

**First Lady Teacher Mata Savitri Bai Phoole  
Government Girls College, Rewari  
College Hostel Mess agreement for the session 2026-27**

**Part-I**

**TERMS AND CONDITIONS**

1. Applicant should have at least three years of experience in catering at Govt. Institute (preferably Girls Hostel).
2. Since this being a women college the contractor shall preferably appoint a female on the Hostel Mess Counter.
3. The Contractor must possess the requisite valid registration/license no. (If a Cooperative Society) issued by the competent authority for carrying out the business and shall be responsible for complying with all laws pertaining to the services in question as well as those pertaining to employment of persons under him. Suitable documentary evidence in this regard should be submitted along with the tender documents. Bids not complying to this condition will be summarily rejected.
4. Technical Bid and Financial Bid should be enclosed separately in one Envelope Financial bid should be properly sealed.
5. In case of tie in financial bid / rates priority will be given to female contractor if female contractor is not available then it will be finalised by "Draw of lots".
6. The Contractor shall serve the food items at such prices as mentioned in their financial bid.
7. The contractor should have FSSAI license.
8. The contractor should furnish affidavit regarding name of individual/ firm has not been black listed. The contractor shall bear all the expenses for running the said hostel mess including the cooking vessels and other equipments required for cooking while licensor shall not in any manner be liable to reimburse the expenses so incurred.
9. Earnest money in the shape of Bank draft/ Banker Cheque drawn on any nationalized Bank in favour of Principal F.L.T.M.S.B.P. Govt Girls College, Rewari Payable at Rewari for Rs. 5000/- should be deposited by the applicant as precondition for the participation in the process of the allotment of Mess. In the absence of EMD, no one shall be considered as applicant. The Earnest money shall be refunded to unsuccessful Tenderers after finalization of the contract. No interest is payable on the EMD.
10. The ALLOTEE shall have to deposit a sum of Rs. 50,000/- (Rupees Fifty Thousands Only) as interest free Performance Security deposit which will

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be refunded after making necessary adjustments, if any, on the expiry of the contract.

11. List of documents to be included in technical bid.
  - A) Valid License from appropriate authority.
  - B) Affidavit regarding he/firm has not been black listed.
  - C) Undertaking regarding use of Agmark/FPO/FSSAI or such standard quality food article approved by relevant regulatory authorities.
  - D) Valid registration by an appropriate authority.
  - E) EMD of Rs.5000/- (Five Thousand only)
12. The contractor shall be required to pay:-
  - A) Water charges (Rs.200/- per month), PNG charges (as per meter reading per month) and Electricity charges (actual basis as per sub-meter reading) in every month. This amount shall be deposited by 10<sup>th</sup> of every month) as highest charges of DHBVN applicable.
  - B) Rs.50000/- as security that shall be refundable after the expiry of contract and no interest shall be payable on it. This may be adjusted in case of any dues/damages are reported during the tenure of contract period.
  - C) The contractor shall have to pay late payment charges @ Rs.50 per Day for late payment for the electricity and water charges separately. If not deposited by 30<sup>th</sup> of every month the contract shall stand cancelled.
13. The Contractor shall bear all the expenses for running the Mess and the F.L.T.M.S.B.P. Govt Girls College, Rewari shall not in any manner be
  - A) Liable for any damage caused due to incidents like theft, burn, fire, electric shock or bear any compensation for loss of life, damage or injury caused to its workmen while discharging their duty.
  - B) The Contractor shall not be entitled to use the accommodation allotted by the F.L.T.M.S.B.P. Govt Girls College, Rewari for any other purpose or business other than running the Mess.
14. The personnel appointed by the tenderers must have proper and clean uniform for their identification. The personnel so appointed should have the basic knowledge of personal hygiene and safe and clean methods of food handling, they should be of good character and decent behaviour. They should be provided with appropriate ID cards by the Contractor. The contractor shall solely responsible for the conduct/ behaviour of the staff employed by him in the college mess and shall solely be responsible for any mis-happening or undesirable incidence on account of the conduct/behaviour of the staff engaged by the contractor.

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- A) A list of staff working in mess shall be forwarded to the police station concerned.
- B) The staff of the contractor shall abide by the instructions issued by the college authorities from time to time and their movement in the Hostel Rooms and Verandas shall be restricted.
15. The contractor shall run the mess for the benefit and use of the students of F.L.T.M.S.B.P. Govt Girls College, Rewari exclusively in the aforesaid premises.
16. The F.L.T.M.S.B.P. Govt Girls College, Rewari will provide suitable space for kitchen and dining within the college Hostel campus, Necessary Furniture for dining area will also be provided for College.
17. The contractor selected for mess service, will be required to maintain highest level of cleanliness and standard of hygiene with regard to the persons under his employment and utensils for serving the food. If, at any point the Mess & its premises are found to be unclean, the Contractor shall be held responsible and action deemed fit shall be taken by the Principal, F.L.T.M.S.B.P. Govt Girls College, Rewari.
18. The quality of the raw materials to be used for preparation of food in the staff Mess should be of highest standard and fresh.
19. The Contractor will be responsible for maintaining adequate number of persons engaged in cooking, distribution of food and disposal of garbage and left over food.
20. The list of personnel deployed for food preparation, handling and serving have to be intimated to the Authority from time to time.
21. There shall be no compromise on the quality of food supplied by the Contractor and if any such incidence of food adulteration is found, action deemed fit, including black listing the firm, shall be taken by the Competent Authority and all the rules of Prevention of Food Adulteration Act (PFA Act) will apply.
22. The agency will be responsible for complying all trade and security laws.
23. The Contractor shall not use the name of the F.L.T.M.S.B.P. Govt Girls College, Rewari in business dealing with other person or traders. Any conditional bid/application is liable to rejection of tender.
24. The person associated with preparation and distribution of food will be required to undergo periodical medical checkups as and when directed by F.L.T.M.S.B.P. Govt Girls College, Rewari to rule out the possibilities of communicable diseases/ infectious diseases, and anybody found suffering from such has to be kept out of work till he/she is fully recovered.

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25. The Contractor will be responsible for such conduct of the persons engaged by him in the institute, which will be conducive for maintaining the harmonious atmosphere in the College Hostel and will be responsible for any act of commission and omission of such persons.
26. The contractor shall be responsible for removal/disposal of garbage generated in the Hostel Mess.
27. The successful applicant shall obtain a valid license under the Contract Labour (R&A) Act, 1970 and rules framed there under and shall continue to hold it till completion of the contract. The contractor should possess valid Registration Number.
28. All pages of the tender and related papers are to be duly authenticated by Tenderer or Authorized Signatory on behalf of Tenderer.
29. The College campus and Hostel is a “NO SMOKING ZONE”, hence sale and use of tobacco is prohibited.
30. The sale and use of Liquor (alcohol) is also strictly prohibited in canteen area and premises.
31. No child Labour shall be deployed.
32. The Contractor shall keep in a conspicuous place in the Mess a Complaint book to record complaints and this book shall be open for inspection by the persons duly authorized by Principal, F.L.T.M.S.B.P. Govt Girls College, Rewari. The Contractor should make reasonable efforts to resolve the complaints recorded in the complaint register to the satisfaction of F.L.T.M.S.B.P. Govt Girls College, Rewari.
33. The Contractor should use AGMARK/F.P.O./FSSI or such standard quality food articles approved by relevant regulatory authorities. Certificate in this regard should be displayed prominently in the premises.
34. An Officer authorized by Principal can check the quality of food and hygienic condition as per the govt. norms and a fine of Rs. 1000/- would be charged for every occasion of non-compliance. F.L.T.M.S.B.P. Govt Girls College, Rewari reserves the right to send the food samples served at the Mess, to relevant testing laboratories and take appropriate action on the contractor, if required.
35. **The Contractor will secure and submit to F.L.T.M.S.B.P. Govt Girls College, Rewari all applicable Licenses for running the Mess within 21 days of award of work or commencement of work, whichever is earlier.**
36. A penalty of Rs. 5000/- will be imposed on the Contractor for each day of unauthorized closing of Mess. If Mess remains closed for a week continuously, this agreement is liable to be cancelled and the Contractor shall be required to vacate the premises within 48 hours as per directions of college authorities.

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37. F.L.T.M.S.B.P. Govt Girls College, Rewari shall have the right to terminate the agreement with the Contractor by giving one month's notice without assigning any reason.
38. The Contractor will vacate the Mess and hand over the possession of the premises on the expiry of the term of the contract or on termination of the contract. If the Contractor fails to vacate the Mess Premises on stipulated date or on direction then damage charges for the over stay at the rate of Rs. 10000/- (Rupees Ten Thousand) per day will be recovered from the Contractor out of the Performance Security. If Security deposit is insufficient to recover damage charges then the same will be recovered through the Courts of Law.
39. Security Money of the Contractor will be forfeited in case of breach of any condition stipulated herein.
40. For any dispute regarding quality/service and rates the decision of the Principal F.L.T.M.S.B.P. Govt Girls College, Rewari shall be final and binding to the Contractor.
41. The contract/tender, if awarded, shall be valid initially for one year from the date of award of contract subject to continuous satisfactory performance and on failure on this aspect by the contract the Competent Authority will reserve the right to terminate the contract. The period of the contract can be extended for further period by the Competent Authority on terms and conditions of the Principal F.L.T.M.S.B.P. Govt Girls College, Rewari.
42. The Successful Bidder shall execute an agreement on Rs. 100/- (Rs. One Hundred Only) Stamp Paper with the Principal, Govt. College for Women, Rewari within one week from the date of intimation of his selection.
43. The successful bidder shall take an insurance policy for an appropriate value for insurance against damage/loss due to fire accident in the Mess.
44. The contractor is responsible to maintain the infrastructure facilities provided by the college such as seating spaces, fan, electrical fitting, sanitary fittings etc.
45. All dispute shall be subject to jurisdiction of competent court i.e. District Courts Rewari.

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The bidder should submit Technical Bid and Financial Bid in separate sealed envelopes and Financial Bid shall only be opened after they qualify the Technical Bid.

### ***1. FIRST ENVELOPE:***

The first envelop of Technical Bid shall contain:

- a) Complete Tender form. (PART-I)
- b) Tender Application Form/Technical Bid (PART-II A ) Annexure-2
- c) Undertaking by the bidder. (Annexure-1 )
- d) An affidavit of Rs. 20/- about the firm “Not Blacklisted” and the authenticity of the tender document. (Annexure- 3 )
- e) सत्र 2026–27 के ठेके की शर्तें (Annexure- 5)

### ***2. SECOND ENVELOPE:***

The second envelop shall contain Financial Bid only. Annexure-4

### ***3. THIRD ENVELOPE:***

The third envelop shall contain a Bank Demand Draft of EMD of Rs.5000/- (Five Thousand Rupees only)

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## UNDERTAKING

- a. I, the undersigned, certify that I have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them in letter and spirit.
- b. I shall abide by the menu/rates of items as per annexure part IV.
- c. The **Earnest Money of Rs.5000/-** deposited by me has been enclosed herewith vide Demand Draft No.....Dated.....drawn on Bank..... Branch .....
- d. I / We give the rights to Principal F.L.T.M.S.B.P. Govt. Girls College, Rewari to forfeit the Earnest money deposited by me/ us in the event of my/our selection and failure on my/our part in starting the services of mess as per the terms of this tender on the date specified by the Principal or an officer authorized by him.
- e. I/We are duly authorized to sign the above undertaking.

Date:

Place:

Signature of the Bidder

Full name:

Designation:

**PART-II -A**  
**Tender Application Form**  
**Technical Bid**

1.	a) Name of Contractor	
	b) Status of the Contractor Individual/Firm/Company/others.	
	c) PAN/TAN <i>(Documentary proof to be enclosed)</i>	
	d) GST No <i>(Documentary proof to be enclosed)</i>	
2.	Contact details a) Full postal address:	
	b) e-mail ID	
	c) Telephone/Mobile No.	
3.	Date of Birth (Individual)/ Registration(License no) (Firm)/Incorporation (Company) – <i>(Documentary proof to be enclosed)</i>	
4.	Details of relevant trade license held <i>(i.e. FSSAI License)</i> <i>(Documentary proof to be enclosed)</i>	
	a) Issued by:	
	b) Issue date and validity:	
5.	Experience (at least three in years) in Catering, <b>(Certificate to be enclosed) at Govt. Institute preferably Girls Hostel</b>	
6.	Name and Address of your Bankers, stating the name in which the Account stands : <b>( Copy of first page of bank pass book to be enclosed.</b>	
7.	Total no of Employees:	
8.	Are you in the list of approved Contractors of any other Organization / Institutions, If any give details <b>(Append extra page if necessary):</b>	
9.	Any other information which you consider relevant:	
10.	DD / Pay Order No., Date & Drawee Bank/ EMD Rs. 5000/-	
11.	Undertaking Certificate	

Date:

Signature of the Tenderer:

Signature of the contractor

Place:

Full name:

Designation:

1. The applicant / firm have not been blacklisted ever in the past and have not been penalized for not meeting the provisions of Food and Adulteration Act, 1954.
2. All the particulars subscribed by me are true to the best of my knowledge.
3. All the terms & conditions of this tender document are acceptable to me & I shall abide by the same in case the tender is awarded to me.

Date:

Place:

Signature of the Bidder:

Full name:

Designation:



Signature of the contractor

## AFFIDAVIT

I \_\_\_\_\_ S/O \_\_\_\_\_  
resident of \_\_\_\_\_ district \_\_\_\_\_  
contractor/Partner/Sole Proprietor (Strike off word which is not applicable) of the  
firm M/s \_\_\_\_\_ do  
hereby solemnly affirm and declare that (1) our firm/company is not  
blacklisted by Government or any organization (2) any individual/firm  
companies blacklisted by the Union Govt. or UT Government or State  
Government or any partner or shareholder thereof is / are not directly or  
indirectly connected with or has any subsisting interest in the business of my/our  
above said firm. And all informations given in tender document are authentic.

**Deponent**

Dated \_\_\_\_\_ Place \_\_\_\_\_

I hereby solemnly declare and affirm that the above declaration is true  
and correct to the best of my knowledge and belief. No part of it is false and it  
conceals nothing.

**Deponent**

Dated \_\_\_\_\_ Place \_\_\_\_\_

## Financial Bid

### छात्राओं के भोजन से सम्बंधित आवश्यक शर्तें

भोजन प्रतिदिन छात्राओं को निम्न प्रकार से देना होगा—

1. नाश्ता— पराठा (मौसम के अनुसार आलू/मूली/गोभी/पालक/मेथी) साथ में दही/दूध/चाय।
2. दोपहर का भोजन— राजमा/सफेद छोले/दाल मक्खनी/कोफते/काले चने/कढ़ी/मौसमी सब्जी/सलाद, दही, चपाती, व चावल।
3. सांयकालीन चाय स्नैक्स के साथ।
4. रात का भोजन— मौसम अनुसार सूखी सब्जी, दाल व चपाती।
5. रविवार का स्पेशल नाश्ता— छोले—कुल्चे, बर्गर, पूरी—सब्जी, इडली—सांभर आदि।
6. सप्ताह में दो बार फल व एक बार मिठाई— कस्टर्ड खीर, गुलाब जामुन, रसगुल्ले और दो बार फल।
7. स्वतंत्रता दिवस, गणतंत्र दिवस, होली, दिवाली और अन्य सभी त्यौहारों पर विशेष भोजन देना होगा।
8. आटा शक्ति भोग/राजधानी/दूध अमूल, मदर डेयरी (आई. एस. आई. मार्क) (टोण्ड/फुल क्रीम) रिफाइन्ड तेल ( Fortune/Nutrellite /Branded Oil).
9. नाश्ता/खाना निर्धारित समय पर देना अनिवार्य है।
10. मैन्यू में या अन्य किसी भी प्रकार का परिवर्तन केवल प्राचार्या/वार्डन की लिखित अनुमति से ही होगा।
11. मैस के खाने का सैम्पल किसी भी समय FCI द्वारा चैक करने के लिए भेजा जा सकता है। उसकी शुद्धता की जिम्मेवारी व्यक्तिगत रूप से ठेकेदार की होगी।
12. होस्टल मैस की साफ—सफाई व बिजली, पानी इत्यादि का व्यय ठेकेदार का होगा।
13. मैस में बिजली, पानी से सम्बंधित जो भी उपकरण प्रयोग में लाने हैं उनके लिए submeter की व्यवस्था ठेकेदार को स्वयं करनी होगी।
14. प्रतिदिन भोजन की मूल्य दर 110/— (एक सौ दस रूपए) से अधिक नहीं होनी चाहिए।

15. Item Name	Rate per student-per day
Break-fast, Lunch, Evening Tea & Dinner	-----

## सत्र 2026–27 के ठेके की शर्तें

1. निविदायें पूरे सत्र की 15.07.2026 से शुरू होकर 14.07.2027 तक चलेंगी।  
निविदा को स्वीकृत या अस्वीकृत करने का अधिकार प्राचार्या का है।
2. ठेकेदार को यह शपथ पत्र देना होगा कि वह महाविद्यालय के किसी भी कर्मचारी का रिश्तेदार नहीं है, ना ही परिवार का सदस्य है।
3. ठेकेदार को मैस कर्मचारियों को वेतन स्वयं देना होगा।
4. मैस का कार्य दिनांक 15 जुलाई 2026 से प्रारम्भ होगा और छात्रावास के मैन्सू के अनुसार खाना देना होगा। मैस की सफाई पर विशेष ध्यान देना होगा। खाद्य पदार्थ का किसी भी समय सरकारी अधिकारी से सैम्पल भरवाया जा सकता है।
5. सब्जी प्रतिदिन ताजी होनी चाहिए। गली-सड़ी सब्जी पाए जाने पर जुर्माना हो सकता है।
6. ठेकेदार के निजी आचरण और चाल चलन का विशेष ध्यान रखा जायेगा।
7. यदि उक्त मुद्दों में से कोई शिकायत या कोताही पाई गयी तो उसका ठेका किसी भी समय बिना किसी नोटिस के रद्द किए जाने का पूरा-2 अधिकार प्राचार्या का होगा।
8. रसोई में साफ-सफाई कर्मचारी ठेकेदार के द्वारा ही लगाया जायेगा। रसोई मैस एरिया की पूरी सफाई का जिम्मा भी ठेकेदार का ही होगा।
9. मैस ठेकेदार को होस्टल में **Tuck Shop** (छात्राओं की दिनचर्या से सम्बंधित सारा सामान) उपलब्ध कराना होगा। तथा हर सामान का **MRP** पर ही दिया जायेगा अधिक मूल्य की शिकायत आने पर ठेका रद्द कर किया जा सकता है।
10. खाना बनाते समय आग से सम्बंधित सरकार द्वारा दी गई हिदायतों की भी ठेकेदार द्वारा पूर्ण रूप से अनुपालना करनी होगी।
11. खाना बनाने एवम् छात्राओं को खाना खिलाने में उपयोग होने वाले बर्तन एवम् अन्य सामान, गैस सिलेन्डर इत्यादि का प्रबंध ठेकेदार को स्वयं अपने स्तर पर करना होगा।