexure - A

Bid Submission Format for the Bidder (to be typed on Letter Head of the Bidding Firm)

The Dean

Seth GSMC and KEMH Mumbai

Dear Sir/ Madam,

In response to your Notice inviting EOI for Mess and Catering Services for UG Students at Seth GSMC and KEMH Mumbai we are submitting our bid as under.

1. Name of the Catering Agency : _____
2. Constitution of catering Agency : Proprietorship firm/ Partnership firm/ Ltd. Company
3. Contact person with designation:(i.e. Sole proprietor/ Partner /Director)
4. Bank_____Branch_____
5. Contact Address:_____
- _____
- (a) Land Line Contact Phone No :_____ (b) Fax: _____
- (c) e-mail address:_____ (d) Cell phone:_____
6. Do you have license for food processing/Catering from the appropriate Authority: Yes/No
7. Establishments where catering services are being provided at present:
(i) Name of the Government/ PSU/ Private Institute: _____
Period from: _____
8. We have submitted all required Documents as per Check List under Annexure -C and other annexures of bidding document.

Signature of the Authorized person

Date:_____

Name of the Signatory : _____

Place : _____

Designation : _____

Mobile No. _____ Land Line No. _____

Seal:

Address : (Permanent):

Address (Correspondence):

Notice Inviting EOI for Mess & Catering Services at MBH, Seth GSMC & KEMH

ANNEXURE - B
BIDDER INFORMATION FORM

1	TRADE NAME OF THE BIDDER	
2	NAME AND DESIGNATION OF AUTHORISED REPRESENTATIVE	
3	COMMUNICATION ADDRESS	
4	PHONE NO./MOBILE NO.	
5	E-MAIL I.D.	
PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE		
1	NAME OF THE CONTACT PERSON	
2	DESIGNATION	
3	PHONE NO./MOBILE NO.	
4	E-MAIL I.D.	

Date :-

Signature of the Authorized Signatory

Place:-

Designation :(Office seal of the Bidder)

Notice Inviting EOI for Mess & Catering Services at MBH, Seth GSMC & KEMH

ANNEXURE-C

Check List for Documents supporting Eligibility criteria and Qualification requirement and other supporting documents

Sl. No.	Description	Copy Attached	Remarks
1.	Registration Certificate under Shops & Establishment Act. (Municipal License, Trade License)	Yes/No	
2.	Registration of Firm in case of Partnership or Certificate of Incorporation in case of company.	Yes/No	
3.	Partnership Deed/ Memorandum & Articles of Association	Yes/No	
4.	License for Food Processing/ Catering service	Yes/No	
5.	License to employ agreement labour, EPF, ESIC Registration etc	Yes/No	
6.	PAN copy of the bidder	Yes/No	
7.	GST Registration Certificate of the bidder	Yes/No	
8.	Copies of last three years IT Returns	Yes/No	
9.	Copies of Balance Sheet and P&L Account for the last 3 years	Yes/No	
10.	3 years Turnover Certificates duly certified by the CA.	Yes/No	
11.	Copies of Service Agreement work order and Services completion Certificates along with Experience certificate	Yes/No	
12.	Declaration by the bidder as per Annexure- E	Yes/No	
13.	List of Arbitration Cases (if any)	Yes/No	
14.	Bank Details : 1. Beneficiary Name : 2. Bank Name : 3. Account No : 4. IFSC Code : 5. Branch Address :	Yes/No	
15.	Any other information, if necessary	Yes/No	

Signature and seal of agreementor with date

ANNEXURE-D

NO RELATION CERTIFICATE

I..... son /daughter of resident of hereby certify that none of my relative (s) is / are employed in Seth GSMC and KEMH Mumbai and to the best of my knowledge and belief is/are not directly or indirectly associated with the EOI process for providing mess and catering Services to Seth GSMC and KEMH Mumbai, vide EOI No:..... . I am NOT related to the previous agreementor / vendor of the Main Boys Hostel Mess. In case at any stage, it is found that the information given by me is false / incorrect Seth GSMC and KEMH Mumbai shall have the absolute right to take any action as deemed fit / without any prior intimation to me which may also involve termination of my/ our agreement and forfeiture of Security deposit.

Signed.....

For and on behalf of the Bidder

Name

Designation

Date.....

ANNEXURE – E

Name of the EOI:

EOI for MESS and CATERING SERVICES, at Main Boys Hostel, Seth GSMC and KEMH (For UG Students)

UNDERTAKING

(To be typed on the Letter Head of Bidder)

IS/o, D/o
Resident of
.....

do solemnly pledge and affirm that,

1. I am the Proprietor/Partner/Director /authorized signatory of M/s.
2. No police case and/or case by CBI/FEMA/Income Tax/ Sales Tax authorities are pending against the Proprietor / Partner /Director of the firm/ company (Agency) and also against the firm/ company. No case of arbitration under any previous/ continuing agreement is pending against us as on date.
(Indicate any convictions if any against the above persons or Firm/ Company.)
3. The Proprietor / Partner /Director of the firm/ company (Agency) and also the firm/ company has never been blacklisted by any Government authority/ organisation.
- 4 I/We have adequate facility and manpower to run a mess successfully and declare that we will abide by the rules framed/ directives issued by Seth GSMC and KEMH Mumbai authorities as per terms of this EOI.

Signature

(Name)

Seal of the participating Bidder

ANNEXURE – F

Format for Monthly Feedback

1	Food quality, quantity, and taste	10 marks
2	Cleanliness & Hygiene: Cooking area, Service area, dining area, shop	10 marks
3	Behavior & uniform of staff	10 marks
4	Garbage disposal, record keeping (Mandatory Complaint Register)	10 marks
5	Solving of issues (in complaint register)	10 marks
	Any comments/ Unresolved issues:	

Signature of Hostel Secretary

Signature of one student

Signature of Warden, MBH