

PONDICHERY 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' Hostel 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 Caterer has to submit the following in 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 caterer 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) Introduction Profile with copy of Catering Licence issued by the authority concerned.
 - e) FSSAI Certificate issued by the Government of India.
 - f) Certificate of Incorporation.
 - g) Copy of Pan Card.
 - h) Copy of Service Tax Registration.
 - i) Copy of PF Registration/ESI Registration.
 - j) Labour Licence.
 - k) I.T/S.T./GST clearance certification from the authorities concerned.
 - l) Three years audited balance statement certificate.
- 3) The Caterer needs 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 caterer on receiving the Bills for the food served in the previous month.
- 4) Caterers can submit price for more than one mess.
- 5) The caterer has to provide Breakfast, Lunch, Dinner and Coffee/Tea/Snacks @ RS. 65/- per day/per student which includes all taxes.
- 6) The Caterer, if selected, shall be ready to remit Security Deposit of Rs.3,00,000/- (Three lakhs only) as decided by University authorities.
- 7) 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 actuals.

- 8) 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 which has 5 times of service to be offered as Morning Coffee, breakfast, lunch, evening tea and dinner.
- 9) The caterer 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.
- 10) The caterer must submit a list of mess workers to the Boys' Hostel Office, with identification, address, 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 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.
- 11) 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, both in quality and quantity.
- 12) 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.
- 13) 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 of this facility only if he 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 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.
- 14) Penalty will be levied on the caterers if food of inferior quality is served.
- 15) The custody, protection, repairs and maintenance of all utensils given to the caterer by the University solely rests with the caterer. In case the caterer needs additional utensils to serve the students better, he shall make arrangements to purchase them.
- 16) The caterer cannot sublet the Mess service of the University Mess.
- 17) 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, ESI/EPF Act, Packaged commodities Act, FSSAI & GST etc.

- 18)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.
- 19)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.
- 20)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.
- 21)All statutory levies are to be borne by the caterer.
- 22)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.
- 23)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.
- 24)The Selected Caterer must adhere to the list of menu and the above terms and conditions in this connection.
- 25)The University reserves the right to reject all the Expression of Interest without assigning any reasons therefor.
- 26)The selected caterer shall enter into an agreement with the Pondicherry University.

REGISTRAR