



**Tender For Hiring of Girls Hostel Services Including Mess Facilities**

**Mahila Engineering College, Ajmer**

Estimated Value of Tender : Rs. 6,12,900/-  
Tender Security : Rs. 12258/-  
Tender Fee : Rs. 1000/-

NIB No. : WEA2526A0008

UBN No. : WEA2526SS0800008

**Principal**

**Mahila Engineering College Ajmer**

**Nasirabad Road, Makhupura, Ajmer-305002, Rajasthan**

**Phone: 0145-2695535, Email: principal@gwecca.ac.in**



महिला अभियान्त्रिकी महाविद्यालय, अजमेर  
बीकानेर तकनीकी विश्वविद्यालय, बीकानेर का संघटक महाविद्यालय)

**MAHILA ENGINEERING COLLEGE, AJMER**

(A Constituent College of Bikaner Technical University, Bikaner)

Nasirabad Road, Makhupura, Ajmer – 305002

Website: [www.gweca.ac.in](http://www.gweca.ac.in)

Email : [principal@gweca.ac.in](mailto:principal@gweca.ac.in)

Ph. No.: 0145-2695535

Fax No.: 0145-2695102

Reference No. GWECA/2025-26/Mah Hostel/148

Date: 26/8/2025

**NOTICE INVITING BID (OFFLINE)**  
**(SR FORM 14, RULE 68-GF&AR-II)**

NIB No. WEA2526A0008 UBN No. WEA2526SS0800008 Date 27/08/2025

Sealed single stage unconditional bids are invited at Mahila Engineering College Ajmer (MECA) for "Hiring of Girls Hostel Services Including Mess Facilities" for Mahila Engineering College, Ajmer. as mentioned below from registered bidders/service providers/experienced, technically and financially sound and reputed bidders fulfilling eligibility criteria and terms and conditions as described in the bid document under Rajasthan Transparency in Public Procurement Act 2012 and Rules 2013 for supply of following services from as appended below. The following tender duly filled is to be submitted through Hard Copy of documents (Offline) upto .....

S.No.	Name of work/services	Specifications	Estimated Cost (in Rupees)	Bid Security (in Rupees)	Bid Price (in Rupees)	Duration of work
01	Tender for hiring of service provider for Girls hostel including Mess facilities.	As per Tender terms and conditions	Rs.6,12,900/-	Rs. 12258/-	Rs1000/-	Six Months

1. Bidding document including the Bid Data Sheet (BDS), Instructions to bidders (ITB), conditions of contract, Schedule of services required, Bidding forms etc. can be seen and downloaded from the official websites: [www.gweca.ac.in](http://www.gweca.ac.in) or the websites of State Public Procurement Portals [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in). Alternatively it can also be obtained from the office of Principal, Mahila Engineering College Ajmer during office hours (09.00AM-04.00PM) on all working days upto one day before the date of opening of bids.
2. The interested bidders may submit their bids along with separate Demand Draft towards the cost of Bid price (non-refundable) and Bid security (EMD) drawn in favor of Principal, Mahila Engineering College Ajmer payable at Ajmer from any scheduled commercial bank duly put in sealed envelope. The above bid must reach physically in the office Principal, Mahila Engineering College Ajmer on or before last date and time as mentioned above failing which bids shall not be considered.
3. Bids duly signed on all pages and serially numbered, properly bound and accompanied with the Bid security Fee, Bid Document Fee in the form of Demand Draft from a Scheduled Bank in India shall be submitted personally or by post in sealed envelopes to the "Principal, Mahila Engineering College Ajmer (Raj.)" bearing the reference No. of NIB and warning as "Bid for NIB No. WEA2526A0008 for Hiring of Girls Hostel

Services Including Mess Facilities not to be opened before 06 <sup>SEPTEMBER 4</sup> ~~August~~ 2025 at 2:00 PM by post or by hand or dropped in the Bid box at the office of the Principal, Mahila Engineering College Ajmer(Raj.)

4. Bids received after the specified time and date shall not be accepted and considered rejected and returned unopened.
5. The Bids shall be opened at as specified in Bid Data Sheet (BDS) in the presence of Bidders or their representatives, who wish to be present.
6. **Price Bids(Finance Bid) of only those bidders,found responsive in Technical Bid,shall be opened as per scheduled date and time for which qualified bidder shall be informed separately by email/telephone.**
7. The Procuring Entity is not bound to accept the lowest Bid and may reject any or all Bids without assigning any reason thereof.
8. The successful vendor is required to execute an agreement with the Mahila Engineering College, Ajmer

*Principled*  
26/8/2025  
Principal

Mahila Engineering College Ajmer (MECA)

**Copy to following for information and necessary action**

1. Principal, Mahila Engineering College Ajmer
2. Webmaster, For uploading bid document on college website
3. Nodal officer Procurement for uploading bid document on [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in)
4. Notice Board



महिला अभियान्त्रिकी महाविद्यालय, अजमेर  
बीकानेर तकनीकी विश्वविद्यालय, बीकानेर का संघटक महाविद्यालय)

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Ph. No.: 0145-2695535

Fax No.: 0145-2695102

Reference No. GWECA/ /2025-26/

Date:

### **BIDDING DOCUMENT (GOODS/SERVICES/WORK)**

In support of the Notice Inviting Tender/Bid indicated above and in the Bid Data Sheet (BDS), the Procuring Entity, as indicated in the BDS, issues this Bidding Document for the supply of Goods/ equipment & Related Services incidental thereto/ Services as specified in Section-2, Schedule of Supply/Services (SS).

The Bidding Document consists of all the Sections indicated below, and should be read in conjunction with any Addenda issued:

#### **Part-1 / भाग – 1**

##### **Notice Inviting Tender/Bid**

Section 1. Bid Data Sheet [BDS]

Section 2. Instructions to Bidders [ITB]

Section 3. Schedule of Supply (Specifications/conformance to standards, designs and drawings, etc., installation/ commissioning, Mandatory operation and maintenance, training, etc.) / Services

Section 4. Special Conditions of Contract [SCC]

#### **Part-2 / भाग – 2**

Section 5. General Conditions of Contract [GCC]

Section 6. Bidding Forms and Annexures

*Important Instruction:- The Law relating to procurement "The Rajasthan Transparency in Public Procurement Act, 2012" [hereinafter called the Act] and the "Rajasthan Public Procurement Rules, 2013" [hereinafter called the Rules] under the said Act have come into force which are available on the website of State Public Procurement Portal <http://sppp.rajasthan.gov.in>. Therefore, the Bidders are advised to acquaint themselves with the provisions of the Act and the Rules before participating in the Bidding process. If there is any discrepancy between the provisions of the Act and the Rules and this Bidding Document, the provisions of the Act and the Rules shall prevail.*

The bidders are advised to read and fully understand all the terms and conditions of the tender/bid provided in the bidding document before submitting their bids. This document is primarily in English.

*Handwritten signature and initials in blue ink.*

Certain portions of the bidding document are given in Hindi also. However, in case of any difference of meaning between the Hindi and English versions, the English version shall prevail.

महत्वपूर्ण अनुदेश: उपापन के संबंध में कानून "राजस्थान लोक उपापन में पारदर्शिता अधिनियम 2012" (इसके बाद) और उक्त के तहत "राजस्थान लोक उपापन में पारदर्शिता नियम 2013" लागू हो चुके हैं तथा राज्य लोक उपापन पोर्टल <http://sppp.rajasthan.gov.in> पर उपलब्ध हैं। अतः बोलीदाताओं को सलाह दी जाती है की बोली प्रक्रिया में भाग लेने से पूर्व अधिनियम व नियम के प्रावधानों से परिचित हो जाएँ। यदी अधिनियम व नियम के प्रावधानों और इस बोली दस्तावेज़ के प्रावधानों में कोई विसंगति है तो अधिनियम व नियम के प्रावधान अभिभावी होंगे।

बोलीदाताओं को सलाह दी जाती है की वे अपनी बोली जमा करने से पूर्व बोली दस्तावेज़ की सारे नियम और शर्तें पढ़ कर अच्छी तरह समझ लें। यह दस्तावेज़ मुख्यतया अँग्रेजी में है। बोली दस्तावेज़ के कतीपय हिस्से हिंदी में भी दीये गए हैं। हिंदी व अँग्रेजी रूपों में अंतर होने पर अँग्रेजी रूप अभिभावी माना जाएगा।

To be sealed in Env/Cover No. 01

**Section-1: BID DATA SHEET**

1.	Subject Matter of Procurement	Open Tender for hiring of service provider for Girls hostel including Mess facilities.
2.	Bid Reference Number(NIB & UBN No.)	NIB: WEA2526A0008 UBN: WEA2526SS0B00008
3.	Procuring Entity's Address	Principal, Mahila Engineering College Ajmer, Nasirabad Road, Makhupura, Ajmer (Raj.) Tel 01452695535 Email: principal@gweca.ac.in
4.	Language of the Bid	English/Hindi
5.	Bid Category	Services
6.	Bid Covers	Two Envelopes (दो लिफाफे): (1) Technical Bid and (2) Financial Bid
7.	Bid Method	Offline Tender submission
8.	Bid Submission Mode	Offline 1. Technical Bid (Cover 1 consisting complete document as mentioned with Technical Bid) 2. Price Bid (Financial Bid/BOQ) (Cover 2 consisting Price Bid only) Both Cover-1 and Cover-2 should be placed in larger Envelope super scribing "Technical & Financial Bids for hiring of service provider for Girls hostel including Mess facilities."
9.	Websites for downloading tender documents/corrigendum, etc.	www.gweca.ac.in, www.sppp.rajasthan.gov.in
10.	Estimated Cost	Rs.6,12,900/-
11.	Bid Security(@ 2% of the estimated cost) (DD in favour of Principal, Mahila Engineering College Ajmer)	Rs. 12258/-
12.	Bid Price(Non-refundable) (DD in favour of Principal, Mahila Engineering College Ajmer)	Rs. 10000/-

13.	RISL Processing Fee	NIL	
14.	Bid Validity (for Acceptance)	90 Days	
15.	Performance Security	5% of Amount of the Supply Order / Work Order	
16.	Award of Contract	The contract agreement is to be executed and Performance Security is to be submitted within 15 days.	
17.	Key Dates	Date	Time
	Publishing Date and Time	27/08/2025	From 2:00 PM
	Document Download Start Date and Time	28/08/2025	From 9:00AM
	Bid Submission Start Date and Time	28/08/2025	10:00 AM
	Pre Bid Meeting	03/09/2025	11:00 AM
	Bid Submission Close Date and Time	06/09/2025	11:00 AM
18	Date and Time of Opening of Technical Bids(Cover 1)	06/09/2025	2:00 PM
19.	Date and Time of opening of Price Bids(Cover2)	Qualified bidders shall be informed separately by email/telephone	
20.	Redressal of Grievances during Procurement Process		
	Appellate Authority	Principal, Mahila Engineering College Ajmer, Nasirabad Road,Makhupura, Ajmer(Raj.)	

Place:

Date:

Name & Signature of the  
Bidder with Seal

*[Handwritten signature and initials]*

**Section-2: INSTRUCTIONS TO BIDDERS (ITB)**

**(For Packing, Marking & Submission of Bid)**

Mahila Engineering College Ajmer is issuing this offline request for proposal and the accompanying documents for inviting bids comprising Technical Proposals(Technical Bid) and Financial Proposal(Financial Bid/BOQ) from manufacturer's/ distributors/ authorized dealers/ registered bidders/ bonafide dealers/ service providers/experienced, technically and financially sound and reputed bidders as to select a firm for "Open Tender for hiring of service provider for Girls hostel including Mess facilities."

Single stage two cover/envelope selection procedure shall be adopted that will proceed as follows:

- The first cover proposal will consist of Technical Bid and second cover will be the Financial Bid. Financial Bids of only Technically qualified bidders based on the evaluation of Technical Bids shall be opened. A decision as to whether or not a bidder will be technically qualified will be based on the evaluation made by the Technical evaluation committee based on Bidders's experience and reputation and scrutiny of documents submitted by the bidder in support thereof.
- Bid security deposit will be as described in this document.
- Each bidder shall submit only one bid and bid must be delivered according to schedule.

**Instructions to bidders (For Packing, Marking & Submission of Bid):-**

The bidders must note the following points carefully before submitting the bids:-

1. The detailed scope of work as well as terms and conditions for "Open Tender for hiring of service provider for Girls hostel including Mess facilities" has been given in bid document which may be downloaded from [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) or from the college website [www.gweca.ac.in](http://www.gweca.ac.in).
2. The interested bidders may submit their bids along with separate Demand Draft towards the cost of Bid price Rs 1000/-(non-refundable) and Bid security(EMD) Rs.12258/- drawn in favor of Principal, Mahila Engineering College Ajmer payable at Ajmer on or before last date and time as mentioned above failing which bids shall not be considered.
3. In the event of specified dates being a holiday, the activities assigned on that day may be carried out on the next working day at the same time excluding online submission of the bid.
4. Security Deposit (EMD) of the unsuccessful bidders will be returned/refunded after opening the Price bids (Financial Bids) and EMD of the successful bidders will be adjusted towards Performance security.
5. Bids received after the prescribed time and date will not be considered.
6. **DOCUMENTS AND THE PROCEDURE FOR SUBMISSION OF BIDS IN MANUAL/PHYSICAL OR OFFLINE BIDDING**
  - a. **Two-Envelope or Two-Cover Bidding:**

**6.1.1 Technical Bid:** The Technical Bid or Proposal document shall be prepared consisting of the all the forms/ annexures indicated in the Table-1 of this section. These documents should be sealed in an envelope (COVER1) and the envelope must be marked "TECHNICAL BID". Finance/Price bid/schedule and any other document containing price information should not be put in this envelope.

**6.1.2 Financial Bid:** The bidder should prepare Price Schedules for each item using appropriate forms (Form-BOQ) and any other document mentioned in the Bidding Document and seal in a separate envelope (COVER-2) and mark the envelope as "FINANCIAL BID" and write the NAME OF ITEM/ GOODS on it. However,

a single price schedule for all items may be used, if so indicated in the form. All the envelopes of price bids for all the items quoted by bidder (if required to be quoted item wise) must be put in one single envelope. This envelope must be marked **"FINANCIAL BID"**

**6.1.3** The envelopes for Technical Bid and Financial Bid must be put in an outer envelope and must be sealed properly and marked **"Open Bid for hiring of service provider for Girls hostel including Mess facilities."**

## 7. SEALING AND MARKING OF BIDS

The outer and inner (if any) envelopes shall, additionally and compulsorily -

(a) Bear the complete address of the Procuring Entity and the name and complete address along with telephone/ mobile number of Bidder;

(b) Bear the specific identification of the Bidding process (Bid Reference No.) and the date and time of submission of Bid. In case there are many categories in the NIB, the specific CATEGORY for which the bid is being submitted must also be indicated; and

(c) The outer envelopes and the inner envelopes (if any) containing the Technical Bids shall bear a warning not to be opened before the time and date for the opening of Technical Bids, as specified in the NIB/NIT and BDS.

(d) The inner envelopes (if any) containing the Financial Bid and/or Price proposals shall bear a warning not to be opened until advised by the Procuring Entity.

9. All the tender documents and annexures except **FINANCE BID** are to be sealed in **Cover/Env 01-TECHNICAL BID** and Finance Bid is required to be sealed in **Cover/Env 02-FINANCE/PRICE BID**.
8. If all envelopes are not sealed and marked as required, the Procuring Entity shall assume no responsibility about its consequences including misplacement and premature opening of the Bid.
09. Submission of Bids: Bidders may submit their Bids by post or by hand to the address specified in BDS or directly dropped in the Bid Box, where provided upto the time and date specified.
10. Late Bids: The Procuring Entity shall not consider any Bid that arrives after the deadline for submission of Bids for whatsoever reason, including postal delay. Such Bids shall be declared late, rejected, and returned unopened to the Bidder.
11. Mahila Engineering College Ajmer reserve the right to accept any bid or reject any bids without assigning any reason thereof and without incurring any liability, whatsoever in favor of the bidder(s).
12. Validity of the rates shall be 90/ days from the date of opening of financial bid.
13. Any information provided in support of the bids must be properly annexed, numbered and duly signed.
14. Bidders are advised to submit the bids strictly based on the terms and conditions and specifications contained in the Bid Document. Conditional Bids will be summarily rejected.
15. Bidders are required to read the document carefully before filling the bids. At the time of submission, every page duly numbered must be signed by the authorized signatory.
16. In case of any query arises regarding the interpretation of the scope of work. T & C in the bid document, Principal MECA will be the final authority to make the decision and may be contacted at 9314150734 or mail to [principal@gweca.ac.in](mailto:principal@gweca.ac.in)

*[Handwritten signatures and initials]*

**TABLE-1: Documents/Forms/Annexure to be enclosed with Technical Bid**

S.No.	Document Name (Signed & Stamped)	Offline bidding
		Hardcopy Required*
1.	Bid Document Fee(D.D. from a Scheduled Bank)	Yes
2.	Bid Security Fee(D.D. from a Scheduled Bank)	Yes
3.	Document in support of concessional Bid security under rules, if applicable	Yes
4.	RISL Processing Fees	Not Required
5.	Letter for Acceptance of Terms & Conditions of Tender document as per	Yes
6.	PAN Card/s of the Owner/s	Yes
7.	Memorandum and Articles of Association, in case of company, Partnership Deed and Registration Certificate in case of partnership firm.	Yes
8.	Ownership document of the building Or Agreement Copy if the premise is on lease.	Yes
9.	Fire safety certificate from fire safety department and other relevant statutory documents.	Yes
10.	Structural safety certificate from competent authority.	Yes
11.	Statutory document for sanctioned Electricity load.	Yes
12.	Income Tax /PAN/GST Registration Certificates	Yes
13.	NoC for lifts (if installed)	Yes
14.	All other requisite documents in support of Bid	Yes
15.	Demand drafts of Bid fee (Tender fee) and EMD both	Yes
16.	Complete bid document duly sealed and signed by the bidder	Yes

Place:

Name & Signature of the

Date:

Bidder with Seal

*Handwritten signature and initials*

**Section-3: Schedule of Supply/Service**

(Specifications/ Conformance to standards, designs and drawings, etc., Installation/Commissioning, Mandatory operation & maintenance, Training, etc. (Scope of Services))

**List of Goods/Services/Work and Technical Specifications / Scope of Work:**

- 1) The Building should have minimum 7- 15 Rooms which can accommodate 30 students-maximum strength of student in a room should be 4. 2- to- 4 seater fully furnished, along with common/attached toilet- cum-bathroom facility, and Mess dining and kitchen area.
- 2) The distance between the location of the offered property/building and the main gate of Mahila Engineering College Ajmer campus located at Nasirabad Road, Makhupura Ajmer must be within vicinity (approximately 4 kms). Priority will be given to those hostels for hiring which are lying in the vicinity (approximately 4 kms) from Mahila Engineering College, Ajmer.
- 3) The premises shall have proper boundary wall with entrance gate in addition to properly fixed doors, window frames and shutters, and window fittings in each room.
- 4) The premise must include CCTV coverage of Common area, preferably Biometric access along with 24X7 Security Guards in the premises.
- 5) Septic tank with adequate capacity to support the hostel.
- 6) Provision of assembly point in case of Fire hazard.
- 7) The hostel building is required to accommodate maximum 04 students per room. Minimum approximate room size shall be 11 feet x 15 feet.
- 8) The accommodation should be neat and clean having well ventilated and airy rooms with habitable condition, hygienic environment.
- 9) Ample number of bathrooms and toilets must be available in the accommodation and they must be in good and hygienic condition for the accommodated residents.
- 10) The room should be adequately lighted and ventilated with provision of windows. Each room must be facilitated at-least with tube a light/LED light, a fan.
- 11) Each 2 to- 4 seater room must be furnished with at-least (i) one cot per student. (ii) one study table per student, (iii) one chairs per student, and (iv) one almirahs/cupboard/wardrobe as per the seating capacity. All necessary amenities shall be provided in rooms.
- 12) Continuous water supply for drinking, bathing, washing clothes, and cooking, must be available round the clock in the premise throughout the year with minimum storage of 10,000 liters.
- 13) Adequate number of water-cooler cum purifier must be provided in ratio of minimum 1:30 residents.
- 14) All the sanitary and water supply installations connections must have been provided in the facility.
- 15) Electrical installations and fittings like power plugs, switches, charging points etc. must be in place in each room and common areas.
- 16) The common areas, corridors and stairs (if any) must be having enough lighting.
- 17) 24X7 Power Back-up to support light and fan at room level and all common area amenities through power backup / generator facility in the premises.
- 18) The building should have suitable provision and adequate space for running a Mess consisting of Dining area and kitchen for the residents.
- 19) Geyser or Hot water facility must be available in bathrooms 24 x 7.
- 20) Regular water and electricity should be available and necessary standby arrangements for electricity, water supply etc shall be provided.
- 21) The offer should include adequate signage mechanism at prominent locations with proper directions and warnings.
- 22) The building offered shall be kept and maintained cleaned through scheduled housekeeping

activities. Following a suitable schedule, the cleaning and maintenance activities must be carried out on all days. The cleaning schedule will be finalized in consultation with Mahila Engineering College Ajmer authorities.

- 23) There shall be proper pest control services following mutually agreed schedule at hostel as well as mess kitchen, dining area & washrooms.

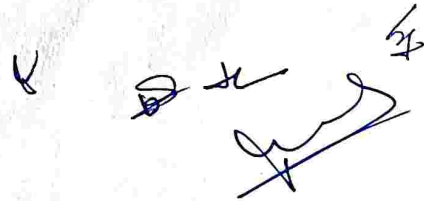
#### Details of Room Requirement

- 1) The hostel building is required to accommodate maximum 4 students per room. Minimum approximate room size shall be 11 feet x 15 feet.
- 2) The room should be adequately lighted and ventilated with provision of windows. Each room must be facilitated at-least with tube a light/LED light, a fan.
- 3) Each room must be furnished with at-least
  - a. Per students cots (of single bed type), conforming to following specifications preferably :
    - Size of bed: 1950mm (L) X 930mm (W)
    - Mattress panel shall be at the height of 400mm
    - The bed may be provisioned with box type under cabinet to keep belongings
  - b. Per students study table each conforming to following specifications preferably:
    - The worktop shall be not less than 920mm (L) X 600mm (W)
    - Height of table shall not be less than 750mm (H).
    - The table shall be consist of a hanging drawer or some other form of under cabinets to keep belongings of size atleast 400mm (W) X 500mm (L) X 150mm (D).
  - c. Per students almirahs/cupboard/wardrobe each conforming to following specifications preferably:
    - Overall size not less than W 900mm X D 400mm X H 1800mm.
    - Consisting of at least 4 interior shelves
  - d. Per students individual chair.
  - e. All necessary amenities shall be provided in rooms.

#### SCOPE OF MESS SERVICES, OPERATIONAL NORMS AND CONDITIONS

- 1) The service provider shall have enough space to cater the mess services for the residents of the Hostel. This shall include proper space for Mess Dining area, Mess kitchen consisting of storage, veg-preparation, dish-washing and pot washing area, soiled-plate collection areas, etc.
- 2) The provision of all mess equipment in fully functional condition, and maintenance of the same to ensure smooth operations, for the preparation of food items and beverages as per the menu shall be the responsibility of the service provider.
- 3) The mess cutleries, such as plate, spoon, glass, cups (preferably SS made) etc. sufficient to cater the requirements of all the residents shall be the responsibility of service provider.
- 4) The mess dining area must have adequate furniture (dining tables and chairs) to cater at-least 30 residents at a time.
- 5) Mess Council Mahila Engineering College Ajmer shall oversee the overall functioning of the dining halls. The Mess Council Mahila Engineering College Ajmer Consists of nominated students, staff and faculty of MAHILA ENGINEERING COLLEGE AJMER and decisions taken by the said council for issues with regard to the mess shall be final and abiding by the Service Provider.

- 6) During regular semester days, a list of registered students assigned to the residing in the offered hostel premises and assigned to the mess will be provided to the Service Provider from time to time. For planning purposes, this list is likely to include students for regular mess services; however, the Institute through Mess Council Mahila Engineering College Ajmer at its sole discretion, reserves the right to assign more/ fewer students to this mess at any time (with two days' notice). The Service Provider is responsible for controlling access of the students to the mess as per the list provided. However, this access control should not cause undue (or unreasonable) delays or waiting times for students outside the dining area. The Service Provider must maintain records of the number of regular students eating at the mess and must share this data with the Institute as and when demanded. In addition to students, faculty, staff, contractual staff, research scholars, guest students, guest researchers, employees of Institute Service Providers etc. may avail of the mess facility on a regular or walk-in basis, and the charges for these personnel are to be the same as approved by Mess Council Mahila Engineering College Ajmer from time to time.
- 7) The service provider may operate mess services for lunch(Tiffin or transport service so that students can come and have their lunch during college days) on working days as well to cater the walk-in users.
- 8) The list of students mentioned above will be valid for regular semester days only (Odd and Even Semester of each Academic Year at the Institute). The Service Provider should refer to the academic calendar on the Institute website <https://btu.ac.in/calendar> for details about semester days. The Service Provider shall bill the Institute only for these regular semester days on per student basis based on the actual student strength assigned to that mess.
- 9) The weekly menu shall be prepared and finalized by the Mess Council of Mahila Engineering College Ajmer, which shall be communicated to the Service Provider from time to time. The seasonal menu for the week and any other requirements/ provisions will be decided in consultation and agreement with the Mess Council Mahila Engineering College Ajmer. The Institute at its sole discretion, reserves the right to regulate, limit or eliminate the sale of extra food items (if any) provided by the service provider.
- 10) Cost of cooking gas shall be borne by the service provider.
- 11) The Service Provider shall be responsible to follow all statutes, laws, by-laws, norms and rules (set by local, and state governments and the Institute/ University from time to time) for storage and handling of food products and cooking material (including hazardous and / or inflammable or combustible goods or substances or articles). The Service Provider is obligated to keep themselves informed of any changes in the above laws, norms, rules and statutes and the Institute will not bear any responsibility for this.
- 12) The Service Provider shall observe all Municipal and Government Regulations in force from time to time in relation to the use of the said business and be responsible for any violation of any such rules.
- 13) The Service Provider shall use weighing balance, weights and / or measures which have been verified by comparison with the standard weights or measures and stamped in accordance with the provisions of the Weights and Measures Act, 1932 as amended from time to time.
- 14) The Service Provider must have the appropriate licenses such as FSSAI, Food Safety license, Registration, Commercial Tax License and any other such Government license/permits mandated/required by the government and local authorities for operating such a venture. The Service Provider shall make these details available to MAHILA ENGINEERING COLLEGE AJMER. The Service Provider shall abide by all the terms of the license permits issued to the Service Provider.
- 15) The Service Provider will take appropriate safety measures including against outbreak of fire and



will be held responsible in case of such an incident occurring.

- 16) The Service Provider shall maintain the mess premises, furniture, utensils, crockery and cutlery in clean and hygienic condition to the satisfaction of the Mess Council Mahila Engineering College Ajmer. The decision of the Mess Council Mahila Engineering College Ajmer in this respect shall be final. Housekeeping/ Sanitary equipment and consumables will be the responsibility of the Service Provider.
- 17) The Service Provider shall allow the Institute, its employees, students or authorized agents at all times to enter upon and to view the said premises and the condition thereof. The plan for housekeeping of the mess premises should be approved by the Mess council, Mahila Engineering College Ajmer. It is expected that there should be at least two appropriately trained employees dedicated for housekeeping work present at all times to take care of cleanliness and hygiene at dining halls and kitchen area and these will not include staff engaged in any other activity including washing of utensils.
- 18) All possible measures must be taken up to ensure hygiene in the kitchen and dining halls. These include the provision of ample Liquid soap for hand wash at basins, hand gloves and caps for mess workers and other measures as advised by Mess Council , Mahila Engineering College Ajmer.
- 19) The vendor will ensure that Food handlers are equipped with suitable clothes e.g. aprons, gloves, headgear, etc.; wherever necessary.
- 20) The vendor will ensure no vegetables, older than 3 days are used for cooking and should strictly adhere to conditions stated in the tender for ingredients and raw materials management.
- 21) The bread packet once opened shall be used on same day and not be used for any other purpose by any form of modifications
- 22) Weekly cleaning of kitchen should be ensured by vendor including of cleaning of trapped grease and oil in exhaust fans/ducts, cooking areas and wall corners.
- 23) The Service Provider shall, at his own cost, maintain adequate stocks (one week running stock of non-perishable items minimum) of food-grain, grocery and other eatables for the satisfactory and efficient running of the mess. The quality of the foodstuffs and eatables shall be as per the standards specified by the Institute and as mentioned in this tender and the same will be subject to inspection by Mess Council Mahila Engineering College Ajmer.
- 24) Only Vegetarian food must be cooked and served.
- 25) The Institute will not pay the Service Provider for any day outside the regular semester days including mid- semester recess, vacation and Summer Term. However, the Service Provider is required to maintain catering services at Mess during mid-semester recess, vacation and summer term at par with that during regular semester days for the residents. The menu for dining hall services outside regular semester days shall also be finalized after approval of the Mess Council Mahila Engineering College Ajmer. However if Mahila Engineering College Ajmer extend semester then semester rates will be charged.
- 26) The Service Provider may also be consigned to provide other catering services inside the Institute campus at various meetings, occasions and/ or functions by authorized persons. Such services must be provided with utmost standards of hygiene and quality, and at mutually agreed rates. The rates for such catering services shall be reasonable and must be comparable to the charges applicable for walk-in guests with a small premium for service. The same shall be mutually discussed and agreed upon by the Service Provider and the designated Institute officials.
- 27) All items/ingredients required by the Service Provider for preparation of food and other approved items are to be purchased by the Service Provider. All items/raw materials purchased will have to

conform to the quality standards, prescribed under the Prevention of Food Adulteration Act, 1954 and/or any other Act applicable and as far as possible shall have the standards/branded bearing the mark "AGMARK" or "ISI", or "FSSAI" as applicable. All materials required by the Service Provider for preparation of food, raw materials purchased will have to conform to the known standards/brands and specifications as laid down by MAHILA ENGINEERING COLLEGE AJMER and suggested by the Mess Council Mahila Engineering College Ajmer from time to time.

- 28) The vendor will ensure providing packed food to the students in case of quarantine at campus.
- 29) The vendor will assign a dedicated on-site F&B Manager who will be present during serving of all meals. He should have a provision for reliever as well for week off or any leaves.
- 30) Rebate for mess diet will be as per Mahila Engineering College norms.
- 31) Mahila Engineering College Ajmer reserves its right to include additional item with additional cost based on the mutual agreement between service provider and the Institute.
- 32) The Service Provider needs to maintain worker strength such that the ratio of student to worker is not more than 30:1 (excluding Supervisory staff and manager)
- 33) The Service Provider will not sell any alcoholic beverages/cigarettes/or any other prohibited substance nor permit any person to bring it from outside for the purpose of drinking/ smoking / unauthorized items / products/ prohibited substance (s) along with other food articles, which may be sold. The Service Provider shall also ensure that his/her employees do not consume any prohibited substance and Gutkha/pan masala and similar items at the hostel building.
- 34) The Service Provider shall comply with all the provisions of the Employees State Insurance Act, 1948, the Employees Provident Funds Act, 1952, the Contract Labour (Regulation and Abolition) Act, 1970 and the Rules there under, Minimum Wages Act (Central) and any other Acts/ Rules that may be applicable to him/her from time to time and he/she shall keep the Institute indemnified against all liabilities and responsibilities for the Service Provider's non- compliance of the provisions of the said Acts, and schemes and in particular, laws governing employer- employee relations in respect of the staff engaged by the Service Provider.
- 35) The Service Provider shall maintain records and registers and submits returns and shall pay contributions in accordance with the said Acts in respect of the employees employed by him for the above purpose.
- 36) In case of Death/Insanity/Insolvency or any kind of condition wherein the Service Provider puts himself where he/she is not able to run the business, his legal heirs or authorized person may operate/provide the contracted services till the expiry of the original contracted period at the sole discretion of MAHILA ENGINEERING COLLEGE AJMER.
- 37) It is agreed that the Service Provider shall not assign or part with and / or transfer their interest under the Agreement signed.
- 38) The relationship between MAHILA ENGINEERING COLLEGE AJMER and the Service Provider is on a principal to principal basis and nothing in this Agreement creates, or should be construed to create, a relationship of a partnership or a joint venture or an association of persons or an owner and an agent between the two parties.
- 39) The Institute shall through the period of the signed agreement have full control over the said premises and every part thereof. The Institute shall act through its Estate Officer or any other officer duly authorized in his behalf in connection with the said agreement or anything to be done there under.
- 40) In the event of the Service Provider being involved in any litigation or dispute arising out of any act or omission on the part of the Service Provider. It is agreed that the Service Provider shall

indemnify and save harmless the Institute against all losses, claims, damages and costs incurred by the Institute.

- 41) MAHILA ENGINEERING COLLEGE AJMER will not be principal employer to any dispute between the Service Provider and their employees/ agents/ users
- 42) The Service Provider shall not throw any refuse or garbage or any dirt at any location inside or outside the offered building.
- 43) The Institute expects professionalism in all aspects of hostel and mess operations from the Service Provider. This includes quality of raw materials and food, professionalism in service and conduct of staff in dealing with students, staff & faculty. Punctuality of mess timings and hygiene should be of the topmost quality. The above will be maintained by the Service Provider and will be monitored by the Mess Council Mahila Engineering College Ajmer. Fines for violations will be levied according to conditions mentioned in this tender document. Further, considering the frequency and severity of violations, the Institute may choose to terminate the agreement.
- 44) The Institute reserves the right to terminate the contract at its own discretion, and will do so in writing with an advance notice period of 30 days.
- 45) On termination of the agreement, the Institute shall refund the Service Provider without interest the deposit amount or Performance Guarantee amount. The Performance Guarantee amount would be payable to the Service Provider only after deducting dues/compensation payable by the Service Provider in arrears.
- 46) The Service Provider shall be responsible for the discipline of his/her employees and the Institute's Standing Orders shall be binding on the Service Provider and all his/her employees.
- 47) The Service Provider will provide uniforms to his/her employees employed in offered building at his own cost and will not be borne by the Institute. The uniforms should be clean and in presentable condition at all times. Washing/ Laundry charges will be borne by the Service Provider.
- 48) The employees of the contractor shall be in the employment of the Service Provider only and not the Institute and the Service Provider shall be solely responsible for all acts of commission or omission of his/her employees and the Service Provider shall indemnify the Institute any loss or damage which the Institute may suffer due to any act of commission or omission of any of his/her employees. The Service Provider shall be solely responsible for the payment of wages of his/her employees.
- 49) The Service Provider shall ensure that the wages paid to their employees are not below the minimum wages as applicable (State) from time to time and the Institute shall not be liable to bear any part of the increase, if any, in the minimum wages during the term of the contract.
- 50) The Service Provider agrees to cover all employees engaged by them under ESI as well as EPF as per provisions of Acts. And shall submit necessary records and returns in proof of compliance of these statutory enactments to the Institute. Service Provider further agrees to defend, indemnify and hold the Institute harmless from any liability or penalty which may be imposed by the state, local or other statutory authority for any alleged violation of labour enactments or other enactments, by the Service Provider.
- 51) The Service Provider and their employees shall obtain medical certificate of their fitness from MBBS Doctor/Registered Medical Practitioner. The employees should be free from any contagious diseases. Also, when called upon by the Institute, subject themselves to medical examination by the Medical Consultant of the Institute. Any employee of the Service Provider found COVID positive shall be at the responsibility of the Service Provider outside the Institute premises.
- 52) On the Service Provider observing all the terms and condition as stated hereinabove faithfully, the Institute agrees not to revoke or terminate the signed agreement at any time prior to expiry of the

period of Six Months. In case, the Service Provider fails to perform or observe any covenant or condition of the signed agreement on or before the said date, then at any time the signed agreement shall be terminated by the Institute by giving at least 30 days' notice in writing to the Service Provider. The notice terminating the signed agreement shall be deemed to have been duly served if delivered personally or by post to the Service Provider or if pasted on the outer door of the said premises. The Service Provider on his part may terminate the contract agreement subject to condition mentioned under Special Conditions in the signed agreement by giving at least 30 days' notice in writing to the Institute.

- 53) The Service Provider shall be wholly responsible for payment of any and all taxes/cess that are applicable, under the existing or future Laws, acts, Rules, Orders, Notifications etc., issued by the State Governments or any local authority, or body in respect of or in connection with supplies and that MAHILA ENGINEERING COLLEGE AJMER shall not be liable to pay such taxes, rates, duties etc., whether existing or which may accrue in future, MAHILA ENGINEERING COLLEGE AJMER shall have no liability in any case to compensate the Service Provider due to natural calamities or for the reasons beyond the control of the MAHILA ENGINEERING COLLEGE AJMER.
- 54) The vendor will ensure that there is a pest control program available & pest control activities are carried out by trained and experienced personnel of both hostel and mess area within the building. Institute reserves the right to check for records of such activity.
- 55) The Service Provider shall raise an invoice on monthly basis i.e. on 1st week of every next month.

**All the above terms & conditions of above bid are acceptable**

**Place:**

**Name & Signature of the**

**Date:**

**Bidder with Seal**

*Handwritten signature and initials*

**Section-4: Special Conditions of Contract (SCC)**

**1. BACKGROUND**

- 1.1 Mahila Engineering College Ajmer, (MECA) is the constituent college of Bikaner Technical University, Bikaner. The Institute imparts quality education to girl students and conducts graduate, postgraduate programme and Doctoral level programmes. Mahila Engineering College Ajmer campus is located at Nasirabad Road, Makhapura Ajmer
- 1.2 Mahila Engineering College Ajmer invites the Tender/ bid for hiring of hostel including mess services.

**2. REQUIREMENT OF MAHILA ENGINEERING COLLEGE AJMER.**

- 2.1 The institute has an immediate requirement of service provider for hostel with mess facilities, on entirely temporary basis initially for a period of **Six Months** (which may be further extended to not more than one year based on requirement and satisfactory services on mutually agreed terms and conditions)
- 2.2 The offer should majorly include: (i) a building/property consisting of fully furnished rooms, which can accommodate 30 students- **1**-to-4 seater along with common/attached toilet-cum-bathroom facility, (ii) housekeeping, civil and electrical maintenance (iii) mess dining area & kitchen, (iv) Internet Facility and (v) fully functional mess services.
- 2.3 Mahila Engineering College Ajmer does not commit the occupying of all the rooms offered within the premises throughout the period of contract. Neither Mahila Engineering College Ajmer does not commit any minimum number of residents occupying the premises.
- 2.4 Mahila Engineering College Ajmer, will only consider those hostel premises for hiring which will provide hostel facility to girl students of Mahila Engineering College Ajmer only.

**3. TERMS AND CONDITIONS:**

- 3.1 Selected party shall be required to execute a lease agreement containing detailed terms & conditions with Mahila Engineering College Ajmer, in accordance with the provisions of the law applicable. The Agreement shall be signed for an initial period of Six Months, depending upon requirement and satisfactory services, the same may be extended to not more than one year based on requirement and satisfactory services on mutually agreed terms and conditions.
- 3.2 The agreement for hiring of Hostel services including operational Mess facility shall come into force immediately after it is executed and shall remain in force for the period agreed upon.
- 3.3 The premises should be a separate building for exclusive use of Mahila Engineering College Ajmer. The premises will be used for hostel accommodation for girl students of Mahila Engineering College Ajmer only. No commercial activity other than mutually agreed scope shall be carried out within the premises.
- 3.4 The premises should be ready for occupation in all respects i.e. all facilities as mentioned above, including furniture, fitting and fixtures, water, drainage, electrical supplies etc at the time of signing the agreement.
- 3.5 Building offered must be free from all encumbrances, charges, claims and legal disputes etc. and must fulfill all the statutory requirements. The land lord/owner and service provider/bidder is required to furnish an undertaking /affidavit duly attested by the

- competent authority swearing therein that the owner and service provider is not blacklisted / disqualified at any time by any government/authority from participating in the bidding process or has not been disqualified by any competent authority.
- 3.6 The electricity and water supply lines / connection shall be provided by the service provider at his/her own cost and expenses. The offer shall be inclusive of all items like electrical charges, water charges, service charges, Internet or Wi Fi charges, maintenance charges and taxes, etc.
  - 3.7 The owner/service provider/bidder will be responsible for maintenance of all the building & infrastructure related facilities including building maintenance, mechanical & electrical engineering requirements, plumbing requirements 24 hours, 7 days a week.
  - 3.8 The services will be provided by dedicated team (Manager/Supervisor etc) on site.
  - 3.9 Specific mechanism (preferably IT based) must be provided & managed by the service provider to receive/collect the complaints/feedbacks & suggestion from the residents and a reference/registration number must be issued for tracking. All the complaints and maintenances activities must be recorded, and such records will be made available as and when asked by the Mahila Engineering College Ajmer authorities.
  - 3.10 If the offered building is of more than 3 stories then lift must be available in working condition with all the safety features and with Safety Certificate.
  - 3.11 The service provider will replace the damaged furniture with comparable items of equal or better quality and functionality in case any furniture items, equipment & fixtures becomes irreparably damaged or unusable.
  - 3.12 The service provider will be responsible for cleaning and housekeeping activities. Following a suitable schedule, the cleaning and maintenance activities must be carried out on all days. The cleaning schedule will be finalized in consultation with Mahila Engineering College Ajmer authorities.
  - 3.13 The service providers/bidders will ensure proper pest control services following mutually agreed schedule at hostel as well as mess kitchen, dining area & washrooms.
  - 3.14 The service providers/bidders must ensure compliance of all necessary requirements related to Medical Examination, Background check, police verification of all the employees deployed by them.
  - 3.15 Solid/Liquid/Organic Waste Management including Garbage Segregation & disposal would be ensured by the service providers/bidders.
  - 3.16 Service Maintenance charge shall be inclusive in the offer. Mahila Engineering College Ajmer will not pay any maintenance charge separately.
  - 3.17 The building should have been properly constructed according to the sanctioned plan of competent authority as per the requirements of town and country planning department / Municipal Corporation, any other concern authority as the case may be, and as per the approved safety plans.
  - 3.18 All property tax, all municipality tax, local taxes will be included in the rent. To Furnish details of such viz. Property tax, all Municipal Taxes and other Local Taxes being levied and paid in respect of the accommodation offered.
  - 3.19 Fire safety certificate from fire safety department, Structure Safety Certificate from Building safety department in case of commercial building is essentially required.
  - 3.20 Proper Fire safety arrangements are mandatory in the premises to be installed at the time of agreement.
  - 3.21 The Mahila Engineering College Ajmer shall not be liable or responsible for any damage caused to the premises during the period of engagement as result from any fire, earthquake,

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storm, war, civil disturbance, riots, or any natural calamity or act of God which is beyond the control of the Mahila Engineering College Ajmer.

- 3.22 The responsibility for payment of all taxes such as property tax, income tax, water tax etc. in connection with the property offered shall be of the service provider and copies of all tax receipts should be produced if required.
- 3.23 The service provider shall be responsible for security of the premises .
- 3.24 Day to day administration and management will be taken care by the Service Provider and Supervision and Verification will be done by the College/ Hostel Administration. However, the rules and regulations of the Campus Hostel will be applicable.
- 3.25 The bid is for 30 students for six months duration.
- 3.26 The duration of the bid/tender may be extended with the same unit price. The extension may not be for more than one year. If the number of students increase or decrease , the unit price i.e the rate quoted for per student, will remain same. The extension of bid/tender and the number of students will be decided by the mutually agreed terms and conditions between the Principal, Mahila Engineering College, AJMER and the bidder.
- 3.27 Any other salient aspect of the building which the bidder may like to mention.
- 3.28 Jurisdiction and Applicable Law: All matters connected with the tender shall be governed by the law of India (both substantive and procedural) and shall be subject to exclusive jurisdiction of the courts at Ajmer.
- 3.29 **PAYMENTS TERMS:** The serviced provider shall submit monthly invoice of the previous month to the Mahila Engineering College Ajmer by the first week of every next month as per the quoted rates. Amount per month will be paid as per the actual strength allotted upon mutually agreed terms and conditions between Principal Mahila Engineering College and the bidder.
- 3.30 Mahila Engineering College Ajmer will not be liable to pay any charge for the wear and tear of fittings and fixtures in the Building premises.
- 3.31 **PENALTY CLAUSE:** The Mahila Engineering College Ajmer reserves the right to check and inspect the Hostel and mess premises on regular basis by the authorized Officials / Expert Committee. In case of any deficiency or deviation in services from the clauses mentioned in the Tender/Agreement may impose penalty on the service provider / building owner for those deficient services. The penalty will be decided by the Principal of the Mahila Engineering College Ajmer and the decision will be binding on the service provider/ building owner.
- 3.32 **TERMINATION:** The Agreement may be terminated by giving one month notice to/by the Mahila Engineering College Ajmer. However, during such notice period all the services been agreed upon shall continued uninterrupted. The owner/service provider shall not withheld any facility / necessary amenities provided in the building.
- 3.33 In case of unsatisfactory services by the service provider, Mahila Engineering College Ajmer reserves its right to terminate the contract by giving one month's notice or get the repairs done on its own and deduct the amount spent by it from the charges payable. However, if the service provider/ building owner gets the repairs done to the satisfaction of Mahila Engineering College Ajmer within the notice period of one month, Mahila Engineering College Ajmer may at its sole discretion withdraw the notice with or without penalty.
- 3.34 The decision of the Mahila Engineering College Ajmer will be final in case of any dispute arising in the implementation of the terms of the contract.
- 3.35 **FORCE MAJURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall

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be prevented or delayed by Force Majeure situation, the Agency shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Agency/ Firm and not involving the Agency/ Firm's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. Neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance.

- 3.36 **Arbitration:** (a) Except as otherwise provided elsewhere in the Tender, if any dispute or difference or disagreement during the execution of the hostel & mess services or abandonment of these services or after the execution of services or during the extended period that arises between the service provider and Mahila Engineering College Ajmer relating to this agreement or breach thereof, shall be referred to a sole Arbitrator appointed by the suitable court of law within a period of two months on an application by the aggrieved party to this agreement.
- (b) It is the agreed term of agreement that the party invoking Arbitration, shall specify all the disputes arising out of this agreement to be referred to Arbitrator at the time of invocation of Arbitration under this clause. The cost of the Arbitration shall be borne by both Parties equally.
- (c) The seat of Arbitration shall be at Ajmer. If the Arbitrator conducts Arbitration proceeding by virtual mode at any place and award is delivered/ published from any place, in all such cases, the seat of arbitration and jurisdiction will remain at Ajmer. The Courts at Ajmer District and High Court of Rajasthan, shall only have exclusive jurisdiction in respect of Arbitration matters. The service provider further agrees in case if any dispute or differences, the Arbitration clause shall be invoked by the service provider within a period of two months from the cause of action. The Service provider shall not claim and/ or not entitled to any interest, whatsoever on the claimed amount during the pendency of Arbitration proceedings leading to passing and publication of award by the Arbitrator.

#### 4. BIDS OPENING & EVALUATION

- 4.1 The technical bid will be opened in the first instance and the Financial Bid shall be opened only in respect of those bidders, who are short-listed on the basis of their Technical bids. The bids would be evaluated based on the Technical Competency and on the rates quoted for all services within scope of this tender. Rates quoted for other / other facilities shall not be taken into account for the said purpose.
- 4.2 Mahila Engineering College Ajmer shall be under no obligation to accept the lowest quotation. However a property satisfying various additional infrastructural facilities /conveniences / utilities stated in the Tender documents may be considered in the interest of the organization.
- 4.3 Non-fulfillment of any of the above terms shall result in rejection of the Application.
- 4.4 Mahila Engineering College Ajmer reserves the right to visit a particular or all locations and reserves full right to choose any location and premises as suitable and may negotiate the rates.
- 4.5 The Successful Bidder should accept the offer within 3 working days from the date of receipt of "Letter of Offer/work order", failing which the offer will be cancelled.
- 4.6 The duration would be calculated from the date of issue of work order.
5. **EMD:** The Bidder should submit an EMD in the form of DD or Banker's cheque from any of the Scheduled Banks in the name of " Principal, Mahila Engineering College Ajmer" payable

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at Ajmer. The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. The EMD will be refunded without any interest to the unsuccessful Bidders after the award of contract.

6. **Refund of EMD:** The EMD will be returned to unsuccessful bidders only after the Tenders are finalized. In case of successful Tenderer, it will be retained till the acceptance of award of contract and submission of performance security.
7. **Performance Security:** The supplier shall require to submit the performance security in the form of irrevocable bank guarantee /Demand Draft issued by any Scheduled bank for an amount which is stated in the tender document within 15 days from the date of receipt of the Letter of Acceptance and should be kept valid for a period of 60 days beyond the date of completion of service period.

### PENALTY POINTS

#### Penalties for violation or rules, terms and conditions for Mess Operations

As and when Mess Council Mahila Engineering College Ajmer proposes a fine, they will inform the representative of the Service Provider, and the fine will be imposed by the Institute on recommendation of the Mess Council/ Hostel Administration Mahila Engineering College Ajmer. The Service Provider shall be fined for not adhering to the agreed terms as per the following rules:

- 1) Non-availability of complaint register on the counter/discouraging students from registering complaints would lead to a fine of Rs 1000/-
- 2) Each instance of not generating a bill for a transaction, would invite a fine of Rs. 2000/-.
- 3) Each instance of complaint of an insect/foreign object cooked along with food or found in food item would invite a fine of Rs 1000/-
- 4) Three or more complaints within a two-week period of insects and/or foreign object cooked along with food or found in any food item would invite a fine of Rs 2000/-
- 5) Each instance of complaint of a foreign object ex nail, plastic etc. that is deemed dangerous by the Mess Council Mahila Engineering College Ajmer would invite a fine as per as per the decision of Mess Council and Competent Authority.
- 6) Three or more complaints of unclean or smell utensils/hygiene failure in within a two-week period would lead to a fine of Rs 2000/- .
- 7) If Mess Council Mahila Engineering College Ajmer agrees that certain meal was not cooked properly then a fine of Rs. 1000/- would be imposed.
- 8) If food for any meal gets over within timings of mess and/or waiting time is more than 15 minutes for lunch or dinner, and 10 minutes for breakfast or tea, If such type of Three or more complaints are received within a two-week period then a fine of Rs 1000/- would be imposed. The timings for that meal will be extended equivalent to delay time.
- 9) Any Changes/Deviation in menu of any meal without permission of Mess Council Mahila Engineering College Ajmer would result in a fine of Rs 1000/-
- 10) The quality of milk served must satisfy the highest standards of purity. It should have 3- 4% fat content or as recommended by Mess Council. Inappropriate quality and dilution of milk shall attract a penalty of Rs. 1000/-
- 11) Each instance of unprofessional behavior (lack of personal hygiene of staff, consumption of prohibited substances, smoking, spitting of Gutkha/Pan Masala etc., misbehavior by workers, maintaining unclean utensils etc. as determined by the Mess Council Mahila Engineering College Ajmer etc.) will lead to fine of Rs 1000/-.

- 12) Failure to maintain a proper health checkup of the workers or deputing the non-Vaccinated staff for Covid 19 or violation of Covid 19 instruction/SoP/ Guideline may attract a fine as per the decision of Mess Council and Competent Authority.
- 13) Absence of Service Provider or his representative empowered to take decision from Mess Council Mahila Engineering College Ajmer meetings on due invitation (which will be held approximately once every month) will attract a fine.
- 14) No stale (not fresh, items used in a meal) items should be found in a mess after 08 hours of its preparation, if found, would invite a fine of Rs 1000/-
- 15) Non-Uses of butter paper to keep fried items would also invite a fine.
- 16) Unavailability of items mentioned in the menu without any prior notice would invite a fine of Rs 1000/-
- 17) Using of brands not mentioned in the contract or without prior permission and/or adulteration shall invoke a hefty fine beyond the limit of any fine mentioned above and decided by the Mess Council Mahila Engineering College Ajmer.
- 18) Non-compliance of decided composition of ingredients for dish by Mess Council would attract a penalty of Rs.1000/-
- 19) Any failure/delay in remitting the monthly Infrastructural/Convenience Charges by the due date would attract penalty as decided by the Mess Council/ Hostel Administration Mahila Engineering College Ajmer.

#### **Penalties for violation or rules, terms and conditions for Hostel Operations**


As and when authorities appointed by Mahila Engineering College Ajmer proposes a fine, they will inform the representative of the Service Provider, and the fine will be imposed by the Institute. The Service Provider shall be fined for not adhering to the agreed terms as per the following rules:

- 1) Non-availability of complaint register on the counter/discouraging students from registering complaints would lead to a fine of Rs. 1000/-
- 2) Power interruption of more than 20 minutes, would invite a fine of Rs.1000/-.
- 3) Non-replacement of a faulty electrical installations and maintenance of faulty furniture and fixtures within 24 hours of complaint, would invite a fine of Rs. 1000/- .
- 4) Interruption in wi-fi/ internet services for more than 5 hours, would invite a fine of Rs.1000/- .
- 5) Interruption in lift functioning for more than 2 hours, would invite a fine of Rs. 2000/-.
- 6) Interruption in Water-cooler services for more than 1 hour, would invite a fine of Rs. 1000/- .
- 7) Interruption in hot water geyser units for more than 2 hours, would invite a fine of Rs. 1000/-.
- 8) Missing the cleaning schedule of thrice a day for Washroom, toilets and bathrooms etc, would invite a fine of Rs. 1000/- .
- 9) Missing the cleaning schedule of once a day for common area, corridors, stairs and resident rooms etc, would invite a fine of Rs.1000/-
- 10) Missing the approved pest control service schedule, would invite a fine of Rs.1000/-.

In addition to above points of fines related to mess and hostel services, for any rules stated in the agreement,

- a. First violation of the rule implies fine as per the rule. However, in exceptional cases where the nature of violation is of serious nature, the Mahila Engineering College Ajmer may propose higher fines than those indicated above.
- b. Second and subsequent violations of the same rule within 30 days of previous fine, 50% will be added

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in the initial amount of fine.

- c. If any of the above rules are violated 10 times within one quarter (taken as a total) the contract may be terminated. However, this is not the only criteria for termination. The Institute reserves the right to terminate the contract at any time, considering the frequency and seriousness of the violations.
- d. However, for the above clauses of fine, the decision of Mess Council/Hostel Administration and Competent Authority would be final.

Sample Menu

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Breakfast</b>	Aloo Paratha (02), Chutney/ Pickle, Tea(100 ml) /Milk (200 ml)	Butter Pav (03) Bhaji/ Sandwich(02) ,Tea(100 ml) /Milk (200 ml)	Idli (04) /Masala Dosa(02), Sambhar, Coconut Chutney, Tea(100 ml) /Milk (200 ml)	Aloo/Methi/Onion Paratha (02) Chutney (onion tomato) /Pickle,Tea(100 ml) /Milk (200 ml)	Puri (04) Sabji, Tea(100 ml) /Milk (200 ml)	Banana (01), Daliya (Fecka/Na mkeen) Tea(100 ml) /Milk (200 ml)	Poha 150 gm (With Seasonal Vegetable), Sev, Onion, Lemon, Tea(100 ml) /Milk (200 ml)
<b>Lunch</b>	Arhar Dal, Green Vegetable, Roti, Rice, Vegetable Raita	Rajma, Seasonal vegetable, Roti, Sweet, Rice, Salad, Curd	Moong Dal, Aloo Jeera, Rice, Roti, Sprouts, Season Bundi Raita	Kadi (Pakodi), Sev Tomato, Roti, Rice, Salad, Curd	Loki Channa Dal, Seasonal, Vegetable, Roti, Rice, Raita, Salad	Dal, Batti/ Bafra, Churma, Rice, Salad, Garlic Chatni	Aloo Paratha with Pickle, Fried Rice, Curd (200 gm), Papad
<b>Tea</b>	Tea	Tea	Tea	Tea	Tea	Tea	Tea
<b>Dinner</b>	Chhole, Seasonal vegetable, Rice, Roti, Salad	Mix Dal, Soyabean, Rice, Roti, Salad,	Dal Palak, Mix Veg, Roti, Rice, Salad	Masoor Dal, Paneer, Roti, Rice, Salad, Sweet	Dal Makhni , Malai Pyaz, Roti, Rice, Salad	Dal (Arhar), Seasonal vegetable, Roti, Rice, Salad,	Urad Channa Dal/ Mogar Dal, Seasonal vegetable, Roti, Rice, Salad,

**Breakfast may also include :** Samosa, Kachori, Bread pakoda, Idli Sambhar, etc. on rotation basis

**Sweet includes:** GulabJamun (02 pieces, 40 gm each), Kheer (120 ml), Balusahi (01 piece, 50gm), Halwa - Suji/Gajar/Moong (100 gm), Jalebi (75 gm, Imrati (75 gm), Rasgulla (02 pieces, 40 gm each), Nariyal Laddu (02 pieces, 40 gm each).

**Seasonal Vegetables includes:** Gajar, Matar, Gobi, Shimla Mirch, Beans, Pumpkin, Arbi, Ladyfinger, Baigun, Loki, Tinda, Tori, Palak., Bathua, Sarso, Karela, Parval, Cauliflower, Cabagge **Sprouts:** - Channa or Moth sprouts with chopped onion, tomato

Looking at the health benefits of millets, it should be included atleast twice a week in the main course.

### Conditions:

1. In any dal, water content cannot be beyond 50%.
2. Paneer at least 75 gms in each serving.
3. If desired, extra sugar should be provided with milk and tea.
4. In any raita, curd and water ratio should be 3:1.
5. Aloo should not be included in any seasonal vegetable without permission of council.
6. Water should not be added to the Milk.
7. The ratio of all vegetables in a curry should be nearly equal.
8. During Lunch and Dinner: Unlimited Rice, Unlimited Roti/Chapati (with ghee), Unlimited Dal, Unlimited Curry, Curd (200 gm), Raita/buttermilk/chaas (200 ml)
9. Non vegetarian food and eggs are not allowed.
10. Unlimited Salad will be provided during Lunch and Dinner. It will comprise of lemon and any three of tomatoes, cucumbers, onions, beetroots, carrots and radish.
11. Note:
  - a) All items will be cooked in the mess kitchen. No cooked item, except some snacks identified beforehand, will be brought from outside.
  - b) On special occasions (12 in number per calendar year) in view of holidays/festivals in consultation with mess council, the special menu will be identified by the Mess Council.

### REPRESENTATIVE MESS MENU

The final weekly menu for a period of at least one month will be decided from time to time and shall be informed to the service provider at least one week in advance. It is to be noted that on some days the menu pattern may be different from the sample menu indicated above or special menu on account of festivals or occasions communicated by the institute. All items (when served) will be unlimited quantity

*[Handwritten signatures and initials]*

## Tentative brands of specific consumables

क्रम सं.	खाद्य सामग्री का विवरण	खाद्य सामग्री की गुणवत्ता
1.	खाद्य गुणवत्ता तेल	धारा, नेचुरल, वीकनोर फेशा, फोर्चुन, पोस्टलाइन, गुलाब EQUIVALENT BRAND
2.	चाय पत्ती	लाल घोडा, टाटा गोल्ड, बुक बाण्ड, चाय तकरी, ताजमहल, Lipton or EQUIVALENT BRAND
3.	आटा	आर्शाचांद, फोर्चुन, रचितभोग, गनुभोग, अन्नुपुर्ण, नेचरफे EQUIVALENT BRAND
4.	पापड़	अरोसवाल, लिज्जत, हल्दीरान, जैन, अन्नुकुट, सुनील EQUIVALENT BRAND
5.	ब्रेड	Britania, Vijay, Laxmi EQUIVALENT BRAND
6.	जैम	किसान, मैगी EQUIVALENT BRAND
7.	बटर, चीज	अमूल, ब्रिटानिया, मदर डेरी, सरस EQUIVALENT BRAND
8.	टमाटो केचप	किसान, वीभा, टॉक्स EQUIVALENT BRAND
9.	दूध, दही	अमूल, सरस, मदर डेरी EQUIVALENT BRAND
10.	मसाला	अशोका, एम.डी.एच., एवरेस्ट, बादशाह EQUIVALENT BRAND
11.	नमक	टाटा, EQUIVALENT BRAND
12.	घी	अमूल, सरस, मिल्कफूड, मदर डेरी, एवरीडे, EQUIVALENT BRAND
13.	चावल दाल राजमा छोला चना पोहा	उच्च गुणवत्ता वाले
14.	बर्तन धोने / साफ़ सफाई का साबुन	डेटोल, लिजोल, विम निरमा, EQUIVALENT BRAND

## Note:

- The items used for food preparation should strictly be of good quality FSSAI approved (wherever applicable).
- The items in the Menu may vary with the permission of the Mess Council.
- The Contractor may use brands (FSSAI/AGMARK approved) other than the mentioned only if considered as equivalent and permitted by the Mess Council Mahila Engineering College Ajmer in writing. Further, in special rare cases due to wholesale/ retail market factors outside the control of the Contractor, the Contractor may request to use alternate brands for one or two meals on emergency make-shift basis to a Mess Council Mahila Engineering College Ajmer. These brands may be used as approved on case-to-case basis for limited number of meals only.

**Section 5-GENERAL TERMS AND CONDITIONS (GCC)****(SR FORM-16 RULE 68 OF GFAR-II)**

Note: Bidders should read the conditions carefully and comply strictly while sending their Bids.

Important Instruction:- The law relating to procurement "The Rajasthan Transparency in Public Procurement Act 2012"(herein after called the Act) and "The Rajasthan Transparency in Public Procurement Rules 2013"(herein after called the Rules) under the said act have come into force which are available on the website of State Public Procurement Portal (<https://sppp.rajasthan.gov.in>). Therefore, the bidders are advised to acquaint themselves with the provisions of the act and the rules before participating in the bidding process.

**NOTE: The envelopes containing the bid must be marked BID FOR "\_\_\_\_\_".**

1. "Bids by bona-fide dealers": -Bids shall be given only by bona-fide dealers in the services. They shall, therefore, furnish a declaration in prescribed form.
2. (i) Any change in the constitution of the firm, etc., shall be notified forth with by the contractor in writing to the purchase officer and such change shall not relieve any former member of the firm, etc., from any liability under the contract.  
(ii) No new partner/partners shall be accepted in the firm by the contract or in respect of the contract unless he/they agree to avoid by all its terms, conditions and deposit with the purchase officer a written agreement to this effect. The contractors receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.
3. **GST Registration and Clearance Certificate:-**No Dealer who is not registered under the GST prevalent in the State where his business is located shall Bid. The GST Registration Number/TIN No. should be quoted and a GST clearance certificate from the Commercial Taxes Officer of the Circle concerned shall be submitted without which the Bid is liable or ejection.
4. All rates quoted must be FOR and should include all incidental charges except statutory taxes such as GST which should be shown separately. In case of local supplies the rates should include all taxes, etc., and no cartage or transportation charges will be paid by the Govt Mahila Engineering College Ajmer and the delivery of the goods shall be given as per delivery schedule. Goods to be purchased are for the purpose of official use, hence octroi is not payable. The rates, therefore, should be exclusive of octroi, and local tax.
5. Rate shall be filled both in words and figures. There should not be errors and/or over writings. Corrections if any should be made clearly and initialled with dates. The rates should mention element of the GST separately.
6. **Validity:-**Bids shall be valid for a period of 90 from the date of opening of Technical Bid.
7. The approved Supplier shall be deemed to have carefully examined the conditions, scope of work, etc., of the services to be provided.
8. The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
09. The contract for the supply/services can be repudiated at any time by the Purchase Officer, if the supplies/services are not made to his satisfaction after giving an opportunity to the Bidder of being heard and recording of the reasons for repudiation.

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10. Direct or indirect canvassing on the part of the Bidder or his representative will be a disqualification.

**11. Specifications:-**

- (i) All article supplied shall strictly conform to the Specifications, trade mark laid down in the BID form and wherever articles have been required according to ISI specifications, those articles should conform strictly to those specifications and should bear such marks.
- (ii) The supply of articles marked with asterisk/at serial number ....., shall in addition, conform strictly to the approved samples and in case of other material where there are no standard or approved samples, the supplier shall be of the very best quality and description. The decision of the purchase committee whether the articles supplied conform to the specifications and are in accordance with the samples, if any, shall be final and binding on the bidders.
- (iii) **Warranty/Guarantee Clause:-** The bidder would give warranty/guarantee that the goods/stores/articles would continue to conform to the description, make and : quality as specified for a period of one year from the date of delivery of the said goods/stores/articles to be purchased and that notwithstanding the fact that the purchaser may have inspected and/or approved the said goods/stores/articles, if during the aforesaid period of one year the said goods/stores/articles be discovered not to confirm to the description, make and quality aforesaid or have determined (and the decision of the purchase committee in that behalf will be final and conclusive), the purchaser will be entitled to reject the said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality on such rejection the goods/stores/articles will be at the sellers risk and all the provisions relating to rejection of goods, etc., shall apply. The bidder shall if so called upon to do, replace the goods, etc. or such portion thereof as is rejection by the purchase committee, otherwise the bidder shall pay damage as may arise by reason of the breach of the conditions.
- (iv) In case of machinery and equipment also, guarantee will be given as mentioned in Clause (iii) above and the bidder shall during the guarantee period replace the parts if any and remove any manufacturing defect if found during the above period so as to make machinery and equipment's operative. The bidder shall also replace machinery and equipment's in case it is found defective which cannot be put to operation due to manufacturing defect, etc.

**12. Inspection**

- (a) The College inspection committee /CPC authorized shall have power to inspect and examine the materials and workmanship of the goods/equipment/machineries during manufacturing process /service delivering process or or afterwards as may be desired.
- (b) The bidder shall furnish complete address of the premises of his Hostel, office, godown and workshop where inspection can be made together with name & address of the person who is to be contacted for the purpose.

13. **Samples:** The articles marked within the schedule for samples shall be accompanied by two set of samples of the articles properly packed & signed. Such samples should be submitted personally in the office. A receipt will be given for each sample by the officer receiving the samples.

14. Each sample shall be marked suitably either by written on the sample or on a slip of durable paper securely fastened to the sample, the name of the bidder and serial number of the item, of which it is a sample in the schedule.

15. Approved samples will be retained free of cost and shall not be returned. The Mahila Engineering College Ajmer shall not be responsible for any damage, wear and tear or loss during testing, examination, etc. during the period these samples are retained. The MECA, Ajmer shall in no way make arrangements to return

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the samples.

16. Samples not approved, shall be collected by the unsuccessful bidder. The MECA, Ajmer will not be responsible for any damage, wear and tear, or loss during testing, examination, etc., during the period these samples are retained. The uncollected samples shall be forfeited and no claim for their cost, etc., shall be entertained.
17. Supplies when received shall be subject to inspection to ensure whether they conform to the specifications or with the approved samples. Where necessary or prescribed or practical, tests shall be carried out in MECA, Ajmer and in reputed testing house like MSME Testing Station, Jaipur and the like and the supplies will be accepted only where the articles conform to the standard of prescribed specifications as a result of such test.
18. **Draw of samples:** - In case of tests, samples shall be drawn in four sets in the presence of bidder or his authorized representative and properly sealed in their presence. One such set shall be given to them, one or two will be sent to the laboratories and/or testing house and the third or fourth will be retained in the officer for reference and record.
19. **Testing Charges:** - Testing Charges shall be borne by the MECA, Ajmer. In case urgent testing is desired to be arranged by the bidder or in case of test result showing that supplies are not up to the prescribed standards or specifications, the testing charges shall be payable by the bidder.
20. **Rejection:-**
  - (i) Articles not approved during inspection or testing shall be rejected and will have to be replaced by the bidder at his own cost within the time fixed by the procurement committee.
  - (ii) If, however, due to exigencies of MECA, Ajmer, such replacement either in whole or in part, is not considered feasible, the procurement committee after giving an opportunity to the bidder of being heard shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.
21. The rejected articles shall be removed by the bidder within 15 days of intimation of rejection, after which Registrar shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as he thinks fit, at the bidder's risk and on his account.
22. The bidder shall be responsible for the proper packing so as to avoid damage under normal conditions of transport by sea, rail, road and air delivery of the material in good condition to the consignee at destination. In the event of loss, damage, breakage or leakage or any shortage the bidder shall be liable to make goods such loss and shortage found at the checking/inspection of the materials by the consignee. No extra cost on such account shall be admissible.
23. The contract for the supply can be repudiated at any time by the Principal, if the Supplies are not made to his satisfaction after giving an opportunity to the bidder of being heard and recording of the reasons for repudiation.
24. Direct & indirect canvassing on the part of the bidder or his representative will be a disqualification.
25. (i) **Delivery Period:-** The bidder whose BID is accepted shall arrange supplies within a period of 30 days from the date of supply order issued by the College authorized Head of offices/ DDO, MECA, Ajmer from time to time under ARC.
  - (ii) **Extent of Qty.- Repeat orders:-** If the orders are placed in excess of the quantities shown in the BID notice, the bidder shall be bound to meet the required supply. Repeat orders may also be placed on the rate and conditions given in the tender as per provisions of procurement rules.
  - (iii) If the purchase officer does not purchase any of the Bided articles or purchase less than the quantity indicated in the BID form, the bidder shall not be entitled to claim any compensation.

## 26. Agreement and Performance Security (P.S.): -

- (i) Successful Bidder will have to execute an agreement in the Form SR- 17 on Non –Judicial stamp of Rs 500/- at his own expenses and deposit performance security equal to 5% of the value of the contract for which Bids are accepted within 15 days from the date of dispatch on which the acceptance of the Bid is communicated to him.
- (ii) The B.S. deposited at the time of Bid will be adjusted towards P.S. and the P.S. amount shall in no case be less than earnest money.
- (iii) No interest will be paid by the department on the security money.
- (iv) The forms of P.S. shall be as below: —
  - (a) Bank Draft or Banker's Cheque of a scheduled bank;
  - (b) National Savings Certificates and any other script/instrument under National Savings Schemes for promotion of small saving issued by a Post office in Rajasthan. If the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of bid and formally transferred in the name of procuring entity with the approval of Head Post Master.
  - (c) Bank Guarantee/s of a scheduled bank; It shall be got verified from the issuing bank. Other conditions regarding bank guarantee shall be same as mentioned in the rule 42 for bid security.
  - (d) Fixed Deposit Receipt (FDR) of a scheduled bank, it shall be in the name of procuring entity on account of bidder and discharged by the bidder in advance. The procuring entity shall ensure before accepting the Fixed Deposit Receipt that the bidder furnishes an undertaking from the bank to make payment/premature payment of the Fixed Deposit Receipt on demand to the procuring entity without requirement of consent of the bidder concerned. In the event of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit. Performance security furnished in the form specified in clause (b) to (d) shall remain valid for a period of 60 days beyond the date of completion of all contractual obligation of the bidder.
- (v) The P.S. shall be refunded after one month of the expiry of contract on satisfaction completion of the same or after the expiry of the period of guarantee if any, whichever is later and after satisfied there are no dues outstanding against the Bidder.

## 27. Forfeiture of P.S.:—Security amount in full or part may be forfeited in the following cases

- a. When any terms and conditions of the contract are breached.
- b. When the Bidder fails to provide services or execute work satisfactorily.
- c. Notice of reasonable time (Maximum 15 days' notice) will be given in case of forfeiture of P.S. The decision of the MECA, Ajmer in this regard shall be final.

28. The expenses of completing and stamping the agreement shall be paid by the Bidder and the department shall be furnished free of charge with one executed stamped counterpart of the agreement.

29. The time specified for delivery in the Bid form shall be deemed to be the essence of the contract and the successful Bidder shall arrange providing services within the period on receipt of the order from the Purchase Officer.

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30. Insurance:-

(1) The goods will be delivered at the destination in perfect condition. The supplier, if he so desires, may be insured the valuable goods against loss by theft, destruction or damage, by fire, flood, under exposure to whether or otherwise viz. (war, rebellion, riot etc.) The insurance charges will be borne by the supplier and state will not be required to pay such charges incurred.

31. Payments:-

(i) Unless otherwise agreed between the parties, payment for the delivery of the stores will be made on completion of supply satisfactorily and on submission of bill in proper form by the bidder to the concern Head of offices/DDO, MECA, Ajmer by which the supply order was issued. All remittance charges will be borne by the bidder.

(ii) In case of disputed items, the amount pertains to disputed items shall be withheld and will be paid on settlement of the dispute.

(iii) Payments in case of those goods which need testing shall made only when such tests have been carried out, test results received conforming to the prescribed specification.

32. The time specified for delivery in the BID form shall be deemed to be the essence of the contract and the successful bidder shall arrange supplies within the period on receipt of the supply order from the Head of office / DDO of MECA, Ajmer

33. Liquidated Damages:- In case of extension in the delivery period with liquidated damage the recovery shall be made as per provision of financial rules.

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1	Delay upto one fourth period of the prescribed delivery period	2.5%
2	Delay exceeding one fourth but not exceeding half of the prescribed delivery period	5%
3	Delay exceeding half but not exceeding three fourth of the prescribed delivery period	7.5%
4	Delay exceeding three fourth of the prescribed delivery period	10%

II Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.

III. The maximum amount of liquidated damage shall be 10%.

IV. If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance; he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

V. Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the bidder.

34. Risk & Cost clause:-

The competent authority of MECA, Ajmer without prejudice to his right against the approved supplies in respect of any delay or inferior performance of otherwise or claims for delay in respect of any breaches of the contract and without prejudice to any rights or remedies under any of the provisions of the contract or otherwise, by notice in writing absolutely determined the contract in any of the cases.

(i) A notice in writing to rectify, or otherwise that the work being performed is inefficient or otherwise

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implemented in improper manner, shall omit to comply with the requirement of such notice within a period of 07 days or for prescribed time, thereafter if the supplier shall delay or suspended the execution of the work so that either in the judgment of the competent authority, he will be unable to perform the work by the satisfaction of MECA, Ajmer or has already failed to complete the work by the time.

(ii) If the supplier commits breach of the terms & conditions the contract.

(iii) When the supplier has made himself liable for action under any of the cases aforesaid, the competent authority, shall exercise power:-

(a) To determine or rescind the contract, as aforesaid, upon such determination or rescission, the bid security, performance security shall be liable to be forfeited and shall be absolutely at the disposal of MECA, Ajmer .

(b) To get the work done through other service provider and in such case any expenses which may be incurred in excess, of the sum which would have been paid to the original SP, if the whole work had been executed by him of the amount of which excess, the decision of the Principal/ MECA, Ajmer shall be final and conclusive and shall be borne and paid by the original SP that may be deducted from any money due to him by the MECA, Ajmer or from his bid security, performance security. However the original SP shall have no claim to compensation for any loss sustained by him or reason for having purchased or procured any material, equipment's or entered into any engagements or made advances on account of execution/performance of contract.

35. **Recoveries:** Recoveries of liquidated damages, risk & cost, shall ordinary be made from bills. Amount may also be withheld to the extent of L.D./risk & cost and in case of failure in satisfactory completion of the work assigned; an amount of risk & cost along with amount of liquidated damages shall be recovered from his dues and P.S. available with the department. In case recovery is not possible recourse will be taken under Rajasthan PDR Act or any other law in force.

36. Bidders must make their own arrangement to obtain import license, if necessary.

37. If a Bidder imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, his Bid is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of Bid issued by the MECA, Ajmer

38. The MECA, Ajmer reserves the right to accept any Bid not necessarily the lowest, reject any Bid without assigning any reasons and accept Bid for all or any one or more of the articles for which Bidder has been given or distribute items of works to more than one bidder.

39. The Bidder shall furnish the following documents at the time of execution of agreement:-

i. Attested copy of partnership Deed in case of Partnership Firms.

ii. Registration Number, registration certificate and year of registration in case Partnership firm is registered with Registrar of Firms.

iii. Address of residence and office, telephone numbers in case of Sole Proprietorship and R/C of firm.

iv. Registration issued by Registrar of Companies in case of Company.

v. Power of Attorney if any

40. If any dispute arise out of the contract with regard to the interpretation meaning and breach of the terms of the contract, the matter shall be referred to Principal, Mahila Engineering College Ajmer whose decision shall be final and abide.

41. All legal proceeding, if necessary arise to institute may by any of the parties (MECA, Ajmer or

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Contractor) shall have to be lodged in courts situated in Ajmer, Rajasthan and not elsewhere.

42. All other/remaining general terms & conditions shall apply as laid down in Rajasthan Transparency in Public Procurement Rule-2013 and RTPP Act 2012.
43. The prices under rate contract shall be subject to price fall clause as per RTPP rules.
44. Successful bidder should supply the ordered material in requisite quantity placed by MECA, Ajmer within the stipulated period.

**Note: - I have read the above terms and conditions of contract carefully and I shall abide by the same in the event of successful bidder.**

Place:

Signature of Bidder with  
Seal

u se by

To be sealed in Env/Cover No. 01

Fee	Amount(Rs)	Mode	No. & date
Tender Fee		DD/BC	
Bid Security		DD/BC	

(To be submitted on Letter head of Firm/Company)

**BID SUBMISSION SHEET (BSS)**

To

The Principal,

Mahila Engineering College Ajmer

Ajmer (Raj.)

Subject: Regarding Bid submission for NIB .....

I/We.....(Name of Bidder) having our office at .....(Address of Bidder) do declare that I/we have read all the terms & conditions of the Bid floated by Principal, Mahila Engineering College Ajmer for the .....(Name of subject of procurement) for Six Months from date of agreement and agree to abide by all Terms and conditions set forth therein. I/We declare that we are participating in this bid in the capacity of .....

I/we enclose valid Registration certificate of the establishment. I/We further declare that the rates offered by us shall remain valid for the entire period of the bid and not supply the quoted items below the quoted rates to elsewhere. Our important particulars are as given below:

S.No.	Item	Details
1	Name & address of the tenderer with telephone/mobile No., Fax No., e-mail address etc.	
2	Whether Proprietor/ Partnership/ Company (Enclose copy of document)	
3	PAN No. (Enclose copy of document)	
4	TIN No. (Enclose copy of document)	
5	GST No. (Enclose copy of document)	
6	Service Tax Registration no. (Enclose copy of document)	
7	Banker details: (Enclose copy of document)	
7.1	Name	

7.2	Branch No.	
7.3	Address	
8	Bank Account No. (Enclose copy of document)	
8.1	Type of A/c : Saving / Current/CC/ any other	
8.2	IFSC code	
9	Are you exempted from paying custom Duty/excise Duty/Sales Tax, if yes give details.	
10	Any other important information related to the tender requirement.	

(Name) Signature of Bidder with Seal

Handwritten signatures and initials in blue ink.

Ref No.:

Dated:

**TECHNICAL BID SUBMISSION SHEET**

(To be submitted on the letterhead of the Applicant Firm/Company)

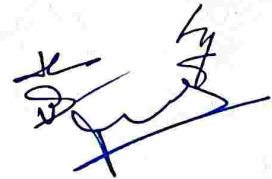
To

Principal,

Mahila Engineering College Ajmer

I/We the undersigned declare that:

1. I/We have examined and have no reservations to the Bidding document.
2. I/We declare that I/we fulfil the eligibility and qualification criteria in conformity with the Bidding document and offer to supply in accordance with the specifications, the delivery schedule and other requirements as specified for the following Goods and related services.
3. My/Our Bid shall be valid for a period of 90 days for the date fixed for the Bid submission deadline in accordance with the Bidding document and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. If my/our Bid is accepted, I/we commit to obtain a Performance security in the amount of 05 percent of the Contract Price and shall submit the Performance security declaration, as the case may be, for the due performance of the contract.
5. I/We are not participating as Bidder in more than one bid for supply of the subject matter of procurement in this bidding process.
6. My/Our firm including our suppliers have not been debarred by the state government or the Procuring entity or a regulatory authority under any applicable law.
7. My/We understand that this bid together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us until a formal contract is prepared and executed.
8. I/We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
9. I/We agree to permit Government of Rajasthan or the Procuring Entity or their representatives to inspect our hostel premises, accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by them.
10. I/We declare that we have complied with and shall continue to comply with the provisions of the Code of integrity including conflict of interest as specified for bidders in Rajasthan Transparency in



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Public Procurement Act 2012, the Rajasthan Transparency in Public Procurement Rules 2013 and this bidding document during the procurement process and execution of the contract till completion of all our obligations under the contract.

11. Other comments, if any:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Complete address \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

*[Handwritten signature and initials]*

To be sealed in Env/Cover No. 01

**TECHNICAL BID**





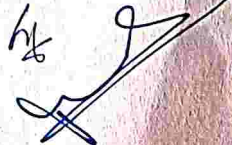
**(SR FORM 15, RULE 68 OF GF&AR)**

**HIRING OF BUILDING FOR ACCOMMODATION (HOSTEL) INCLUDING MESS**

Sl. No.	Requisite Information	Firms Response
1)	NIB Number and Date	
2)	Bid for (name of goods/services for which the bid is submitted)	
3)	Address of the procurement Entity	Mahila Engineering College Ajmer Nasirabad Road, Makhupura, Ajmer Pin: 305002
4)	Name of The Service Provider(s)/ Building owner(s)/Agencies	
5)	Full Address of the Service Provider(s)/Building owner(s)/ Agencies Telephone /Mobile No. E mail ID	
6)	PAN No. details (Copy of PAN card shall be attached)	
7)	GST No. (Copy of GST registration certificate shall be attached)	
8)	Legal Status of holding:  (Building Proprietorship / Building Partnership / Building on Lease / Other, specify).  (Attach the documentary proof )	
9)	Detail Location & Address of Building offered to be HOSTEL ETC. Premises	..... ....
10)	Name of Contract Person, Mobile No. And Email Id.	..... .... ..... ....

*[Handwritten signature and initials]*

11)	Total Area offered for rent: 1. Total Carpet Area (in Sq. m.) 2. Total covered area (in Sq. m.) 3. Total Plinth Area (in Sq. m.) 4. Year of construction:			
12)	No. of Rooms offered	2 seater	3 seater	4 seater
13)	Distance of the offered Hostel Premises from the main gate of Mahila Engineering College Ajmer campus located at Nasirabad Road, Makhupura, Ajmer			
14)	Road width (In Feet)/ Landmark where the accommodation is situated.			
15)	Use of Building/premises (Commercial or Institutional or Residential): Is there any restriction on the use of building/premises? If Building is as hostel, attached Valid license.			
16)	Have Lift provision in offered Building?			
17)	Have Valid Electric Power in offered Building? Sanctioned electricity load:			
18)	Have alternate provision of Electric supply in the offered Building?			
19)	Whether provisions for Telephone / Internet connectivity with Wi-Fi is available or not?			
19)	Details of power backup facilities, If Any: Arrangements for operation, regular repairs and maintenance of such 'Power Back Up' facilities. (e.g DG Set, UPS etc.)			
20)	Does the property have necessary facilities like ramp, special washrooms etc, for differently able persons?			
21)	Details of Surveillance System, If Any (CCTV):			

22)	Transportation Facility available	
23)	Whether running water, both drinking and otherwise, is available round the clock?	
24)	Any value added services offer: Technology add-on such as App based services, registrations, attendances, email based alerts, app based payments, complaints feedback, etc.	Attach separate annexure consisting of all details
25)	Attach the Following documents: 1. Ownership Documents ..... 2. Building approved Drawings ..... 3. Structure Certificate ..... 4. Fire Safety clearance Certificate ..... 5. No. of Fire Extinguishers installed ..... 6. Sanctioned Load from respective Authorities ..... 7. Details of Wi-Fi services offered in terms of capacity .....	
26)	Agreed to provide all services & amenities and all Terms & Conditions as per tender document?	
27)	Agreed to sign for a period of Six Months, which may be extended as per the conditions mentioned in the Tender.	
28)	Whether agrees to abide by the terms and conditions of the Tender document? In the event of award of the contract?	
29) i	The Bid price amounting to Rs.1000/-has been deposited vide	Demand Draft No..... Bank Name..... Date.....
29) ii	The Security deposit(EMD) amounting to Rs. 12258/- has been deposited vide	Demand Draft No..... Bank Name..... Date.....

30)	Bank Details	Beneficiary Name:      Account No:      Bank Name:      Branch:      IFSC Code:      MICR No.:      Type of Account: (Saving/Current)
31)	Payment Terms agreed as Specified in Tender documents.	
32)	Eligibility Criteria:-	
32.1	The bidder shall give undertaking (Performa is attached) that his Company is neither blacklisted by Central Government / State Government or instrumentalities thereof nor any criminal case against the Bidder / Its Partners / Directors / Agents is pending before any court of Law.	
32.2	The firm should be registered under the Income Tax, GST and other required Statutory registrations.	
32.3	Form A, B, C, D&E as prescribed in Rajasthan Transparency in Public Procurement Rules, 2013 duly signed is also enclosed	

This is to certify that all the information stated above is true and correct to the best of my/our knowledge. I/We understand and accept the terms and conditions and further accept that if there is any suppression, fabrication and misstatement of facts in any form, will at once result in cancellation of my application/ contact and that Mahila Engineering College Ajmer, Ajmer reserves its rights to take such action as it may deem fit in such an eventuality.

(Signature of the authorized Signatory)

Date:.....

Name of Signatory: .....

Place:.....

Name of the Service Provider(s)/ Building owner(s)/Agencies: .....

*[Handwritten signatures and initials]*

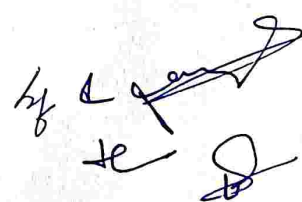
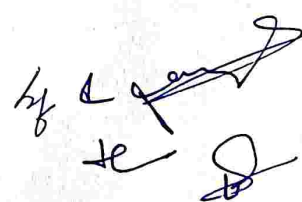
To be sealed in Env/Cover No. 01

**QUALIFICATION AND EVALUATION CRITERIA FOR TECHNICAL BID**

Each bidder shall have the necessary qualifications to successfully fulfil its obligation under the contract. The Principal, Mahila Engineering College Ajmer specifies the following qualification criteria for evaluation of Technical Bids; all the below mentioned are compulsorily required except those stated desirable. In the absence of other required document, the Bid will be considered as rejected.

S.No.	Particulars	Enclosed(YES/NO)
1	Attested copy of PAN & GSTIN Certificate	
2	Technical Bid submission sheet	
3	Technical Bid	
4	Attested copy of Registration certificate of business establishment issued by a competent authority	
5	Required certificates/Licence/Documents should be complete and updated(as per Table 01-Section 02)	
6	Annexure-A Compliance with the code of Integrity and No Conflict of Interest	
7	Annexure B Declaration by the Bidder regarding Qualifications Declaration by the Bidder	
8	Annexure-C Grievance Redressal during Procurement Process	
9	Annexure-D Additional Conditions of Contract	
10	Annexure -E(Rs. 100- Non judicial stamp, UNDERTAKING (on firm's letter head)	
11	Annexure-F(LETTER FOR ACCEPTANCE OF TERMS & CONDITIONS)	
12	Annexure-G(STATEMENT OF ANNUAL TURNOVER)( desirable)	
13	Annexure-H(STATEMENT OF PAST SUPPLIES AND PERFORMANCE) ( desirable)	
14	Financial Price bid submission sheet	

Name &amp; Signature of Bidder with date &amp; seal

by   
te 

(To be submitted on Letter head of Firm/Company)

Financial/Price Bid Submission Sheet (FBSS)

To

The Principal,

Mahila Engineering College Ajmer

We the undersigned declare that:

1. We have examined and have no reservations to the Bidding document including Addenda No. \_\_\_\_\_
2. We offer to supply **Services for Hired Girls Hostel including Mess** as per bidding documents and in accordance with the specifications, the delivery schedule and other requirements as specified in Schedule of supply, the following Goods and related services.
3. We understand that this bid together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us until a formal contract is prepared and executed.
4. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
5. Other comments, if any:

Name \_\_\_\_\_

In the capacity of \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_

Complete address \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

*gand*  
*+* *gand*

To be sealed in Env/Cover No. 02

**FINANCIAL BID/BOQ**  
(To be submitted on the letterhead of the Applicant)  
**(SR FORM 15, RULE 68 OF GF&AR)**

1. Name of the firm
2. Address & Mobile No.(attach proof)

**HIRING OF GIRLS HOSTEL SERVICES INCLUDING MESS FACILITIES**

**Hostel Charges Including Mess**

**(maximum charge payable =Rs. 3405/- per person)**

Description	Charges per Person per Month (Rs)	Total charges Per Month Including All Taxes (Rs)	Duration	Total Amount Including All Taxes (Rs)
Monthly Hostel Charges including Mess(Breakfast, Lunch, Evening Tea and Dinner)for per person offered	Rs..... ..... ..... ..... ..... ..... ..... (in Figures)	Rs..... ..... ..... ..... ..... ..... ..... .. (in Figures)	Six Months	Rs..... ..... ..... (in Figures) Rupees..... ..... ..... ..... (in Words)

Financial bid should contain Service Providers / Building owners/ Agencies name and monthly Rental including all charges to be quoted by bidder. Rates quoted above shall be inclusive of all applicable taxes.

I/We hereby certify that the above rates have been quoted after pursuing all the general and special terms and conditions of the bid. I/We agree to confirm these conditions and signed on all the terms & conditions in token of confirmation and acceptance. I/we also bear the responsibility for installation, commissioning, demonstration and training to user at my/our cost.

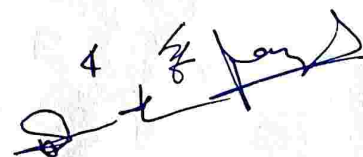
Place:

Date:

Name &amp; Signature of the

Bidder with Seal

4 1/2 per day



**DRAFT OF AGREEMENT  
(SR FORM-17 RULE 68 OF GFAR-II)**

1. An agreement has been made this.....day of.....between..... (herein after called—the “The Approved Service Provider”, which expression shall, where the context so admits, be deemed to include heirs, successors, executors and administrators) of the one part and the Mahila Engineering College Ajmer (hereinafter called the MECA) which expression shall, where the context so admits, be deemed to include his successors in office and assigns) of the other part.
2. Whereas the approved Service Provider has agreed with the MECA to provide services to the MECA, Ajmer at its head office as well as branches offices throughout Rajasthan, all those articles set for thin the schedule appended here to in the manner set for thin the conditions of the Bid and contract appended herewith and at the rates set forth in column.....of the said schedule.

3. And whereas the approved Service Provider has deposited a sum of Rs.....in.....

1. Cash/Bank Draft/Challan No./Banker Cheque No.....dated.....
2. Bank guarantee of any of the scheduled banks in the prescribed format.

4. Now these presents witness:

- (1) In consideration of the payment to be made by the MECA, Ajmer through.....at the rates set forth in the schedule hereto appended approved Service Provider will duly perform the said services set forth in.....and.....thereof in the manner set forth in the conditions of the bid and contract.
- (2) The conditions of the bid and contract for open Bid enclosed to the Bid notice number.....dated.....and also appended to this agreement will be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.
- (3) Letter nos.....received from the bidder and letters nos.....received by the MEC, Ajmer and appended to this agreement shall also form part of this agreement.
- (4) i . The MECA, Ajmer do hereby agree that if the approved Service Provider shall duly perform the said services in the manner aforesaid observe and keep the said terms and conditions, the MEC, Ajmer will through.....pay or cause to be paid, to the approved Service Provider at the time and the manner set forth in the said conditions, the amount payable for the work.

ii. The mode of payment will be as specified below:

1. ....
2. ....

5. The delivery shall be affected and completed within the period noted below from the date of work order:-

S. No	Items Quantity	Delivery period
01	As per Section 3	30 working Days

6. In case of extension in the execution period with liquidate damage; the recovery shall be made on the basis of following percentages of the SLR:

I

1	Delay upto one fourth period of the prescribed delivery period	2.5%
2	Delay exceeding one fourth but not exceeding half of the prescribed delivery period	5%
3	Delay exceeding half but not exceeding three fourth of the prescribed delivery period	7.5%
4	Delay exceeding three fourth of the prescribed delivery period	10%

II Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.

III. The maximum amount of liquidated damage shall be 10%.

IV. If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

V. Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the bidder.

7. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the Principal, MEC, Ajmer and the decision of the Principal, MEC, Ajmer shall be final and binding for both the parties.
8. For all legal disputes the jurisdiction shall be Ajmer only.

In witness whereof the parties hereto have set their hands on the.....day of.....202.....

Signature of the approved Bidder/Service Provider

Signature for and on behalf of MECA

Designation

Date:

Witness No 1

Witness No 2

Note: The final Agreement will be made as per the letter of Acceptance

4  
[Handwritten signature]

### Compliance with the code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall-

- (a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) Not indulge in any collusion, Bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
- (d) Not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) Not indulge in any correction including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) Not obstruct any investigation or audit of a procurement process;
- (g) Disclose conflict of interest, if any; and
- (h) Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- i. A Bidder may be considered to be in Conflict of interest with one or more parties in a bidding process if, including but not limited to;
  - a. Have controlling partners/shareholders in common; or
  - b. Receive or have received any direct or indirect subsidy from any of them; or
  - c. Have the same legal representative for purpose of the Bid; or
  - d. Have the relationship with each other, directly or through common third parties, that puts them in a position to have access have to information about or influence on the bid of another Bidder, or influence the decision of the procuring Entity regarding the bidding process; or
  - e. The bidder participates in more than one bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid ;or
  - f. The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specification of the Goods, Works or Service that are the subject of the Bid; or
  - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the procuring Entity as engineer-in-charge/consultant for the contract.

Date:

Place:

Signature of bidder

Name:

Designation:

Address :

To be sealed in Env/Cover No. 01  
Annexure-B

**Declaration by the Bidder regarding Qualifications Declaration by the Bidder**

In relation to my/our Bid submitted to .....for procurement of .....in  
response to their Notice Inviting Bid No.....Dated.....

I/We hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/We possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/We have fulfilled my/our obligation to pay such of the taxes payable to the union and the State Government or any local authority as specification in the Bidding Document;
3. I/We have are not insolvent in receivership, bankrupt or being wound up, not have my/our affairs administrated by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceeding for any of the foregoing reasons;
4. I/We do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conducted or the making of false statement or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceeding;
5. I/We do not have a conflict of interest as specification in the Act, Rules and the bidding Document, which material affects fair competition;

Date:

Signature of bidder

Place:

Name:

Designation:

Address:

**Grievance Redressal during Procurement Process**

The designation and the address of the first Appellate Authority is **Principal, MECA, Ajmer**. The designation and the address of the Second Appellate Authority is Registrar, Bikaner Technical University, Bikaner.

**(1) Filing an appeal**

If any bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the act or the rules or the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Providing that after the declaration of a Bidder as successful the appeal may be filled only by a Bidder who has participated in procurement proceeding:

Providing further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filled only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under Para (1) shall deal with the appeal as expeditiously as possible and shall endeavor to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under Para (1) fails to dispose of the appeal filed within the period specified in Para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidder Document in this behalf within fifteen days from the expiry of the period specified in Para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

**(4) Appeal not to lie in certain cases**

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) Determination of need of procurement;
- (b) Provisions limiting participation of Bidders in the Bid process;
- (c) The decision of whether or not to enter into negotiations; (d) Cancellation of a procurement process;
- (e) Applicability of the provisions of confidentiality.

**(5) Form of Appeal**

- (a) An appeal under Para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the

facts stated in the appeal and proof of payment of fee.

(c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.

(6) Fee for Filing Appeal

(a) Fee for first appeal shall be two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.

(b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(7) Procedure for disposal of appeal

(a) The First Appellate Authority or Second Appellate Authority, as the case may be upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.

(b) On the date of fix hearing, the First Appellate Authority or Second Appellate Authority, as the case may be shall,-

(i) Hear all the parties to appeal present before him; and

(ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.

(c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.

(d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

Date:

Signature of bidder

Place:

Name:

Designation:

Address :

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To be sealed in Env/Cover No. 01

Annexure-D

### Additional Conditions of Contract

#### 1. Correction of arithmetical errors

Provided that a Financial Bid is substantially responsive, that Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case in the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Deceleration shall be executed.

#### 2. Procuring Entity's Right to vary Quantities.

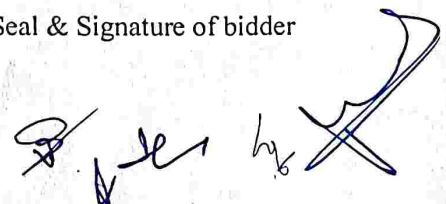
- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit price or other terms & conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procurement Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

#### 3. Dividing quantities among more than one Bidder at the time of award (In case of procurement of Goods)

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

Date:

Seal & Signature of bidder



To be sealed in Env/Cover No. 01  
Annexure-E

Rs. 100- Non judicial stamp

UNDERTAKING (on firm's letter head)

1. I the undersigned certify that I have gone through the terms and conditions mentioned in the bid document and undertake to comply with all the terms and conditions mentioned in the bid document.
2. The rates/discount quoted will be valid and binding upon me for the entire period of contract/validity.
3. I hereby undertake to supply the items/render the services as per specifications /scope of work given in the bid document /purchase order within stipulated period, if I qualify in the bidding process.
4. I give the rights to the Mahila Engineering College Ajmer to forfeit the security deposit (EMD) and performance security paid by me if any delay occurs on my part or if I fail to comply with the terms and conditions mentioned in the bid document.
5. I hereby declare that my Company is neither blacklisted by Central Government / State Government or instrumentalities thereof nor any criminal case against the Bidder / Its Partners / Directors / Agents is pending before any court of Law.
6. I hereby certify that I have no pending amount with the college. Also myself, my spouse and any of my blood relation is in no confrontation with the college.
7. I further certify that I am competent officer in my firm/company to make this declaration.
8. Further I am aware that if any of the information given by me is found to be wrong in future then legal action can be taken against me and my bid will be considered as canceled.

(Signature of the Bidder)

Name

Designation

Seal

Date:

Address:

*[Handwritten signature]*

**LETTER FOR ACCEPTANCE OF TERMS & CONDITIONS**

(On the letter head of the Agency)

To

Date:

The Principal

Mahila Engineering College

Nasirabad Road

Makhupura

Ajmer

Sub: Acceptance of Terms & Conditions of tender for 'Hiring of Girls Hostel Services including Mess Facilities'  
vide Tender Ref. No: .....

Dear Sir,

I / We have downloaded / obtained the tender document(s) for the above mentioned "Tender" from the web site(s) namely .....as per your notice given in the above mentioned website(s).

1. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department / organization with this tender has also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
4. No employee or direct relation of any employee of Mahila Engineering College Ajmer is in way connected as Partner / Shareholder / Director / Advisor / Consultant / Employee etc. with the Agency / Firm / Company.
5. I / We certify that all information and data furnished and attachments submitted with the application by our Agency / Firm / Company are true & correct.
6. I / We are aware that if any information is found to be incorrect / untrue or found violated, then your department / organization shall without giving any notice or reason thereof summarily reject our bid or terminate our contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit / Performance Security absolutely.
7. I / We do hereby declare that the I/we/our firm/company has neither been black listed nor any criminal case is pending against me/us/him/our firm/our company (attach an affidavit duly notarized on Stamp Paper Worth of Rs. 100/- stating that I/we/our firm/company has never been Black listed and no criminal case etc./ is pending against me /us/our firm/company) by any of the Govt. Institute/Ministries /Departments/PSUs.

Yours Faithfully,

(Signature of the Applicant, with Official Seal)

To be sealed in Env/Cover No. 01

Annexure –G

(To be submitted on Letter head of Firm/Company)

**STATEMENT OF ANNUAL TURNOVER**

The average annual Turnover of  
M/s \_\_\_\_\_ address  
\_\_\_\_\_ for the past three years is as  
follows and it is certified that the statement is true and correct.

S.No.	Financial Year	Turnover(in Lakhs)
1	2021-22	
2	2022-23	
3	2023-24	

Average Turnover per annum \_\_\_\_\_

Signature of Chartered Accountant & seal

(Name & Address)

Date:

Seal & Signature of bidder

(To be submitted on Letter head of Firm/Company)

**STATEMENT OF PAST SUPPLIES AND PERFORMANCE**

We \_\_\_\_\_ (name of the firm) do hereby undertake that we have performed the supply of \_\_\_\_\_ as per the details given below.

S.No	Calendar Year	Order Placed by (full address of procuring entity with telephone No.)	Order No and date	Date of completion of delivery		Remarks indicating reasons for late delivery(if any)
				As per contract	Actual	
1	2	3	4	5	6	7
1	2021-22					
2	2022-23					
3	2023-24					

1. It should be submitted with technical bid.
2. The above information may be verified from relevant documents of bidder.

Seal &amp; Signature of bidder

Name of bidder

Designation

Address

## Department Details:

Department Name	Government Women Engineering College Ajmer
Department Type	State Government Department
Procuring Entity Name:	Dr. Ravindra Chauhan
Procuring Entity Contact:	Email: rja200801057386[at]rajasthan[dot]in, Mobile: 9414980292
Office Address:	GOVT. WOMEN ENGINEERING COLLEGE AJMER, NASIRABAD ROAD, MAKHUPURA, Ajmer, (Ajmer), PIN:305002, Landline No.:01452695535, Fax No.:01452695102

## NIB Details:

NIB Code	WEA2526A0008
NIB Reference no.	GWECA/2025-26/MAHI HOSTEL/148

Document	Financial Year	Publish Date	Uploaded on	Published Bids
[English] 520.85 KB	2025 - 2026	27/08/2025	27/08/2025	1 / 1

## Publish Bid Details:

Cover(s)	Document	Bid Title / (UBN)	Amount( )	Bid Type	Open Date	End Date
2	 <u>[English n हिन्दी] 21.21 MB</u>	HIRING GIRLS HOSTEL SERVICES IN CLUDING MESS FACILITIES (WEA2526SSOB00008)	612900.00	Services	06/09/2025	06/09/2025
<b>Bid Details:</b>						
Bid Title		HIRING GIRLS HOSTEL SERVICES INCLUDING MESS FACILITIES				
Bid Type		Services				
Bid Sub Type		Hiring of Accommodation-Hall				
Bid Pattern		Open Competitive Bidding				
Bid Amount		₹ 612900.00				
Bid Required in Cover(s)		2				
First Appeal Hearing Authority		Principal				
Second Appeal Hearing Authority		Finance Comptroller				
<b>Critical Dates:</b>						
Bid Upload Date		27/08/2025				
Bid Publish Date		27/08/2025				
Bid Submission End Date		06/09/2025				
Bid Open Date		06/09/2025				